RAMP Process Map

OKLAHOMA
Office of Management & Enterprise Services

Using Agency	Contractor	Project Manager

START

1. Contacts a pre-qualified contractor designated for their area and requests a proposal for work needed.

2. Schedules an on-site review, provides a line item proposal to the using agency and reports the contact to the PM.

3. Reviews the proposal and decides whether or not to accept it.

4. Submits a detailed PO to the project manager.

Emails the following to CAP@omes.ok.gov:
- Completed M701.
- Completed PO for the proposal amount.
- Line item proposal.
- PO made to OMES for the standard 3.5% admin fee.

5. Completes all necessary admin functions, including the following:
- Reviews proposal.
- Verifies contractor has a current certificate of insurance and bonds.
- Verifies the plans and specs have been reviewed and approved.

6. Issues an NTP to the contractor and invoices the using agency for the standard 3.5% admin fee.

7. Coordinates a meeting with the using agency and PM and begins work.

8. Submits a payment application to CAP.

9. Reviews the payment application and forwards it to the using agency for payment.

10. Makes a payment to the contractor.

11. Schedules progress meetings with the contractor and using agency.

12A. Schedules a project closeout walkthrough.

12B. Schedules a project closeout walkthrough.

12C. Schedules a project closeout walkthrough.

13. Submits the closeout documents and final payment to the PM.

14. Reviews the entire project.This may be done with a consultant if there is one.

15. Approves all documentation and results?

NO → Works with the contractor to obtain any missing documentation. → Works with the PM to obtain any missing documentation. → **13.**

YES → **16.** Forwards the results to the using agency and invoices them for the standard 3.5% admin fee.

17. Pays the contractor.

END