

1. Project Manager (PM): Complete the Project Initiation Form; submit to OAKS CI. [\[FORM #1\]](#)
  - a. OAKS CI Access form: [\[FORM #1A\]](#)
2. PM Once the project has been set-up in OAKS CI, create the LAAR in OAKS CI, submit for approval in OAKS CI.
3. Once a determination has been made to utilize a Consultant.
  - a. Agency Consultant Coordinator (ACC) will:
    1. Run the “Consultant List Vendors Report” in OAKS CI to find available consultants based on Capacity, Location and Discipline. Also, view the consultants Available Capacity Column to determine availability (in Company Workspace).
    2. Refer to 153:1-1-02 Prequalification of Professional Design Firms to determine Pick 1 or Pick 3 [\[FORM #2\]](#)
      1. If over \$100K, Pick 3 Vendors
      2. If under \$100K, Pick 1; however, a Pick 3 is still an option
        - i. This is usually decided upon at this time.
    3. Reserve Consultant(s) in OAKS CI in Company Workspace
4. PM develops these documents:
  - a. Exhibit B: Consultant List Scope Consultant List Scope of work [\[FORM #3\]](#)
  - b. Go to OFCC website: <https://ofcc.ohio.gov/Documents/Agreements-and-Standard-Requirements>
    1. Please scroll down to **Consultant Agreements**; then, “**Exhibits to Agreements.**”
    2. Please select the particular Scope that your project needs; then complete this document for your Exhibit B – Scope.
      - i. “A/E General Contracting” is the most commonly used

\*You can also find the most current Consultant List documents on this website: Consultant List Agreement form, Exhibit A: Terms and Conditions, and A/E-CM at Risk Exhibit B Consultant Scope have been recently updated.



Title	Date	Number
<b>AGREEMENT FORM</b>		
<a href="#">State Agency / Higher Education [DOCX]</a>	2020-JAN	C130-01
<a href="#">K-12 School Project [DOCX]</a>	2019-OCT	C130-03
<a href="#">College Project [DOCX]</a>	2019-MAR	C130-02
<b>EXHIBITS TO AGREEMENTS</b>		
<a href="#">Exhibit A - Consultant Terms and Conditions [PDF]</a>	2020-JAN	M130-01
Exhibit B Consultant Scope of Services		
<a href="#">Consultant Scope of Services Template [DOCX]</a>	2014-AUG	M130-13
<a href="#">A/E- General Contracting [DOCX]</a>	2018-APR	M131-13
<a href="#">A/E - CM at Risk [DOCX]</a>	2020-JAN	M131-23
<a href="#">Consultant Scope Peer Review [DOCX]</a>	2018-APR	M130-09
<a href="#">Commissioning [DOCX]</a>	2015-AUG	M130-05
<a href="#">Retro-Commissioning [DOCX]</a>	2015-AUG	M130-07
<a href="#">K-12 School Commissioning [DOCX]</a>	2017-SEP	M130-08
<a href="#">Criteria A/E - Design Build [DOCX]</a>	2015-AUG	M131-53
<a href="#">Owner Agent - General Contracting [DOCX]</a>	2015-AUG	M132-13
<a href="#">Owner Agent - CM at Risk [DOCX]</a>	2015-OCT	M132-23
<a href="#">Owner Agent - Design Build [DOCX]</a>	2015-OCT	M132-53

- c. Preliminary budget in Excel [\[FORM #4\]](#); save for future use;
  - a. Agencies/Higher Education facilities can use your own form

**Options: Pick 1 or Pick 3**

**Pick 1 (<\$100k) or Pick 3 (\$100K+)**

5. ACC sends out the project opportunity; use the standard email template:

**Pick 1 [\[FORM #5\]](#); or Pick 3 [\[FORM #6\]](#):**

- a. **Pick 1:** Attach the technical/fee proposal documents:

1. Draft Consultant List Agreement form [\[FORM #7\]](#)
2. Exhibit A: Consultant Standard Terms and Conditions [\[FORM #8\]](#)
3. Exhibit B: Consultant List Scope of work [\[FORM #3\]](#): OFCC Website
4. Attach any additional documents, as necessary
5. Provide deadline for technical/fee proposal, generally 1-2 weeks from project opportunity

- b. **Pick 3:** Attach the technical proposal documents:

1. Draft Consultant List Agreement form [\[FORM #7\]](#)
2. Exhibit A: Consultant Standard Terms and Conditions [\[FORM #8\]](#)
3. Exhibit B: Consultant List Scope of work [\[FORM #3\]](#): OFCC Website
4. Attach any additional documents, as necessary
5. Provide deadline for technical proposal, generally 1-2 weeks from project opportunity

6. Firm interested in project?

- a. If firm is interested, firm will notify the ACC, proceed to Step #7
- b. If no firms are interested, go to Step #3
  - a. ACC releases reservation(s) for consultant(s) not interested

7. Selection process

- a. **Pick 1:** Receive Technical/fee proposal

- a. Negotiate Technical/fee proposal [\[FORM #9\]](#)
- b. PM notifies the ACC with acceptance of the consultant's proposal.

- b. **Pick 3: Without Interviews/ With Interviews:**

- a. Without Interviews: Review Technical proposals, score on Rating form [\[FORM #10\]](#), then, compile scores on summary sheet, [\[FORM #11\]](#). Send out Award Memo [\[FORM #12\]](#), to request fee proposal from selected firm. Send out non-selected memo out [\[FORM #13A\]](#).
  1. ACC releases reservation(s) for consultant(s) not selected
  2. Agencies/Higher Education facilities can use your own form
- b. With Interviews: Review Technical proposals, hold interviews, score on Ranking Form [\[FORM #14\]](#), then compile scores on summary sheet, [\[FORM #15\]](#). Send out Award Memo [\[FORM #12\]](#), to request fee proposal from selected firm. Send out non-selected memo out [\[FORM #13B\]](#).
  1. ACC releases reservation(s) for consultant(s) not selected
  2. Agencies/Higher Education facilities can use your own form

- c. Negotiate Technical/fee proposal [\[FORM #9\]](#)
  - d. PM notifies the ACC with acceptance of the consultant's proposal.
- c. **Pick 1 or Pick 3:** Once final negotiation is complete, ACC will send Vendor paperwork Email Template [\[FORM #16\]](#) to have the consultant upload to OAKS CI, in the **Acquisition, Associate folder (Architect)**:
- 1. Current EDGE, if applicable
  - 2. Current Firm's License
  - 3. Current Insurance with project number and project description
  - 4. Current BWC Certificate
  - 5. Consultant Requirements form [\[FORM #17\]](#)
- d. ACC must verify address in OAKS FIN
- 1. If company not in FIN, ACC emails consultant to update in Ohio Shared Services.

## 8. OAKS CI Process

- a. ACC will initiate OAKS CI Agreement record:
  - 1. Based on timeliness, PM update the following documents: Scope/ schedule and budget. Budget must match consultant's negotiated costs.
  - 2. Ensure the approved LAAR matches the approved budget.
    - 1. If not, complete an increased LAAR letter in OAKS CI.
- b. ACC will upload the following documents to OAKS CI and attach to Agreement record:
  - 1. Final Negotiated Technical/fee proposal
  - 2. Clean search of State Auditor
  - 3. Exhibit A: Consultant Standard Terms and Conditions
  - 4. Updated Exhibit B: Consultant Scope of Services (with updated schedule, if necessary)
  - 5. Finalized Budget Sheet
  - 6. All consultant's uploaded documents; see #7c.
- c. OAKS CI Workflow Process
  - 1. ACC will create Custom Print Agreement document, attach to record, and submit to PM.
  - 2. PM will review and approve Agreement record in OAKS CI and submit to Consultant.
  - 3. Consultant will review Agreement record, print and sign agreement, attach signed document to Agreement record, and submit to OFCC.
  - 4. OFCC will provide contract number, validate availability of consultant, and submit to Agency.
  - 5. Agency (Contracting Authority) will review Agreement record, print and sign agreement, attach signed document to Agreement record, and submit to Owner Financial.
  - 6. Owner Financial will obtain Controlling Board approval for project and create a Purchase Order.
  - 7. ACC will upload the final executed agreement with attachments, attach all documents to Agreement record and submit to PM.
  - 8. PM will send Notice to Commence Services (Custom Print) to Consultant.

## Consultant Billing

- 9. Consultant will create pay request within project and submit to Agency PM for approval

## **FORM Numbers and Names**

1. **[FORM #1]**: OAKS CI Project Information (Agency/Higher Ed) Form
2. **[FORM #1A]**: OAKS CI Access form
3. **[FORM #2]**: Prequalification of Professional Design Firms (Ohio Administrative Code)
4. **[FORM#3]**: Define your Exhibit B, Scope – OFCC website
5. **[FORM #4]**: Budget Worksheet (Excel)
6. **[FORM #5]**: Pick 1 Project Opportunity .pdf [Email sample]
7. **[FORM #6]**: Pick 3 Project Opportunity .pdf [Email sample]
8. **[FORM #7]**: Draft Consultant List Agreement Form
9. **[FORM #8]**: Exhibit A: Consultant Standard Terms and Conditions
10. **[FORM #9]**: Consultant List – Technical & Fee Proposal Guidance
11. **[FORM #10]**: Rating Form for qualification-based selections (without interviews) – [Sample]
12. **[FORM #11]**: Professional Services Rating Form Scores (with N/A for Interview date)
13. **[FORM #12]**: Award Memo
14. **[FORM #13A]**: Non-selected memo for qualification based
15. **[FORM #13B]**: Non-selected memo for interview based
16. **[FORM #14]**: Professional Services Interview Ranking
17. **[FORM #15]**: Professional Services Rating Form Scores
18. **[FORM #16]**: Vendor paperwork Email Template .pdf [Email sample]
19. **[FORM #17]**: Consultant List Agreement Requirements

**Please update these forms onto your agency or higher education letterhead.**