

**STATE OF WASHINGTON**  
**OFFICE OF FINANCIAL MANAGEMENT**  
**SOLE SOURCE ADVERTISEMENT**

The Office of Financial Management (OFM) contemplates awarding a sole source contract to CoStar for a 12-month period to provide access to market information and market analysis for office, industrial, and retail sectors through an electronic database solution.

It is necessary to engage the services of CoStar because of the following real estate market analysis, reports, and data made available to Washington State:

- Quarterly market reports for office, industrial, and retail sectors.
- Properties rent/sales comparable reports capability.
- Market trend information.
- Facility information, including building condition.
- Mapping Capability.
- Vacancy/Occupancy Rates

The State Facilities Oversight Program is statutorily required to access long-term facilities needs of state agencies, and submit a Six-Year Facilities Plan to the Legislature on a biennial basis. The plan is required to include state agency space requirements and other pertinent data necessary for cost-effective facility planning. Required data include market real estate rates and trends. In addition, OFM is required to consult on real estate transactions, review agency requests for relocation, and support the development of the governor's budget. These activities require access to accurate and reliable market data.

The State Facilities Oversight team has developed cost assumption and a methodology to establish projected lease rates for benchmarking, lease approval, lease consultations, and six-year facilities planning and budgeting. The current methodology has 16 submarkets covered throughout 39 counties.

After a trial of using other vendor's services, State Facilities Oversight has concluded that CoStar provides enough data to allow for a single, market search data source, especially in Thurston County – the state's largest lease portfolio for office space. State Facilities Oversight has acquired services of CoStar since April 2013. During this period, information obtain from CoStar has been crucial in meeting the business for benchmarking projected real estate lease rates, lease approval, lease consultations, budgeting and six-year facilities planning.

In addition, OFM is statutorily required to determine the population of cities and towns in Washington State as April 1<sup>st</sup> on an annual basis. OFM uses the housing unit method to estimate the population. One of the key components of the housing unit method is the occupancy rate by structure type. The state believes that CoStar is in the unique position to be a single source of multifamily vacancy and occupancy rates for the entire state at both the city and the county level. Within regions where CoStar's services overlap with other known products, the number of buildings covered is superior.

The contract will be issue on or about May 01, 2017.

Vendors who believe they possess the same experience and capabilities, and meet the same requirement as CoStar, are invited to submit capability statements detailing their ability to meet the State's requirements within (5) business days of this announcement. In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract.

For more information, contact:

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