



For Official State Stamp Only

PROJECT INFORMATION			
Date:	Using Agency Name:	Existing CAP Project? (See 1 below) <input type="checkbox"/> Yes <input type="checkbox"/> No	CAP Project # (If Applicable)
Project (work) location:		Type of consultant/contractor requested: (See 2 below)	IDIQ or On-Call? (Leave blank if unknown) <input type="checkbox"/> IDIQ <input type="checkbox"/> On-Call
Description of project: (See 3 below)			
FORM SUBMITTED BY			
Agency name:		Title:	
Contact name:		Phone number:	
		Email:	
USING AGENCY CONTACT INFORMATION			
Agency name:		Title:	
Contact name:		Phone number:	
		Email:	
REQUESTED CONSULTANT/CONTRACTOR (IF ANY)			
Consultant/Contractor name:			
Contact name:			
Contact E-mail:			

Email completed form to CAP@omes.ok.gov.

INSTRUCTIONS:

1. If this is part of an existing CAP Project, select "yes" and put the CAP Project # in the field to the right. The CAP Project # should like "CAPFY-000XXX" where the "FY" is the numerical Fiscal Year, and the "XXX" is a numerical number.
2. Registered consultants/contractors available through the CAP IDIQ program are as follows: architect (space planning), architect (design), landscape architect, electrical engineer, mechanical engineer, civil engineer, structural engineer, construction inspector, land surveyor, geotechnical engineer, environmental consultant, and environmental abatement contractor.
3. Describe the project in sufficient detail to the best of your ability so that CAP can determine the relevant consultant/contractor to assign. Provide any specific requirements or qualifications the consultant/contractor should possess.

Please E-Mail OMES Construction and Properties at CAP@omes.ok.gov with any questions prior to submitting this request.

For internal use only:	
Consultant/Contractor assigned:	_____
Contact Name & E-Mail:	_____
Date NTP sent:	_____
Project Manager assigned:	_____
CAP Project Number:	_____
MISC. Info:	_____