

VIA ELECTRONIC MAIL

March 19, 2024

RE: TU-2432 Request for Information (RFI)

Towson University, a constituent institution of the University System of Maryland (USM), is soliciting information on potential space management solutions in the marketplace.

NOTE: The University is seeking information only. Should the University decide to move forward with these services, a formal solicitation will be issued.

Project Goal: Towson University is seeking a space management solution to automate current manual processes, integrate with existing systems, ensure planning accuracy, and increase efficiency. ***Please see requirements below.***

Qualifications: Information is requested from vendors that have expertise and demonstrated experience in designing and implementing a space management solution that addresses needs across higher education while focusing on advancement.

Response: Submit information consisting of proposed solution via EMAIL: bids@towson.edu on or before close of business, April 3, 2024. Direct questions should be sent to my attention via e-mail dyoung@towson.edu. Please include your firm's name, contact information, and a brief description of your background and services. Additionally, include fee schedules for the system – including implementation fees, data storage fees, annual licensing fees, fees for add-on's, maintenance/upgrade/support/training fees that are available via your firm's website (public information).

Schedule: At its discretion, the University may contact your firm to conduct a demonstration.

Contract Formation: Please note that the University is seeking information only. Should the University decide to move forward with these services, a formal solicitation will be issued



Background

Facilities Planning is looking to explore option for a space management and planning solution that would automate current manual processes, integrate with existing systems, ensure planning accuracy, and increase efficiency.

Requirements

- General
 - The solution should be a SaaS cloud-based solution.
 - The vendor should hold an active SOC2 type 2.
 - Any user experiences should be WCAG compliant.
 - The solution should utilize SSO.
- Ease of Use
 - The solution should easily convert outdated and manually managed models to more intuitive and user-friendly models.
 - The solution should meet current industry standards around planning and space management.
 - The solution should facilitate the more efficient use of space and future planning.
- Reporting
 - The solution should be able to generate utilization reports.
 - The solution should support generating real-time reports.
 - The solution should support generating reports on multiple attributes including but not limited to: Space type, occupancy, departmental information, square footage, space use codes, etc as well as other space-specific attributes.
 - The solution should be able to show occupant information such as names, titles, and departments.
 - The solution should produce reports comparing gross square footage to net square footage.
 - The solution should have the ability to show occupancy heat maps.
- Floorplans and Modeling
 - The solution should generate up-to-date floorplans and have the ability to be easily show changes and updates.
 - The solution should offer seamless operations between floorplans, room numbers, and utilization.
 - The solution should offer floor plans in color.
 - The solution should have the ability to identify vacant spaces.
 - The solution should have the ability to show actual utilization compared to planned utilization.
 - The solution should create stack plans by placing requirements on floor plans in phases.
 - The solution should offer tools for strategic planning and modeling.
 - The solution should support creating floor reconfiguration scenarios based on group or department requirements; space standard requirements, and general requirements
- Integrations and Automations –
 - The solution should offer API integration capabilities and/or have pre-existing connectors for, but not limited to, commonly used facilities management systems, construction project management systems, IWMS, reservations systems, and CMMS.
 - The solution should have the ability to automate the send of updates and changes across multiple systems and diagrams.
 - It is preferred that the solution integrate with and push automated updates to 25Live, Maintenance Connection, Procore, BlueBeam, Automated Logic, AutoCAD, Revit, and other BIM software.
- Communications
 - The solution should have the capacity to send automated communications and updates to designated individuals when changes are made.