



REQUEST FOR INFORMATION
County of Albemarle, Virginia
Facilities Planning & Construction
2024-RFI-7121223
Office Reservation Software System

I. PURPOSE

The purpose of this Request for Information (RFI) is to solicit information regarding the projected costs to purchase a Workplace Management/Scheduling system to facilitate the County of Albemarle Facility Master Plan Study initiatives.

II. BACKGROUND

The County of Albemarle has projected growth and is working with a consultant to develop a 20-year program of space requirements for departments at the McIntire and 5th Street County Office Buildings. Recognizing the effects of COVID-19 and increased number of teleworking employees, a reconfiguration to include agile and hybrid spaces that recognizes inter and intra department adjacencies, is being reviewed to ensure room for growth within the existing building footprints.

An ability to reserve conference rooms, focus rooms, and workstations will be required both for department spaces as well as collaborative areas by at least three hundred (300) or more employees. The ideal product will allow users to reserve a location from a computer, mobile device, or at the room and help identify the appropriate space for the group size to ensure efficiency. A check-in/out feature to confirm usage and identify availability for last minute changes to planned meetings and following reservations that finish early is desired.

This RFI is intended to help identify potential solutions, options and costs associated with a Workplace Management/Scheduling system within the facilities master plan capital improvement project goals and will assist in prompt implementation upon further announcements of available funds.

III. STATEMENT OF NEEDS

- A. The provider shall furnish all labor, materials, etc., essential to a Room Scheduling and Desk Booking system at two (2) County Office Building Locations, and will have the expansion capability to accommodate additional room/desk locations and building facilities.
- B. The system shall include:
 - i. Software system that integrates with Microsoft Office products.
 - ii. Mobile application compatible with Apple and Android products.
 - iii. Tablet type interface at conference rooms.
- C. Collaboration with County Information Technology (IT) staff for initial set up, implementation, and future additions to rooms and desks within the program.
- D. Online training for all County users as part of new system launch.
- E. Successful Contractor will need to comply with typical local government security standards, such as multi-factor authentication (MFA), single sign-on, service organization controls (SOC) 2 certification, and cybersecurity insurance.

IV. **REQUESTED INFORMATION:**

- A. **RFI Submission Materials:** Responses should include the following items:
1. Potential pricing/budgeting scenarios
 - a. Itemized unit quantities for per user, software, and/or hardware component fees.
 - b. Implementation cost, ranges are acceptable
 - c. Training cost, ranges are acceptable
 - d. Support service fees, ranges are acceptable
 - e. All other applicable costs and fees.
 2. Rough, planned project methodology.
 3. References and testimonials; experience with local governments within the Commonwealth of Virginia.
 4. Company information including past relevant experiences and project team titles/qualifications.

V. **RFI SUBMISSIONS:**

- A. Standard Albemarle County procurement terms and conditions applicable to this RFI are located on the Albemarle County Procurement Page: <https://www.albemarle.org/government/finance-and-budget/procurement/general-terms-and-conditions>.

VI. **RFI TIMELINE:**

Electronic responses to this **RFI are due by Thursday, January 11, 2024, at 2:00pm**. Responses are accepted electronically through the Albemarle County Procurement Intake form at: <https://lfweb.albemarle.org/Forms/ProcurementBid>, prior to the established deadline. Responses not received by the designated time, may not be considered. It is the offeror's responsibility to ensure timely delivery and electronic receipt of their response.

VII. **QUESTIONS:**

Questions and communications regarding to this RFI should be sent to the attention of: Sharon Cash: scash2@albemarle.org, or at 434-296-5854 x 3135.

VIII. **DISCLAIMER:**

Please be advised that this is a request for information only. This RFI is issued solely for information and planning purposes – it does not constitute a request for proposal or a promise to issue a solicitation in the future.

In the event that sufficient information is received, the County may, but is not required to, issue a competitive solicitation. This RFI is not a competitive solicitation, and no contract award shall result. This RFI will not be used to evaluate, rank or select firms, nor will it be used to pre-qualify or screen firms for a subsequent competitive solicitation process, if any. If a subsequent competitive solicitation is issued, the County is under no obligation to advise any firm responding to this RFI. Firms are advised to monitor the [County's solicitation website](#) for any such opportunities, which will be open to all firms regardless of whether or not a response to this RFI has been submitted.

The County will not pay for the preparation of any information submitted or for use of that information. The County reserves the right to utilize any information submitted in its best interest without any obligation, liability, or consideration on the part of the County.

Ownership of all data, materials and documentation originated and prepared for the County pursuant to this RFI shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm shall not be publicly disclosed under the Virginia Freedom of Information Act; however, the firm shall invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of the proprietary materials after the RFIs are reviewed should be stated by the firm, on Attachment A - Proprietary/Confidential Information Identification, the portions of their response that are proprietary and return Attachment A with their submission. Please list the page number(s) and reason(s) on the form, and if necessary, include an electronic redacted copy of the submission.

This RFI does not commit the County of Albemarle, Virginia (the "County") to contract for any supply or service whatsoever. Furthermore, the County is not at this time seeking proposals and will not accept unsolicited proposals. Parties responding are advised that the County will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future Solicitation, if any is issued.

