

From: [Tricia Weir](#)
To: [Kent Adams](#); [Cathy Brown](#)
Cc: [BOBusers](#)
Bcc: [Institutions / Agencies](#)

Subject: 2020 EIS / Inventory of Buildings
Date: Monday, May 18, 2020 1:57:54 PM
Attachments: [01 memo requesting EIS updates 05182020.pdf](#)
[02 Add-Delete Form 2020 Master.xls](#)
[02a Instructions for Add-Delete Form.pdf](#)

The following email is being sent from the Real Property Management Division – Director Kent Adams and Cathy Brown – of the Bureau of Building, Grounds and Real Property Management.

This email is going to ALL Institutions/Agencies that have submitted their email address to us. The message transmits best when the mass number of email addresses appears in the blind copy cell. Thanks.

If we have written someone who is not responsible for this form, then please forward to the appropriate person. If we have omitted someone who needs to be included, please forward to the appropriate person AND let the writer know so the name can be adjusted in our mass email list.

Please see the attached Memo regarding the Inventory of Building (now updated in the EIS System), the Add/Delete Form, and the Instructions for the Add/Delete form.

The due date is Friday, August 14, 2020, in order for our Office to accumulate, prepare Index, Summary Sheets, print, and submit, per Code, to the Legislative Budget Office a few days later.

Add/Delete forms should be returned to cathy.brown@dfa.ms.gov

Once the EIS is updated by your Institution/Agency, this Office will be able to print and accumulate, as mentioned above.

The attached documents can also be found on our web page:
<http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-information-for-institutions-agencies-or-public-entities/>

Thank you for your help.



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