



STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

DATE: July 7, 2008

TO: All State Agency Appointing Authorities
All State Agency CPOs

FROM: John W. Morrison, AIA
State Construction Administrator
Department of Central Services, Construction and Properties Division

RE: Updated **DCS/CAP Form M701 Project Requisition Checklist**
Updated **DCS/CAP Form M709 Project Requisition Checklist (OCIA Funding)**
Updated **DCS/CAP Form P001 Clarification and Application Of Construction and Properties Fees**
New! **DCS/CAP M601 Contract for Minor Construction Work Not to Exceed \$2,500.00**

As promised in our CAP Memo of June 20, 2008 we have updated some of our forms as follows:

DCS/CAP Forms M701 & M709 - Updated

Several new fields have been added to DCS/CAP Forms M701 and M709.

Project Information section

The first new field is for the CAP Fee Code (from the CAP Fee Schedule) used to calculate the fee.
The second field is to specify if the CAP Fee will be paid by blanket PO (provide the PO number) or by P/Card.

The third field is for the Number of Copies of Bid Documents needed by the Agency.

Funding Information section

Additional fields for the Agency to provide the PeopleSoft Object Code and Vendor ID for the Purchase Order.

Changes to the CAP Fee Schedule (M701 & M709)

CAP Fees will not increase in FY09 but some new categories have been added.

New Fee Categories are as follows:

15.1 Environmental IDIQ*	10.00% of Consultant Fee
19. Miscellaneous Transaction	\$ 100.00
20. Requisition to Bid and Award Agency Statewide Contract	\$ 250.00
21. Release on Agency Statewide Contract	0.5% of release amount

*Please check the website for more information about our new Environmental IDIQ program.

Changes to the DCS/CAP Form P001 - Clarification and Application Of Construction and Properties Fees
Language for Code 16 has been updated. Codes 19, 20 & 21 have been added.

NEW! DCS/CAP Form M601 – Contract for Minor Construction Work Not to Exceed \$2,500.00

Minor construction work is authorized by O.S.61 §103 C. which states that “No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the awarding public agency.” This completed form serves as the contract and it is up to the Using Agency to verify that the vendor meets the insurance requirements listed on the form.

For more information, clarifications or suggestions, contact DCS/CAP at 405/521-2112. Please visit our web site at:

[http://www.ok.gov/DCS/Construction & Properties](http://www.ok.gov/DCS/Construction_& Properties)