**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**ORIGINAL AGREEMENT DATE:**

**REVISION #:**       **DATE:**       **REVISION #:**       **DATE:**

**REVISION #:**       **DATE:**       **REVISION #:**       **DATE:**

**REVISION #:**       **DATE:**       **REVISION #:**       **DATE:**

**COMMENTS:**

The purpose of this SLA is to establish milestones and deliverables for each anticipated activity in the project development and procurement process for the above state project. Both Parties agree to abide by the scheduled timeframe below. If the timeframe is not adhered to, then a new schedule must be mutually agreed upon and implemented. If the agency fails to meet timeframes set, the job may be delayed as it will have to be rescheduled according to the OSE Project Manager’s available time.

|  |  |  |
| --- | --- | --- |
|  | **OSE Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **Agency Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **Agency Program/End-User** | **Name:**      **Phone:**      **Email:**       |
|  | **Phase I PIP Approval (A-1 approval date)** | **Date:**       |
|  | **OSE advertised for A/E Services in SCBO** | **Date:**       **N/A [ ]**  |
|  | **If N/A, method of obtaining A/E Services** |        |
|  | **Agency conducts interviews for A/E Services** | **Date:**       **N/A [ ]**  |
|  | **Agency requests authority to execute Professional Services Contract** | **Date:**       **N/A [ ]**  |
|  | **OSE, owner, and A/E jointly review Schematic Design Documents** | **Date:**       |
|  | **OSE sends Schematic Design comments to Agency** | **Date:**       **N/A [ ]**  |
|  | **Phase II PIP Approval (A-1 approval date)** | **Date:**       **N/A [ ]**  |
|  | **Properly Completed Construction Documents submitted to OSE for review** | **Date:**       |
|  | **OSE sends Construction Documents comments to Agency / A/E** | **Date:**       |

|  |  |  |
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|  | **OSE Advertises Project for Bid in SCBO** | **Date:**       |
|  | **Pre-Bid Conference** | **Date:**       **N/A [ ]**  |
|  | **Bid Opening** | **Date:**       |
|  | **Agency makes responsiveness and responsibility determination of lowest responsive and responsible bidder** | **Date:**       |
|  | **Agency requests concurrence from OSE to post Notice of Intent to Award** | **Date:**       |
|  | **OSE reviews proposed award package (SE-360) and concurs with the posting of the Notice of intent to Award** | **Date:**       |
|  | **Agency posts Notice of Intent to Award** | **Date:**       |
|  | **Agency sends Building/Construction Permit to OSE for approval** | **Date:**       |
|  | **OSE sends approved Building/Construction Permit to Agency** | **Date:**       |
|  | **Agency issues Notice to Proceed to Contractor and sends copy to OSE** | **Date:**       |
|  | **Agency and A/E schedule Substantial Completion and Certificate of Occupancy/Use Inspections with OSE agreement** | **Date:**       |
|  | **A/E declares Substantial Completion** | **Date:**       |
|  | **Agency sends Executed Certificate of Substantial Completion to OSE** | **Date:**       |
|  | **Agency sends Certificate of Occupancy/Use to OSE for approval** | **Date:**       |
|  | **OSE sends approved Certificate of Occupancy/Use to Agency** | **Date:**       |
|  |       |       |
|  |       |       |

***OSE Project Manager Name (Print) Agency Project Manager Name (Print)***

***(Signature) (Signature)***