

NORCOM RFP 2016-001 Facility Needs Assessment Pre Submission Conference
Tuesday August 9th, Bellevue City Hall

NOTE: Between August 11, 2016 and August 25, 2016, Finance Manager JR Lieuallen will be the point of contact for RFP related questions. RJ can be reached by email at jrliuallen@norcom.org or 425-577-5673.

Introductions of NORCOM Staff in attendance: *Executive Director Thomas R. Orr, Deputy Director Mike Mandella, Finance Manager JR Lieuallen, AFC Manager Sheryl Mullen, IT Member Nathan Way, Executive Assistant Tracey Croisier.*

OVERVIEW OF NEED

NORCOM Executive Director Thomas R. Orr gave an overview of the agency as it is today. Director Orr stated that NORCOM is currently at capacity in terms of space. Looking towards a new site, NORCOM will want extra capacity to allow for future growth. Director Orr further stated that that if there is a possibility of collocating with a regional partner for space NORCOM would be open to considering options. It may be possible that different parts of a colocation agreement could have different building requirements. It is important that a new NORCOM facility be structured according to best practices and building requirements. Director Orr added that there are some security shortfalls at NORCOM's present space that could be better addressed in a new building.

FULLY REDUNDANT BACKUP CENTER

IT Member Nathan Way explained that there is a desire to look at geographically diverse back up sites, perhaps even in eastern Washington. NORCOM's is currently able to maintain operations at a Satellite center in Redmond which allows for phone lines to be answered and radio/CAD to be used. It is reliant on a connection back to the current location so is not fully redundant.

QUESTIONS

There were no specific questions by attendees.

TOUR of NORCOM

At the conclusion of this discussion, attendees were provided with a tour of NORCOM's current space including the communications center, server rooms, offices & shared space, kitchen, bunk room, locker room, quiet room, restrooms, and conference rooms.