



**PORT OF TACOMA & THE NORTHWEST
SEAPORT ALLIANCE
REQUEST FOR PROPOSALS
No. 071556**

Datacenter DR Warm Site

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFP INFORMATION	
Procurement Coordinator:	Monique Chapman, Procurement
Email Addresses:	procurement@portoftacoma.com
Phone:	(253) 888-4705
Submittal Date	AUGUST 24, 2021 @ 2:00 PM (PST)

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE
AND INCLUDE 'DATACENTER DR WARM SITE' IN THE SUBJECT LINE**

PORT OF TACOMA & THE NORTHWEST SEAPORT ALLIANCE
Request for Proposals (RFP) # 071556
Datacenter DR Warm Site

The Port of Tacoma is soliciting proposals from firms interested in providing planning and execution steps and budgetary costs for the establishment of a Datacenter DR (Disaster/Recovery) Warm Site. The Port is looking to secure datacenter space that will meet our requirements and can be implemented starting in the second half of 2021 or first half of 2022.

A. BACKGROUND

Created by Pierce County citizens in 1918, the Port of Tacoma (Port) is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. To learn more about the Port of Tacoma, visit www.portoftacoma.com.

Formed in 2015, The Northwest Seaport Alliance (NWSA) is a marine cargo operating partnership of the ports of Tacoma and Seattle. The NWSA is the fourth-largest container gateway in North America. To learn more about the NWSA, visit www.nwseaportalliance.com.

The Port's Standard Terms and Conditions are included as Attachment B to this RFP.

By submitting a Proposal, the Proposer represents that it has carefully read and agrees to be bound by the Port's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the Port's best interests to adopt the alternative language.

Proposals submitted with altered or conditioned Terms and Conditions without prior written agreement from the Port will be considered non-responsive and not considered for evaluation.

B. SCOPE OF SERVICES

The goal of this RFP is to select and implement a Datacenter DR Warm Site.

The solution will include:

1. Secure cage to support the Port of Tacoma's services and applications
2. Smart hands for infrequent needs
3. Power and UPS to the cage
4. Network connectivity

C. DELIVERABLES:

All tasks, services, scope, and deliverables will be agreed upon between the Port and the vendor before the commencement of work.

D. PROPOSAL ELEMENTS & EVALUATION CRITERIA:

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (to include the prime, key team members and major sub-consultants) and the team’s ability to meet the requirements and provide the requested services of this RFP. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 30 numbered pages (8 ½ by 11 inch) **excluding** the cover letter, compensation information and all appendices. All pages shall be in portrait orientation with 1 inch (1”) margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected.

The cover letter shall include the RFP Title and Number, Name, Title, Email Address, Phone Number and current Address of the submitting firm’s main contact and include the following information:

- Describe any claim submitted by any client against the prime firm within the past two years related to the professional services provided by the firm or its key personnel. For purposes of this request, “claim” means a sum of money in dispute in excess of 10% of the firm’s fee for the services provided.
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.
- A Statement Indicating acceptance of the Port’s Terms and Conditions.

Proposals are to address, and will be evaluated upon, the following criteria:

INITIAL EVALUATION PHASE

1. Solution.....40 PTS

- Complete the requested information found in the Requirements Matrix (Attachment D) and include with the proposal.
- Describe, in detail, the solution proposed including how it achieves it.
- In the event services are terminated, describe the process for removal of the Port’s hardware.

2. Services.....40 PTS

- Implementation: Describe the process or procedure for installing the proposed solution. Include a detailed Gantt chart-style project schedule including all phases, activities, resources (by role), as well as any Port resources required as part of the implementation. Include estimated durations for activities, deliverable milestones, and dependencies. Describe how you will organize your firm’s resources to perform the installation services required. Include the cost of these services in the proposed costs. Provide your firms staffing plan by phase and week of implementation.

3. Compensation.....20 PTS

Present detailed information on the firm's proposed recurring and non-recurring costs for the proposed solution. Clearly breakout cost between implementation and annual costs in Attachment E – Cost Breakdown.

Compensation information MUST be provided separately from the proposal, in an individual PDF document.

All rates quoted shall be:

- a) **Fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included);**
- b) Quoted in US Dollars;
- c) Full cost inclusive of sales tax and other government fees, taxes and charges; and
- d) Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

FINAL EVALUATION PHASE (if applicable)

1. Interviews (as requested by the Port).....100 PTS

If an award is not made based on the written evaluations alone, interviews may be conducted with at least the top two (2) ranked proposers. Failure to participate in the interview process will result in the Proposer's disqualification from further consideration. Travel costs will not be reimbursed for the interview.

2. References.....

Reference checks may be performed on the selected firm, if based directly on the proposals received, or on shortlisted firms if interviews are being requested. If the Port does not award a contract from the Initial Evaluation phase, references may be requested from top-ranked proposers. Upon request, ensure completion of three references, submitted using the Reference Form (Attachment C). At least one of the three references provided must be from a public entity. The Port may evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the proposal.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

ATTACHMENT B – PERSONAL SERVICES CONTRACT TEMPLATE & TERMS AND CONDITIONS

ATTACHMENT C – REFERENCE QUESTIONNAIRE

ATTACHMENT D – REQUIREMENTS MATRIX

ATTACHMENT E – COST BREAK DOWN

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

SOLICITATION TIMELINE:

Issuance of RFP	AUGUST 3, 2021
Last Day To Submit Questions	AUGUST 13, 2021
Proposal packets due	AUGUST 24, 2021 @ 2:00 PM (PST)
Review/Shortlist*	AUGUST 31, 2021
Interviews (if required)*	WEEK OF SEPTEMBER 07, 2021
Final Selection*	SEPTEMBER 10, 2021
Execute Contract*	SEPTEMBER 13, 2021

*Dates are tentative.

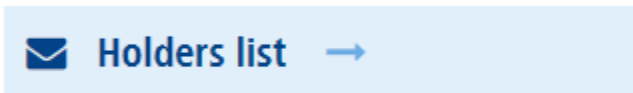
**Dependent on Commission approval.

All status updates on the above solicitation timeline will be announced on the [Port's website for this solicitation](#).

VENDOR OBLIGATION

Port of Tacoma's (Port) Invitation to Bid, Request for Proposals and Request for Qualifications can be accessed on the Port's website, www.portoftacoma.com under 'Contracts'; 'Procurements'.

When viewing the details page for this procurement on the Port's Website firms have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

***Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a firm is selected.**

COMMUNICATION / INQUIRES

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the Port, other than the Procurement Representative listed on the RFI may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department, procurement@portoftacoma.com (**Solicitation Name** in the subject line). Follow up with a phone call to the procurement coordinator ensure receipt of your e-mailed questions.

Proposers who may have questions about provisions of these documents are to email their questions by the date listed above. The Port will respond to all written questions submitted by this deadline.

ADDENDA

The Port may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the Port will issue a written Addendum to the Solicitation. Addenda will be posted to the Port’s web site and conveyed to those potential submitters who have requested to be placed on the Holder’s List.

SUBMITTAL PROCESS

Hard Copy Submittal:

Submittal Requirements: One original (1), and three (3) copies of the response must be received no later than the date and time specified on the Procurement Schedule or as otherwise amended.

Physical Address (courier)	Mailing Address (For US Post Office mail)
Contracts and Purchasing Port of Tacoma 1 Sitcum Plaza Tacoma, WA 98421	Contracts and Purchasing Port of Tacoma P.O. Box 1837 Tacoma, Washington, 98401-1837

***Late proposals will not be accepted by the Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All proposals submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

EVALUATION AND AWARD PROCESS

An evaluation team, using the point method of award, will review each proposal and evaluate all responses received based upon the criteria listed herein. The Port may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied and the firms are ranked based on the scores.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short-listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short-listed firm’s initial evaluation scores. Final selection will be based on the accumulative score.

The Port intends to select the Proposer who represents the best value to the Port.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

Procedure When Only One Proposal is received

In the event that a single responsive proposal is received, the Proposer shall provide any additional data required by the Port to analyze the proposal. The Port reserves the right to reject such proposals for any reason.

GENERAL INFORMATION

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

COSTS BORNE BY PROPOSERS

All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.

PROTEST PROCESS

A Bidder protesting for any reason the Bidding Documents, a Bidding procedure, the Port's objection to a Bidder or a person or entity proposed by the Bidder, including but not limited to a finding of non-Responsibility, the Award of the Contract or any other aspect arising from or relating in any way to the Bidding shall cause a written protest to be filed with the Port within two (2) business days of the event giving rise to the protest. (Intermediate Saturdays, Sundays, and legal holidays are not counted as business days.) The written protest shall include the name of the protesting Bidder, the bid solicitation number and title under which the protest is submitted, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, evidence that the apparent low bidder has been given notice of the protest, and the specific relief requested. The written protest shall be sent by email to procurement@portoftacoma.com.

Consideration. Upon receipt of the written protest, the Port will consider the protest. The Port may, within three (3) business days of the Port's receipt of the protest, provide any other affected Bidder(s) the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement of the protesting Bidder and the Port, the Contracts Director of the Port or his or her designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidder(s) within six (6) business days of the Port's receipt of the protest. (If more than one (1) protest is filed, the Port's decision will be provided within three (3), but no more than six (6) business days of the Port's receipt of the last protest.) If no reply is received from the Port during the six (6) business-day period, the protest will be deemed rejected.

Waiver. Failure to comply with these protest procedures will render a protest waived.

Condition Precedent. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Tacoma encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

Proposals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "TRADE SECRET" on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the proposal. By submitting a response the vendor assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedure.

PERSONAL SERVICES AGREEMENT NO. 071556

PROJECT: Datacenter DR Warm Site

CONSULTANT: Company, Address, City, State, Zip

PROJECT MANAGER: Bob Cadd **GL ACCOUNT NO.** XXXXXXX

THIS AGREEMENT is made and entered into by and between the **Port of Tacoma** (*hereinafter referred to as the "Port"*) and **xxCOMPANYxx** (*hereinafter referred to as the "Consultant"*) for the furnishing of **TITLE** Personal Services (*hereinafter referred to as the "Project"*).

The Port and Consultant mutually agree as follows:

SCOPE OF WORK

Consultant will provide

DELIVERABLES

Deliverables will include:

COMPENSATION

This will be accomplished on fully burdened, fixed basis and will not exceed **\$00,000.00** without prior written approval from the Port.

Consultant is responsible for working within the budget as agreed. Should the Consultant incur costs beyond the not-to-exceed contract budget amount without an executed amendment to this contract, the Consultant is solely responsible for the additional costs.

All invoices shall be emailed to cpinvoices@portoftacoma.com or entered into the Port's project management software e-Builder®. The email must include the required supporting documentation. Incomplete or improperly prepared invoices will be returned for correction without processing or payment.

Consultant agrees to submit timely invoices as the work progresses. Invoices that are submitted for payment 90 days or more after the work was completed are subject to non-payment.

The length of this agreement is from **the date of execution** to **xxDATExx**.

This agreement is expressly conditioned upon the **Terms and Conditions** attached and by reference incorporated herein. Consultant acknowledges reading this Agreement, understands it and agrees to be bound by its Terms and Conditions.

AGREED

PORT OF TACOMA

CONSULTANT (LEGAL NAME)

By _____
Name
Title Date

By _____
Name
Title Date

ATTACHMENT B – SPECIAL & PERSONAL SERVICES TERMS AND CONDITIONS

Special Terms and Conditions

Insurance - Assumption of Risk

a) As a further consideration in determining compensation amounts, the Consultant shall procure and maintain, during the life of this Agreement, such commercial general, IT Professional or Cyber Liability, and automobile liability insurance as shall protect Consultant and any subconsultants performing work under this Agreement from claims for damages from bodily injury, including death, resulting there from as well as from claims for property damage and cyber-related risks such as theft, loss or misuse of data, release of private information as result of a network breach, penetration, compromise, or loss of IT systems control which may arise under this Agreement, whether arising from operations conducted by the Consultant, any subconsultants, or anyone directly or indirectly employed by either of them.

b) With respect to claims other than professional liability claims, Consultant and its subconsultants agree to defend, indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services. Consultant shall indemnify and hold the Port of Tacoma [and Northwest Seaport Alliance] harmless from and against any liability, expense, fines, penalties, cost, demand, or other obligation, resulting from or out of any cyber-related risk that include theft, loss or misuse of data, release of private information as result of a network breach, penetration, compromise, or loss of IT systems control.

c) With respect to professional liability claims only, Consultant and its subconsultants agree to indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services. Consultant shall indemnify and hold the Port of Tacoma [and Northwest Seaport Alliance] harmless from and against any liability, expense, fines, penalties, cost, demand, or other obligation, resulting from or out of any cyber-related risk that include theft, loss or misuse of data, release of private information as result of a network breach, penetration, compromise, or loss of IT systems control.

Personal Services Terms & Conditions

In consideration of the mutual covenants, obligations, and compensation to be paid by the Port of Tacoma (POT) to the Contractor, it is agreed that:

1. Relationship of the Parties

Contractor, its subcontractors and employees, is an independent Contractor. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent.

2. Conflicts of Interest

Contractor warrants that it has no direct or indirect economic interest which conflicts in any manner with its performance of the services required under this Agreement. Contractor warrants that it has not retained any person to solicit this Agreement and has not agreed to pay such person any compensation or other consideration contingent upon the execution of this Agreement.

3. Compliance with Laws

This Agreement shall be governed exclusively by the laws of the State of Washington both as to interpretation and performance without recourse to any principles of Conflicts of Laws. Any action at law, suit in equity or judicial proceeding for the endorsement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington. Contractor agrees to comply with all local, state, tribal and federal laws and regulations applicable to the project, including building codes and permitting regulations existing at the time this Agreement was executed and those regarding employee safety, the work place environment, and employment eligibility verifications as required by the Immigration and Naturalization Service. Contractor shall obtain all professional licenses and permits required to complete the scope of work as defined.

4. Records and other Tangibles

The Port of Tacoma is a public entity and must maintain access to, and be able to provide, records per RCW 40.14, RCW 42.56 and the Secretary of State's Local Government Common Records Retention Schedule (CORE) Version 3.3 (October 2016). Therefore, until the expiration of six years after the term of this Agreement, Contractor agrees to maintain accurate records of all work done in providing services specified by the Agreement and to deliver such records to the POT upon termination of the Agreement or otherwise as requested by the POT.

5. Ownership of Work

The services to be performed by Contractor shall be deemed instruments of service for purposes of the copyright laws of the United States. The POT has ownership rights to the plans, specifications, and other products prepared by the Contractor. Contractor shall not be responsible for changes made in the models, programs, reports or other products by anyone other than the Contractor. Contractor shall have free right to retain, copy and use any tangible materials or information produced but only for its own internal purposes. Use of models, programs, reports or other products prepared under this Agreement for promotional purposes shall require the POT's prior consent. Notwithstanding anything to the contrary in this Agreement, Contractor and its personnel are free to use and employ their general skills, know how, and expertise, and use, disclose, and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of this Agreement so long as they acquire and apply such

information without any unauthorized use or disclosure of confidential or proprietary information from the POT or Port.

6. Disclosure

All information developed by the Contractor and all information made available to the Contractor by the POT, and all analyses or opinions reached by the Contractor shall be confidential and shall not be disclosed by the Contractor without the written consent of the POT. The foregoing protections will not apply to information which: (i) is or becomes generally known to the public other than as a result of Contractor's breach of this Section 7; (ii) prior to Contractor's receipt from POT, was obtained by Contractor from a third party who is under no obligation of confidentiality with respect to such information; (iii) is developed by Contractor completely independent from the confidential information of POT; or (iv) is required by law or regulation to be disclosed, but only to the extent and for the purpose of such required disclosure after providing POT with advance written notice if reasonably possible such that POT is afforded an opportunity to contest the disclosure or seek an appropriate protective order. Contractor shall have the burden of proving the existence of any of the exceptions described in this Subsection. The foregoing notwithstanding, the Contractor may not disclose any information gained as a result of this Agreement without the written consent of the POT.

7. Compensation

As full compensation for the performance of its obligations of this Agreement and the services to be provided, the POT shall pay Contractor as specified in the Agreement.

8. Payment Schedule

Contractor shall submit detailed numbered invoices showing contract number, description of work items being invoiced, title of project, total authorized, total current invoice, balance of authorization, hours, hourly rate by the 10th of the month to be paid by the end of the current month, unless other terms are agreed to by the parties. All payments are due within thirty (30) days of POT's receipt of invoice. Per RCW 39.76.011, the POT is required to promptly pay bills.

9. Costs and Disbursements

Contractor shall pay all costs and disbursements required for the performance of its services under this Agreement.

10. Insurance - Assumption of Risk

- a) As a further consideration in determining compensation amounts, the Contractor shall procure and maintain, during the life of this Agreement, such commercial general and automobile liability insurance as shall protect Contractor and any subcontractors performing work under this Agreement from claims for damages from bodily injury, including death, resulting there from as well as from claims for property damage which may arise under this Agreement, whether arising from operations conducted by the Contractor, any subcontractors, or anyone directly or indirectly employed by either of them.
- b) With respect to claims other than professional liability claims, Contractor and its subcontractors agree to defend, indemnify and hold harmless the POT, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Contractor in the performance of the Contractor's professional services.

- c) With respect to professional liability claims only, Contractor and its subcontractors agree to indemnify and hold harmless the POT, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Contractor in the performance of the Contractor's professional services.

11. Standard of Care

Contractor shall perform its work to conform to generally accepted professional standards. Contractor shall, without additional compensation, correct or revise any errors or omissions in such work.

12. Time

Time is of the essence in the performance by the Contractor of the services required by this Agreement.

13. Assignability

Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any party without prior written consent of the POT.

14. Term of this Agreement

The effective dates of this Agreement are as specified. This Agreement may be terminated by the POT for cause when the POT deems continuation to be detrimental to its interests or for failure of the Contractor to perform the services specified in the Agreement. The POT may terminate this Agreement at any time for government convenience in which case it shall provide notice to the Contractor and reimburse the Contractor for its costs and fees incurred prior to the notice of termination.

15. Disputes

If a dispute arises relating to this Agreement and cannot be settled through direct discussions, the parties agree to endeavor to settle the dispute through a mediation firm acceptable to both parties, the cost of which shall be divided equally. The POT reserves the right to join any dispute under this Agreement with any other claim in litigation or other dispute resolution forum, and the Contractor agrees to such joinder, so that all disputes related to the project may be consolidated and resolved in one forum. Venue for any litigation shall be the Pierce County Superior Court of the state of Washington and the prevailing party shall be entitled to recover its costs and reasonable attorney's fees.

16. Extent of Agreement

This Agreement represents the entire and integrated understanding between the POT and Contractor and may be amended only by written instrument signed by both the POT and Contractor.

ATTACHMENT C – Reference Questionnaire

Provided electronically via email to vendors references.

INSTRUCTIONS TO THE PROPOSERS:

Proposers are allowed three (3) completed reference questionnaires. Please send valid email addresses for references to procurement@portoftacoma.com and a link will be provided to them to fill out the reference questionnaire. The completed references questionnaires must be from individuals, companies, or agencies with knowledge of the proposer's experience that is similar in nature to the products or services being requested by this RFP and are within the last (3) years from the date this RFP was issued.

References not received within three (3) business days after being requested by the Port's Procurement Coordinator will receive a score of "0" for that reference. References outside the (3 years) (see paragraph above), and references determined to be not of a similar nature to the products or services requested by this RFP will also receive a score of zero (0) points. **Determination of similar will be made by using the information provided by the reference in Section II of the Reference Questionnaire, General Information and any additional information provided by the reference.**

If more than three (3) qualifying references are received, the first three (3) fully completed references received will be used for evaluation purposes. References will be averaged.

NOTE: It is the proposer's responsibility to follow up with their references to ensure timely submission of all questionnaires. Proposers may e-mail the Procurement to verify receipt of references.

ATTACHMENT D – REQUIREMENTS MATRIX

Each requirement in this section is preceded by a priority, and then followed by a description, coded response, and vendor comments. Please read the priority definitions below:

Priority	Description
Mandatory	The proposal will not be selected if it cannot meet this requirement.
High	This requirement is highly desirable and will be implemented if it is feasible to do so.
Medium	This requirement is desired, but if the cost to implement the requirement is too great, it will be sacrificed, at Port’s discretion.
Beneficial	This requirement is “nice to have.” It will be implemented if it does not require significant additional costs or work.

Proposer must enter the most appropriate Code in the ‘Coded Response’ column for each requirement listed. Use only the Codes listed below. Provide a response for each row and only list one Coded Response per row. Include additional information when the functionality is not available OOTB or further description in the ‘Proposer Comment’ column as indicated. Response

Response Code	Description
F	Fully meets requirement
M	Can be provided with modifications (describe in Proposer Comments)
C	Requires customization at Port of Tacoma’s cost (explain in Proposer Comments)
O	Port of Tacoma has the option to develop this requirement via use of a third-party vendor at the Port’s cost
TP	Met using a third-party solution (specify in Proposer Comments)
PU	Planned upgrades will have this functionality (specify in Proposer Comments)
DN	Does not meet the requirement
NA	Not available

#	Priority	Description	Coded Response	Proposer Comments
Datacenter DR Warm Site Datacenter Requirements				
1	Mandatory	Provide a Datacenter Cage Space adequate for up to 4 racks. The racks in a cage should be seismically braced.		
2	Mandatory	Where the datacenter is located is important to us. The following are the locations we are currently considering Eastern Washington, Eastern Oregon, Nevada, Arizona, Utah, Colorado, Wyoming, Idaho, Montana		
3	Mandatory	Uptime measured as a % of 24 hours a day, we desire a minimum of 99.999%		
4	Mandatory	Need uninterrupted power to the racks and both 110v and 208v power available. List your total UPS capacity and current use. UPS with enough capacity to power racks until the emergency generator can kick-in. You should have alarms if issues occur with the UPS. Your backup generator should be tested monthly.		
5	High	Provide notifications to the Port of Tacoma if the datacenter is experiencing power issues even if it doesn't affect service.		
6	Mandatory	Temperature at 70° +/- 10° Fahrenheit, 45% +/- 5% humidity. Both temperature and humidity within range with alarms if either falls out of range		
7	Mandatory	Provide the ability to have an antenna that the Port of Tacoma owns on the roof for backup network links or other purposes.		

8	Mandatory	24/7 physical security and visitor access controls in place and CCTV. List what your physical security looks like and how Port of Tacoma people would gain access. We prefer a building not directly on main thoroughfare and that your building is not labeled with your name.		
9	Mandatory	Port of Tacoma needs to be able to access the facility 24x7. Badges for named Port of Tacoma people and the ability to have visitors with escorts.		
10	High	List all of your Datacenter Certifications, such as SSA 18, SOX, DoD certifications and stipulate that your internal staff is trained in your certifications.		
Data Circuits & Networking				
	Mandatory	Required data circuits include a - 1 Gbps to Fabulich site (Located at 3600 Port of Tacoma Road, Tacoma, WA) - 512 Mbps to Azure Express Route - 100Mbps ISP circuit All with no less than 99.99% uptime.		
	Mandatory	Multiple Network Vendors available. We require your facility to be carrier neutral		
	Mandatory	No Networks Shared with Port of Tacoma's Network Links		
Technical Support, Monitoring & SLA's				
	Mandatory	Smart Hands are available 24x7. They must be able to reboot and power cycle any equipment. A crash cart is available for your internal staff and Port of Tacoma use.		
	Mandatory	24/7 SOC and NOC monitoring with alerts sent to Port of Tacoma		

	High	Alerting Port of Tacoma staff when network outages occur, even if there is no downtime		
	Mandatory	List all SLA's, including Include uptime SLA, Smart Hands response, service response SLA, incident response SLA, Physical Security SLA, etc. See attached Worksheet.		
	High	Define your support escalation paths, including notification to the Port of Tacoma		
	High	Provide reporting of uptime, service levels, etc. Provide phone numbers for NOC/SOC.		
Steps to Implement				
	High	Steps to Implement, what your approach is and how the Port of Tacoma would proceed from Procurement and Contracts through launch.		
END OF REQUIREMENTS				

ATTACHMENT E – COST BREAKDOWN RFP 071556

Pricing		Year 1	Year 2	Total Cost
Item	Description			
Datacenter Startup Costs	Initial Startup/Setup Costs			\$0.00
Monthly Datacenter Costs	All charges for Port of Tacoma’s Cage including power			\$0.00
512Mbps Azure Express Route	Monthly cost for the Azure Express Route link			\$0.00
1Gbps Link to Fabulich Site	Monthly cost for the data circuit to the Fabulich site			\$0.00
100Mbps ISP Link	Monthly cost for the ISP data circuits			\$0.00
Any other costs	Provide costs for any other miscellaneous fees			\$0.00

Smart Hands Costs	Bill Rate	Total
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00