

RFI 102921 Questions

Updated on 11/15/2021

The following is additional information based on questions received regarding RFI 102921.

Item #	Date Received	Date Answered	Vendor's Question	Port / NWSA Answer	RFP Revisions
1	11/4/21	11/5/21	Is it possible to extend the date for Clarifying questions a day or two?		The Port has revised the date for clarifying questions to 11/9/21 .
2	11/4/21	11/5/21	Is it also possible to extend the due date a week for the RFI response since we will lose several days the previous week due to Thanksgiving holiday?		The Port has revised the response date to 11/30/21 .
3	11/8/21	11/9/21	I noticed the posted update to the Appendix A. What appears in the new Section B is that the HCM requirements have expanded to include everything except Payroll is that correct? If we can provide Payroll services, are we allowed to bid on payroll and leave management?	<p>The HR To-Be (Section B) diagram is intended to show recruiting & performance management within the new HR system. For the purposes of this assessment, it was agreed we would retain our current payroll solution/provider but include time & attendance as part of the vendor submission.</p> <p>For clarity, we are not seeking formal bids from vendors through this RFI, only project estimates.</p>	
4	11/9/21	11/15/2021	<p>Change Management & Training</p> <p>a. Is the Port of Tacoma looking to employ a change management and/or training strategy in alignment with the implementation of the system solution(s)?</p> <p>b. If any, are there strong governance practices in place? Have you considered how governance practices may be different for a SaaS implementation?</p>	<p>A. Yes B. Not at this stage C. Daily/Weekly D. Yes, Daily</p> <p style="text-align: center;">Page 1 of 5</p>	

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			<p>c. How often do decentralized/field workers engage with technology – a daily, weekly, monthly, or yearly basis?</p> <p>d. Do decentralized employees report to a physical location? If so, how often do they go into their respective “department”?</p>		
5	11/9/21	11/15/2021	<p>In your RFI, you shared two versions of your vision for Human Resources. In Scenario A, the diagram indicates ADP for Time and Attendance Management and Payroll Management, and NeoGov for Employee Onboarding and Performance Management. However, in Scenario B, Time and Attendance, Onboarding, and Performance Management have moved to the new HRIS solution. Would you please clarify:</p> <p>a. Is this indicative of a “phased” approach to your implementation (where Time and Attendance, Onboarding and Performance Management will remain with your current solutions during Phase 1 but will be deployed in the new HRIS during Phase 2)? OR</p> <p>b. Are these two possible scenarios based on your evaluation of the</p>	<p>These are two possible scenarios based on our evaluation of the capabilities of the selected HRIS solution.</p>	

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			capabilities of the selected HRIS solution?		
6	11/9/21	11/15/2021	The RFI references “Northwest Seaport Alliance” and indicates that you provide HR services to NWSA. Will the employees of NWSA be entered and maintained in your HRIS solution? And if so, are they included in the employee count (270) referenced in the RFI? If not included in that count, but are to be included in the HRIS solution, can you please provide that employee count?	The Port of Tacoma and NWSA are closely aligned organizations, with the Port of Tacoma providing most administrative functions for the NWSA, including HR Services. Currently the Port of Tacoma has approximately 250 employees, and the NWSA approximately 54 employees. Both organizations and all employees will be managed in the new HRIS solution but will need to be able to be identified and reported on separately. Some system functions need the capability to be ‘branded’ for either organization separately.	
7	11/9/21	11/15/2021	Your RFI indicates that ADP is responsible for your Payroll Management. Does this include full payroll processing? Or is the Port of Tacoma processing your payroll inhouse and contracting with ADP for services such as tax filing, check/deposit advice printing, etc.?	ADP is used for full payroll processing.	
8	11/9/21	11/15/2021	The RFI indicates that NeoGov is currently being leveraged for employee onboarding. Does this mean you’re using NeoGov for the full recruiting life cycle (job postings, applications, candidate screening, etc.)?	NeoGov is being used for the full recruiting life cycle.	
9	11/9/21	11/15/2021	In the RFI, you mention integration to TeleStaff. Is that solution currently leveraged for your	Telestaff is used by the Port’s Security Department to schedule shifts. We intend to continue utilizing Telestaff in the future.	

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			entire employee population or a subset of workers? And what is the Port Authority's intentions for TeleStaff with the new HRIS solution?	Integrating Telestaff with a future Time and Attendance system function would reduce double entry of actual time worked by Security staff.	
10	11/9/21	11/15/2021	How many collective bargaining agreements are in place at the Port of Tacoma?	3.	
11	11/9/21	11/15/2021	How many pay schedules does the Port of Tacoma have?	24.	
12	11/9/21	11/15/2021	Is Leadership aligned to a vision and goals of this project?	Yes, both within HR and the organization broadly at the Executive level through the IT Steering Committee.	
13	11/9/21	11/15/2021	Have you defined your Project Governance Structure including roles and responsibilities, decision making authority, and escalation paths?	For the Assessment phase we are currently undertaking, yes, with a defined Sponsor and project Charter.	
14	11/9/21	11/15/2021	Has the Port of Tacoma identified a budget or budget range for their HRIS Solution replacement project?	The Port has budgeted \$150,000 for Planning and Design in 2022, and \$400,000 for implementation in 2023. The funding amounts and timing are subject to change based on the RFI responses received.	
15	11/9/21	11/15/2021	Can you provide some detail around the Ports requirements and needs in relation to your Governmental records retention requirements that you reference in question #4 and question #8 of the RFI document?	As a local government, the Port adheres to the Washington State Public Records Act, and Port HR related records must be retained according to the associated records retention schedule. The Port is currently undertaking a project to develop a Records Management solution utilizing Microsoft SharePoint, and a desired capability of a future HR solution is the ability to integrate with the SharePoint Records Management solution.	
16	11/9/21	11/15/2021	In the Background section of the RFI	The Port has made a strategic decision to	

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			document, the Port mentions its investment into Microsoft Dynamics and releasing an RFI relating to Implementation of Microsoft Dynamics Finance & Procurement. Can the Port provide some more detail regarding this statement? Has the Port of Tacoma already selected Microsoft for you financial system, or are you open to further evaluation of Financial ERP solutions?	assess the capabilities of Microsoft Dynamics 365 as our preferred next generation finance ERP solution, as this would allow us to leverage prior investments in Microsoft solutions. We will be issuing an RFI on 11/15/2021 to seek additional information from vendors to complete this assessment, following which a final decision will be made.	
17	11/9/21	11/15/2021	As part of the RFI process, we sometimes see software demo's as a next step. Has the Port of Tacoma identified the next steps and dates in your HRIS Solution evaluation?	Currently we anticipate the next step in our evaluation being an RFP for software and implementation services. Software demonstrations would be conducted as part of the RFP process.	
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