

# Georgia Department of Education- Facilities Services

GA4LE

June 26-28, 2023

## GaDOE Facilities Services Staff

- Mike Sanders
- Sarah Morris
- Gerald Williams
- Greg Snapp
- Kelland Waldrep
- Todd Cason
- Suzie Standifer
- Mickey Schuber, John Ramage, Deborah Robertson, Len McCoy, Doug Suits
- Tony Cook

# GA4LE Summer Conference

- GaDOE Sessions

- Georgia Department Of Education Capital Outlay Reimbursements
  - Sarah Morris and Suzie Standifer
  - Tuesday 2:30-3:30 in Ben Porter
- Georgia Department of Education Site Approvals and FSR Update
  - Kelland Waldrep and Mike Sanders
  - Wednesday 10:00-11:00 in Ben Porter
- Lead in Drinking Water
  - RTI in partnership with GaDOE
  - Wednesday 9:00-10:00 in Ben Porter
- Consultants are in attendance. Find time to check in with them and get questions answered!

# Legislative Update

Legislation		Sponsor	Sent to Governor	Signed by Governor	Act/Veto Number	Effective Date
HB	<u>193</u>	Increases the dollar values of certain public works construction contracts exempt from bidding requirements from \$100,000 to \$250,000.	Rep. Anderson and others	X		Vetoed

# Legislative Update

Legislation		Sponsor	Sent to Governor	Signed by Governor	Act/Veto Number	Effective Date
HB	<u>81</u> Relating to low-wealth capital outlay grants to local school systems and criteria for eligibility	Rep. Corbett/Erwin and others				Died in Chamber
HB	<u>469</u> Require public schools to cooperate with local law enforcement agencies and other EMA to ensure that detailed and accurate school building plans, site plans and crisis response mapping data are shared	Rep. Houston and others				Died in Chamber

# Legislative Update

Legislation		Sponsor	Sent to Governor	Signed by Governor	Act/Veto Number	Effective Date
HB	<u>348</u> Relating to use of speed detection devices and redlight cameras to provide for standards for signs warning of the use of automated traffic enforcement safety devices	Rep. Collins and others				Died in Chamber

# Legislative Update

Legislation		Sponsor	Sent to Governor	Signed by Governor	Act/Veto Number	Effective Date
SB	<u>32</u> Require LEA to implement a mobile panic alert system capable of connecting in real-time between multiple state and local first responder agencies (Alyssa's Law)	Sen. Anavitarte and others				Died in Chamber

2025  
Entitlement  
Sheet Update





# GaDOE AFY23 School Security Grant

- Reimbursable funds
- School security needs/enhancements
  - No salaries, rent, admin costs, etc.
- Funds expire **June 30, 2024**
  - Reimbursement requests to GaDOE by March 1, 2024
  - Request in a timely manner (don't wait until the last minute!)
- Funds do not have to be spent at the school where allocated
  - Facility must be used for student instruction or other places where students would routinely be
  - No central office, transportation office, RESA, storage facilities, etc.
- Funding amount spent determined by system
  - Does not have to be \$50k per school as originally allocated

# GADOE Facilities Services Responsibilities

- Local Facility Plan Development
- Funding
- Site Approvals
- Architectural Review
- Manage Capital Outlay



# What Is Capital Outlay?

- The State of Georgia provides funding **assistance** for local school systems in the construction of new schools, additions to existing schools, as well as renovations and modifications to existing facilities.
- This assistance comes in the form of several funding programs, which systems qualify for based on need as shown in a long-range facility plan which considers student enrollment, verified by periodic state-mandated FTE counts.
- The funding programs are not meant to be sole fund sources for building projects, but rather as state-local funding partnerships to accomplish system facility objectives.

# Capital Outlay: 20-2-260

- Establishes the premise of safe and adequate schools
- Directs the Georgia Department of Education (GaDOE) to develop and administer rules to this end
- Requires 5-year Local Facility Plan to participate in Capital Outlay
- \$300 Million requested of the legislature annually to fund renovations, modifications, new classrooms and new facilities
- Based on eligible need

# Managing Your School System's State Capital Outlay Program

- A. Meet with Your State Consultant**
- B. Speak the COP Language**
- C. Trust But Verify**
- D. Get Out Your Crystal Ball**
- E. Make a Positive Difference**

# Facilities Consultants

- **Teacher** (Consultant teaches you how the Capital Outlay Program operates)
- **Verifier** (Consultant verifies decisions made by local system)

What to Avoid:

- **Treating GADOE consultant as a local staff member** (consultant tells you what to put in your plan).
  - Your consultant should act in a support role.
  - Remember, the local facilities plan is a **LOCAL** facilities plan. The state provides support.

# Role of the Local Facilities Director

180 local school districts

Duties and Responsibilities differ!

The responsibility to follow the law and state board rules falls with the school district and their leaders!

Know how/where to find the answers.

GaDOE Facilities Services Field Consultants and GaDOE are available to provide guidance.


# Annual Tasks for the Local Facilities Director

- Check your 2025 Entitlement Sheet to verify it is correct.
- Check the Overview Tab in your facilities plan to verify it is correct.
- Check your FTE Projection.
- Check all the tabs in your facilities plan to make sure your system gets its fair share of the \$300 million dollar pie.
- Trust but verify!



# Entitlement

603\_Bacon County\_Entitlement\_06242022.pdf | 1 / 2 | 100% | [Icons]



## FY 2024 Entitlement Sheet

**School System:** \_\_\_\_\_ **System Number:** \_\_\_\_\_

1. Cost of Eligible Construction Needs from Local Plan				\$7,513,702
2. Eligible Amount of Low Wealth or Advanced Funding				\$0
3. Total Cost of Eligible Needs for Entitlement Purposes				\$7,513,702
4. Ratio of Total Statewide Needs				0.002061953
5. FY 2024 Annual Entitlement if funded by the Legislature at the following levels:				
(a) \$300 Million	\$618,586	(c) \$180 Million		\$371,152
(b) \$240 Million	\$494,869	(d) \$120 Million		\$247,434
6. Accumulated Entitlement:				
(a) FY 1981-2019	\$1,416,279	(d) FY 2022		\$482,296
(b) FY 2020	\$530,563	(e) FY 2023		\$341,731
(c) FY 2021	\$513,514	Total:		\$3,284,383
7. Required Local Participation Percentage				.09135906
8. Low Wealth Eligible				Yes
9. Project Specific Low Wealth Eligible				No

Facilities Consultant		System Contact	
Name:	Leonard McCoy		
Email:	lmccoy@doe.k12.ga.us		
Phone:	(404) 904-1872		

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# Plan Overview

- Locate Timeline for changes to current plan
- Locate plan expiration date
- Current and Proposed School Organization
- Rationale, History, Objective

# Plan Overview

System Name  System Id  Plan Version

[Inventory](#) [LFP Report](#) [Documents](#) [Entitlement](#) [Guidelines](#)

- Plan Overview**
- FTE Projection
- FTE Adjustments
- System Need
- Facility Need
- Construction Need
- Renovation Need
- Modification Need
- Exceptions (11)
- Total Need
- Certification

## System Plan

Use this Plan for Rollup	<input checked="" type="checkbox"/>
Making Application to be Funded in FY2025	<i>Click the Edit Plan button below and Select Yes or No</i>
Plan Name	002-2027
Time Line for Changes	July 1, 2022 to April 15, 2023
Current Plan Expiration Date	June 30, 2025
5 Year FTE Projection Period	July 1, 2022 to June 30, 2027
Plan Type	Annual Update
Certification Date	Superintendent Certification by April 15, 2023
Flexibility Status	Strategic Waiver System

	Name	Phone	Email
GaDOE Facilities Consultant	John Ramage	(334) 502 5037	JRamage@doe.k12.ga.us
System Facilities Contact	Mike Satterfield	(770) 460-3522	satterfield.mike@fcboe.org
System Architect	Tanya Rawdin	(770) 227-5473	trawdin@mssarchitects.com

Grade Organizations in FSR	K-5, 6-8, 9-12, K-12, 6-12
Grade Organizations in Facilities Plan	K-5, 06-08, 09-12

**Rationale, History, Objective**

Until recently, Fayette County has been one of the fastest growing suburbs of Atlanta. Voters in Fayette County have passed three consecutive ESPLOST to fund educational facility improvements. While growth has slowed considerably in recent years, the school system will continue to maintain their existing facilities with renovations, modifications, and modernizations. Currently the school system is organized in a K-5, 6-8 and 9-12 organizational pattern. It is the belief of this school system that this Local Facility Plan best meets the needs of the children of Fayette County and provides



# Inventory

- Update the system's inventory and submit changes (note: before inventory can be added to a new facility, the facility must be “open” in FSR).
- Use the information on this page effectively.

# FTE Projections

- Enrollment projections
- Projected enrollment for each school system will be updated annually
- The FTE trend is determined using a comparison of the averages from the past 3 to 5 years
- The average change in FTE is calculated. The average FTE change is applied to the next 5 years

# FTE Projections

## 5 Year FTE Projection

Based on the past 5 years, the FTE increased/decreased at the rate of -59 students per year.  $(19524 - 19759) / 4 = -59$

Past 5 Years Reported FTE			Next 5 Years Projected FTE		
	School Year	Reported FTE		School Year	Projected FTE
K-12	2017 - 2018	19759	K-12	2022 - 2023	19465
K-12	2018 - 2019	19948	K-12	2023 - 2024	19406
K-12	2019 - 2020	20121	K-12	2024 - 2025	19347
K-12	2020 - 2021	19523	K-12	2025 - 2026	19288
K-12	2021 - 2022	19524	K-12	2026 - 2027	19229

## New FTE Projections By Grade Range Compared To Last Years Projections

Grade Range	5 Year Projection Last Year	New 5 Year Projection	Change in Projection
K-5	8426	7692	-734
6-8	4984	4798	-186
9-12	7161	6739	-422
Total	20571	19229	-1342

## FTE Projections By Grade

	KK	01	02	03	04	05	06	07	08	09	10	11	12	Total
5 Year Projection Last Year	1260	1305	1368	1399	1533	1561	1654	1625	1705	1914	1766	1763	1718	20571

# System Need Page

- This information will help determine if any additional IUs are earned by grade level.
- The facility must be evaluated to determine if the facility can accommodate the FTE and instructional programs.
  - Refer to GaDOE Publication “[Square Footage Requirements for Facilities](#)”
  - Determine if modifications are needed to accommodate the instructional program
  - Determine if classroom additions are needed (see next page)

# Determine if Classroom Additions are Needed

- If the existing facility does not have enough classrooms to meet the assigned FTE or instructional program needs, then a classroom addition is needed.
  - List the additional needs of the facility
    - Core areas must be evaluated for required expansion
    - Refer to GaDOE Publication “Square Footage Requirements for Facilities”
  - Meet with the architect at the facility to determine the best location for an addition
  - Will additional property be needed and is there property available?
    - Purchasing additional property for an existing site requires site approval.
    - Refer to GaDOE Publication “A Guide to Site Selection” for minimum acreage requirements.



# System Need Page

- Plan Overview
- FTE Projection
- FTE Adjustments
- System Need**
- Facility Need
- Construction Need
- Renovation Need
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## System Need For Instructional Units (IUs) and Support Spaces

### Elementary

Id	Facility Name	Org	2026		2027							Local		Total	
			FTE	IUs	FTE	Available	IUs	Net Gain Loss Funded	Net Available	Status	Eligible	FTE	IUs	FTE	IUs
0191	Braelinn Elementary Facility	K-5	555	36	490	41	33	0	41	8	0	0	0	490	33
0102	Cleveland Elementary Facility	K-5	461	30	406	51	24	0	51	27	0	0	0	406	24
0104	Crabapple Lane Elementary Facility	K-5	606	39	551	51	36	0	51	15	0	0	0	551	36
1605	Hood Avenue Primary Facility	K-5	482	32	432	37	26	0	37	11	0	0	0	432	26
0180	Huddleston Elementary Facility	K-5	610	39	565	42	37	0	42	5	0	0	0	565	37
0109	Inman Elementary Facility	K-5	686	43	641	43	42	0	43	1	0	0	0	641	42
0196	Kedron Elementary Facility	K-5	668	43	623	46	40	0	46	6	0	0	0	623	40
0181	North Fayette Elementary Facility	K-5	647	42	601	47	39	0	47	8	0	0	0	601	39
0186	Oak Grove Elementary Facility	K-5	498	33	448	47	30	1	48	18	0	0	0	448	30
1052	Peachtree City Elementary Facility	K-5	481	32	428	42	26	0	42	16	0	0	0	428	26
0199	Peoples Elementary Facility	K-5	734	46	674	52	43	0	52	9	0	0	0	674	43
0291	Robert J. Burch Elementary Facility	K-5	548	36	488	43	33	0	43	10	0	0	0	488	33

# Facility Need Page

- Each facility should be reviewed. Information from Inventory is used to identify the IUs available and with assistance from your DOE consultant, you can identify the earned IUs in each facility.
- Any IUs earned and or program needs will be identified on this page.

# Facility Need Page

- Plan Overview
- FTE Projection
- FTE Adjustments
- System Need
- Facility Need**
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Facility Need For Instructional and Support Spaces		Projected FTE	IUs
Facility:	0108 - Bennetts Mill Middle Facility	State Projection	987
Grades:	06-08	Local Projection	0
Eligible IUs:	0	Total Projection	987

Save Refresh Modified by John Ramage on 03/28/2023

## Basic Curriculum

Basic Curriculum	Available	Earned	Status	Program Need	Gain	Loss	Funded	Adjusted Status	Local Need	Total Need	Eligible Earned	Eligible Total	Comments
Middle School Classroom	47	38	9	0	0	0	0	9	0	0	0	0	
Middle School Sp. Ed. (pair of rooms)	3	2	1	0	0	0	0	1	0	0	0	0	
Science Lab - Middle School	15	12	3	0	0	0	0	3	0	0	0	0	
Art - Middle School	1	1	0	0	0	0	0	0	0	0	0	0	
Instrumental Music - Middle School	1	1	0	0	0	0	0	0	0	0	0	0	
Instrumental / Choral - Middle School	2	2	0	0	0	0	0	0	0	0	0	0	
Computer Science - Middle School	2	2	0	0	0	0	0	0	0	0	0	0	
Physical Education - Middle School	1	1	0	0	0	0	0	0	0	0	0	0	
Technology Lab - Middle School	1	1	0	0	0	0	0	0	0	0	0	0	
Media Center	1	1	0	0	0	0	0	0	0	0	0	0	
Add	74	61	13	0	0	0	0	13	0	0	0	0	



# Review of RENS and MODS

- Renovations and Modifications – If a facility has a need that will be completed during the five-year period of the plan, these needs should be identified by a design professional. Each design professional can and should be granted access to the portal to enter this information for a school system.
- Eligible need is automatically calculated once the needs are identified. See our Guidelines for information on items that are eligible to earn entitlement.

# Tabulation of Priorities (Total Need)

- The local school board, superintendent, staff, and architect review the local facility plan along with the capital outlay budget developed by the finance officer.
- Projects are listed in priority order.
  - “Each local school system shall specify the order of importance of all proposed construction projects, giving priority to elementary school construction projects” O.C.G.A. 20-2-260 (d) (2)
- A timeline is developed according to the needs and available finances of the system.

# Tabulation of Priorities (Total Need)

Plan Overview	FTE Projection	FTE Adjustments	System Need	Facility Need	Construction Need	Renovation Need	Modification Need	Exceptions (11)	Total Need	Certification
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## Total Need

Priority	Application Funding FY	Facility Name	Code	Support		Additions		New		Renovations		Modifications	Eligible Need	Local
				Type	\$	Units	\$	Units	\$	Units	\$			
1	TBD	Hood Avenue Primary Facility	1605		\$0	0	\$0	0	\$0	32	\$542,080	\$4,011,924	\$4,554,004	\$7,740,083
2	TBD	Whitewater High Facility	0105	M	\$47,952	1	\$159,840	0	\$0	73	\$1,236,620	\$2,813,797	\$4,258,209	\$20,960,542
3	TBD	Kedron Elementary Facility	0196		\$0	0	\$0	0	\$0	0	\$0	\$858,165	\$858,165	\$2,533,413
4	TBD	Inman Elementary Facility	0109		\$0	0	\$0	0	\$0	42	\$711,480	\$835,006	\$1,546,486	\$3,656,060
5	TBD	Sara Harp Minter Elementary Facility	0103		\$0	0	\$0	0	\$0	45	\$762,300	\$1,840,079	\$2,602,379	\$4,388,216
6	TBD	Cleveland Elementary Facility	0102		\$0	0	\$0	0	\$0	24	\$406,560	\$1,837,582	\$2,244,142	\$5,342,320
7	TBD	Crabapple Lane Elementary Facility	0104		\$0	0	\$0	0	\$0	36	\$609,840	\$1,042,207	\$1,652,047	\$4,591,619
9	TBD	North Fayette Elementary Facility	0181		\$0	0	\$0	0	\$0	39	\$457,380	\$261,542	\$718,922	\$1,845,944
10	TBD	Peachtree City Elementary Facility	1052		\$0	0	\$0	0	\$0	0	\$0	\$658,465	\$658,465	\$1,424,765
11	TBD	Rising Starr Middle Facility	0298		\$0	0	\$0	0	\$0	59	\$50,820	\$47,795	\$98,615	\$271,904
12	TBD	Starrs Mill High Facility	0198	M	\$106,471	2	\$354,756	0	\$0	0	\$0	\$70,180	\$531,407	\$208,039
13	TBD	Fayette County High Facility	0398		\$0	0	\$0	0	\$0	0	\$0	\$140,360	\$140,360	\$597,653
14	TBD	Sandy Creek High Facility	0192	M	\$34,898	1	\$116,328	0	\$0	0	\$0	\$334,558	\$485,784	\$1,572,171
15	TBD	Flat Rock Middle Facility	0491		\$0	0	\$0	0	\$0	52	\$169,400	\$544,282	\$713,682	\$1,911,218
16	TBD	Whitewater Middle Facility	0391		\$0	0	\$0	0	\$0	55	\$135,520	\$578,946	\$714,466	\$2,201,580
17	TBD	Braelinn Elementary Facility	0191		\$0	0	\$0	0	\$0	35	\$16,940	\$188,216	\$205,156	\$931,143
18	TBD	McIntosh High Facility	0182	M	\$79,920	2	\$266,400	0	\$0	87	\$50,820	\$3,239,763	\$3,636,903	\$6,603,275

# Capital Outlay Application Process

## Steps:

- ▶ 1. Work with GaDOE consultant to create an application.
- ▶ 2. Submit the application to GaDOE using the COPS Application module.
- ▶ 3. Along with the application, submit a Project Start Date form (also included in the application module.)
- ▶ 4. Wait for GaDOE to approve the application.
- ▶ 5. Submit GaDOE approved application to local school board for approval.
- ▶ 6. Cannot start a project receiving state funds before step #5 is completed.
- ▶ 7. State funds in the application are tentative until a contract is issued by GaDOE.

# What Is Ahead?

- June 2023: Bond Sale
- July 2023: Close on Bonds
- August/September 2023: Funds available for reimbursement
- July 1-Aug 15, 2023: FY 2025 Application process underway
- Aug 15-Sept 1, 2023: GaDOE review and application approval
- Sept 1, 2023: Capital Outlay Budget request due to OPB



# Capital Outlay Application Timeline

- ▶ Window to submit an FY25 application this year: July 1, 2023 to August 15, 2023
- ▶ Projects must be eligible for state funding and must be in the approved facilities plan.
- ▶ A State Capital Outlay Funding Source must be available to fund the application.
  - ▶ Regular Capital Outlay
  - ▶ Regular Advanced Capital Outlay
  - ▶ Low Wealth
  - ▶ Additional Low Wealth (aka Project Specific Low Wealth)
- ▶ School System must provide required local participation amount as required in the application.
- ▶ Local Board of Education resolution is required to revise an application.

# Capital Outlay Application Timeline

- ▶ **Capital Outlay Funding Process/Timeline**
  - ▶ System submits an application for an eligible need in the LFP (July 2023)
  - ▶ Governor puts the project in the FY25 budget (Fall 2023)
  - ▶ Legislature approves the budget containing the project (Spring 2024)
  - ▶ System receives a contract from Facilities Services (July 2024)

# Local Facilities Plan Life Cycle

## ► **Architectural Submittal of Plans & Specs**

1. Submission of design documents is required by law (O.C.G.A. 20-2-260, (c), (7)).
2. There are three stages to the submission process  
Preliminary; Check Set; Final
  - a. Project may qualify for the "Exception" to the Submittal stages.  
See page 2 Of 13 of the GaDOE Submission Guideline.
3. Bidding of a project must not occur before an approval is issued.  
See State Board Rule (S.B.R.) 160-5-4-.15, (2), (c).
  - a. Exception, see S.B.R. 160-5-4-.15, (2) Requirements.
4. All design documents submitted for review must be submitted electronically.  
See the "Electronic/Paperless Submission Guideline" at the link below.

<https://www.gadoe.org/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>

# REIMBURSEMENT

# What to expect from us?

Our goal is to be on the same page as you with the documents you submit and never leave you wondering. We try to accomplish this in a few ways:

1. Being responsive
2. Maintaining an all-encompassing document checklist for all currently open projects with the system that is regularly emailed to contacts after documents are reviewed
3. Reminding systems of upcoming deadlines, reaching out to systems when we realize we haven't heard from you in a while
4. Trying our best to flag and sort out issues quickly
5. Getting the funding to the systems as soon as we can

# How can we help each other?

- Communication! Talk to us, let us know what's happening in your projects. We can talk through some of the common areas of confusion to prevent delays down the road:
  - Mandatory Addendum
  - Advertisements –Georgia Procurement Registry
  - Multiple projects on one contract
  - Phasing projects
  - Subcontractors
  - Equipment purchases
- Organization –make sure your documents are understandable and clear to ensure a quick review

# Want to Learn More?

- Come to the Capital Outlay Reimbursements breakout session to ask questions and get more in-depth into the reimbursement process
- Sarah Morris and Suzie Standifer
- Tuesday 2:30-3:30 – Ben Porter

# Procurement – Solicitation

- Georgia Law
  - OCGA 36-91-20
  - OCGA 36-91-21
  - OCGA 36-91-21
- State Board Rules
  - Guidance



# OCGA 36-91-20

- [Georgia Code § 36-91-20 \(2020\) - Written Contract Required; Advertising; Competitive Sealed Bidding; Timing of Addendums; Prequalification :: 2020 Georgia Code :: US Codes and Statutes :: US Law :: Justia](#)
- [Georgia Code § 36-91-21 \(2020\) - Competitive Award Requirements :: 2020 Georgia Code :: US Codes and Statutes :: US Law :: Justia](#)
- [Georgia Code § 36-91-22 \(2020\) - Exceptions; Use of Inmate Labor; Emergency Situations :: 2020 Georgia Code :: US Codes and Statutes :: US Law :: Justia](#)

# SBOE Rule 160-5-4-.15

- 2(g) The local board of education shall procure the services for the construction activities defined and set forth in (1) (e) [construction manager/general contractor at risk], (f) [design/build], and (g) [construction management services] through a Qualification-Based Selection via Request for Proposal or may use a similar statutory or industry-recognized model that does not restrict competition.

# Prior to RFP

- **Prior** to issuing the Request For Proposal, the local board of education shall obtain a letter from legal counsel that the proposal has been reviewed and meets all of the criteria required in O.C.G.A 36-91-20 and 36-91-21. This process must have a documented method of evaluation for selecting firms and such information shall be made available to all participants of the process.

- The letter from LEA's legal counsel should be uploaded to the district's reimbursement file located in the Facilities Share Point folder.
- Note: All this letter should acknowledge is the fact that the criteria required in OCGA 36-91-20 and 36-91-21 were met.
  - Red Flag: It's a red flag if the letter includes all other criteria were met and doesn't mention OCGA 36-91-20 and 36-91-21.

# When to Advertise (LEAs)

- When there is a “contract opportunity”
- Each project represents a “contract opportunity”
- A single contract may govern work at multiple locations
  - Ex: HVAC replacement at three different schools

# Where to Advertise (LEAs)

- Notice MUST be posted conspicuously in the Board Office
- The contract opportunity MUST be advertised on the Georgia Procurement Registry for at least four weeks prior to the opening
- May be advertised in the legal organ or any other website deemed appropriate by the district

# Do's and Don'ts – (to LEAs)

- **Do** structure bid or proposal opportunities that encourage competition
- **Do** consult your attorney prior to issuing the bid documents or request for proposal
- **Do** consider construction delivery methods that match the scope and sophistication of your project
- **Do** advertise all opportunities over \$100,000 in value on the Georgia Procurement Registry

# Do's and Don'ts

- **Don't** organize in such a way or otherwise communicate a methodology that can be viewed as limiting competition
- **Don't** attempt to advertise multiple contract opportunities in a single RFP.
- **Don't** use language in the RFP that references yet to be named projects
- **Don't** issue RFPs that seek to place a contractor on retainer for a period of time





# Contact Information

## Georgia Department of Education

**Mike Sanders**

**Director of Facilities Services and Pupil Transportation**

**[michael.sanders@doe.k12.ga.us](mailto:michael.sanders@doe.k12.ga.us)**

**678-378-6434**