JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

ADMIN-2018-04-LB
Calendar Scheduling System

March 27, 2018

#1 QUESTION: How many administrators would be in the product? These people could be full access administrators or limited access such as catering, AV, facility people.

ANSWER: 5 to 8

#2 QUESTION: How many everyday users will be requesting or reserving space?

ANSWER: Out of a staff of 700, between 5 and 10 users typically may be requesting space concurrently.

#3 QUESTION: Are you interested in using an Outlook plug in for your users to request or reserve space directly through Outlook?

ANSWER: No

#4 QUESTION: Are you interested in an on premise solution or a hosted solution?

ANSWER: We would prefer a hosted or cloud based solution than on premise.

#5 QUESTION: Will catering be used in this product?

ANSWER: Possibly, depending on the chosen systems capabilities.

#6 QUESTION: Do you have an existing active directory of your users (e.g. ADFS) for Single Sign-On?

ANSWER: Yes, we can support SAML-based single sign-on via Azure Active Directory.

#7 QUESTION: What is the scope of product training expected? Will it be in-person or web-based training? How many users will need to be trained?

ANSWER: Only the 5 to 8 administrators would be required to be trained and web-based training is sufficient.

#8 QUESTION: What type of support are you looking for: 24x7 (7 days a week), or during working hours on weekdays (Mon-Fri)?

ANSWER: Working hours, Monday – Friday 7am to 6pm PST

#9 QUESTION: Reference: 2.3, Functional Requirements | Requestor Functionality: The system's form shall provide Requestors with the ability to request meeting room and associated resources. Requestors shall have the ability to specify: System shall allow Requestors the ability to request (and denote as such) secondary breakout rooms with all of the associated resources listed above.
Please clarify this requirement with an example.

ANSWER: The ability to schedule "secondary breakout rooms" uniquely is desired not mandatory, and can be included as a subsection of the request form, or as a separate function tied to an original request, or possibly in another manner devised by the vendor.

#10 QUESTION: Reference: 2.3, Functional Requirements | Approver Functionality: System shall queue Requestors pending submissions so that the Approver may pair a
request with a resource (e.g. a meeting room) and then approve and post or deny the request.
Please clarify this requirement with an example.

ANSWER: When an administrator pairs a request with a resource (e.g. a meeting request with a meeting room) before posting the meeting as a confirmed event on the calendar, it may appear as pending in some way, such as appear on the calendar but in a lighter color. This may be helpful so as to denote that the meeting while associated with a room, still requires some further action.

#11 QUESTION: Reference: 2.3, Functional Requirements | Administrator Functionality: System shall allow Administrators an integrated electronic back-end multi-layered approval system for various functions (e.g. tentative approval pending further info).
Please clarify this requirement with an example.

ANSWER: An administrator may be able to approve one function such as the pairing of a meeting request with a meeting room, but before the catering is confirmed a separate administrator would need to confirm that aspect.