



Digital Workplace Solution RFP Bidder's Conference

October 3, 2023

Background:

With 85% of our employees teleworking, Covered California is redesigning its headquarters to better support our onsite work and hybrid meeting needs.

We will kick off Phase 1 of the project with Building Management in early 2024.

We have architects on contract to develop conceptual layouts for space, but need a consultant to assist with the optimal placement of technology equipment.

Our building management will be responsible for final construction drawings, general contractor selection, and installation of equipment.

Purpose:

- Digital Workplace Strategy Consultant:
 - Design floor plans for the optimal placement of audio-visual as well as accounting for acoustical needs
 - Input for the use of technology for both in person and hybrid.
 - Suggest changes to redesign space layout for optimal experience.
 - Create a comprehensive space equipment strategy as it relates to the redesign:
 - Conference rooms
 - Open collaboration areas
 - Lobby
 - Common areas
 - Standalone whiteboards
 - Large rooms will have dividers – sound/acoustics
 - Multiple cameras/screens
 - Flexible configurations
- Covered California will provide conceptual schematics for our upcoming redesign. The construction will happen in three or more phases.
- This project does not require the purchase and installation of the recommended equipment solution.
- The goal is to have the first phase of drawings complete by November for the start of this contract. Those drawings will be provided to the Digital Workplace Solution contractor.

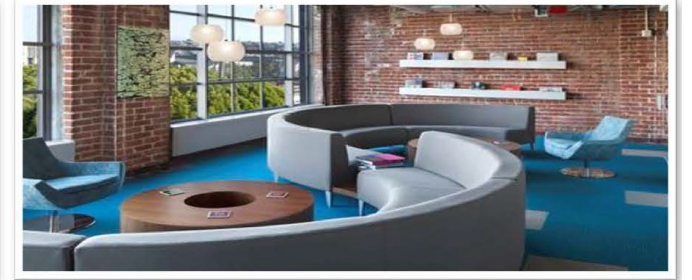
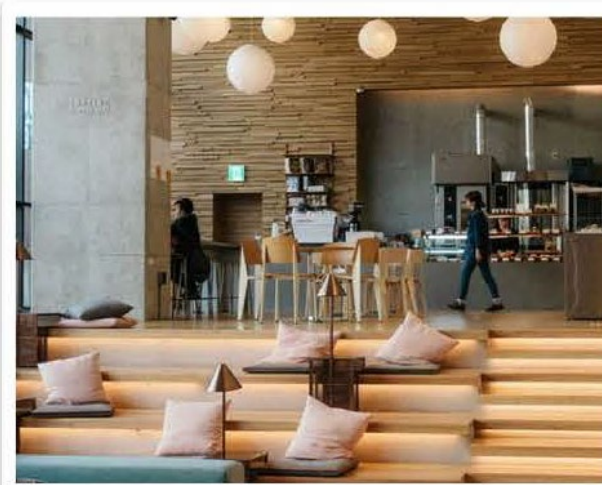


What we are looking for:

- Collaboration space – both open and closed-door

What we are looking for:

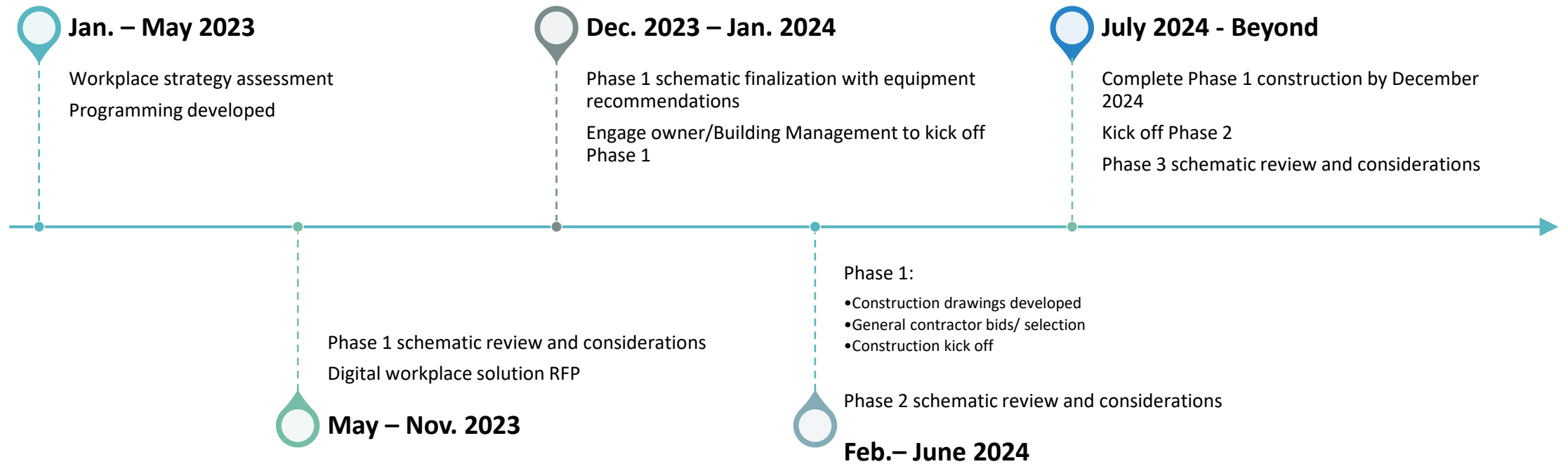
- Common areas



RFP Key Dates

- 9/29/2023: RFP released
- 10/3/2023: Bidder's conference
- 10/10/2023: Questions due
- 10/12/2023: Answers posted
- 10/18/2023: Proposals due
- 10/24-25/2023: Interviews
- Week of 10/30: Notice of Intent to Award
- 11/20/2023: Tentative start date

Redesign Phases



Minimum Qualifications:

- Education:
 - Project team members must have a bachelor's degree in a related field such as computer science, information technology, or business management.
- Experience, certifications, and staffing:
 - 5 years of experience in digital workplace strategy or consulting.
 - 5 years of experience in reviewing architectural drawings to provide an audio-visual equipment design, development and implementation solution.
- Proposer's project management staff must include a minimum of two individuals with Project Management Professional Certification (PMP).
- Proposer's engineering staff must include a minimum of four (4) full-time, certified, audio/video design engineers.
- Proposer must have at least one engineer with a Certified Technology Specialist-Design (CTS-D) or equivalent.

Desirable Qualifications:

- A strong understanding of digital workplace technologies, including collaboration tools, intranet platforms, content management systems, and enterprise software.
- Proficiency in Microsoft Office 365, SharePoint, and other relevant productivity tools.
- Familiarity with cloud computing, cybersecurity, and data privacy concepts.
- Knowledge of emerging technologies and trends in the digital workplace landscape.
- Ability to analyze an organization's needs and develop digital workplace strategies that align with its business goals.
- Strong problem-solving skills and the ability to recommend innovative solutions to improve digital workplace efficiency and effectiveness.
- Excellent verbal and written communication skills are crucial for explaining complex concepts to clients and team members.
- Strong presentation skills for delivering recommendations and proposals to clients or stakeholders.
- Experience in project management methodologies and tools to successfully plan, execute, and oversee digital workplace initiatives.
- Understanding of change management principles and the ability to guide organizations through digital transformation processes.
- While not always mandatory, certifications can enhance your qualifications. Relevant certifications may include:
 - Certified Digital Workplace Manager (CDWM)
 - Microsoft Certified: Modern Desktop Administrator Associate
 - Project Management Professional (PMP)
 - Certified Change Management Professional (CCMP)
- Staying up to date with industry trends and best practices in digital workplace technologies and strategies.
- Proficiency in data analysis and the ability to use analytics tools to measure the effectiveness of digital workplace solutions and make data-driven decisions.

Administrative Requirements:

- The *Proposal Cover Page* form (Attachment 1) completed and signed;
- The *Payee Data Record (STD. 204)* form (Attachment 2) completed and signed;
- The *Contractor Certification Form* (Attachment 3) completed and signed;
- The *Statement of Economic Interests Certification* form (Attachment 4) completed and signed;
- The *Bidder Declaration (GSPD-05-105)* form (Attachment 5) completed and signed; and
- The *Proposal Checklist* form (Attachment 6) completed.

Required Documents:



A CERTIFICATE OF LIABILITY INSURANCE EQUAL TO OR GREATER THAN \$1,000,000;



PROOF OF WORKERS' COMPENSATION LIABILITY INSURANCE; AND



PROOF OF AUTOMOBILE LIABILITY INSURANCE, INCLUDING NON-OWNED AUTO LIABILITY, OF \$1,000,000 PER OCCURRENCE FOR PERSONS USED BY THE CONTRACTOR FOR SERVICES PROVIDED PURSUANT TO THIS CONTRACT.

Response to the Model Contract:



Using the Model Contract Exhibit A – Scope of Work provided, include a revised Exhibit A – Scope of Work with suggested tracked changes in Microsoft® Word®.



Using the Model Contract Exhibit B – Budget Detail and Payment Provisions and Exhibit B, Attachment 1 – Cost Worksheet provided, include a revised Exhibit B – Budget Detail and Payment Provisions with suggested tracked changes in Microsoft® Word®.



Using the Model Contract Exhibit C – General Terms and Conditions provided, include a revised Exhibit C – General Terms and Conditions with suggested tracked changes in Microsoft® Word®.

Technical Requirements:



**Understanding and approach
(2 pages)**



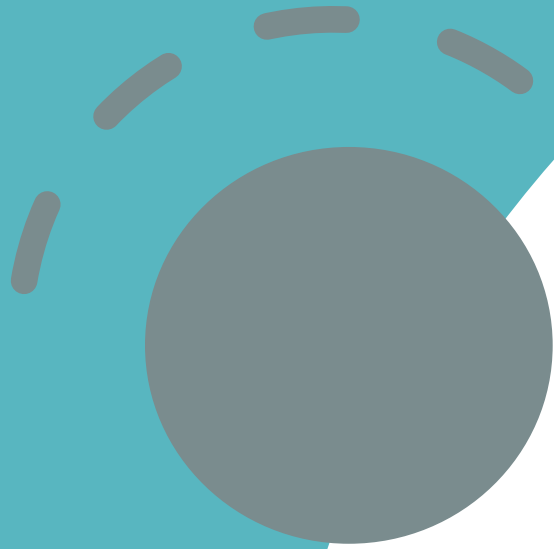
**Corporate qualifications
(2 pages)**



**Project team qualifications
(1 page)**
Resumes for project team (no page count limit)



**Past projects completed
(2 pages)**
Up to 5 projects over the past 2 years



Any remaining
questions?