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| **On-Call Consultant Selection Request Procedures:** | |
| **1.** | DAS Project Management staff member (PM) assigned to the project shall submit a completed ***On-Call Consultant Selection Request (1135)*** to their ADPM for review. |
| **2.** | ADPM shall review request and confirm project has been set up in the DAS electronic project management system. |
| **3.** | PM shall submit **1135 and a** **completed 1105 Capital Project Initiation Request, signed by the Deputy Commissioner,** to the Office of Legal Affairs, Policy and Procurement (OLAPP), via email, at [DAS.on-call@ct.gov](mailto:DAS.on-call@ct.gov). |
| **4.** | OLAPP shall assign the Task to an On-Call Consultant from the On-Call Consultant Contract List, assign a Task Number, and indicate his/her approval in the lower portion of the ***On-Call Consultant Selection Request (1135)***. |
| **5.** | Upon approval, the PM shall notify the Consultant of the Task Assignment and schedule a Scope Meeting with the Consultant to discuss the project requirements. |
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| **On-Call Consultant Selection Request** |

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| **Date:** | | | Click or tap to enter a date. | | | | | | | | | |  | | | | |
| **To:** | **OLAPP:** | | Jenna Padula | | | | | | | | | **Phone:** | | 860-616-8884 | | | |
| **From:** | **PM:** | |  | | | | | | | | | **Phone:** | |  | | | |
| **Via:** | **ADPM:** | |  | | | | | | | | | **Phone:** | |  | | | |
|  |  | | | | | | | |  | |  | | | |  | | |
| **Below to be completed by the PM :** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Type of OC Consultant:** | | |  | | | | | | | | | | | | | | |
|  | | | (Specify contract type from the On-Call Contract Series) | | | | | | | | | | | | | | |
| **Project Name:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Project Number:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Location:** | | |  | | | | | | | | | | | | | | |
| **Brief Project Description & Scope of Work:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Estimated Consultant Fees:** | | | **$** |  | | | | | | | | | | | | | |
|  | | | **If Supplemental Task, Cumulative Total of Previously Approved Task(s):** | | | | | | | | | | | | | | |
|  | | | **$** |  | | | | | | | | | | | | | |
|  | | |  | |  | | | | | | | | | | | | |
| **Estimated Construction Cost:** | | | **$** |  | | | | | | | | | | | | | |
|  | | |  | |  | | | | | | | | | | | | |
| **Requires SPRB Approval:** | | | **Yes** | | | | | **No** | | | | | | | | | |
| **Agency Administered Project:** | | | **Yes** | | | | | **No** | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Below to be completed by the DAS Director of Legal Services:** | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **On-Call Consultant Name:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **On-Call Contract No.:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Task No.:** | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
| **Approval:** | | | **OLAPP:** | | | Jenna Padula | | | | | | | | | | | |
|  | | |  | |  | *Jenna Padula, Agency Legal Director, DAS/Real Estate and Construction* | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | |  | Enter Date. |
|  | | | | | | | *(Signature)* | | | | | | | | |  | *(Date)* |
| **Attachment:** | | 1105 Capital Project Initiation Request | | | | | | | |  | | | | | | | |
| **cc:** | | Project PM | | | | | | | |  | | | | | | | |
|  | | File | | | | | | | |  | | | | | | | |

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