



**Ohio Attorney General
Architect/Engineer (A/E) Agreement Checklist
(Revised September 2025)**

DATE: _____

AGENCY/COLLEGE/UNIVERSITY: _____

PROJECT NUMBER: _____

COORDINATOR: _____

Email: _____ Phone: _____

A/E: _____

WHEN SUBMITTING AN A/E AGREEMENT FOR ATTORNEY GENERAL APPROVAL, PLEASE ALSO SUBMIT COPIES OF THE FOLLOWING DOCUMENTS IN THIS ORDER. PLEASE DO NOT INCLUDE ANY DOCUMENTS NOT LISTED BELOW:

- ☐ Signed checklist
- ☐ Copy of contract signed by agency/college/university and vendor, with signed treasurer's certification when applicable
- ☐ Secretary of State website printout showing the A/E's name in Active status;
- ☐ Purchase Order or, for locally funded projects, other acceptable proof of project funding;
- ☐ Unexpired BWC Certificate;
- ☐ Approved Controlling Board request (when applicable);
- ☐ 9.24 Search printout showing no unresolved findings for recovery, initialed by the Project Coordinator; and
- ☐ Relevant exhibits to the A/E Agreement. **ATTACH EXHIBIT E, AND EXHIBITS B AND C IF THEY CONTAIN ANY CHANGES TO THE TERMS AND CONDITIONS.**

PROJECT DESCRIPTION: _____

CONTRACT PROVISIONS:

Total Project Cost: \$ _____

Total A/E Fee: \$ _____

A/E Fee for Basic Services: \$ _____

ARCHITECT/ENGINEER (A/E) AGREEMENT CHECKLIST (Continued)

DOCUMENTS & CERTIFICATES:

- Purchase Order Amount(s) for state or local funds:
\$ _____ Date: _____
- Controlling Board Release: \$ _____ Date: _____ N/A ☐
- Worker's Compensation Certificate: Date: _____ Expires: _____
- Unresolved Findings for Recover R.C.9.24: Approval Date: _____
- Treasurer's Certification (Two year colleges only): Date: _____

CONTRACT AWARD

- Were standard contract forms modified? (added or deleted language)?:
Yes ☐ No ☐ (If yes, include explanation)
- If total A/E fee is less than \$50,000, was the A/E selection process in Ohio Revised Code Section 153.71 followed? Yes ☐ No ☐ (If no, include explanation)
- (See <http://codes.ohio.gov/orc/153.71>; For questions, please contact Business Counsel BusinessCounselContractReview <BusinessCounselContractReview@OhioAGO.gov>

SUBMITTED BY (PLEASE SIGN): _____ Date: _____
(MUST HAVE SIGNATURE OF PROJECT COORDINATOR)

APPROVED BY ATTORNEY GENERAL: _____ Date: _____

ONCE FULLY EXECUTED, THE ATTORNEY GENERAL'S OFFICE SHOULD RETURN THE A/E AGREEMENT AND CHECKLIST TO:

- ☐ The Project Coordinator listed above.
- ☐ The individual(s) listed on cover correspondence accompanying this checklist.
- ☐ _____