Agency submits a 935 Form – Project Number / Data Request

On Form 935 the agency indicates their on-call AE will be used

On Form 935 the agency indicates desire to use DCC on-call AE

Agency negotiates a fee with the desired firm

Upon approval of the fee proposal, agency creates a Purchase Order (PO) in the SMART system

Upon approval of the PO, the agency writes an Authorization to Proceed using DCC Form 100

DCC is available to assist the agency in negotiating the AE Fees

PROCEDURES FOR USING ON-CALL ARCHITECTS AND ENGINEERS (A/E)

DCC contacts the A/E of choice and along with the agency, negotiates a fee with the desired firm

For DCC contracts open to other governmental agencies, DCC contacts Procurements and Contracts to allow a one-time use of the on-call by the requesting agency for the specific project.

Agency provides a scope of work and drawings, if available, to DCC to share with desired A/E firm

Upon approval of the PO, DCC writes an Authorization to Proceed using DCC Form 100. In this case, the requesting agency also signs the Authorization to Proceed agreeing to reimburse DCC for the fee.

A/E invoices are sent directly to the contracting agency for approval and payment

A/E invoices are sent directly to DCC agency for approval and payment

The requesting agency is billed by DCC for reimbursement using an interfund voucher

For DCC contracts not open to other governmental agencies, DCC creates a Purchase Order (PO) in the SMART system

Upon approval of the fee proposal, agency creates a Purchase Order (PO) in the SMART system

Upon approval of the PO, DCC writes an Authorization to Proceed using DCC Form 100 allowing the requesting agency to use the DCC A/E Contract

A/E invoices are sent directly to the contracting agency for approval and payment