CAP Maintenance Projects Process Map Office of Management Project Manager **Contract Coordinator Using Agency CAP Director START** 3. 2. Submits an M701 Loads the SOW into Assigns the project and an SOW to Unifier and gets the PM manager. CAP@omes.ok.gov. assignment from the CAP director. Notifies the PM via email or Teams of the new **5.** Creates the I:Drive folder assignment and provides the CAP number. and saves the M701 and SOW inside. Reviews the SOW to verify it meets CAP's specific needs. Reaches out to the using agency and explains the project specifics, including the location, contacts, an estimate, bid date and pre-conference information. Compiles the project manual on the standard form. 9. Sends the SOW to the contract coordinator for entry into Bid Express. Confirms notice requirements with using agency based on the location. 12. 11. Opens the bids received Initiates the pre-bid from Bid Express. conference. 14. 13. Reviews the bid tally Generates a bid tally sheet and sends it to the sheet and sends it to the agency with guidance for PM. a selection. **15**. Selects a bid from the bid tally sheet and informs 16. the PM. Generates a contract in Unifier. Sends the contract to the vendor for signature. 18. Sends the signed contract to the using agency for signature and then to the CAP director for final approval. 19. Ensures that all bonding and insurance requirements are met by the vendor. 20. Sends the NTP from 900 to the vendor and sends the CAP fee to the using agency. 21. Conducts the pre-construction meeting, if needed. Instructs the vendor to coordinate with the agency contact to start work and to provide a schedule of expected maintenance. 23. Loads all documents into Unifier with the I:Drive as the backup. 24. Sees future change orders for renewals, receives project updates and provides guidance until completion.