



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFI NO. 15-1900

Facilities Portfolio Management Tool

AMENDMENT NO. ONE (1)

OFM RESPONSE TO QUESTIONS

11.12.2015

OFM Answers to Questions

Per the Request for Information issued October 23, 2015, please find contained herein answers to Responders' questions.

Responders' Questions & Answers

Question 1: I see the RFI indicates an RFP in 2016. Is there a more specific anticipated time frame available, such as a certain quarter?

ANSWER: Specific timelines will be developed after the RFI. OFM Facilities Oversight is interested in acquiring a solution as quickly as possible, but it will largely depend on the cost of a solution.

Question 2: I see the RFI indicates that the responses will be used to evaluate additional funding needs. Does this mean that some funding has already been allocated? If so, from where? If not, where does OFM anticipate looking for funding? The budget, or perhaps some sort of grant?

ANSWER: Some funding has been allocated to a facilities inventory system through the budget process. If this funding is not adequate, OFM will submit a budget request through the legislative process. We are not aware of any grant funds to support this request.

Question 3: Is there a project manager or technical contact with regard to this effort and if so, who?

ANSWER: We are using this RFI to fully understand the services offered by private vendors including their implementation model and resources. If the project moves forward, OFM will appropriately staff the technology deployment. Within the OFM Facilities Oversight team we have a Subject Matter Expert on the business operations and current facilities inventory process. We also have a data administrator who understands the data and data definitions and currently maintains our GIS website.

Question 4: Will the tool likely have to integrate or interface with any existing OFM systems, other than ESRI and if so, which ones and which vendor(s) provided them?

ANSWER: It is possible that the state may seek to integrate with other system in the future, however, no specific system has been identified yet.

Question 5: Is there an incumbent contract for this project, or is this a new initiative?

ANSWER: This is a new system to replace the existing MS Excel process used by the State of Washington.

Question 6: Additionally, has funding been secured? If so, how much does the State anticipate spending on this project?

ANSWER: Some funding has been allocated to a facilities inventory system through the budget process. If this funding is not adequate, OFM will submit a budget request through the legislative process. We are not aware of any grant funds to support this request.

Question 7: The RFI states that the OFM is currently manually gathering and maintaining facilities inventory data and that a commonly used solution does not currently exist. There were two previous RFPs: #13-1000-ACCO Facilities Inventory Solution, March 28, 2013; and RFP #15-1900-ACCO Real Estate Management System, December 31, 2014. Will this new system run in conjunction with the prior facilities inventory and real estate management systems? Were the prior systems used throughout state? If there is an inventory and real estate management system that is only used for part of the state offices are you looking for that incumbent to roll out their system throughout the state? Will this new system run in conjunction with the prior facilities inventory and real estate management systems?

ANSWER:

- RFPs: #13-1000-ACCO was canceled in early 2015. There is no system active from this RFP in Washington.
- RFP #15-1900-ACCO is for a single agency the Department of Enterprise Services (DES) to manage its lease responsibility.
- There is not a current system that the state is focusing on expanding.
- This system will likely run parallel to other systems in state government including larger facilities management systems in higher education and the system in DES that is being deployed for another purpose.

Question 8: What are the Categories / Types of Assets that you inventory and maintain?

ANSWER: All facilities with a roof, one wall, and a permanent foundation. As of October 1, 2015 this included 10,700 facilities totaling close to 115 million square feet.

Question 9: Do you require Space Planning to be based on Polylined CAD drawings or based on measures taken using on-site measurements?

ANSWER:

- We will not "require" CAD polyline drawings. It would be a nice to have option for agencies that have CAD drawings.
- Measurements are typically by agency field staff although some agencies (most of higher ed) use CAD.

Question 10: What automated tools do you currently use to perform Space Utilization and Space Forecasting?

ANSWER: We have no automated tools at this time.

Question 11: How do you plan for Organizational and Employee Moves from one facility / space to another?

ANSWER: OFM does not plan agency relocations from one facility to another. Currently, most large agencies have facilities planners who handle this task; some agencies use DES Real Estate services for this.

Question 12: Do you require the Assets Inventory for and at each facility to be displayable in CAD based floor plans or listed using Alphanumeric Codes to map to Facilities, Location and Category/ Type of Assets?

ANSWER: No requirements, many small agencies have no CAD ability.

Question 13: Do you have Condition Assessment data for all facilities or do you require a Condition Assessment solution to perform and capture Condition Assessment state of all Facilities and Capital Assets / Infrastructure?

ANSWER:

- OFM is seeking a tool that has the ability to provide high level condition assessment and capture detail condition data on selected facilities.
- Detail condition data will NOT be collected on all facilities for the foreseeable future.

Question 14: What is the Condition Assessment Standard that the State uses – e.g., Uniform Standard Code?

ANSWER: At this time there is no official standard.

Question 15: The RFI states in Section 3.4 Delivery of Responses, “RFI Responses must be provided via e-mail”. Does OFM expect questions and responses to be in the body of the email, or can respondent attach a PDF to the email?

ANSWER: Please attach your submittal (in PDF or word) to an email and transmit the RFI through email.

Question 16: The RFI states in Section 1.3 Other Functionality, “OFM is also interested in a technology solution that could be linked in the future to other state systems”. Can you provide more information on what other state agencies and systems OFM is planning to interface with?

ANSWER: At this time no systems are planned to be linked, but we may create some limited links in the future.

Question 17: Does OFM have a preferred Facilities Portfolio Management Tool or is OFM open to vendor providing options for Facilities Portfolio Management Tool?

ANSWER: OFM does not have a preferred Facilities Portfolio Management Tool and is open to all alternatives that meet the state’s need.

Question 18: Which Facilities Portfolio Management Tool do the majority of your stakeholders (agencies, boards, commissions and institutions of higher education) use?

ANSWER: There is no system being used by a majority of stakeholders at this time. Those stakeholders with Facilities Portfolio Management Tool use a variety of systems. In some cases multiple systems within a single agency. Systems used by stakeholders include Archibus, IBM Tririga, AssetWorks and several custom built applications.

Question 19: Referencing page 3, please clarify whether the web-based hosted solution will be hosted by the State of Washington or the vendor.

ANSWER: The vendor would be responsible for hosting the solution.

Question 20: Referencing page 4, please define/described the desired type of 3D imagery, such as oblique map imagery.

ANSWER: This statement is not related to 3D imagery. Specifically, the desired solution would be able to integrate with location data at all scale levels – from points, building footprints to 3D.

Question 21: Is the OFM open to having a custom app built – one that meets all of the Business Needs?

ANSWER: Open yes, but we are not looking for a custom app. We are seeking a system that will grow with the ever changing technology.

Question 22: Can we get a sample copy of the various excel spreadsheets? Looking at sample data and field names in the spreadsheets will give greater insight.

ANSWER: Here is a link Facilities Inventory System webpage: <http://ofm.wa.gov/budget/facilities/fis.asp>. You will find the 2015 Facilities Inventory (Excel) workbooks.

Question 23: Can we get samples of existing reports?

ANSWER: Here is a link Facilities Inventory System webpage: <http://ofm.wa.gov/budget/facilities/fis.asp>. You will find the 2015 Facilities Inventory System Report.

Question 24: How is historical data viewed? Could you provide any screenshots or sample?

ANSWER: We are currently using Excel, so there is no historical data view.

Question 25: In terms of roles based access – could you provide specifics – such as role type and desired capability (Example: global admin, admin for dept, standard user, etc?)

ANSWER: OFM would have global admin, Agencies would have limited view/edit ability and the public would have limited view only.

Question 26: Is it useful to have VPN or private network only for certain elements?

ANSWER: The RFI is seeking a web hosted solution as defined in 1.3 Business Needs.

Question 27: Besides streamlining workflow automation and centralizing the access and storage of the data – are there any gaps for example in type of reports or other needs that users have expressed desire for?

ANSWER: In 1.3 Business Needs each section seeks to address all of our needs including Other Functionality.

Question 28: Relating to adding new facilities – is OFM open to using 3rd party API for GIS and related features – such as USPS validation or returning lat /long?

ANSWER: No. OFM has an established methodology for determining the location using ESRI products. The state of Washington is developing an address validation process. We will retain this process with any new system.

Question 29: Do the current excel sheets capture all of the same data as requested in the RFI?

ANSWER: No. In 1.3 Business Needs under Data Collection we have a link to worksheets and the remaining parts of the Business Needs section speaks to features we are looking to add.