

INSTRUCTIONS

This form or its pages may be copied or computer generated but not altered except to complete or sign. CAP Form M254 is designated to be used by consultants, construction managers, design-builders, tradespersons, land surveyors, mitigation firms and abatement vendors to register for the purpose of doing business with the State of Oklahoma. **This form must be submitted annually, coinciding with the fiscal year. Out-of-date forms cannot be considered in the selection process. Submit the completed digital PDF form to Construction and Properties (CAP) via CAP@omes.ok.gov and a CAP representative will handle it from there.**

This form is designed to be as similar as possible to the forms created by the federal government, but GSA forms SF254 and SF255 may NOT be used for State of Oklahoma registration or selection. Please include your associated licensing or certificate of authority.

Additional instructions for completing this form:

Section 1: Company information

Specific type of ownership: Check the box for the type of ownership or legal structure of the firm. You may indicate any other special ownership/size relationship by checking the boxes as appropriate. **Note:** Although Oklahoma does not have any laws at this time giving set-asides or preferences for the categories shown, these should be provided so they can be included for consideration in the selection process at the discretion of the agency.

FEIN/TIN/SSN: Enter the firm's federal employer identification number (FEIN) or tax identification number (TIN). For an individual without a FEIN or TIN, input their Social Security number. **Failure to do so will require the form to be returned.**

Section 2: Company profile

Vendor type: It is permissible to select a combination of vendor types but the company must have the corresponding licensing for each type to be considered.

List all related licenses or certificates of authority in relation to the vendor type you are registering as. Examples include but are not limited to:

- Oklahoma Board of Architects (OBA)
- Professional Engineers & Land Surveyors (PELS)
- Construction Management Association of America (CMAA)
- American Institute of Constructors (AIC)
- Association for the Advancement of Cost Engineering (AACE)
- American Society of Professional Estimators (ASPE)
- Construction Specifications Institute (CSI)
- Design-Build Institute of America (DBIA)
- Construction Industries Board (for tradespersons) (CIB)

Primary and secondary points of contact: Listed principals must be empowered to speak for the vendor on policy and contractual matters.

Final notes:

All vendors already licensed or registered in the State of Oklahoma must comply with the appropriate licensing or registration board.

Most disciplines will require a copy of your licensing or certificate of authority to be attached to this form to be accepted.

Acknowledgment of acceptance or renewal, or notification of any problems with this form, will be emailed to those providing an email address. Notifications and reminders regarding the annual registration of a company are typically distributed in May each year.

Renewal of this form must be done annually by the fiscal year of acceptance by the company that is registering (i.e., if a company is approved Jan. 1, 2024, their renewal due date is no later than Jan. 1, 2025).

The State of Oklahoma keeps CAP Form D590 (*Vendor Evaluation*) on file. The vendor is evaluated by the State of Oklahoma for state projects completed by the vendor. To be official, these evaluations shall NOT be solicited by the vendor themselves and must be done interagency and forwarded to OMES Construction and Properties.

Any information submitted on this form which you know or should know to be false shall be grounds for suspension of your organization, termination of any existing contracts for cause, and potential referral to the attorney general's office for attempted or actual fraud against the State of Oklahoma.

Any questions or guidance needs are encouraged but should be directed to your CAP representative or via CAP@omes.ok.gov as needed.



M254 – Vendor Registration Form

APPROVED/DENIED STAMP

RECEIVED STAMP

SOS, LICENSING AND CERTIFICATES

SOS:
Licensing/Cert:
Licensing/Cert:
Other:

Section 1: COMPANY INFORMATION

Vendor name (or branch office)		Vendor name (if a branch or subsidiary office)	
Mailing address	City	State	ZIP code
Former vendor/branch office name(s) (if any) and year each established			
Year present vendor established	FEIN/TIN/SSN	Main phone	
Specific type of ownership <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corp/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Joint venture <input type="checkbox"/> Other:			
Date form prepared		Submitter's contact email	

Section 2: COMPANY PROFILE

Vendor type			List all related licenses or certificates of authority		
Primary point of contact name			Secondary point of contact name		
Title	Email	Phone	Title	Email	Phone
Present offices (begin with submitting office. List name, location, total personnel and phone number. Include headquarters or foreign branches.)					Total personnel (all offices)

Vendor's project experience (up to the last five years):

Project name	Project type	Contract amount	Completed or ongoing	Owner organization	Owner contact
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing		

List the categories of work your company normally performs with its own forces (i.e., not including subcontractors or other secondary employment)

Claims and suits (if you answer yes to any of these questions, you must attach details to this form to be considered for the registration process):

1. Has your organization ever failed to complete any work awarded to it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are there any judgments, claims, arbitration proceedings, mediations, or suits (either pending or outstanding) against your organization or its officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Has your organization filed any lawsuits, or requested mediation or arbitration, regarding construction or related contracts within the last five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has any officer or principal within your organization been an officer or principal of another organization when it failed to complete a construction or related project in the last five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is your organization currently suspended by any state or federal agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Has any principal or officer of your organization ever been a principal or officer of an organization that was suspended or debarred by any state entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to any of the above questions, please attach a detailed description and explanation of the reasons you answered yes.

Section 3: COMPANY SERVICES (check all disciplines you wish to register for that reflect services your company provides)

NOTE: This is the way in which OMES CAP categorizes your company and is used to inform which companies are considered for projects within some OMES CAP programs.

1000. LICENSED ARCHITECTS.
☐ 1010 Architect (general practice).
☐ 1020 Construction admin.
☐ 1030 Environmental architect.
☐ 1040 Historical preservation.
☐ 1050 Space planning and interior design.
☐ 1060 Project planning and programming.
☐ 1070 Roofing consultant.
☐ 1080 Urban planner/Urban design.
☐ 1090 Architect other: _____

2000. PROFESSIONAL ENGINEERS.
☐ 2010 Engineering (general practice).
☐ 2020 Chemical engineer.
☐ 2030 Civil engineer.
☐ 2040 Energy design.
☐ 2050 Electrical engineer.
☐ 2060 Mechanical engineer.
☐ 2070 Soils engineer.
☐ 2080 Structural engineer.
☐ 2090 Environmental engineer.
☐ 2100 Geotechnical engineer.
☐ 2110 Mining.
☐ 2120 Land planning.
☐ 2130 Swimming pool design.
☐ 2140 Engineer other: _____

3000. LAND SURVEYORS.
☐ 3010 Land surveyors (general practice).
☐ 3020 Construction staking.
☐ 3030 Land surveyors (archaeology).

4000. TRADESPERSONS.
☐ 4010 Electrical.
☐ 4020 Mechanical.
☐ 4030 Plumbing.
☐ 4040 Painting.
☐ 4050 Elevator.
☐ 4060 Fire systems.
☐ 4070 Roofing.
☐ 4080 Landscaping (grounds).
☐ 4090 Carpentry/Millwork.
☐ 4100 Flooring.
☐ 4130 Tradesperson other: _____

5000. LANDSCAPE ARCHITECTS.
☐ 5010 Landscape architect.
☐ 5020 Golf course design.
☐ 5030 Urban planner/Urban design.
☐ 5040 Landscape architect (other): _____

6000. OTHER TYPES OF FIRMS OR ORGANIZATIONS.
☐ 6010 Aerial photography.
☐ 6020 Aerial LiDAR.
☐ 6030 Aerial modeling and mapping.
☐ 6040 Interior virtual scanning.
☐ 6050 Asbestos consultant.
☐ 6060 Construction cost estimator.
☐ 6070 Construction inspector.
☐ 6080 Exhibit designer.
☐ 6090 Interior designer.
☐ 6100 Other: _____

7000. CONSTRUCTION.
☐ 7100 Construction management.
☐ 7200 Design-build.
☐ 7300 Contractor (general).

8000. PAVING CONTRACTOR.
☐ 8010 Concrete.
☐ 8020 Asphalt.

9000. APPRAISERS AND ASSESSORS OF REAL ESTATE.
☐ 9010 Residential real estate appraiser and assessors.
☐ 9020 Commercial real estate appraiser and assessors.
☐ 9030 Replacement value appraisal services.
☐ 9040 Yellow Book appraisals.

10000. MITIGATION/ABATEMENT.
☐ 10010 General mitigation.
☐ 10020 Water/Mold mitigation.
☐ 10030 Fire/Water restoration.
☐ 10040 Storm/Structural restoration.
☐ 10050 Electronic restoration.
☐ 10060 Document restoration.
☐ 10070 Environmental hygienist.
☐ 10080 Environmental consulting.
☐ 10090 Environmental testing.
☐ 10100 Mitigation other: _____

☐ 10110 Asbestos abatement.
☐ 10120 LBP abatement (lead-based paint).
☐ 10130 Water/Mold abatement.

Section 4: SIGNATURE (principal must sign for form to be considered)

Under penalty of perjury, the undersigned hereby solemnly swears or affirms that the information stated herein is true and correct.

Principal signature	Date	Name	Title
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