

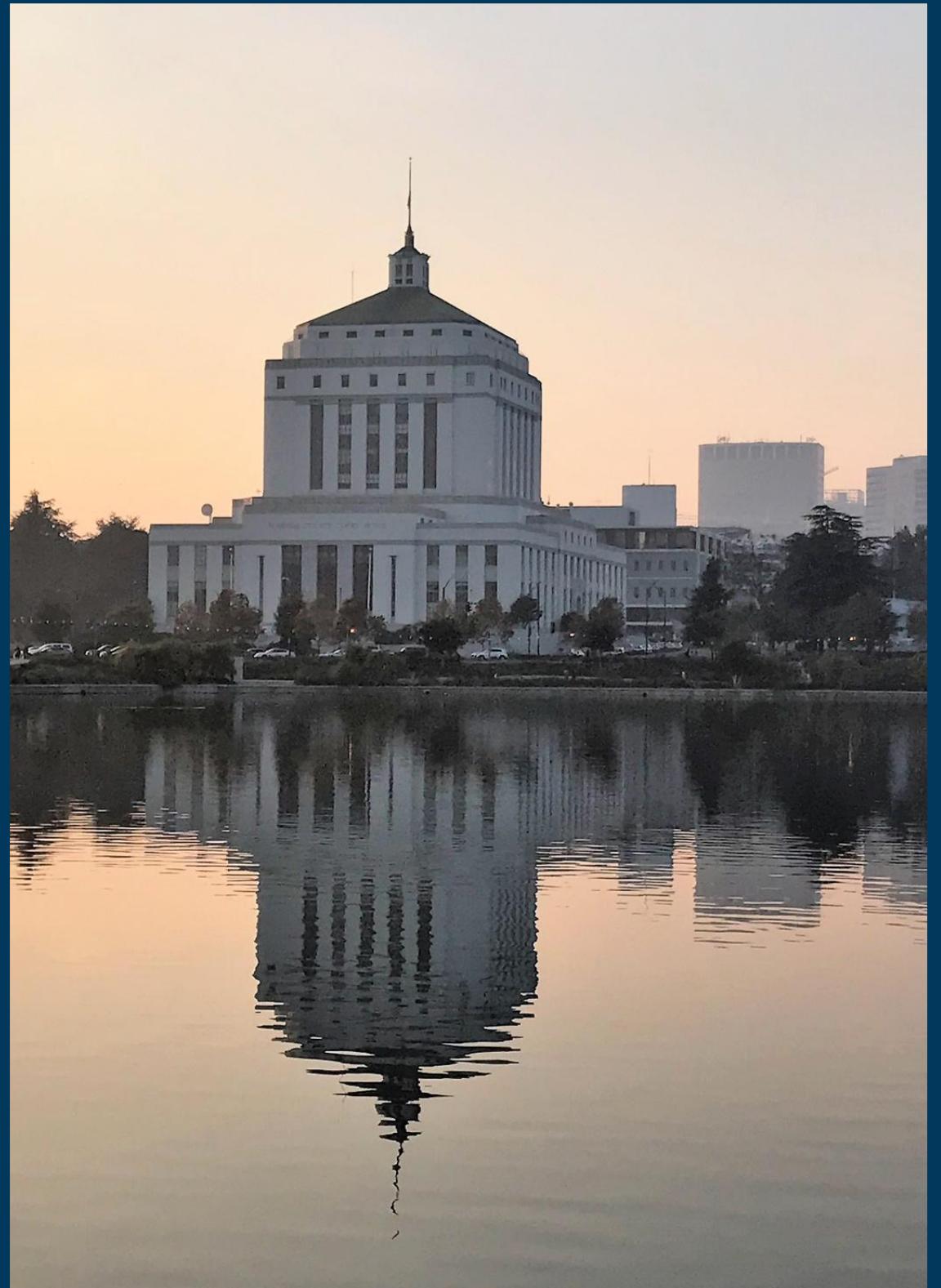


ALAMEDA COUNTY SUPERIOR COURT

CONTRACT MANAGEMENT SYSTEM

Pre-Proposal Conference
February 18, 2026

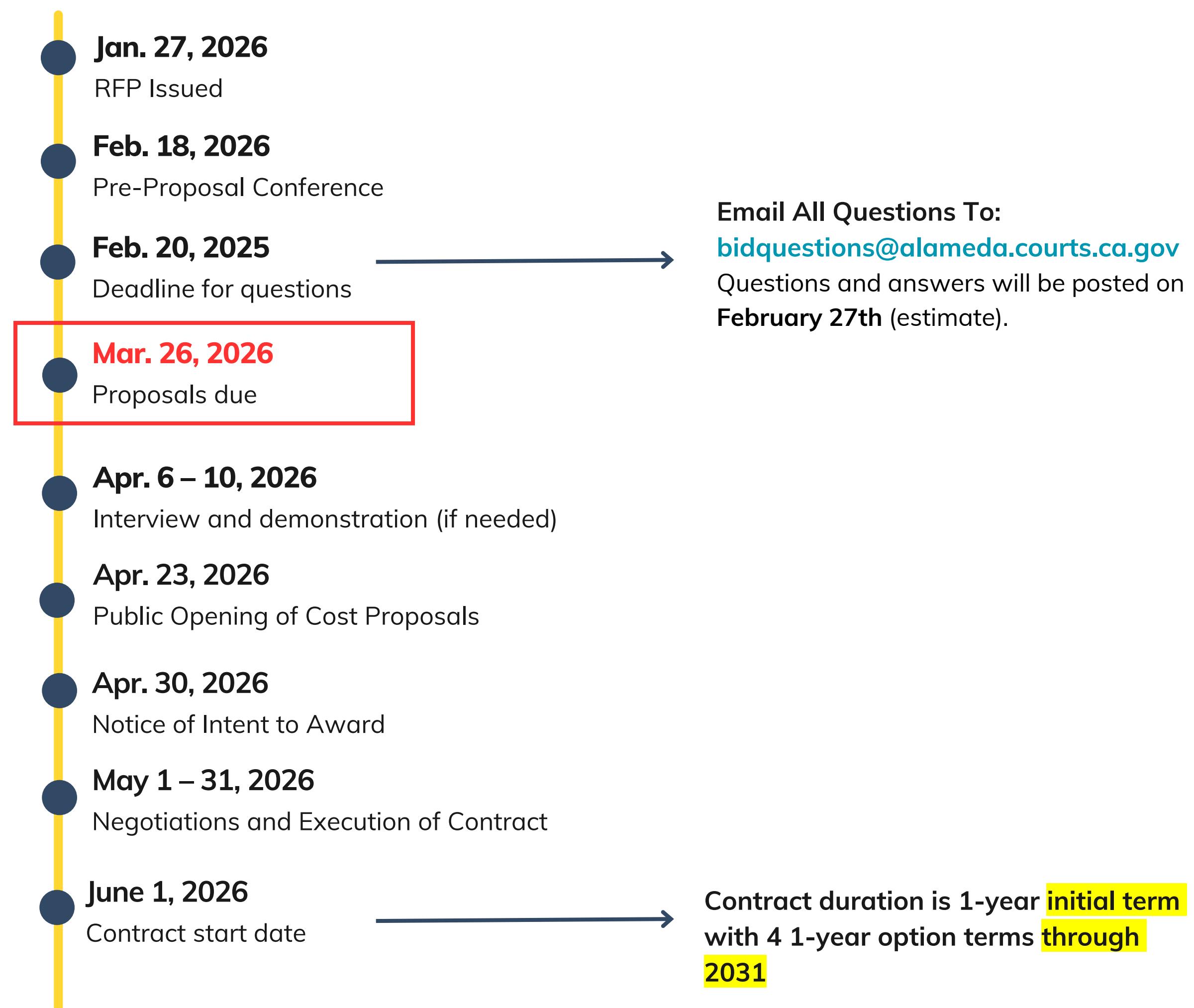
Issue Date: January 27, 2026
RFP Number: SC 1801.2026.3.CF



AGENDA

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

TIMELINE



BACKGROUND INFORMATION

Alameda Superior Court Purchasing & Payables Unit
Contract Management System

WHO?

Alameda County Superior Court
Finance Department
Purchasing & Payables Unit

WHAT?

Contract Management System

WHY?

- Manage contract related activities
- Automate processes
- Improve timely contract administration roles

SOW REQUIREMENTS

ATTACHMENT A, STATEMENT OF WORK

FUNCTIONAL (Section 4)

- Contract Repository & Document Management
- Contract Number Assignment & Tracking
- Notification & Alert Capabilities
- Editing & Collaboration
- Reporting & Analytics
- Workflow & Administration Tools
- System Integration
- Future Expansion

TECHNICAL (Section 5)

- Security & Compliance
- System Architecture
- Usability
- Implementation & Support
- Deliverables



SOW REQUIREMENTS CONT.

ATTACHMENT A, STATEMENT OF WORK

PERFORMANCE (Section 6)

- Maintain consistent uptime and reliability per SLA
- Process searches, uploads, and workflows efficiently and across multiple users
- Ensure secure and accurate execution of all contract administration tasks
- Provide responsive vendor support for technical issues or system updates

QUALIFICATIONS (Section 7)

- Proven experience implementing CMS solutions for gov't, judicial or public-sector agencies
- Successful project completions of similar size and complexity
- Ability to provide references and system demonstrations
- Capability to support future system growth and enhancements



TECHNICAL PROPOSAL

Each bidder must submit a Technical Proposal containing:

- Completed Attachment B
- Response to Questions in Attachment C
- Required Forms and Attachments (refer to Checklist)
- Business Licenses and Certifications

ATTACHMENT B

TECHNICAL REQUIREMENTS & QUALIFICATIONS

- Existing Capability, Custom Work or Not Available must be selected for each criteria
- If Custom Work is selected, a brief justification must be entered under “Prospective Bidders Narrative”

ATTACHMENT C

TECHNICAL PROPOSAL TEMPLATE

- Bidders must provide a detailed response to each section
- Proposals lacking a detailed response may be deemed non-responsive

COST PROPOSAL

Each Bidder must submit a completed Cost Proposal utilizing the Cost Proposal attachment.

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

- Complete columns B through H for each required cost under Contract Terms Required Costs
- Total Price (column I) and Total Cost (row 14) will be automatically calculated
- If there are any optional costs, please list those under Optional Goods and Services

SUBMISSION OF PROPOSALS

INTERVIEWS AND DEMONSTRATION

- The Court may conduct interviews/demonstrations with Prospective Bidders to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals.
- Interviews may be conducted via Zoom or by phone.
- The Court will notify prospective bidders regarding interview arrangements.

SUBMITTING YOUR PROPOSAL

- Proposals must be submitted by **March 26th 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.**

QUESTIONS

Email additional questions to:
bidquestions@alameda.courts.ca.gov

Questions must be submitted via email
by [February 20th](#)

Deadline to submit proposals is
[March 26th 2:00PM](#)