

**CAPITAL BOARD OF TRUSTEES ITEMS CHECKLIST**

University UIC UIS UIUC

Project #: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Item Type #1: Choose an item. Item Type #2 (if applicable): Choose an item.

Item Type #3 (if applicable): Choose an item.

Item Type (Other): Click or tap here to enter text.

Anticipated Board Meeting Date: Choose a date.

**ALL ITEM TYPES**

|  |  |
| --- | --- |
|  | Board item title sent to UOCP for agenda inclusion |
|  | Funding sources documented in FCPWeb and Board item |
|  | Budget information is in FCPWeb and agrees with Board item |
|  | Internal CCU review of roll call item complete |
|  | Project Approval routed to UOCP in FCPWeb |
|  | Draft roll call item sent to UOCP |
|  |  |

**PROFESSIONAL SERVICES CONTRACTS + AMENDMENTS (PSC, CM, EPC EAA, ETC.)**

|  |  |
| --- | --- |
|  | Contract language sent to UOCP via Contracts+ |
|  | Diverse vendor utilization information finalized and sent to UOCP |
|  | If diversity goals not met, review and approval from OPD has been received (include in submission to UOCP) |
|  | Vendor + Subvendor Forms A and B accepted, reviewed and uploaded to PRZM |
|  | Vendor + Subvendor Conflicts of Interest accepted, reviewed and uploaded to PRZM |
|  | FCPWeb budget updated by PSC service type (SD, DD, Construction Docs, etc.) |

**DESIGN APPROVAL**

|  |  |
| --- | --- |
|  | Design reviewed and approved by required university design review committee |
|  | Draft design presentation provided to UOCP two weeks before President’s Design Review Meeting |

**CONSTRUCTION CONTRACTS**

|  |  |
| --- | --- |
|  | Contract language sent to UOCP via Contracts+ |
|  | Bid Tabs sent to UOCP (all divisions) |
|  | Diverse vendor utilization information finalized and sent to UOCP |
|  | If diversity goals not met, review and approval from OPD has been received (include in submission to UOCP) |
|  | Vendor + Subvendor Forms A and B accepted, reviewed and uploaded to PRZM |
|  | Vendor + Subvendor Conflicts of Interest accepted, reviewed and uploaded to PRZM |

**BUDGET INCREASE**

|  |  |
| --- | --- |
|  | Funding source information updated in FCPWeb to reflect total funding |
|  | Budget version updated in FCPWeb |
|  | Budget version approved by CCU and routed to UOCP |

**NAME/RENAME**

|  |  |
| --- | --- |
|  | If Donor Funded, include brief bio of donor in roll call item |
|  | Include rationale for name change |

**SPECIAL CIRCUMSTANCES**

|  |  |
| --- | --- |
|  | If Donor Funded, Donor Agreement is in hand |
|  | If Internal Loan is needed, all documents have been approved and executed |