



**John S. Richard**  
Director

**Brad Henry**  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

The Construction & Properties division will feature a “Doing Business with CAP” seminar for State Agencies as follows:

**“Doing Business with CAP”**

**November 18, 2010 from 1:30 to 4:30 PM**

**In the Concourse Theater**

(There is no charge for this Seminar)

**Agenda:**

- Procurement of Construction Services
  - In this session, attendees will learn:
    1. Who is CAP?
    2. What does CAP do?
    3. How is this based in Law?
    4. What are the Common Services Procured through CAP?
    5. How does a State Agency Obtain the Services of CAP?
    6. What are the Procedures that State Agencies follow?
    7. What’s New at CAP?

**Our seminar has been approved for 3 CPO credits – CPOs be sure to arrive a little early to sign in!**

The Concourse Theater is located in the tunnel between the Will Rogers and the Sequoyah buildings. Visitor Parking at the Will Rogers building is limited to 20 minutes. Parking is available at the History Center parking lot (off 23rd Street on N. Laird Ave). Access to the tunnel is located directly west of the History Center. This will allow you to walk through the tunnel to the Concourse Theatre protected from the weather and traffic. Simply follow the tunnel towards the Will Rogers Building. SEE YOU THERE!!

Sign up for the session by emailing [Sheila.Killingsworth@dcs.state.ok.us](mailto:Sheila.Killingsworth@dcs.state.ok.us). You will receive an email confirming your registration. Seating is limited but if there is enough interest we may add a second session.

*“SERVICE, QUALITY, INTEGRITY”*

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