



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

**RFP NO. 16-900**

***Facilities Portfolio Management Tool***

**AMENDMENT NO. THREE (3)  
BIDDER QUESTIONS**

**05.26.2016**

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

The procurement is open to all bidders who meet the requirements of the RFP.

2. Whether we need to come over there for meetings?

The successful bidder will need to attend some project implementation meetings on site. Other meetings may be conducted through WebEx or other web meeting software. Attachment C – Bidder Proposal Responses, Section Implementation Overview, questions # 12, 13 and 14 provide the bidder with an opportunity to describe their proposed project implementation and communication approach.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Requirement # 22.100 of Attachment D – Functional and Technical Requirements Responses states “All data shall be stored and transmitted in the contiguous United States of America only. (No offshore data transmission (e.g., for support services) or storage (e.g., hosted site or backup, disaster recovery or other locations will be permitted.)”

4. Can we submit the proposals via email?

Yes, this is a mandatory requirement. Please refer to Section 4.2 Proposal Contents and Format Requirements for full instructions on how to submit proposals.

5. Section 4.2 of the RFP states that Bidders must “submit their Proposal Responses and all required attachments via email” and that Bidders “must respond in the areas provided in each of the Attachments and return them via email.” However, this section also states that the Letter of Submittal and Attachment B must be submitted “both electronically and in hard copy”. Is it correct then, that in addition to a full submission via email, OFM also requires

printed hard copies of the Letter of Submittal and Attachment B to be delivered to OFM at the physical address provided in advance of the June 10, 2016 3:30 PM PST deadline?

Both an electronic and hard copy is required for the Letter of Submittal and the Attachment B. The electronic version should be delivered with your response. The hard copy can follow the electronic response and need not arrive in advance of the due date.

6. Can you please provide the funding source for the Tool?

The project is funded using OFM Account 466, the Statewide Information Technology System Development Revolving Account.

7. What is the estimated contract value?

Please see Section 1.5 Contract Term and Award and Section 1.8 Funding of the RFP for information about the contract. The estimated contract value will depend on the length of implementation services.

8. Aside from the Quality Assurance procurement, what other related procurements are expected? Can a procurement vehicle/method and tentative timeframe be provided?

There will also be a procurement for a project manager. Section 2 of the RFP lists the estimated procurement schedule. The quality assurance and project management contracts are also being procured through a competitive process at this time. Both contracts are expected to be in place on or before August 1.

9. Which Hosting solution State of Washington is looking for? (On-premise, Hosted)

OFM is looking to procure a Software as a Service (SaaS) as defined in Section 1.9 of the RFP. SaaS—"Refers to the proposed solution delivery method provided by a Bidder in which the Bidder manages the infrastructure and platforms on which the proposed solution runs. The proposed solution is accessed through a web browser or a lightweight desktop or mobile application, and the purchaser's data is stored remotely on the Bidders infrastructure and platforms."

Users will access the solution through desktop and mobile devices and from office and "in the field" locations across the state. No common state infrastructure exists.

10. Is State of Washington looking for any Data Migration? If yes, please provide record level details for data migration, no. of records, types of record etc.

Yes, one of the objectives listed in Section 1.2 of the RFP states that OFM anticipates awarding a contract to the bidder that can best "2. Migrate all current state facilities inventory data into the new Facilities Portfolio Management Tool."

Currently Facilities Inventory System (FIS) data is stored in Excel spreadsheets. All of the 2106 FIS data (being gathered now from agencies) will be required to be migrated into the solution. The link to the 2015 FIS spreadsheet is found at

<http://www.ofm.wa.gov/budget/facilities/fis.asp> to understand the amount of data being migrated.

11. Is State of Washington looking for any integrations? If yes, please provide details of 3rd party systems for integration. What are the current in-use systems. Please name them.

This procurement does not include integration with other products. However, the solution must interface with Esri products as stated in requirement 16.040 (ArcGIS Online) and 16.060 (ArcGIS Desktop) of Attachment D—Functional and Technical Requirements Responses. The state is most interested in solutions that provide these mapping functions within the Facilities Portfolio Management Tool solution.

While not a requirement of the initial procurement, bidders are also asked to describe their solution's interface with ENERGY STAR Portfolio Manager or other 3rd party systems in the Additional Functionality Section of Attachment C—Bidder Proposal Responses.

12. Which integrations are expected to be Real time and which ones are Batch integration and which are Uni-directional and which are Bi-directional?

The ability to edit data within the map or within the database is ideal. Requirement 16.090 of Attachment D—Functional and Technical Requirements Responses is an example of this ability. The vendor may need a bi-directional interface to accomplish this desired outcome.

13. Please list the anticipated numbers of users and roles of users

Please see requirements 1.020, 1.030 and 13.010 to 13.110 of Attachment D—Functional and Technical Requirements Responses. Possible roles include:

- Read only for all records
- Read only for all records with write access for a specific set of state agency records
- Read and write access for all records, and
- Administrative rights

14. Please break down into concurrent users, end users and administrative users etc.

Please see requirements 1.020, 1.030 and 13.010 to 13.110 of Attachment D—Functional and Technical Requirements Responses. Possible breakdown of users by number and role include:

- Read only for all records - unknown at this time
- Read only for all records with write access for a specific set of state agency records - 125
- Read and write access for all records-12, and
- Administrative rights - three

15. Is there any requirement of advanced analytical reports, KPI reports etc. ?

See reporting requirements 15.200 to 15.210 of Attachment D—Functional and Technical Requirements Responses.

16. Are there any third party consultants working with State of Washington in RFP and selection process? If yes, please list these third party consultants.

Per 5.2.4 of the RFP the state may request information from others to assist in evaluating proposals.

The selected project manager that is hired as a result of the project management procurement discussed above may assist the state in contract negotiations.

17. What is the anticipated Start Date & Go-Live date?

As set forth in the Schedule of the RFP the projected start date of the contracts is August 5th. Per 1.5.1-implementation must be complete on or before June 30, 2017.

18. The assumption is that all data population and migration (referred to as "Data Collection" in the RFP) would be handled by The State. Please confirm.

The selected bidder would be responsible during implementation for data migration of the current FIS data from the Excel spreadsheet into the solution. As stated in Section 1.2 of the RFP, OFM anticipates awarding a contract to the bidder that can best "2. Migrate all current state facilities inventory data into the new Facilities Portfolio Management Tool."

After the go live date FIS will be updated either through direct user data entry or import as listed in requirements 11.010 and 11.020 of Attachment D—Functional and Technical Requirements Responses.

19. 2.080 - Please provide the current FIS methodology

Current FIS methodology is described in Section 1.3 of the RFP. A link to the FIS instructions is located at: <http://www.ofm.wa.gov/budget/facilities/fis.asp>.

20. 7.080 - Please clarify this requirement "Total Number of Workspaces (Auto calculate?)".

Our desire is for the total number of workspaces to be sum of the number of offices and workstations populated in the system.

21. 7.100 - Is Revit or BIM a requirement?

No.

22. 15.120 - Please elaborate on "the State of Washington reporting solutions"

The state is interested in having data extract capability to allow the data set to be incorporated into other enterprise reporting tools.

23. 16.130 - "The solution shall integrate with location data at the 3D level (building interiors)." Does this refer to BIM, Revit, any specific tools that the State has in use or desires to have in use?

No, this does not refer to BIM or Revit. We are looking for the mapping functionality to have the potential to display 3D spatial coordinates, such as, the ability to display and query 3D building interior models created within the Esri platform from 2D floor plans.

24. What systems are you currently using for real estate management?

No systems are currently being used by OFM at this time. The current FIS data collection and management process is described in Section 1.3 of the RFP.

25. What systems are you currently using for space management?

No systems are currently being used by OFM at this time. The current FIS data collection and management process is described in Section 1.3 of the RFP.

26. What systems are you currently using for maintenance/inventory management?

No systems are currently being used by OFM at this time. The current FIS data collection and management process is described in Section 1.3 of the RFP. Note facility maintenance is outside the scope of this RFP.

27. Did any organization assist in the preparation of this RFP?

OFM was assisted by the Department of Enterprise Services and Washington Technology Services in the preparation of this RFP. The development of this RFP was also informed by responses to an earlier Request for Information.

28. Reference: Att B - Reqs Certs & Assurances

Question: The link referenced on item 13 (Security Standards) is not a valid webpage. Please provide the link to the document.

The correct link is: <https://ocio.wa.gov/policies/141-securing-information-technology-assets/14110-securing-information-technology-assets>.

29. Reference: Att F – Price Proposal

Please elaborate on the \$240,000 threshold for implementation services. Is this amount the limit for the entire five-year contract? Does this amount include software costs?

Please see Section 1.5 of the RFP for the initial term of contract and Section 1.8 for funding and estimated contract value. The implementation budget of \$240,000 includes the software costs during the implementation phase.