**SBAC ADVERTISEMENT AND NOMINATIONS (SHORTLIST)**

Department of Administration, OFPM-DCC

Agency submits 5-year plan.

Agency receives appropriation for a project.

Agency sends Form 001 – Advertisements to OFPM to advertise a project for professional design services.

For Large projects, the agency also submits Forms 103 and 935 along with the building program.

The Department of Administration prepares an advertisement requesting proposals from firms interested in providing services for the project.

The Department of Administration publishes the building program at <http://admin.ks.gov/offices/ofpm/dcc/arch-eng-programs>.

Department of Administration – Legal Section determines due dates for proposals.

The advertisement is reviewed and approved by DCC and the agency prior to publication in the *Kansas Register*.

The *Kansas Registe*r is the official publication for the state of Kansas.

The advertisement for professional design services appears in the *Kansas Register*.

Proposals are delivered to the DCC by the published deadline.

The proposals are assembled and distributed to the State Building Advisory Commission.

At their monthly meeting, the commissioners review proposals and shortlist 3 to 5 firms to be interviewed.

Nominated firms (shortlist) are notified of their nominations via e-mail.

Nominated firms (shortlist) are published on the DCC website.

Agency determines if project is on-call or large project.

On-call limit is $1,000,000 project costs for a project of any scope. Any project over these limits is considered a large project.