Form 001
ÍSeptember 2026

State of Kansas - Advertisements for Professional Services

Department of Administration, OFPM-DCC

This form is to be sent to DCC when requesting services be advertised in the Kansas Register. A separate form should be submitted for each contract requested. Submission of this form should be electronically in .XLSX format. Send this form and the building program or scope of work and Forms 103 & 935 to the e-mail addresses listed below.

barb.schilling@ks.gov and frank.burnam@ks.gov

Date Requested _____ Project Construction Budget _____

Project Title

_____ _____ _____
Agency Building Name Project Title

Project Title Example: KDOT Salina Materials Laboratory Fire Sprinkler System

Contact Person:

_____ _____ _____
Name E-mail Address Phone Number (optional)

Brief project description to be included in the advertisement. Text should not exceed the area of the box.

When designating type of services, select desired discipline to lead the design team

Type of Service: Project Architect / Engineer (Large Projects)

- ☐ Architect Lead Design Team
- ☐ Engineer Lead Design Team

For Board of Regents State Universities

- ☐ Project is on approved 5-Year Capital Plan ☐ KBOR Program Approval Date: _____
- ☐ Program is to be approved by KBOR on _____

The following documents are required to be sent along with this form to DCC.

- ☐ Form 103 - A/E Services - Fee Checklist
- ☐ Form 935 - DCC Project Number / Data Request
- ☐ A building program or scope of work in PDF Format