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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. |
| **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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