

DeAngela Burns-Wallace, Secretary
Frank Burnam, Director

Laura Kelly, Governor

Form 925
Feb 2020

MEMORANDUM

To: Whom it May Concern

From: Frank Burnam, Director OFPM

Date: April 6, 2020

Subject: State of Kansas Response to COVID-19

Due to the COVID-19 pandemic, the State of Kansas Executive Branch offices (this includes OFPM) beginning on April 6, 2020 will be working from home and will be available during normal working hours.

We will have access to our e-mail and cell phones and will respond to you as quickly as possible. Plan and code reviews, issuing Project Acceptance and inspections will resume on this date.

All scheduled meetings will be cancelled and rescheduled after April 6, 2020. These rescheduled meetings will be via conference call, Zoom or Skype.

If you had a project bidding during this time, an addendum has been issued rescheduling the bid date. Please reference our on-line plan room website, <https://kansasdfm.idtplans.com/secure/> and the addenda for these projects.

Any Architect/Engineer proposals for solicitations through the Kansas Register due during the shut-down period will be due on April 10, 2020 at 2:00 pm. Please reference the *Kansas Register* March 26, 2020 edition. The delivery of the proposals will be via e-mail at professional.qualifications@ks.gov.

We are temporarily suspending the requirement for paper copies of review documents and ask for electronic documents only. Please e-mail those documents and Form 120 to lori.ploude@ks.gov and dcc@ks.gov and follow up with a flash drive and a hard copy of Form 120 to our office.

We are in the process of re-establishing our USPS and courier delivery services. If you send us something via courier service, please e-mail the tracking number and courier name to lori.ploude@ks.gov and dcc@ks.gov.

We appreciate the understanding and patience of those impacted by this change. We will resume full in-office operations as soon as we are able to do so.