



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFP NO. 16-200

Data Collection for Washington State Space Utilization Study

AMENDMENT NO. ONE (1)

OFM RESPONSE TO BIDDER QUESTIONS

02.23.2016

OFM Answers to Bidders' Questions

In an effort to clarify some issues, this OFM Answer to Bidders' Questions is being released prior to the date provided in the RFP. OFM will still accept Bidder questions up until the date/time indicated in the RFP schedule and answers will be posted per the same schedule.

Bidders' Questions & Answers

Question 1: *The intent of this project is not entirely clear to us. Could you provide a reference to the driving legislation?*

ANSWER: OFM is seeking a contractor to conduct on-site time studies. This work will be collecting space utilization data from multiple state office facilities. Space utilization data will include occupancy frequency and/or approximate durations of use in workstations, private offices, and other types of workspace within each facility.

OFM will be using the data to make recommendations to the legislature.

<http://leg.wa.gov/CodeReviser/documents/sessionlaw/2015pam3.pdf>

Washington Session Law, 2015 – Chapter 3 Capital Budget – Section 1076 (1) - (page 2042)

NEW SECTION.

Sec. 1076. FOR THE OFFICE OF FINANCIAL MANAGEMENT

Oversight of State Facilities (30000046)

The appropriations in this section are subject to the following conditions and limitations:

(1) The office of financial management, with assistance from the department of enterprise services and other state agencies as needed, shall conduct space studies and make recommendations to the legislature on the state's space standards including alternative workplace strategies. State agencies shall provide space use data in a format prescribed by the office of financial management to support this effort. The office of financial management shall report the results and recommendations to the legislative fiscal committees by July 1, 2016.

Question 2: *Where can we review the State space standards that currently exist? Is validation, refinement or creation of new parameters desired?*

ANSWER: This scope of work is for data collection only. OFM will be using the data to make recommendations to the legislature.

While out of the scope of work of this RFP the current adopted space standards are located here:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/SpaceAllocation.pdf>

Question 3: *The function "time studies" appears on RFP page 3. Does the OFM advocate using this methodology?*

ANSWER: Section 3.2 (a) of the RFP requires the proposer to submit a work plan that indicates the specific approach and tasks to accomplish OFM's defined Objectives and Scope of Work as set forth in Section 1.2. It is up to the contractor to determine this.

Question 4: *How much preference will be given to the consultant's professional qualifications in industrial engineering methodologies and practice?*

ANSWER: Section 3.3 (a) (1) - There are a possible 20 points out of a total of 100 for the consultant's experience.