



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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March 28, 2014

TO: Agency Directors
FROM: David Schumacher
Director
SUBJECT: 2015-21 SIX-YEAR FACILITIES PLAN

RCW 43.82.055 directs the Office of Financial Management (OFM) to work with state agencies to determine the long-term facility needs of state government. We transmit these facility needs to the Legislature through the state Six-Year Facilities Plan on January 1 of each odd-numbered year after alignment with the Governor's biennial budget.

Innovative workplace solutions are being adopted across the country. Within state government, technology advances, new and revised laws and policies, business and service delivery changes, changing employee and customer demographics, and the need to reduce the state's environmental impact are some of the factors affecting how work is accomplished. At the same time, real estate costs continue to rise, while constrained resources and continued demand for services challenge us to do more with less.

The six-year planning process is a good opportunity to assess how your agency's future workplace aligns with your vision, mission, and work patterns. To develop the facilities plan, we need agencies to appoint a representative who can speak to your strategic business needs, workforce management strategy, and facility needs. OFM's Facilities Oversight Program will work with representatives to understand their agency's business needs, discuss workforce management strategies and workplace use, gather and analyze facilities data, and prepare alternatives.

Please send the name and contact information for your representative to Amy McMahan, OFM Senior Facilities Oversight Manager, at amy.mcmahan@ofm.wa.gov by April 10. If you have any questions, see the [Implementation Approach for 2015-21 Facilities Plan](#) or contact Amy at (360) 902-9824.

Thank you in advance for working with us to develop the 2015-21 Six-Year Facilities Plan.

cc: Deputy Directors
Budget Officers
Facilities Managers