



REQUEST FOR PROPOSALS

PROJECT MANAGEMENT SOFTWARE SERVICES FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS

Proposals Due:

**Tuesday, April 7, 2026
12 P.M. Pacific Time**

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Attachments:

1. *Sample Agreement for Project Management Software Services for Sacramento County Department of Airports*
2. *FAA General Contract Provisions for Solicitations*
3. *County of Sacramento Contractor Certification of Compliance Form*
4. *Contractor Identification Form*
5. *County of Sacramento Security Requirements*

February 5, 2026

TO: Prospective Service Providers

FROM: William Wallace
Administrative Services Officer II
Sacramento County Department of Airports

SUBJECT: **Sacramento County Department of Airports Project Management Software Services**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF or Airport), through the Department of Airports (SCDA or Department). The Department is issuing this Request for Proposals (RFP) to solicit proposals from prospective service providers (Contractors) to provide the Department with Project Management Software services for the Department.

The selected proposer shall provide a comprehensive, fully supported cloud-based Project Management Software designed to meet the Design and Development department's related needs in project tracking, schedules, and maintaining project budgets that allow for reporting, and may be further configured to Department's workflow needs. The software will be used by the Department for its Capital Improvement Planning process and shall be able to support this process. With a goal to be self-sufficient and independently use the software.

II. PURPOSE AND OBJECTIVES

The County wishes to enter into an agreement with a qualified vendor to provide the cloud-based project management software that includes implementation, customization and training as indicated in the scope of services.

The County seeks to implement a software solution primarily to manage active construction projects across all its airport facilities. The system shall provide robust tools for project status updates, scheduling, cost control, document management, and real-time reporting to ensure efficient delivery of capital projects.

In addition to supporting day-to-day construction workflows, the software will enhance the Department's Capital Improvement Planning (CIP) process that currently uses excel spreadsheets and Crystal Reports by

enabling portfolio-level visibility, prioritization, and long-term forecasting. The new system will replace the current Excel-based tracking process, reducing manual effort and improving accuracy across all project phases. The CIP process involves prioritizing and budgeting long-term capital projects, the software will support this process alongside active construction management.

Key objectives include:

- Streamlining construction project execution through automated workflows for Request for Information (RFI), submittals, change orders, and approvals.
- Improving cost and schedule control with real-time dashboards and alerts.
- Providing integration with existing County systems (Enterprise Resource Planning (ERP), Geographic Information System (GIS)) for seamless data exchange.
- Supporting strategic planning by offering tools for capital project prioritization and reporting.
- Ensuring sustainability through comprehensive training and knowledge transfer for full internal adoption.

Through this RFP, the Department intends to award an agreement that establishes a collaborative framework for high-quality outcomes and supports the Department's objectives as described in this RFP.

III. ANTICIPATED SCOPE OF SERVICES

The scope of services shall include, but is not limited to, the following components:

1. Software Licensing

- Provide unlimited software licenses for all County staff, consultants, and external stakeholders that require access.
- Licensing shall include full access to all modules, features, dashboards, workflow tools, and administrative functions.
- Licenses must permit concurrent users, remote access, and the ability to scale as County operations grow.

2. System Installation, Configuration, and Deployment

- Complete installation of the Project Management Software, including all server components, databases, system integrations, and user environment configuration.

- Configure the system to meet the County’s project, program, and portfolio management workflows, including:
 - Project status/updating reporting
 - Capital planning
 - Project initiation
 - Project budget and cost tracking
 - Invoice processing
 - Schedule management
 - Change orders, RFIs, submittals
 - Reporting dashboards and alerts
- Work with County’s information technology (IT) team to meet all security, hosting, and technology compliance requirements including:
 - Authentication and user permissions
 - System performance standards
 - Integration capabilities (Application Programming Interface (API) availability, data import/export, etc.)
 - Data retention and backup protocols

3. Software Customization

- Customize the software to align with Department-specific project management and approval workflows.
- Configure system fields, forms, dashboards, and approval routing.
- Support County-defined requirements identified across the Project Management Software including but not limited to:
 - Portfolio and capital planning tools
 - Document control
 - Budget and cost module customization
 - Schedule management visibility

- Audit trails and version tracking
- Automated alerting and notifications
- Ensure that all customization remains supportable, upgradable, and compatible with future software versions.

4. System Integration

- Provide integration with existing County systems where applicable, including:
 - ERP or financial systems
 - Document repositories
 - Single Sign-On (SSO)
 - GIS, scheduling tools, or other platforms as identified during implementation
- Supply all API documentation, middleware, and technical support needed for successful integration.

5. Training and Knowledge Transfer

- Provide comprehensive training for County staff, including:
 - Up to six (6) in-person administrator training
 - Up to ten (10) combination of in-person and virtual end-user training
 - Up to six (6) virtual train-the-trainer sessions
- Furnish user manuals, quick reference guides, and recorded modules.
- Deliver a training plan that addresses the usability considerations.

6. Ongoing Technical Support

- Provide full-service technical support, including:
 - Helpdesk availability
 - Software updates and system patches
 - Troubleshooting assistance

- Resolution of system issues and performance concerns
- Include access to all scheduled software upgrades, enhancements, and security releases.
- Provide a dedicated technical representative during implementation and early adoption phases.

7. Custom Reporting (Minimum of 10 Reports)

- Develop up to ten (10) customized reports tailored to County needs, such as:
 - Capital project status
 - Capital project portfolio summary
 - Budget and expenditure tracking
 - Schedule progress dashboard
 - Contract and change order reporting
 - Executive-level project status rollup
- Reports must be exportable to standard formats (PDF, Excel, CSV) and configurable by County administrators.

8. Documentation Deliverables

The Contractor shall provide detailed documentation, including:

- System architecture and configuration documentation
- Data model and integration specifications
- Security protocols and compliance documentation
- Administrator handbook and technical references

9. Project Management and Implementation Services

- Develop a complete implementation plan, including:
 - Timeline and milestones
 - Roles and responsibilities
 - Data migration plan

- Testing and validation procedures
- Change management strategy
- Conduct phased rollouts if necessary to reduce operational disruption.

IV. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award a single Agreement in August 2026. The initial term of the proposed Agreement will be four (4) years, with two (2) additional two-year options to extend the term, for a possible total term of eight (8) years.

V. HOW TO OBTAIN A COPY OF THIS RFP

A copy of this RFP and any addenda to it can be found on the following websites:

Sacramento County Department of Airports Website:

http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:

[Procurement Portal](#)

VI. DEADLINE AND PROPOSAL SUBMISSION

Submittals shall be comprised of one (1) digital PDF copy of the proposal (in a format compatible with Adobe Acrobat) and one (1) digital copy of the Proposal compatible with Microsoft Word in DOC or DOCX format.

- Proposals are due no later than 12:00 P.M. Pacific Time (PT) on Tuesday, May 5, 2026.
- All late responses will be rejected.
- Submit proposals via Opengov.com.

VII. OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE

An Optional Virtual Pre-Proposal Conference is scheduled for Friday, February 20, 2026, at 10:00 AM. The purpose of the conference will be to discuss the requirements and objectives of this RFP. Department representatives will be available to answer questions from interested companies.

To attend the optional virtual pre-proposal conference, please join via your computer, mobile app or room device using the information provided below.

Meeting Link:

<https://teams.microsoft.com/meet/26367134896146?p=ipYYc4bSE8MfXaSQaz>

Meeting ID: 263 671 348 961 46
Passcode: Fm33Mt7R

Dial In:

+1 916-245-8966,,497498974# United States, Sacramento
<https://dialin.teams.microsoft.com/e6ecf38a-c5f2-4b16-8b9b-b2e22c716ef8?id=497498974>

Phone conference ID: 497 498 974#

VIII. FORMAT OF PROPOSAL

Proposals submitted in response to this RFP must be prepared in the following format and must address the contents in this Section VIII and Sections IX, X, XI, and XII listed below. The proposal must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR PROPOSALS

A cover letter must be included with the proposal and must be signed by an individual who is authorized to contractually bind the Contractor. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Contractor;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding agreement on behalf of the Contractor;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Contractor believes it is the best qualified to perform the work;

5. Acknowledgement of any addenda that may be issued;
6. Acknowledgement that Contractor has reviewed the proposed sample agreement, and the Scope of Services contained therein, a sample of which is attached as Attachment 1 to this RFP and incorporated herein;
7. A statement that the Contractor agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits; and
8. State other general information which the Contractor desires to include regarding the Contractor's business organization.

B. EXECUTIVE SUMMARY

The executive summary will list important features of the proposal and must include a statement certifying that the Contractor meets or exceeds the minimum requirements of this RFP.

C. REQUIRED DOCUMENTATION AND FORMS

In addition to the Cover Letter, the following documentation and forms must be completed and attached to the proposal:

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 3 to this RFP; and
2. Contractor Identification Form provided as Attachment 4 to this RFP.

D. PAGE LIMITS

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. The proposal should be concise and must not exceed forty (40) pages, including any marketing materials.

The following items are not included in the page limit count:

1. Cover page;
2. Cover letter;
3. Staff resumes;
4. Contractor team organization chart;
5. Independent market study;

6. County of Sacramento Contractor Certification of Compliance Form;
and
7. Contractor Identification Form.

IX. MINIMUM QUALIFICATIONS

The following section describes the required minimum qualifications a Contractor must demonstrate to be eligible to submit a proposal. Proposals that do not meet these minimum qualifications will not be further evaluated or considered.

Incomplete proposals will be rejected. It is the respondent's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the respondent's qualifications. All respondents are required to thoroughly review all attachments detailing services required, specifications, and required reports.

- A. The Contractor must be registered with the California Secretary of State and permitted to conduct business in the State of California.
- B. The Contractor shall maintain insurance and workers' compensation coverage that complies with or exceeds the minimum requirements established by the County.
- C. The Proposer must possess a minimum of ten (10) years of continuous experience in providing project management software services to public agencies.
- D. Ability to meet the County of Sacramento Security Requirements as described in Attachment 5 to this RFP.

X. STATEMENT OF QUALIFICATIONS

The selected Contractor must successfully demonstrate the capability to provide the services described in this RFP in a large public use facility in continuous operation, such as in an airport or similar such as a correctional facility.

A. COMPANY QUALIFICATIONS:

1. Describe the company and how it meets the minimum qualifications of this RFP.
2. Explain how you will support the Department through the transition from the current process to use of the proposed project management software. The Department does not currently use a

project management system. Give examples of how you have done this for other public agencies with success.

3. What sets your company apart from your competitors.
4. Describe your Service Support Capabilities including training services, onboarding, change management and your Implementation Plan that will be provided to support initial rollout and ongoing use of software. How will power users be trained to support long term internal use.

B. APPROACH, SCOPE AND TIMELINE:

Provide a proposed approach and projected timeline to conduct and complete each step in the Anticipated Scope of Services described in this RFP.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Please include the hourly rates for the project. Clearly identify any overhead multipliers or other fees not covered by the stated hourly rates, if applicable. The terms of the resulting agreement will be subject to negotiations between the Department and the successful Contractor. Include anticipated hours for all employees proposed and justification of hours to complete the required scope of services.

Include the following additional information:

A. FINANCIAL BACKGROUND INFORMATION

Include the following historical financial information for the Contractor and any joint venture or affiliate entities:

1. Balance sheet and income statements for the last two fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Contractor. Also, include an interim balance sheet and income statement of any significant financial events occurring after the closing date of the most recent financial statements.
2. Describe ownership of the proposing entity.

B. FEE SCHEDULE

Contractor shall include a proposed Fee Schedule for the initial four-year term and for each of the additional two-year extension options. The terms of the resulting Agreement will be subject to negotiation

with the successful entity. The structure and general terms of the final agreement will align with the sample agreement provided as Attachment 1 to the RFP.

XII. REFERENCES

Provide references from at least three (3) clients or individuals who have direct experience with your company within the last five (5) years and can be contacted to verify your qualifications. Please include:

- A. Company name;
- B. Contact name;
- C. Contact title;
- D. Address;
- E. E-mail address;
- F. Telephone number; and
- G. Services performed

Note that the Department reserves the right to contact past or current references not provided by the Contractor and may evaluate those references with the same consideration as those provided by the Contractor.

XIII. RFP TIMELINE

The table below describes the estimated timeline for the RFP process through award of agreement:

Dates	Event
February 5, 2026	Issuance of RFP
February 20, 2026 10:00 AM PST	Optional Virtual Pre-Proposal Conference
March 10, 2026 12 P.M. PDT	Deadline for submitting questions
March 24, 2026 12 P.M. PDT	Addenda issued if necessary, including Department's responses to questions
April 7, 2026 12 P.M. PDT	Proposals Due
May 5, 2026	Interviews
July 2026	Anticipated effective date of agreement with selected Contractor

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the selected Contractor's service start date.

XIV. EVALUATION OF PROPOSALS

The RFP evaluation process will include a specific focused review of each proposal by a panel of evaluators. Each proposal will be evaluated against other proposals received. Proposals must be formatted and headlined in the order of Sections IX-XII, indicated above, and must clearly answer / describe and or demonstrate all the required information requested herein.

Proposals will be evaluated based on the following criteria in the table on the following page:

Category	Points Towards Overall Score
Completeness of Response	Pass/Fail
Minimum Qualifications	Pass/Fail
References	Pass/Fail
Service Support Capabilities	20
Implementation Plan	20
Company Qualifications	15
Relevant Public Sector Experience and References	15
Fee Schedule	20
Total	100

Proposals will receive a final score based on the average of scores from the evaluation panel. The highest-ranked proposers may be required to attend a virtual interview, which will serve as the basis for the panel’s final decision for a recommendation to the County’s Board of Supervisors for contract award.

XV. QUESTIONS

All inquiries regarding this RFP and any requests for clarification of the contents of this RFP must be directed in writing, via e-mail to William Wallace at wallacew@saccounty.gov no later than March 10, 2026, at 12:00 P.M. Pacific Time.

Interested parties are hereby notified of the following:

- A. Telephone inquiries will not receive a response.
- B. Contractors are not to rely on oral instructions or clarifications to this RFP.

C. If modifications to this RFP are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:

Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:
[Procurement Portal](#)

D. Interested parties are encouraged to regularly check the Department's web site or the OpenGov website for possible updates to this RFP.

E. Contact with or lobbying of any County representative other than William Wallace regarding this solicitation prior to the notice that the Contractor is or is not recommended for award is cause for disqualification.

XVI. BACKGROUND CHECKS

The selected Contractor's staff that will be working on-site unescorted or who require Airport access must:

A. Pass the Department's background check; and

B. Obtain an airport access badge to conduct work in secured areas.

XVII. CONDITIONS

A. FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS

The contractor shall, at all times during the term of the agreement, comply with the provisions of the "Federal Aviation Administration (FAA) General Contract Provisions for Solicitations" (FAA Solicitation Provisions) and any subsequent revisions, updates, or amendments thereto. The most current version of the FAA Solicitation Provisions is included as Attachment 2 of this RFP.

B. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with companies outside of the RFP process, even if such companies did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any Contractors. The Department accepts no liability for any costs incurred by Contractors to prepare and submit responses to this request.

C. PUBLIC DISCLOSURE OF RFP DOCUMENTS

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make such documents available for public inspection once staff has made a recommendation for award.

If a Contractor believes protected data is included in its proposal, the Contractor shall clearly identify the data and provide the legal basis in support of the asserted classification. Contractor must present such information separately as part of its proposal or type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal which Contractor believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a Public Record Act request is received, the Contractor must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality.

The final determination of whether the County will assert a Contractor's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered a public record. If the County determines that your information does not meet the criteria for confidentiality, you will be notified of the County's intent to release the public record pursuant to any Public Records Act request.

The Contractor agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The Contractor agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

D. TAXATION

The Selected Contractor shall cooperate with the County in all matters relating to taxation and the collection of taxes. It is the policy of the

County to self-accrue use tax associated with its contracts. The use tax which is self-accrued will be remitted to the California State Board of Equalization designating the County as the place of business for the purpose of allocating local sales and use taxes.

E. NO CONFIDENTIAL OR PROPRIETARY INFORMATION

All information given to the Department or the evaluation panel in any correspondence, discussion, meeting or other communication before, with or after submission of a proposal, either orally or in writing, will not be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the Department of any kind whatsoever. Evaluation scoring forms used by the evaluation panel are likewise considered public information subject to the California Public Records Act and will be available upon request after execution of an Agreement for services pursuant to this RFP.

XVIII. NEGOTIATION OF AGREEMENT

The selected Contractor shall execute an agreement with the County of Sacramento, using the standard agreement promulgated by the Office of the County Counsel. Any requested revisions, deletions, or additions to the language in the attached sample agreement shall be clearly set forth in the proposal for the Department's consideration. The Agreement must be reviewed and approved by County Counsel prior to execution. The final agreement will be executed with electronic signatures via DocuSign.