



ALAMEDA COUNTY SUPERIOR COURT

COURTWIDE SPACE MANAGEMENT SOFTWARE

**Pre-Proposal Conference
October 20, 2026**

Issue Date: September 29, 2026
RFP Number: SC 1806.2026.2.ZX



AGENDA

1. Timeline and Important Dates
2. Background Information
3. SOW Requirements
4. Technical Proposal
5. Cost Proposal
6. Scoring & Evaluation
7. Submission of Proposals
8. Questions

TIMELINE

● **Sept. 29, 2026**

RFP Issued

● **Oct. 5, 2026**

Pre-Proposal Conference

● **Oct. 5, 2026**

Deadline for questions

Email All Questions To:

bidquestions@alameda.courts.ca.gov

Questions and answers will be posted on
Oct 8th (estimate).

● **Oct. 20, 2026**

Proposals due 2:00 PM Pacific Time

● **Nov 10, 2026**

Public Opening of Cost Proposals

● **Nov. 18, 2026**

Notice of Intent to Award

● **Nov. 19 – Dec 14, 2026**

Negotiations and Execution of Contract

● **Dec 15, 2026 – Dec. 14, 2027**

Contract start date and expiration date

With an option to extend through Dec. 14, 2031

1st Option Term: Dec 15, 2027 – Dec 14, 2028

2nd Option Term: Dec 15, 2028 – Dec 14, 2029

3rd Option Term: Dec 15, 2029 – Dec 14, 2030

4th Option Term: Dec 15, 2030 – Dec 14, 2031

BACKGROUND INFORMATION

Alameda County Superior Court
Courtwide Space Management Software

WHO?

- Superior Court of California,
County of Alameda

WHAT?

Space Management Software

WHY?

- Support operational needs
- Verify space availability
- Accommodate space requests
- Remove challenges

SOW REQUIREMENTS

STATEMENT OF WORK

DESCRIPTION OF GOODS AND OR SERVICES (Section 2.1-2.8)

- 2.1 Space Reservation and Employee Experience
- 2.2 Employee and Seat Management
- 2.3 Floor Plans and Space Visualization
- 2.4 Space Allocation and Classification
- 2.5 Scenario Planning and Space Planning
- 2.6 Reporting
- 2.7 Room Booking and Utilization Dashboards
- 2.8 Building Occupancy and Presence Reporting



SOW REQUIREMENTS CONT.

STATEMENT OF WORK

TECHNOLOGY REQUIREMENTS (Section 2.9)

- Hosting Environment
- Data Security
- Multi-Factor Authentication and Single Sign-On
- Role Based Access Control
- HR or Directory Integration
- Calendar Integration
- Maintenance/Work Order System Integration
- Integration and APIs
- Badge and Wi-Fi Data Integration
- Data Import and Export
- Data Ownership and Portability
- System Availability and Reliability
- Service Level Requirements
- Backup and Disaster Recovery
- Audit Logging
- Privacy and Data Protection
- Implementation, Technical Support, and Maintenance
- Requirement Compliance



TECHNICAL PROPOSAL

Technical Proposal

- **Attachment 14: Technical Proposal Template**
 - Questionnaire
- **Attachment 15: Technical Requirements**
 - IT Requirements

Other Forms, Attachments and Certifications

- Refer to the Check List and RFP section 7.1 for the required forms and attachments.
- Others: Licenses and certifications: Business, Good Standing

COST PROPOSAL

GENERAL TIPS

Include ALL required costs for the contract. Any required costs not included and identified during contract negotiations may result in a cancellation of award

COST PROPOSAL ATTACHMENT 16

- Complete the applicable pricing information in Columns A-H for each required and optional cost item.
- Column I will automatically calculate the total estimated contract amount.
- Column J for any relevant notes or assumptions

SCORING & EVALUATION

CRITERION

CRITERION	MAXIMUM NUMBER OF POINTS
Cost (Attachment 16)	30
System Functionality & Capabilities (Attachment 14, Questions 1, 3-6, 8-15)	40
User Experience & Usability (Attachment 14 Questions 2 and 7)	10
Interviews/Demonstrations (Attachment 14)	15
Acceptance of Terms and Conditions (Attachment 3)	5
IT Requirements (Attachment 15)	Pass/Fail
DVBE Incentive (Attachments 9 & 10)	5

SUBMISSION OF PROPOSALS

SUBMITTING YOUR PROPOSAL

- Proposals must be submitted by **October 20th at 2:00pm Pacific Time.**
- Proposals must be submitted in 2 separate emails: **(1) Technical Proposal** and **(2) Cost Proposal.**
- Proposal must be emailed to bidquestions@alameda.courts.ca.gov
- The subject line of the email must include the **RFP title and number.**
 - **Courtwide Space Management Software SC 1806.2026.2.ZX – Technical Proposal**
 - **Courtwide Space Management Software SC 1806.2026.2.ZX – Cost Proposal**

QUESTIONS

Email additional questions to:

bidquestions@alameda.courts.ca.gov

Deadline to submit proposals is

October 20th 2:00PM