

MEMORANDUM No. 35

TO: Design Professionals providing services to
Kentucky's K – 12 Public Schools

FROM: Greg Dunbar, AIA, Manager
District Facilities Branch

DATE: June 30, 2015

**RE: Electronic Submission of the Construction Project Documents to
KDE District Facilities Branch (DFB)**

Please forgive the short notice, due to multiple factors including but not limited to the space available for the storage of physical documents (as those who have visited our office have observed), DFB is moving to a digital submission process. With the new fiscal year upon us, staff vacation and other factors, **a transition phase will occur during which patience and flexibility is requested by all involved.**

The following correspondence was sent yesterday by Commissioner Holliday to district superintendents:

In order to enhance and provide continued efficiency with the facilities process, KDE is developing an information management system for the District Facilities Branch (DFB). As part of the new system, beginning July 1, 2015, all construction project documentation must be submitted electronically in Portable Document Format (PDF) to the KDE Facilities SharePoint site: <https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction>. Please 'bookmark' this site for future use.

(For details on required documents submittals, refer to 702 KAR and the BG-1 checklist accompanying the initial approved BG-1.)

Initial access to the Facilities SharePoint site will be automatically assigned to each district superintendent, finance officer and facilities director. Upon request by the superintendent to DFB, access will be provided to design professionals and other appropriate parties. Access to the SharePoint site will allow uploading of project files. Access will be limited to the district superintendent and assigned district personnel and consultants on a project-by-project basis.

Initial BG-1 forms must be uploaded to the SharePoint site. Upon approval, a BG-1 number will be assigned to the project and a unique project folder created in the SharePoint site, accessible only to those holding permissions. All subsequent project documents must be uploaded to the SharePoint site. Note that the email addresses for BG-1 and BG-5 submittals will be discontinued July 1, 2015.

Additional information will be available on the KDE Facilities SharePoint site.

For assistance contact the following KDE staff:

- *General submission questions: Calleen Yett at calleen.yett@education.ky.gov or (502) 564-4326, extension 4431.*

- *Project specific questions: the district assigned District Facilities Branch Project Manager. Refer to the [KDE District Facilities Branch Project Managers List](#) and contact information on KDE School Facilities webpage at <http://education.ky.gov/districts/fac/Pages/default.aspx>;*
- *Questions related to BG-1 and BG-5 submittals: Jeff Coulter at jeffrey.coulter@education.ky.gov or (502) 564-4326, extension 4459.*

Your cooperation in this matter is greatly appreciated.

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EXPIRED