



**PORT OF TACOMA
REQUEST FOR INFORMATION**

No. 111521

Port of Tacoma

**Microsoft Dynamics 365 Finance and Procurement Solution
Implementation**

Issued by
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RFI INFORMATION	
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Questions due:	12/1/2021 @ 3 PM PST
Submittal Date:	12/17/2021 @ 2PM PST

PLEASE SUBMIT ALL CORRESPONDENCE AND RESPONSES
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE 'RFI- 111521 MICROSOFT
DYNAMICS 365 FINANCE AND PROCUREMENT SOLUTION IMPLEMENTATION' IN THE SUBJECT LINE

Port of Tacoma

Request for Information (RFI) 111521

Microsoft Dynamics 365 Finance and Procurement Solution Implementation

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 Finance and Procurement Software Platform capability needs. As part of this assessment, the Port of Tacoma is issuing an RFI seeking information regarding how comprehensively Microsoft Dynamics 365 solutions can meet these future Finance and Procurement systems capability needs, 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 Municipal Corporation, that is managed by five Commissioners elected by Pierce County citizens. The Port has a business portfolio of container shipping terminals, breakbulk & 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 depend on the Port of Tacoma. The 30 employees in the Finance and Procurement departments provide services for both the Port of Tacoma and the Northwest Seaport Alliance (NWSA).

The Port of Tacoma’s current core financial software, Microsoft Dynamics GP, was implemented in 2008 and has met the Port’s needs for the past thirteen years. Microsoft is transitioning to their next generation of cloud based financial systems, and our expectation is that a migration from Dynamics GP will become necessary within the next few years. 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.

Multiple systems in addition to Dynamics GP are currently used by the Port’s Finance and Accounting departments, such as Prophix for Budgeting and Planning, and IBM Maximo for Purchasing and Contracts Management. Additional financial transactions are initiated in several third-party systems outside of the core financial systems, such as IBM Maximo, Trimble eBuilder, and Yardi. Some financial processes are not currently well supported by technology, including approval workflows and document management. The Port and NWSA does not have an e-procurement system for RFP/Bid management.

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 is also issuing a separate RFI relating to the selection of a Human Resources Information System.

Description of Current Systems and Future Capability Needs:

The current financial systems used for the Port of Tacoma are a combination of manual processes, custom legacy applications and several commercial off the shelf (COTS) systems which are not fully integrated and lack many capabilities necessary to operate efficiently. The current system operates On Premises.

It is anticipated that the Port of Tacoma will implement a next generation solution that is modular, extensible, and fully integrated. The Port of Tacoma has made significant investment in Microsoft Platforms and is limiting its initial review to next generation solutions using Microsoft Dynamics 365 financial/ERP solutions.

In summary, the future solution should provide advanced Enterprise class capabilities for the following functions (defined in more detail in Appendix A, Functions and Capabilities Matrix):

Accounts Payable	Accounts Receivable	Analytics and Reporting
Billing and Invoicing	Budget & Forecasting	Capital Improvement Plan/Budget
Collections Management	Contract Management	eProcurement Bid/ Proposal Management)
Fixed Assets	General Ledger	Grants Management
Intercompany Processing	Project Accounting	Purchasing Management
Records & Document Management	Vendor/Customer Account Management	Workflow

The Port anticipates the implementation of a highly integrated ERP platform, accessed through a single integrated interface, which is intuitive, provides fully searchable content, advanced reporting and analytics capabilities, and enhanced contract and procurement management. The solution should greatly simplify the current Finance and Procurement business processes.

Having a single ERP platform to manage the Port’s financial operations will reduce the number of individual systems required to track and report financial performance. The new platform will reduce the number of overall integrations and individual software components currently used by the Port thus simplifying the support, maintenance and licensing currently needed.

The Port systems implementation is limited to SaaS solutions.

Further 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 comprising our Financial Systems solutions architecture.

Port of Tacoma Implementation Strategy

Based on the information received, the Port will develop an implementation strategy.

Dependent on the strategy developed, it is anticipated that 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 ERP 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. Microsoft Dynamics 365 Software components and 3rd party software components included
 - 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
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. Describe your recommended high-level project approach, including the following elements:
 - a. A high-level description of the phases (or high-level activities) recommended to complete the project.
 - 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. Provide a High-level estimated Project Schedule (timeline) to plan, design, and implement the solution recommended, including identified milestones.
 - d. An explanation of the project methodologies, approaches, and techniques you would recommend ensuring successful migration/implementation.
5. Pricing model and associated estimated cost range for this project which will include:
 - a. Implementation costs:
 - i. Configuration of Dynamics 365
 - ii. Data Migration
 - iii. Data Integration and Management
 - iv. Analytics & Reporting
 - v. Workflow and Notifications
 - b. Licensing Costs
 - i. Licenses and/or Subscription costs
 - ii. Annual Maintenance Costs
6. Summary of your business, including size, locations, services, and specializations.
7. Summary of your firm's experience.
 - a. Describe your experience in implementing Microsoft Dynamics 365 financial solutions, including how many implementations you have performed. Describe brief case studies of implementations performed.
 - b. Summarize your experience upgrading and migrating data from Microsoft Dynamics GP to Dynamics 365. Describe the process and tools utilized, and any specific relevant considerations.
 - c. Describe your experience in providing Dynamics GP support during transition from Dynamics GP to Dynamics 365.
 - d. Describe your experience implementing financial solutions for organizations like the Port of Tacoma.
 - e. List your level of Microsoft Partnership and other related accomplishments.
 - f. Summarize your experience with eProcurement (RFP, bid management, contracting) for a public entity and your familiarity with WA state laws that guide public entity procurement.
 - g. Summarize your experience leveraging other components of the Microsoft Platforms with Microsoft Dynamics 365, specifically including SharePoint, Power BI, Power Apps, and Azure Data Platforms.
 - h. Provide details on your experience with data integration and management, specifically leveraging the Dynamics 365 APIs (application programming interface) for complex, real-time, two-way systems integrations with the third-party systems documented in Appendix B.

Submission Requirements

- Please submit all correspondence and submittals via e-mail directly to procurement@portoftacoma.com and INCLUDE 'RFI 111521 MICROSOFT DYNAMICS 365 FINANCE AND PROCUREMENT SOLUTION IMPLEMENTATION' in the subject line.

- Please submit all questions in writing regarding the RFI or the Solution requirements by Monday, **December 1, 2021** by 3pm.

- Vendors subscribed (<https://www.portoftacoma.com/business/contracting/procurement>) to receive information about the RFI will automatically be notified when new documents or changes relating 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 RESPONSE 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

This file contains three systems architectural designs.

1. *Finance RFI – As-Is* document depicts our current system using Dynamics GP and associated Port Systems for managing the Port's business operations.
2. *Finance RFI – Billing To-Be* shows the anticipated interim To Be architecture used to manage the Port billing process prior to the implementation of Dynamics 365. Note that some of the application functionality shown in the Finance RFI - As Is has been replaced and no longer appear in the architecture. Example: MTIS and FMS are no longer present in the Finance RFI – Billing To-Be diagram.
3. *Finance RFI – All Planned Changes 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.