

From: [Tricia Weir](#)
To: [BOBusers](#)
Subject: Project Request Spreadsheet (R&R Tour AND Project Request Database / Study of Capital Needs) per Code (Due May 15, 2020)
Date: Friday, April 10, 2020 2:31:27 PM
Attachments: [1 2020 for FY22-26 LBO Memo Project Data for R&R tours.pdf](#)
[2 2020 for FY22-26 ProjectDatabase Instructions.pdf](#)
[3 2020 for FY22-26 Spreadsheet.xlsx](#)

This email is going to ALL Institutions and Agencies. The message transmits best when the mass number of email addresses appears in the blind copy cell.

Please see

- (1) the attached Memo from our Director,
- (2) Instructions for completing the spreadsheet.
- (3) the Project Request Spreadsheet for FY2022-FY2026,

Please note that the deadline for submitting the project requests to our office is **Friday, May 15, 2020**. This is due to R&R Tour Schedules beginning in May (depending on Covid-19); therefore, we need to get these back as soon as possible and ask that you please give this a priority.

** Any Institution or Agency scheduled for a May Tour Date is urged to submit no later than Friday, April 30, 2020, to ensure inclusion in the Legislative Tour Books.

If you are not the direct person responsible for completion of project requests, please forward this email to the appropriate person at your Institution/Agency (and let us know so we can add them to the mass email list).

The email addresses are in the blind copy cell for transmittal; however, if you know of someone in your agency receiving our emails who would NEVER need the R&R Tour information,
OR the LBO Report information/Study of Capital Needs,
OR the Inventory of Building/EIS (all per Code)
OR information regarding Leases,
and they were included in the mass email list herein, please let us know to remove them. Further, reiterating the sentence above, if we have missed someone, please give us their email address to add to the mass email list.

If you have questions or concerns regarding this spreadsheet, please contact our office as soon as possible. NOTE: The best method is to reply to the writer OR email jesse.oquinn@dfa.ms.gov

Thank you,
On behalf of Calvin R. Sibley



Patricia Guerry Weir, Contract Analyst Senior

Bureau of Building, Grounds and Real Property Management
501 North West Street, Woolfolk Building, Suite 1401B
Jackson, Mississippi 39201
Tricia.Weir@dfa.ms.gov