



**John S. Richard**  
Director

**Brad Henry**  
Governor

**STATE OF OKLAHOMA**  
**DEPARTMENT OF CENTRAL SERVICES**

**MEMORANDUM**

**DATE:** March 2, 2009

**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:** Construction and Properties (CAP) FY09 Closing Dates  
Contract Renewal Reminder  
New PeopleSoft Term Code for Energy Performance Contracting  
"Doing Business with CAP" Spring Seminar  
Best Value Initiative –Pilot Projects Needed

FY09 Closing Dates

As we did last year, we are extending the closing dates to give agencies more time to prepare & send requisitions for state-funded projects as follows:

- **May 1, 2009** - FY 2009 Requisitions for publicly bid construction projects over \$50,000.00 estimated cost. Incomplete bid documents may delay the bid schedule and not allow contract award on time.
- **June 1, 2009** – FY2009 Requisitions for projects \$50,000.00 and below for award on three letterhead quotes. Please provide vendor's insurance with the requisition and inform the recommended bidder of the urgency of signing and returning contract documents. Documents may need to be hand carried by the Using Agency or vendor for signatures.

Due to the number of contracts that we will handle from now until the end of the fiscal year, we request that your agency start processing requisitions for FY 2009 as soon as possible. If you have multiple projects, please stagger them out if you can. Now is the time to start work on those projects that need to be completed by our division before the end of June, 2009.

Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids, sole source specifications or those prepared by vendors will delay the start of your project. If you have questions, please give us a call at 521-2112. CAP will be happy assist you in the preparation of these documents.

If a consultant is required to prepare the drawings and specifications and has not been selected, please start the selection process immediately. We may have a suitable On-Call or IDIQ contract to speed along this process.

Requisitions for FY 2010 can also be received at this time. Please mark the requisitions in **RED** with the number "**2010**" so that they can be readily separated from FY 2009.

*"SERVICE, QUALITY, INTEGRITY"*

Construction & Properties • Will Rogers Office Building • P.O. Box 53448 • Oklahoma City, OK 73152-3448  
Telephone: 405/521-2112 • Fax: 405/522-0051 • www.dcs.ok.gov

Please contact CAP if you have special needs unique to your agency.

### Contract Renewal Reminder

Now is the time to send your requisitions for annual renewal of Multi-Year Service Contracts. Please remember to note the DCS project number and to include a DCS-CAP Form M701, which can be found on the CAP website, and a Purchase Order for the CAP Fee. If you choose to cancel your contract, please notify CAP in writing no less than 40 days before the end of the current time period on the contract.

### New PeopleSoft Term Code for CAP

<b>Term Code &amp; Use</b>	<b>Term Code Wording...</b>
<b>TRM 0285</b> Energy Performance Contract	“Award of Energy Performance Contract pursuant to O.S. 61 § 212”

A complete list of PeopleSoft Term Codes for use on requisitions for CAP can be found on our website.

### Doing Business with CAP

Construction & Properties will feature a “Doing Business with CAP” seminar this spring with 2 sessions on April 22, 2009.

9:00 to 11:30 am – Morning Session

1:30 to 4:00 pm – Afternoon Session

Sign up for either session by emailing [tiffany\\_mcburnett@dcs.state.ok.us](mailto:tiffany_mcburnett@dcs.state.ok.us)

### Best Value Initiative

This spring DCS/CAP will introduce the Best Value process to procure and deliver design and construction projects. The Best Value process has been selected due to high customer satisfaction (proven results: over 600 projects tested with a 98% success rate over a 14 year duration) with selected vendors, while minimizing owner's efforts in managing, inspecting, and settling conflicts with the designer or contractor. The Best Value process focuses on risk management and accurate performance measurements of the vendor's work throughout the entire project, from start to completion (selection, during, and close-out), but doesn't stop there. The close-out rating will impact the vendor's competitiveness in obtaining any future work with the State.

This process focuses on the following:

1. Selects vendors based on both performance and price.
2. Allows the vendors an opportunity to differentiate themselves.
3. Forces the vendor to become more proactive and to think in the owner's best interest.
4. Identification and minimization of risks before the project begins.
5. Measurement of vendor performance (on schedule, on budget, quality of work).

*DCS/CAP is looking for pilot projects to test this system.* If you have upcoming projects and are interesting in increasing performance by the consultant and contractor, please forward your preliminary project information to [pamela\\_patrum@dcs.state.ok.us](mailto:pamela_patrum@dcs.state.ok.us) . All requests will be considered. DCS/CAP will develop a pilot program schedule based on your responses.

For more information about this memo, clarifications or suggestions, contact DCS/CAP at 405/521-2112. Please visit our website at:

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

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