



**PORT OF TACOMA
REQUEST FOR INFORMATION**

No. 102921

Port of Tacoma

HR Information System Solution

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

RFI INFORMATION	
Issue date:	10/29/2021
Contact:	Sharon Rothwell
Email Addresses:	procurement@portoftacoma.com
Phone:	253-592-6758
Submittal Date:	November 29 th , 2021 2:00PM PST

PLEASE SUBMIT ALL CORRESPONDENCE AND RESPONSES
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE
“ [RFI 102921 HR INFORMATION SYSTEM SOLUTION](#)’ IN THE SUBJECT LINE

Port of Tacoma

Request for Information (RFI) 102921

HR Information System Solution

Section 1 – Background, Purpose of Request and Solution Requirements Overview

Purpose for this Request:

The Port of Tacoma (“Port” or “Port’s”) is performing an assessment of future HR Information system capability needs. As part of this assessment, the Port of Tacoma is issuing an RFI seeking information on how potential solutions could meet our HRIS needs and simplify our current systems environment, in addition to seeking information regarding estimated implementation costs, proposed approaches, estimated schedules and implementation partner capabilities.

Background

Founded in 1918, the Port of Tacoma is a public-sector Municipal Corporation, managed by five Commissioners elected by Pierce County citizens. The Port has a business portfolio of container shipping terminals, breakbulk and bulk terminals, and real estate. The Port employs more than 270 employees and more than 42,100 jobs and nearly \$3 billion in economic activity in Pierce County dependent on the Port of Tacoma. Three (3) employees in HR for the Port of Tacoma provide services for both the Port and Northwest Seaport Alliance (NWSA).

The Port has defined IT strategies that will leverage modern integrated software platforms to provide required systems functionality, leverage cloud SaaS, IaaS and PaaS services, and simplify our technical environment through the retirement of legacy applications.

The Port has made strategic investments in Microsoft Platforms, including Dynamics 365, Azure, and Microsoft 365, and intends to continue to leverage these platforms in the future to meet additional functionality needs.

The Port is also issuing a separate RFI relating to the implementation of a Microsoft Dynamics 365 Finance and Procurement Solution.

Description of Current Systems and Future Capability Needs:

Currently, the Port of Tacoma has multiple systems to support HR services and some Human Resource processes are not currently well supported by existing technology, including approval workflows and document/records management. The Port’s current HRIS, PDS Vista was implemented in 2009, but its utilization has been limited to core HR record keeping functions. The Port’s Recruiting and Performance Management functions are supported by the NEOGOV platform. Payroll and Time & Attendance are administered and supported by the ADP platform. It is anticipated that the Port of Tacoma will implement a next generation HRIS solution that is modular, extensible, and fully integrated. By simplifying and reducing the number of HR systems utilized, the new HR solution will improve overall systems functionality and utility, while also simplifying the support, maintenance, and licensing needed.

A requirement for the new solution is that it is cloud based, with a preference for a SaaS solution.

The future solution should allow optimization of all levels for:

Benefits	Manager Self-Service	Reporting – Ad Hoc Analytics
Compensation	Onboarding	Security
Employee & Labor Relations	Payroll	System Integrations
Employee Record	Performance Management	Training
Employee Self-Service	Recruiting	Workflow Management
Environment	Records Management	

Additional background information:

- A Functions, Capabilities and Requirements document is included with this RFI as Appendix A (vendors are requested to complete this document in the following section of this RFI). This document, at a high level, describes the required functionality needed to support the Port’s business processes.

- The Enterprise Architecture As-Is (current architecture) and To-Be (potential future architecture) are included with this RFI as Appendix B. These diagrams provide a high-level schematic representation of the various components comprised within our HR ecosystem. There are 2 To-Be diagrams represented, and the Port is receptive to possible solutions to consolidate functions within the HRIS.

Port of Tacoma Implementation Strategy

Based on our assessment and the information received through this RFI, the Port will develop an implementation strategy.

Depending on the strategy developed, a Request for Proposal (RFP) will be issued to contract with a system integrator for the Planning, Design, and implementation of the solution.

Section 2 – Responses and Submission Requirements

Vendors are encouraged to be creative and candid in their responses. Please respond to each item below in order.

1. Please complete Appendix A, Functions and Capabilities Matrix. Complete the Fit/GAP column using the dropdown selection for each row.
 - Fit** will indicate the standard functionality of the HRIS solution will fulfill the requirement.
 - ISV/3rd Party SW** will indicate additional software from an ISV or 3rd party will be required to provide the functionality required.
 - Configuration** will indicate that configuration of the solution will be required to provide the functionality required.
 - Customization** will indicate that custom development will be required to meet the functionality required.

As you populate the Fit/Gap column, use the Comments column to explain and expand on your selection under Fit/Gap. Specifically identify whether required capabilities are available in current software releases, or when they are anticipated to be released.
2. Provide a comprehensive description of the solution you would recommend, including:
 - a. The software application or solution recommended
 - b. The operational functions managed and how they integrate
 - c. High level solution architecture / design and technology components utilized
 - d. The degree to which the solution is standards based, flexible and customizable
 - e. The degree to which the solution integrates with the Microsoft Dynamics 365, Microsoft 365, and Microsoft Azure Platforms
3. Based upon your review of our desired system capabilities and our overall systems architecture, describe any other solution considerations that you believe to be relevant to our assessment.
4. Please describe your experience and expertise in the public sector, including your knowledge of governmental records retention requirements and schedules.
5. Describe your recommended high-level project approach, including the following elements:
 - a. A high-level description of the phases, high-level activities, timeline and milestones recommended to complete the project phases (plan, design, test, implement) the proposed solution.
 - b. An understanding of the relationship between the phases. For example, what major deliverables are completed in a prior phase, and what is created for a subsequent phase? What resources might be needed for one phase, but not another?
 - c. An explanation of the project methodologies, approaches, and techniques you would recommend to ensure successful migration/implementation.
 - d. Describe in detail what your organization perceives as the greatest risk or challenge to this solution/implementation
6. Pricing model and associated estimated cost range for this project which will include:
 - a. Implementation costs:
 - i. Configuration of HRIS
 - ii. Data Migration
 - iii. Data Integration and Management
 - iv. Reports
 - v. Workflow and Notifications

- b. Licensing Costs
 - i. Licenses and/or Subscription costs
 - ii. Annual Maintenance Costs
7. Summary of your business, including size, location, service and specialization
8. Summary of your firm's experience
 - a. Describe your experience in implementing the recommended solution, including how many implementations your company has performed. Describe brief case studies of implementations performed.
 - b. Summarize your company's experience upgrading and migrating data / records from an existing HRIS. Describe the process and tools used, and any specific relevant considerations.
 - c. Describe your company's experience implementing HR solutions for organizations like the Port of Tacoma.
 - d. Summarize your public sector experience, including government and experience with records retention schedules.
 - e. Provide details of your experience with data integration, third party benefit or pay providers such as PERS (Public Employees Retirement System), ADP.

Submission Requirements

- Please submit all correspondence and submittals via e-mail directly to procurement@portoftacoma.com and be sure to include "HR INFORMATION SYSTEM SOLUTION" in the subject line.
- Please submit all questions in writing regarding the RFI or the Solution requirements by: **November 8th, 2021.**
- Vendors subscribed (<http://portoftacoma.com/contracts/procurement>) to receive information about the RFI will automatically be notified when new documents or changes related to this RFI occur and can find details on the Port's website. Again, Vendors are encouraged to be creative and candid in their responses. Teaming is strongly encouraged.

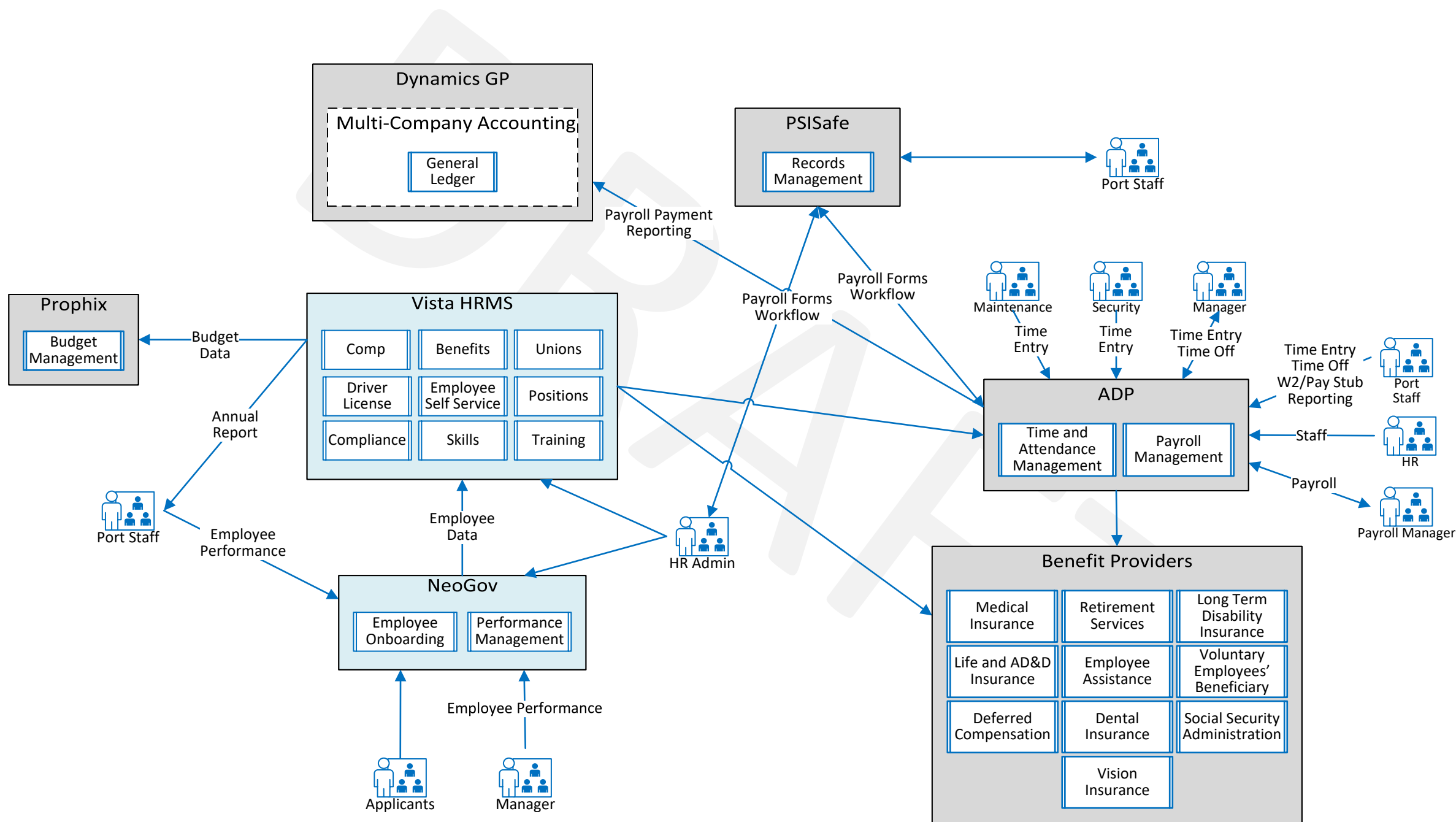
NOTE: ALL COST INFORMATION IS FOR BUDGETARY PURPOSES ONLY AND NO CONTRACT OR PURCHASE ORDER WILL BE ISSUED AS A RESULT OF THIS RFI. SHOULD ANY OF YOUR RESPONSES BE CONSIDERED A TRADE SECRET OR OTHERWISE NOT FOR PUBLIC DISSEMINATION PLEASE MARK YOUR RESPONSE ACCORDINGLY. ANY INFORMATION RECEIVED SHALL BE TREATED IN ACCORDANCE WITH WASHINGTON PUBLIC RECORDS ACT.

Appendix A: Capabilities and Functionality Matrix

Appendix B: Enterprise Architecture As-Is and To-Be

OBJ

Human Resources As Is



Description

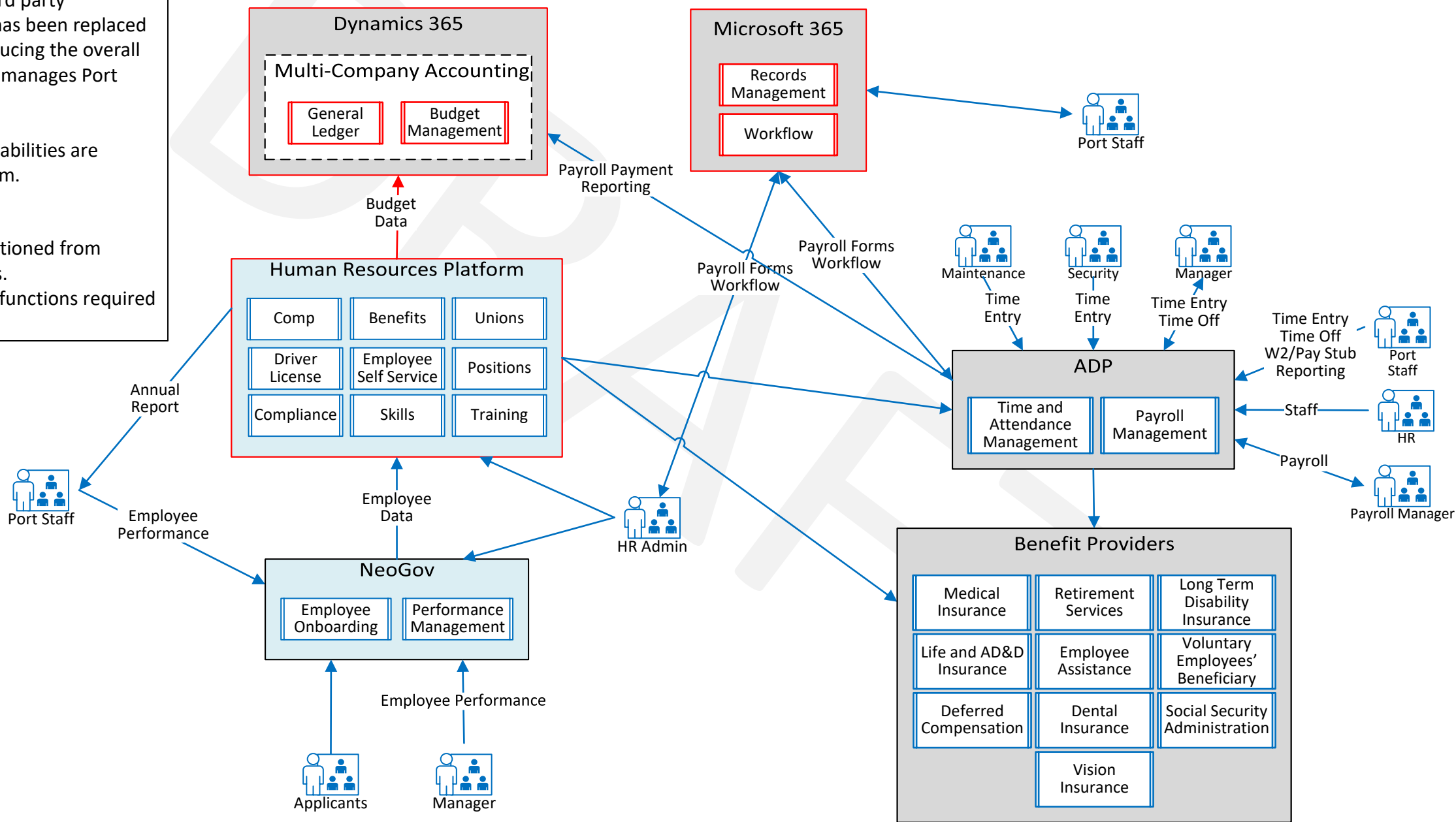
This To Be shows conceptually how we envision the Port business systems after the installation of Dynamics 365. In this diagram you will see that more third party application functionality has been replaced by Dynamics 365 thus reducing the overall application footprint that manages Port business.

In scenario A the core capabilities are included in the HR Platform.

Red: Functions that transitioned from decommissioning projects.

Blue: All applications and functions required moving forward.

Human Resources To Be (A)



Description

This To Be shows conceptually how we envision the Port business systems after the installation of Dynamics 365. In this diagram you will see that more third party application functionality has been replaced by Dynamics 365 thus reducing the overall application footprint that manages Port business.

In scenario B more capabilities are included in the HR platform. (Employee Onboarding, Performance Management, Time and Attendance.)

Red: Functions that transitioned from decommissioning projects.

Blue: All applications and functions required moving forward.

Human Resources To Be (B)

