

REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

RFEI No. 202505-01: Development of a Building Management Platform for Internal and External Space Use

The New York City Public Schools (NYCPS) system encompasses approximately 1,800 schools and 200 central offices citywide. In alignment with applicable New York State laws, NYCPS is seeking expressions of interest from qualified vendors to design, implement, and support a new digital platform to manage and track facility use requests from both internal stakeholders and external organizations. The new platform will replace the current building permit module within the Custodial Payroll System (CPS) and streamline the scheduling, approval, and fee management process for extended use of school buildings.

Project Overview

NYCPS is exploring vendor solutions for a centralized building management system that will enable users to request space, manage associated permits and fees, and generate reports on facility utilization and financials. The selected solution will replace the existing extended use module in CPS and must meet operational, technical, and regulatory needs across all NYCPS facilities.

Scope of Work

The proposed platform should include, but is not limited to, the following core features:

- **User Profile Management** - Enable organizations to create and manage user profiles, upload required documents, and receive automated prompts based on permit type.
- **Application Vetting and Compliance** - Automatically flag organizations with outstanding balances, unresolved issues, or prior violations; support full digital application intake and tracking.
- **Space Scheduling & Utilization** - Provide real-time, interactive calendars and dashboards to manage space requests and usage across school sites.
- **School-Level Approval Workflow** - Empower school personnel to manage approvals, view conflict alerts, and maintain oversight of holiday or non-school day scheduling.
- **Business Rule Automation** - Incorporate document validation, automated workflows, compliance checkpoints, and financial tracking aligned with Chancellor's Regulation D-180.
- **User Experience Enhancements** - Include intuitive navigation, search/filter functions, customized permissions, and restrictions on short-notice requests.
- **Advanced System Features** - Offer built-in reporting tools, audit trails, status notifications, comment threads, and cost estimation tools.

Technical Requirements

Vendors must demonstrate the ability to deliver a secure, scalable, and high-performing solution with the following minimum capabilities:

- **System Integration** - Seamless interoperability with existing NYCPS platforms, including authentication systems, payment gateways, and operational databases.
- **Data Security & Privacy** - Adherence to industry best practices for data encryption, access controls, audit logs, and compliance with all applicable local, state, and federal privacy laws (e.g., FERPA, NY Ed Law 2-d).
- **High Availability & Uptime** - Architecture that supports system redundancy, disaster recovery, and uninterrupted access for thousands of concurrent users across NYC.
- **Scalability & Performance** - Platform must accommodate future growth in users, data volume, and functional requirements without performance degradation.
- **Cloud Hosting & Infrastructure** - Preference for modern cloud-based or hybrid solutions leveraging secure and reliable hosting environments (e.g., AWS, Azure, or equivalent).
- **Administrative Tools & Configurability** - Built-in admin tools for system configuration, user management, analytics, and support diagnostics.
- **Mobile Responsiveness** - Optimized user experience across desktop, tablet, and mobile devices.

Vendor Qualifications

Interested vendors must demonstrate the following:

- **Relevant Experience** - Proven track record of designing and implementing large-scale scheduling, permitting, or facility management platforms for public sector or enterprise clients.
- **Technical Expertise** - Deep experience in system architecture, UX/UI design, workflow automation, data migration, and integration with legacy systems.
- **Support & Maintenance** - Ability to provide responsive support, service level agreements (SLAs), and a comprehensive plan for updates, patches, and system optimization post-deployment.
- **Project Management** - Skilled project team with expertise in agile or hybrid methodologies, change management, and stakeholder engagement across large institutions.
- **Client References** - Demonstrated success on similar engagements, with client references and case studies preferred.
- **Compliance** - All approved vendors must comply with Enterprise Request Management Application (ERMA) standards and related NYCPS procurement policies.

Submission Instructions

All responses must be submitted in PDF format using the [online submission form](#).

Submissions must include:

- Cover letter
- Detailed proposal
- Relevant supporting documentation (e.g., case studies, compliance certifications, team bios)

Important Notice

This RFEI is issued solely for informational and planning purposes and will not result in a contract award. Participation is voluntary and does not guarantee inclusion in future solicitations. NYCPS reserves the right to follow up selectively based on the volume and relevance of responses received.

Submission Deadline: *June 30, 2025, at 3:00 PM EST*

To learn more about the current Custodial Payroll System and extended use process, visit: [\[NYCPS InfoHub – Extended Use of School Buildings\]](#).