



STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

**MEMORANDUM**

DATE: June 20, 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: HB 1804 Oklahoma Taxpayer and Citizen Protection Act of 2007  
New PeopleSoft Term Codes for CAP Projects,  
DCS/CAP Forms M701 & M709 - Updated  
Purchase Orders for CAP Fees

HB 1804 Oklahoma Taxpayer and Citizen Protection Act of 2007

The State of Oklahoma is currently prohibited from requiring vendors to register in the Status Verification System as a condition of contracting with the state as required by House Bill 1804. The Construction and Properties Division has prepared language to be used in the event that this decision is overturned and will distribute it by memo at that time.

New PeopleSoft Term Codes for Procurement under Title 61

New Term Codes for Construction Projects are now available in PeopleSoft. Please do not use Term Codes that reference Title 74 as Construction and Properties operates under Title 61 only. The new TRM codes are as follows:

Term Code & Use	Term Code Wording...
<b>TRM 0277</b> CAP Fees	"Contract Management Fees pursuant to O.S. 61 §208.1 and OAC:580:20-23"
<b>TRM 0278</b> Consultant Contracts	"Award of Consultant Contract pursuant to O.S. 61 §62"
<b>TRM 0279</b> IDIQ Consulting Contracts	"Release on DCS IDIQ Consultant Contract (CAP Solicitation and Contract Award) pursuant to O.S. 61 §62"
<b>TRM 0280</b> On-Call Consultant Contracts	"On-Call Consultant Services pursuant to O.S. 61 §62.2"
<b>TRM 0281</b> Projects over Statutory Amount	"Award of Construction Contract pursuant to O.S. 61 §103.A. for projects over the Statutory Amount"
<b>TRM 0282</b> Projects under Statutory Amount	"Award of Construction Contract pursuant to O.S. 61 §103.B. for projects under the Statutory Amount"
<b>TRM 0283</b> Statewide Construction Contracts (includes Roofing, Agency Initiated & Other CAP Contracts)	"Release on Statewide Construction Contract awarded pursuant to O.S. 61 §103.A."

*"Committed to Quality"*

### Purchase Orders for CAP Fees

In 2008, several Agencies chose to send CAP a blanket Purchase Order for all FY2008 CAP Fees. We have found that a Blanket PO reduces paperwork on both sides and now recommend it to all Agencies. CAP is able to invoice monthly (one invoice for all monthly fees) and the Agency only needs to increase the amount as needed.

Another way to pay the CAP Fee is by P/Card. Please specify this method of payment on DCS/CAP Form M701 or M709.

### Contracts with Renewals

The first year of a renewable contract is considered the Base Year. When a contract is renewed the first time, the renewal period begins the First Renewal Year, when it is renewed the second time it begins the Second Renewal Year, etc... Please reference appropriately on your requisitions and change orders.

### Coming Soon!

CAP is currently working on a *Three-Letterhead Quotes Bid Procedure for Projects Under the Statutory Amount* which will be sent to CPOs and Agency Appointing Authorities upon completion.

*DCS-CAP Forms M701 – Project Requisition Checklist* and *M709 - Project Requisition Checklist (OCIA Funding)* which both include the CAP Fee Schedule will be updated for the next fiscal year. CAP Fees will not increase next year but some new categories have been added. These forms along with a revised *CAP Fee Schedule, Clarification And Application Of CAP Fees* will be emailed by the end of the month. Also, watch for these revisions in the Forms section of our website.

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\\_&\\_Prop\\_erties](http://www.ok.gov/DCS/Construction_&_Prop_erties)