



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

DATE: June 18, 2007

TO: All State Agency Heads
All State Agency CPOs

FROM: John S. Richard, Director
Department of Central Services

John W. Morrison, AIA
State Construction Administrator
DCS/Construction and Properties Division

RE: FY08 Requisition Form and Fee Schedule, Construction and Properties (CAP)

Please find attached the revised CAP Form M701, Project Requisition Checklist and Fee Schedule, effective July 1, 2007. This form is required with all requisitions submitted to Construction and Properties. When indicated on the Checklist, a Purchase Order for the CAP fee must accompany your Requisition.

CAP also has in place a new paper requisition form for projects funded by OCIA bond funds. Form M709 provides a mechanism for agencies to authorize bond expenditures, recognizing that these funds are not accessible by the agency in the state purchasing system (Peoplesoft). Upon receipt of the M709, CAP will obtain the appropriate funding information from OCIA, complete the form and process the contract and purchase order. The form authorizes OCIA to pay the designated fee directly to CAP, or fees may be paid directly by an agency purchase order.

Also be advised that revisions to the Construction and Properties Rules have been approved and will become effective June 25. The revised rules will be published on the DCS/CAP web site as soon as they are available. In general, the rules have been updated to comply with changes to Title 61 from 2006. There are also new provisions for pre-project planning in order to more accurately determine the scope and cost for future construction projects.

The new Project Requisition Checklist will be available July 2, 2007 as a form-fill document at www.dcs.ok.gov. Click on Construction and Properties, then click on Forms. Other forms and instructions are also available on line.

Please call 405/521-2112 with any questions.

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