

MEMORANDUM No. 40

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

FROM: Greg Dunbar, AIA, Manager
District Facilities Branch

DATE: June 16, 2017

RE: **FACPAC & KFICS**

The District Facilities Branch (DFB) will implement the initial phase of the FACPAC (Facilities Planning and Construction) system beginning July 1, 2017. The initial phase will provide online versions of the following construction forms:

BG-1 Project Application Form
Contract Summary
Purchase Order Form
Change Order Supplemental Information Form
BG-4 Contract Closeout Form
BG-5 Project Closeout Form

To facilitate the transition to FACPAC, KDE's data base will undergo a conversion process beginning June 23, 2017. Consequently, during the period from June 23 through June 30, DFB will only be able to process submittals that do not require data base entries.

Districts' ability to upload the above listed documents and the Purchase Order Summary Form to our SharePoint site will be eliminated after June 23, 2017. However, all other submittals must continue to be uploaded under existing procedures until future phases of FACPAC are implemented.

Beginning July 1, 2017 districts will be able to fill out the forms listed above in FACPAC, attach other required documents and submit in FACPAC. FACPAC will provide districts and their designated third parties the ability to track the status of these submittals on a project basis. An important change to note is that initial BG-1 Project Application Forms and BG-5 Project Close Out Forms must be submitted by the district. Permissions for third parties (design professionals and fiscal agents) to access the system will be granted as requested by the district after the initial BG-1 is approved.

As future phases of FACPAC are implemented and KFICS (Kentucky Facility Inventory and Classification System) progresses, the construction process and the planning process will become fully integrated, expedite our reviews and communications with districts and their third parties and provide real-time tracking of submittals.

KDE introduced FACPAC's online BG-1 Project Application Form to Finance Officers in mid-June. We will be conducting regional training sessions for both FACPAC and KFICS as described below. You and your staff involved in the planning and construction of Kentucky's K-12 public schools are encouraged to attend.

Ameresco, the vendor selected for the project, will lead the KFICS building assessment training, including a live demo of their AuditPlanner App. Training sessions will last 3 ½ hours. You may register for 1 of the 12 KFICS training sessions at the following link:

https://us1.assetplanner.com/kde_signup

A confirmation email will be sent.

Bring a mobile device (smart phone or tablet) with you to KFICS training to download the app and actively participate.

The overview of Facility Planning and Construction (FACPAC) SharePoint application will be conducted by KDE and will last 2 hours. These sessions will be held at the opposite time of the KFICS training each day, including those in London and Kentucky Dam Village.

Date	Day	Center Name	Address	Local time	Room	Notes
June 26 th	Monday	Morehead Convention Center	111 East First Street Morehead	8:30 – noon 1:00 – 4:30	Large room	2 KFICS sessions
June 27 th	Tuesday	Garland Building	710 North Main Street London	1:00 – 4:30	Conference Room	1 KFICS session
June 28 th	Wednesday	KDE - 300 Building	300 Sower Blvd Frankfort	8:30 – noon 1:00 – 4:30	State Board Room-514	2 KFICS sessions (FACPAC in 516)
June 29 th	Thursday	CB Young Building	3001 Crittenden Drive Louisville	8:30 – noon 1:00 – 4:30	Conference Rooms	2 KFICS sessions
July 10 th	Monday	Kentucky Dam Village	113 Administration Dr. Gilbertsville	8:30 – noon	Conference Room	1 KFICS session
July 11 th	Tuesday	GRREC office	230 Technology Road Bowling Green	8:30 – noon 1:00 – 4:30	Large room	2 KFICS sessions
July 12 th	Wednesday	KDE - 300 Building	300 Sower Blvd Frankfort	8:30 – noon 1:00 – 4:30	1 st Floor Training Room	2 KFICS sessions (FACPAC in 514)

Should you have any questions or need assistance regarding KFICS registration and training, please contact Paige Patterson-Grant at (502) 564-5279, ext. 4402 or via e-mail at Paige.Patterson@education.ky.gov.

To register for FACPAC training, have any questions or need assistance, please contact Denise Hartsfield, DFB Resource Management Analyst (502) 564-4326, ext. 4401 or Denise.Hartsfield@education.ky.gov

Please be aware that due to District Facility Branch staff being involved in the training sessions and changes to SharePoint beginning June 23, our responses to submittals may take longer than normal. We apologize for any temporary inconvenience these may cause.

KDE has discussed continuing education credit with AIA Kentucky, however, at this time, this has not been confirmed.

Your cooperation is greatly appreciated.

Greg Dunbar, AIA, Manager
District Facilities Branch
greg.dunbar@education.ky.gov
(502) 564-4326, extension 4429