



IDIQ provides a variety of professional consulting services from prequalified vendors.

PROJECT INFORMATION

Date	Using Agency	Existing CAP project? <input type="checkbox"/> Yes <input type="checkbox"/> No	CAP project number (if applies)
Project location address		Type of vendor requested	IDIQ or on-call (if known) <input type="checkbox"/> IDIQ <input type="checkbox"/> On-call
Are federal funds being used for any portion of this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		Federal funding expiration date	
Project detailed description to help CAP determine best vendor (provide specific requirements or qualifications the vendor should possess)			

SUBMITTED BY

Name	Phone
Title	Email

CONTACT INFORMATION

Name	Phone	Email
Name	Phone	Email
Name	Phone	Email

REQUESTED VENDOR (OPTIONAL)

Vendor name	Contact name	Email
Vendor name	Contact name	Email
Vendor name	Contact name	Email

INSTRUCTIONS

1. If this is part of an existing CAP project, select Yes and provide the CAP project number (CAP-000### or CAP## #####).
2. Submit the completed form or any questions to cap@omes.ok.gov.

FOR CAP INTERNAL USE ONLY

Assigned vendor

Contact name	Contact email	
Assigned project manager	Date NTP sent	CAP project number
Additional info		



CAP SERVICES AND FEES			
Fee code	Contract management type	PeopleSoft requisition code	Fee
Construction contracts			
1	Requisition for contract award ≤\$100,000 with Using Agency quotes	TRM 0282	\$100
3	Requisition for contract bid and award – CAP solicits	TRM 0281	.75% of contract requisition
Projects with complex requirements (all projects funded by OCIA and others as determined by CAP)			
4	Total project cost: consultant and construction contracts	TRM 0278 or TRM 0281	1% (includes solicitation and bidding)
Construction document quality control review			
5	Independent plan review when determined by CAP	Contact CAP	Direct cost paid from project funds
Value-added programs and services			
8	Roof Asset Management Program (RAMP)	TRM 0283	3.5% of project cost
8.2	IDIQ environmental abatement program	TRM 0283	3.5% of project cost
8.4	Real estate appraisers' program	TRM 0279	7% of appraiser's fee
9	On-call consultant	TRM 0280	7% of consultant's fee
10-15.1	All other IDIQ programs and services	TRM 0279	7% of consultant's fee
Miscellaneous			
16	Annual renewal for multiyear service contract or Work Order Release on an agency IDIQ contract	TRM 0281 or TRM 0282	\$100
17	Bid document reproduction ¹	N/A	Cost + 15%
18	Newspaper bid advertising ¹	N/A	Cost + 15%
19	Miscellaneous transaction	Contact CAP	\$100
20	Requisition to bid and award agency statewide contract	TRM 0283	\$250
21	Release on agency statewide contract	TRM 0283	.50%
22	Release on agency IDIQ consultant contract	TRM 0278	\$50

NOTES:

1. Projects advertised for bids are subject to advertising costs (refer to Fee codes 17 and 18). Contact CAP for estimates.
2. The PeopleSoft requisition code for all CAP fees is TRM 0277.

REQUEST A CAP SERVICE:

View CAP's service map and contact information on the [OMES CAM CAP webpage](#).