



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

● **Jan. 27, 2026**

RFP Issued

● **Feb. 18, 2026**

Pre-Proposal Conference

● **Feb. 20, 2025**

Deadline for questions

Email All Questions To:

bidquestions@alameda.courts.ca.gov

Questions and answers will be posted on
February 27th (estimate).

● **Mar. 26, 2026**

Proposals due

● **Apr. 6 – 10, 2026**

Interview and demonstration (if needed)

● **Apr. 23, 2026**

Public Opening of Cost Proposals

● **Apr. 30, 2026**

Notice of Intent to Award

● **May 1 – 31, 2026**

Negotiations and Execution of Contract

● **June 1, 2026**

Contract start date

Contract duration is 1-year **initial term**
with 4 1-year option terms **through**
2031

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