

## OFCC Administered, Consultant List – Contract Number Checklist

1. Project's Controlling Board Approval
  - a. Filled in boxed: Yes, is Controlling Board date and Number provided?
  - b. If no, is it paying 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 and OFCC Administered fee – compared with the AE Agreement Recommendation.
  
2. Consultant List Remaining Available Balance verified
  
3. 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.
  
4. Consultant List Reservations: Company Workspace
  - a. Are the reservations of Pick 1 or Pick 3 selections marked as complete?
  
5. Consultant List Agreement
  - a. Does the Consultant's Agreement match the CB Approval?
  - b. Agreement with Exhibits should be attached to task
  
6. Selection Method Used
  - a. OFCC Architect/Engineer 20/21
  
7. Total Project Cost box filled in
  - a. This is used for several reports.