



## Finance and Administration Cabinet Executive Order 2008-011 Request Form

**Requesting Department:** 540 Department Of Education      **Record Date:** 2014-04-09

**Requestor ID:** SRM0015      **Requestor Name:** Jason Camden

**Short Description:** KY Tech Schools Copier payments and maintenance      **Requestor Phone Number:** 502-564-2351

**Type of Request:** OTHER SERVICES, NON-PROFESSIONAL      **New or Expanded?** No

**Procurement Method:** Special Authority      **Cost:** 200,000.00      **Estimate/Actual?** Estimate

**Is this Item a Replacement?** No      **If so, Asset Tag#:**

**What will happen to the replaced item?**

**What Document is Requested?** Payment Document (PRC)

**If on Contract, Give Contract #:**

**Vendor (if any):** Various

**Purpose and Justification:**

Blanket EO1 approval requested for the remainder of FY14 to cover KY Tech ATC schools copier payments, copier supplies, preventative maintenance, and repairs. We are unsure of how many of the 53 schools copiers were bought or leased from WSCA contracts, as these were inherited during the CTE/KDE merger. Terry Stephens (COT) and I discussed the tech schools copier situation because they are not and will not be tied to the Commonwealth's network. These schools' IT infrastructure is owned and operated by their respective local school districts. It is not possible for these copiers to be tied to the Commonwealth's new managed print system. This request is to cover copier-related expenses for current leases and month-to-month expenses. Should it become possible and required for these schools to be on the managed print system, we will follow standard procurement guidelines for obtaining the services described in this request.

Over the course of the last year, the Kentucky Department of Education (KDE) has found it very difficult to support the Area Technology Centers (ATC) in the area of leasing copiers. Those who have larger-scale copier usages and need new copiers, have been requesting leases via WSCA contracts, as stated below. However, many of our ATCs have small volume copying needs. These schools are located in counties across the state. Their administrative offices are run by one person each. Going through the steps to procure copier leases through WSCA is becoming a nearly impossible task for some of these schools due to minimal staff. For this reason, the KDE respectfully requests Blanket EO1 approval for ATCs to lease copiers from vendors of their choosing, provided the annual cost is at or below the KDE's one-quote limit of \$5,000. Leases over \$5,000 would remain subject to procuring via WSCA.

This request is for the remainder of FY14 and for FY15.

Original EO1 was \$100,000.  
Added \$100,000 for FY15.

Total \$200,000.

Thank you for your consideration.

(previous EO1)

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Funding Source: Multiple/Explain

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding Agency,General,Federal %S unknown upfrONT

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file.

This request approved by: \_\_\_\_\_  
Cabinet Secretary or Authorized Agency Head

For Agency Use: