

Local Administered, Consultant List – Contract Number Checklist

1. Project's Controlling Board Approval
 - a. Filled in box: Yes, is Controlling Board date and Number provided?
 - b. If no, is it being paid out of contingency or operating funds? Please still reference the project's original controlling board approval and enter a general comment about the different funding source.
 - c. Review the CB Approval for the Consultant's Agreement total fees, \$2,000 OFCC Consultant List Fee, and 1% OFCC Project Administration fee.

2. Local Admin Authorization Request (LAAR) Approval
 - a. Does the LAAR budget match or exceed the cost?
 - b. If not, an Increased LAAR needs to be completed before the contract number can be assigned; the task will be returned.

3. Consultant List Remaining Available Balance verified

4. Consultant List Selection: Pick 1 or Pick 3 followed correctly
 - a. If estimated design fees including reimbursables are \$100K or less, a Pick 1 can be used.
 - b. If estimated design fees including reimbursables are \$100K and over, a Pick 3 is required to be used.

5. Consultant List Reservations: Company Workspace
 - a. Are the reservations of Pick 1 or Pick 3 selections marked as complete?

6. Consultant List Agreement
 - a. Does the Consultant's Agreement match the CB Approval?
 - b. Agreement with Exhibits should be attached to task

7. Selection Method Used
 - a. OFCC Architect/Engineer 20/21

8. Total Project Cost box filled in
 - a. This is used for several reports