



# Request for Proposal for Workspace Reservation Software 03-25\_DG

Date of Release: March 10, 2025

## 1. General Information

### 1.1. Request for Proposal (RFP) Objective

ERCOT seeks proposals from qualified vendors to provide a robust and intuitive workspace reservation software solution. The primary goals are to:

- Improve the employee experience by simplifying desk, office, collaborative space, and optional conference room bookings.
- Optimize office space usage and support hybrid work models.
- Provide insightful analytics on workspace utilization.
- Integrate seamlessly with Microsoft 365 and other key applications.
- Maintain high levels of security and compliance, including FedRamp High and SOC2 Type 2 certifications.

Electric Reliability Council of Texas (ERCOT) will be using Workday Strategic Sourcing (WSS) to manage the submission process for this RFP.

In order to participate, each respondent is required to create a free supplier account with Workday Strategic Sourcing by accessing the following link and following the instructions for new account creation.

<https://us.workdaysspend.com/rfps/public/868553>

Once registered, you can view details and ask questions (via the WSS message center) to ERCOT within the WSS platform. You will also be able to invite additional team members to collaborate, and submit your RFP response.

### 1.2. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFP is:

Del Gamble  
 ERCOT  
 2705 West Lake Drive  
 Taylor, Texas 76574  
[Delbert.Gamble@ercot.com](mailto:Delbert.Gamble@ercot.com)

All communications relating to this RFP must be directed to the specified ERCOT Point of Contact. All other communications between a Respondent and ERCOT staff concerning this RFP are prohibited. Failure to comply with this section may result in ERCOT's disqualification of the proposal.

### 1.3. Procurement Timeline

Procurement Timeline	
RFP Release Date	March 10, 2025
Optional Notice of Intent to Propose Due	March 13, 2025
Respondent Questions Due	March 14, 2025
Response to Respondent Questions Sent	March 18, 2025
Respondent Proposals Due	March 25, 2025
Respondent Presentations (if needed)	TBD
Anticipated Contract Award	TBD
Anticipated Contract Start Date	May 07, 2025