

ATTACHMENT 14 TECHNICAL PROPOSAL TEMPLATE

Questionnaire

Instructions: Please provide a detailed response to the items below. Any incomplete technical proposal lacking a detailed response may be deemed non-responsive. **Please attach a separate sheet with your responses and reference the organization and numbering of all questions (e.g. Question 1 Response..., Question 2 Response...)**

1. Describe how the system allows employees to view, reserve, modify, and cancel desk, seat, neighborhood, and meeting room reservations, and how authorized approvers receive, view and approve requests. Describe the user experience and provide examples of the reservation process.
2. Describe how users can search for available seats based on location, department/work zone, available desk assets, and nearby co-worker reservations.
3. Describe how the system allows users to locate co-workers and identify employees currently in the office based on reservations or seat assignments.
4. Describe how the system manages assigned and flex seats, including the attributes that can be captured and how administrators can view and maintain seat assignments?
5. Describe how the system manages employee moves, including moves between seats, neighborhoods, floors, and buildings. Describe how move history and changes are captured.
6. Describe how the system supports different employee work arrangements, including remote, virtual, in-office, and hybrid employees, and how these classifications are reflected in space planning and reporting.
7. Describe the floor plan functionality available to administrators and employees, including the ability to view seat availability, occupancy, headcount, assignments, and other space information.
8. Describe how the system supports multiple floor plan views and space classifications, including views by department, business unit, manager, or other organizational groupings.

9. Describe how the system allows administrators to create and manage custom space types, space attributes, and classifications at the building, floor, and neighborhood levels.
10. Describe the systems scenario-planning capabilities, including the ability to model multi-floor and multi-building moves, modify proposed seat assignments, and share scenarios with stakeholders for review.
11. Describe the reports and dashboards available for headcount, seat capacity, assignments, reservations, booking frequency, vacancy, availability, moves/adds/changes and assets.
12. Describe how the system calculates and reports square footage per headcount by business unit and other space utilization metrics.
13. Describe how the system's meeting room utilization dashboards, including how the system reports overall and peak utilization, room fit and usage, busiest times, capacity, and space type.
14. Describe how the system uses occupancy or presence information to provide building utilization information and dashboards, including how utilization can be analyzed over time.
15. Describe how the system supports automated scheduling and delivery of reports and dashboards, including the types of reports that can be scheduled and the available scheduling options.