CAP Small Projects Process Map

OKLAHOMA
Office of Management
& Enterprise Services

Using Agency	Contract Coordinator	Vendor	CAM Administrator or Designee
START			
1. Emails the M701 and SOW to CAP@omes.ok.gov.			**2.** Review documents for completeness and requirements.
	3. Generates a CAP number in Unifier.		
	4. Generates a contract between the using agency and the selected vendor.		
	5. Sends the contract to the vendor for signature.	**6.** Signs the contract.	
	7. Sends the contract to the using agency for signature.		
8. Signs the contract.			
	9. Reviews the contract for all issues, ensuring signatures are correct, and sends it to CAM administrator or designee.		**10.** Signs the contract.
	11. Sends the fully executed contract to the using agency and vendor with NTP.		
	12. Sends the CAP invoice fee to the using agency.		
	END		