



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF ALAMEDA**

**REQUEST FOR PROPOSALS
(IT GOODS AND SERVICES)**

**RFP # SC 1801.2026.3.CF
Contract Management System**

KEY INFORMATION SUMMARY SHEET

Request for Proposal	IT Services – Superior Court of California, County of Alameda – Contract Management System
RFP Number:	SC 1801.2026.3.CF
RFP Issue Date:	1/27/2026
RFP Issuing Office:	Finance & Facilities Division
RFP Author:	Eddie Sanchez
Procurement Contact:	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez SC 1801.2026.3.CF 1225 Fallon Street, Room 210 Oakland, CA 94612
e-mail:	bidquestions@alameda.courts.ca.gov
Proposals are to be sent to:	bidquestions@alameda.courts.ca.gov
Timeline for this RFP	
Pre-Proposal Conference:	February 18, 2026 @ 10:00 AM Pacific Time https://alameda-courts-ca-gov.zoomgov.com/j/1605796372?pwd=5LJjS4vDzliVaJiv8pphTXsZSODmBT.1
Deadline for Questions:	February 20, 2026 @ 3:00 PM Pacific Time
Questions and Answers Posted (estimate only):	February 27, 2026
Proposal Due (Closing) Date and Time:	March 26, 2026 @ 2:00pm Pacific Time
Interview and Demonstration Dates (estimate only):	April 6 – 10, 2026
Evaluation of Proposals (estimate only):	March 27 – April 22, 2026
Public Opening of Cost Portion of Proposals:	April 23, 2026 @ 10:00am Pacific Time https://alameda-courts-ca-gov.zoomgov.com/j/1600074844?pwd=gqPCVCCNc9ctnpPTcNvv44Qa1o6wIN.1
Notice of Intent to Award (estimate only):	April 30, 2026

Negotiations and Execution of Contract (<i>estimate only</i>):	May 1 – 31, 2026
Contract Duration:	June 1, 2026, through May 31, 2027 (initial term) with options to extend annually through 2031

RFP Attachments	
Attachment A: Statement of Work	This document includes a detailed scope of work and requirements needed for this project.
Attachment B: Technical Requirements and Qualifications	List of Technical requirements and Qualifications prospective bidders must respond to as part of their proposal.
Attachment C: Technical Proposal Template	Prospective Bidder must provide a detailed response to the questions in the Technical Proposal Template and submit with their proposal.
Court Online Procurement Procedures	These rules govern this solicitation and should be read carefully by Prospective Bidders.
IT Goods and Services Terms and Conditions	On this form, if exceptions are identified, Prospective Bidders must submit (i) a redlined version of the Agreement Terms and Conditions and Supplemental Terms and Conditions that clearly track proposed changes to this attachment, (ii) written documentation to substantiate each such proposed change and (iii) written explanation to indicate how each proposed change will benefit the Court. If selected, the person or entity submitting a proposal (the "Prospective Bidder") must sign Acceptance of Terms and Conditions form: this Court Standard Form agreement (the "Terms and Conditions").
Prospective Bidder's Acceptance of Terms and Conditions	<p>On this form, the Prospective Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. If selected, the person or entity submitting a proposal must sign the form.</p> <p>If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Court Standard Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.</p> <p>Note: A material exception may render a proposal non-responsive.</p>

General Certifications Form	The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.
Darfur Contracting Act Certification	The Prospective Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Unruh and FEHA Certification	The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. <i>Only for solicitations of \$100,000 or more</i>
Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal. <i>Only for solicitations of \$1,000,000 or more</i>
Small Business Declaration	The Prospective Bidder must complete this form only if it wishes to claim the small business preference associated with this solicitation.
Bidder Declaration	The Contractor must complete this form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
DVBE Declaration	Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Contractor is itself a DVBE, it must also complete and sign the DVBE Declaration.
Cost Proposal Template	Prospective Bidder must propose the cost using the Cost Proposal Template.
Question and Answer Form	Prospective Bidder must use this form before the deadline to submit questions to the Court.
Contact Sheet	Prospective Bidder must complete the contact information and submit with proposal.
Checklist	RFP Checklist is a reference checklist that lists the required documents and attachments to complete and submit to the Technical Proposal and Cost Proposal portion of this RFP.

TABLE OF CONTENTS

- A. [Background / Purpose](#)
- B. [Description of Goods and/or Services Needed](#)
- C. [RFP Timeline](#)
- D. [Pre-Proposal Conference](#)
- E. [Public Cost Opening](#)
- F. [Demonstrations](#)
- G. [Minimum Requirements](#)
- H. [Technical Proposal](#)
- I. [Cost Proposal](#)
- J. [Evaluation of Proposals](#)
- K. [Additional Provisions](#)

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Alameda (Court) is requesting proposals from qualified Perspective Bidders to provide a comprehensive, secure, and user-friendly Contract Management System (CMS). Interested and qualified Prospective Bidders who can demonstrate their ability to successfully provide the services described in this Request for Proposal (RFP) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically through the Court's Procurement email at bidquestions@alameda.courts.ca.gov in accordance with the requirements set forth in this document. See Court Online Procurement Procedures for further information.

B. DESCRIPTION OF GOODS AND/OR SERVICES

The Court is seeking qualified vendors to implement an enterprise Contract Management System platform for the Superior Court. See Attachment A for detailed Statement of Work.

C. RFP TIMELINE

The Court has developed a list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on the Court's website ([Contract Opportunities | Superior Court of California | County of Alameda](#)). See Key Information Summary for list of key events.

D. PRE-PROPOSAL CONFERENCE

The Court will hold a pre-proposal conference on the date identified in the timeline. The pre-proposal conference will be held via Zoom.

Attendance at the pre-proposal conference is optional. Prospective Bidders are strongly encouraged to attend.

E. PUBLIC OPENING OF COST PROPOSAL

The Court will hold a Public Opening of the Cost Portion of Proposals on the date identified in the timeline. The Public Opening of Cost will be held via Zoom.

F. DEMONSTRATIONS

The Court may conduct demonstrations with select Prospective Bidders to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals.

The process may require a demonstration of the proposed Case Management System and its functional operations. Prospective Bidders must demonstrate how they meet the SOW, technical requirements and qualifications and address technical proposal template questions during the demonstration. The demonstration will be conducted via Zoom. The Court will notify eligible Prospective Bidders regarding demonstration arrangements.

G. MINIMUM REQUIREMENTS

Prospective Bidder must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. Submissions of Proposals

The proposal must be submitted electronically to bidquestions@alameda.courts.ca.gov before the proposal due date and time as listed in the Key Information Summary. The Court will only accept proposals submitted by email and in two parts (Technical Proposal and Cost Proposal). One email containing required documents that make up the Technical Proposal and the second email that make up the Cost Proposal. Late proposals will not be accepted. Submission acceptance will be based on the date and time the proposal is received by the Court. The proposal must be received prior to the due date and time, or the proposal will not be accepted.

2. Terms and Conditions

Prospective Bidders are encouraged to review carefully the Court's Standard Terms and Conditions. Please note that the language may be subject to change. Prospective Bidders are not required to sign the Court's Standard Terms and Conditions at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the Agreement upon completion of the negotiation process.

Any proposed exceptions/modifications to the Terms and Conditions must be submitted on a red-line version with comments to substantiate each proposed exception/modification. Refer to and submit the Acceptance of Terms and Conditions form.

The Court's Standard Terms and Conditions can be found on the Court's website: [Contract Opportunities | Superior Court of California | County of Alameda](#)

3. SOW, Technical Requirements and Qualifications, Technical Proposal Template

Prospective Bidders must demonstrate and meet the minimum requirements of this RFP to be considered.

4. Insurance

The selected contractor must procure and maintain the insurance coverages as indicated below. The Court Standard Terms and Conditions describes the Court's specific insurance requirements in Appendix C, section 7 Insurance.

☒ Commercial General Liability: The policy must provide limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

☒ Professional Liability: The policy must cover liability resulting from any act, error, or omission committed in Contractor's performance of Services under the Agreement, at minimum limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

☒ Cyber Liability Insurance: The minimum liability limit must be \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

☒ Technology Professional Liability Errors & Omissions: The minimum liability limit must be \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

5. Business License and Certifications

Upon request of the Court, the Prospective Bidder must submit copies of any current business licenses, professional licenses, certificates, or other credentials required by the nature of the contract work to be performed by Prospective Bidder. If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that Contractor is in good standing in California is required. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction

6. Required Forms

Prospective Bidder must complete and submit all required forms as part of their bid proposal. Refer to the Checklist for a list of required attachments and forms for this RFP.

H. TECHNICAL PROPOSAL

In preparing its proposal, Prospective Bidder should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Prospective Bidders to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. SOW, Technical Requirements and Qualifications, Technical Proposal Template

Prospective bidders must meet the minimum requirements set forth in the Statement of Work (Attachment A) and clearly demonstrate their ability to satisfy those requirements. Bidders shall do so by responding to the Technical Requirements and Qualifications (Attachment B) and by completing and submitting the Technical Proposal Template (Attachment C) in its entirety to be considered for this RFP

2. Completion and submission of required forms and attachments

Prospective Bidder must complete and submit all required forms listed on the checklist. Refer to the Checklist for a list of required attachments for this RFP. Incomplete and missing forms may result in a non-responsive bid.

3. Business Licenses and Certifications.

Prospective Bidder must identify their business entity status by providing proof of good standing and copies of business licenses as qualifications to conduct business in the State of California.

I. COST PROPOSAL

1. Cost Proposal

Prospective Bidder shall complete the Cost Proposal Template, where indicated, it's pricing for the services described in the Statement of Work.

In calculating pricing to be offered, Prospective Bidders are cautioned to include all costs associated with providing the goods and services.

Note: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

J. EVALUATION OF PROPOSALS

Technical proposal will be evaluated and scored by an evaluation committee. The technical scores will be posted to the Court’s website prior to the Public Opening of the Cost Proposals.

The Court shall evaluate the proposals using the criteria set forth in the table below.

Evaluation Committee. The Court will conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. All proposals received from Contractors will be reviewed and evaluated by a committee of qualified personnel (“Evaluation Committee”). The name, units, or experience of the individual members will not be made available to any Contractor.

Evaluation of Cost Proposals. Cost proposals may be reviewed only if the technical proposal received a score of at least 30 points and is deemed to be qualified. Where more than one-line item is specified in the solicitation, the Court reserves the right to determine the highest evaluated Contractor, either on the basis of individual items, combination of items as specified in the solicitations, or on the basis of all items included in the solicitation, unless otherwise expressly provided.

Requests for Additional Information. The Court reserves the right to seek clarification or additional information from any Contractor throughout the solicitation process. The Court may require a contractor’s representative to answer questions throughout the evaluation process with regard to the Contractor’s proposal. Failure of a Contractor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

Evaluation Criteria. The Court will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Court will post an intent to award notice at <https://www.alameda.courts.ca.gov/general-information/contract-opportunities>

EVALUATION CRITERIA	TOTAL AVAILABLE POINTS
Response to the Technical Requirements and Qualifications (Attachment B)	30
Response to the Technical Proposal Template (Attachment C)	25
Acceptance of Terms and Conditions	5
Cost Proposal	40
DVBE Incentive	5

Prospective Bidders with a technical score total of less than 30 points (out of 60 total Technical points) will not be considered for this RFP.

K. ADDITIONAL PROVISIONS

1. Refer to the Court Online Procurement Procedures for information on additional provisions for this RFP.