



**State of Oklahoma
Department of Central Services
Construction and Properties**

**INDEFINITE DELIVERY INDEFINITE QUANTITY
PROGRAM PROCEDURES (IDIQ)**

The following outline provides information and procedures for authorized public agencies to use the CAP Procedures for the IDIQ programs. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Selection of IDIQ Consultants:
 - 1.1. IDIQ Program Manager issues a solicitation letter to Consultants on file, describing the need for IDIQ Consultants.
 - 1.2. Interested Consultants respond as directed in the solicitation, expressing their desire to serve as an IDIQ Consultant and submitting the appropriate documentation (DCS/CAP FORMS 254 and 255).
 - 1.3. IDIQ Program Manager reviews the submissions to ensure compliance with the request and state law.
 - 1.4. Program Manager issues and maintains contracts of selected IDIQ Consultants.

2. Request for IDIQ Consultants:
 - 2.1. Using Agency determines the need for an IDIQ consultant and sends completed request form M302 to DCS IDIQ program manager, which includes a contact person's name, phone number and project information.
 - 2.2. Program Manager reviews the list of available IDIQ Consultants suitable for the scope of the project, location, and cost.
 - 2.3. Program Manager notifies the appropriate IDIQ Consultant with information including plans and specifications, requesting a proposal from the IDIQ Consultant for their services.
 - 2.4. IDIQ Consultant submits a proposal to the using agency's contact person.
 - 2.5. Using Agency indicates their approval by sending a copy of the finalized proposal, a vendor requisition for the proposal cost and a purchase order in the amount of 10% of the proposal cost to DCS/CAP.

3. Upon receipt of the required documents, CAP completes the following administrative functions:
 - 3.1. CAP invoices the Agency for the 10% administrative fee to cover DCS administrative costs.
 - 3.2. IDIQ Program Manager executes Purchase Order and issues a Notice to Proceed to the IDIQ consultant.
 - 3.3. IDIQ consultant sends test results¹ or applicable reports to IDIQ Program Manager and/or Project Manager, design consultant, project contractor, and using agency.

4. Payment Application and Invoicing Process:
 - 4.1. IDIQ consultant submits monthly invoices and invoice affidavit (DCS/CAP FORM G129C/G129Ce) for work performed to DCS IDIQ Program Manager and/or Project Manager for approval.
 - 4.2. IDIQ Program Manager and/or Project Manager reviews invoices for approval.
 - 4.3. DCS/IDIQ staff completes transmittal and forwards to Using Agency for payment.

¹ Test results must be received in order to pay for invoices. Should the tests fail, the Project Contractor shall be responsible for additional testing and monies will be deducted from payment.