

Facilities Inventory System Upgrade Project

The state of Washington owns and leases facilities to house state agencies. With nearly 109 million square feet across 10,000 facilities, this inventory represents a significant financial investment by the citizens of Washington. To oversee this investment, the Office of Financial Management (OFM) has responsibility for the completion of the state's annual facilities inventory. Tools to adequately maintain the facilities inventory help the state realize the full value of the public investment, support agency program goals, and realize legislative intent for facilities data collection by OFM.

This Facilities Inventory System (FIS) Upgrade Project replaces outdated and ungainly tools first designed in the 1990s and will result in an interactive web-based portal with mapping (GIS) capabilities and other enhanced features to generate reports and analyze facility needs so that state agencies can effectively steward the state's investment in leased and owned facilities, increase the availability of data to the Legislature and the public, and enable sharing of data between agencies to facilitate timely facilities decisions. OFM anticipates the new system being operational in 2014.

PURPOSE The purpose of this upgrade is to provide a new statewide tool to gather, store and report data associated with the inventory of facilities utilized by state agencies, including six-year facilities planning data. This system will provide facts and figures necessary to conduct the thorough analysis, long-term planning, and state facility portfolio management as required under [RCW 43.82](#).

GOALS This project will ensure that the FIS system provides accurate and timely facilities information to a wide range of stakeholders and agencies in support of these three goals:

- Support the business needs of state agencies and the state using facilities in suitable condition.
- Use the state's facilities efficiently.
- Use all the state's fund sources efficiently.

SCOPE This FIS update will provide a tool to capture, use and report relevant facilities inventory data and improve the state's ability to display data on the web. The new tool replaces the FIS Excel spreadsheet with:

- A web-enabled database system for collection, validation, editing and storage of data.
- Functionality so that data can be used for other reporting requirements.
- Data retention capability to facilitate trend and other analysis.
- Ability to attach supporting documents and generate reports.
- System security and verification functions.

Parallel to implementation of the FIS update, OFM will establish a new business process and instructions and update policies for FIS.

CONTEXT The FIS Upgrade is the first step towards a broader enterprise data solution for facilities management using information systems.

STATUS	Procurement for an external vendor to develop and service the new FIS system is complete. A contract with AssetWorks is executed and the project is underway.	
SCHEDULE	Contract with AssetWorks executed	August 2013
	Implementation Planning	September 2013
	Business Process Analysis	September 2013
	Data Conversion	December 2013–January 2014
	User Training	March 2014
	OFM Testing	April–June 2014
	System Launch	July 2014
USERS	<p>All agencies, departments, boards, commissions, and institutions of the state provide OFM a complete inventory of owned and leased facilities. Under the new system, reporting will be on-going with OFM able to monitor assets in real-time and generate reports as needed, either for the annual report or to respond to requests for information from agencies, the Legislature or the public.</p> <p>User training is anticipated in early spring of 2014 with the system going live in spring 2014 for use in the next six-year plan.</p>	
PARTNERS	<p>All agencies, departments, boards, commissions and institutions of the state are partners in the implementation of the FIS tool by providing accurate and complete information and data on leased and owned facilities.</p> <p>OFM partners with the Department of Enterprise Services (DES) Enterprise Technology Services in the design and implementation of the FIS. DES-Real Estate Services is a co-sponsor for this project implementation. This FIS project is integrated with a Real Estate Services lease management technology solution.</p>	
PROJECT CONTACT INFORMATION	<p>FIS Coordinator: Josh Calvert (OFM) Facilities Analyst 360-902-0548</p>	<p>Project Sponsor: Amy McMahan (OFM) Senior Facility Oversight Manager 360-902-9824</p>