



**State of Oklahoma  
Department of Central Services  
Construction and Properties**

**ON CALL CONSULTANT PROGRAM  
PROCEDURES**

The following outline provides information and procedures for authorized public agencies to use the On Call Consultant Program. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Selection of Consultants:
  - 1.1. DCS/CAP Programs Contract Manager establishes list of On Call consultants. Contracts are not issued until a project or need arises for the specific type of Consultant.
  - 1.2. DCS/CAP On Call Program Officer issues and maintains contracts of selected On Call contracts.
2. Request for Consultants:
  - 2.1. Using Agency determines the need for an On Call Consultant and sends a completed request, which includes agency contact person's name, phone number, and project information (DCS/CAP Form M301), to DCS/CAP Programs Contract Manager.
  - 2.2. DCS/CAP Programs Contract Manager reviews the list of available On Call Consultants suitable for the scope of the project, location, and cost.
  - 2.3. DCS/CAP Programs Contract Manager notifies the appropriate On Call Consultant with information, including plans and specifications, requesting a "Not to Exceed Fee Proposal" from the On Call Consultant for their services.
  - 2.4. On Call Consultant submits a proposal to the Using Agency's contact person.
  - 2.5. Using Agency indicates their approval by sending DCS/CAP a copy of the finalized proposal and a purchase order to cover the proposal cost plus the 10% DCS/CAP administrative fee.
3. Upon receipt of the required documents, CAP completes the following administrative functions:
  - 3.1. CAP invoices the Agency for the 10% administrative fee to cover DCS administrative costs.
  - 3.2. On Call Program Officer executes Purchase Order and issues Notice to Proceed to the On Call Consultant.
4. Payment of Consultants:
  - 4.1. On Call Consultant submits progress invoices and invoice affidavits (DCS/CAP Form G129OCe) for work performed to DCS/CAP Programs Contract Manager and/or Project Manager for approval.
  - 4.2. DCS/CAP Programs Contract Manager and/or Project Manager reviews invoices for approval.
  - 4.3. DCS/CAP Programs Contract Manager submits approved invoices to On Call Program Officer for processing.
  - 4.4. DCS/CAP On Call Program Officer processes invoices for payment and submits to DCS Finance for payment transaction.
  - 4.5. DCS/CAP On Call Program Officer invoices Using Agency for On Call Consultant payment reimbursement.