

WILLIAM DONALD SCHAEFER, Governor

- (5) ATHLETICS;
- (6) CAFETERIAS;
- (7) RECREATION;
- (8) INFIRMARIES FOR STUDENTS; AND
- (9) ANY COMBINATION OF THE ABOVE.

5-706-2 5-706.3.

(A) ALL REQUESTS FOR APPROVAL AND SUPPORTING DOCUMENTATION OF A CAPITAL LEASE PROJECT SHALL BE SUBMITTED TO:

- (1) THE SECRETARY OF THE BOARD;
- (2) THE DEPARTMENT OF BUDGET AND FISCAL PLANNING;
- (3) THE DEPARTMENT OF STATE PLANNING AND GENERAL SERVICES; AND
- (4) THE DEPARTMENT OF FISCAL SERVICES.

(B) ALL REQUESTS SHALL CONTAIN THE FOLLOWING INFORMATION:

(1) A GENERAL BUT COMPLETE DESCRIPTION OF THE PROPOSED PROJECT, INCLUDING ANY REQUIRED PROGRAM OR FACILITY SPECIFICATIONS;

(2) A JUSTIFICATION AND DEMONSTRATION OF THE NEED FOR THE FACILITY;

(3) THE PROPOSED TIMETABLE FOR COMPLETION OF THE PROJECT;

(4) A JUSTIFICATION FOR THE USE OF THE CAPITAL LEASE OVER THE CONVENTIONAL CAPITAL CONSTRUCTION PROCESS;

(5) IF THE PROJECT INVOLVES RENOVATION OF AN EXISTING STRUCTURE, THE ORIGINAL FUND SOURCES FOR THE STRUCTURE AND THEIR AMOUNTS;

(6) ANY PROPOSED FUND SOURCE FOR THE PROJECT;

(7) THE EXPECTED BUDGET IMPACT BASED ON THE ASSUMPTION THAT THE USING AGENCY WILL BE RESPONSIBLE FOR THE TOTAL OPERATION OF THE FACILITY;

(8) THE PROPOSED PROCUREMENT PROCESS, INCLUDING THE IDENTITY OF THE PERSONS PRIMARILY RESPONSIBLE FOR ANY NEGOTIATIONS; AND