



**RFP / TITLE**  
**CONTACT**  
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**SUBMITTAL DUE DATE**  
**Q&A ISSUE DATE**

## QUESTIONS & RESPONSES #02

**071682-HR SYSTEMS PLANNING, DESIGN & IMPLEMENTATION PROJECT**  
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**7/8/2022**  
**7/21/2022**

Question	Answer
1. How much data is currently contained in Port of Tacoma's Vista, NeoGov and Time and Attendance systems, respectively. What portion of that will be migrated to the new HRMS?	1. Current and Prior employee records - There are about 4,000 person records, 1000 employee records about 300 are active employees. Our VistHRMS database is about 5GB, about 3GB is historical data; Legacy data HRIS data must be available for reporting after the deployment of the new solution
2. Which functions in Port of Tacoma's HR process involve approval workflows?	2. Hiring; interviewing; terminations; benefits; & labor grievances.
3. Approximately how many distinct approval workflow processes do you anticipate implementing for each primary HR function?	3. Hiring; interviewing; terminations; benefits; & labor grievances.
4. When is the Payroll Forms Workflow executed and what records does it affect?	4. As needed. It affects employee, payroll, benefits, & organization records.
5. How many Port of Tacoma stakeholders are involved in each phase of this project (design/implementation)?	5. 3-4 Business stakeholders and 3-4 IT core team.

1. What are the key factors that will define the success of this project?	1. Replacement of our current HRIS; integration with key current and future Port systems: Dynamics 365 F&SC (future), ADP Payroll; etc.
2. Are their internal Port timelines driving the schedule of this project? What are they?	2. We would like the Planning & Design engagement started and possibly completed in Q4 2022.
3. Is the Port open to hybrid resource models (onshore /offshore) for this engagement?	3. We will consider such a proposal, but all data remains in U.S.
4. Are there any compliance requirements we should be aware of?	4. State, local, federal employment laws, & IRS.
5. Does the HRIS solution need to support multiple languages?	5. No, English only.
6. Which functions in Port of Tacoma's HR process involve approval workflows, and who is responsible for these approvals?	6. Hiring; interviewing; terminations; benefits; labor grievances. There will be various approvers.
7. When is the Payroll Forms Workflow executed, and what records does it affect?	7. As needed. It affects employee, payroll, benefits, & organization records.
8. How many core stakeholders does Port of Tacoma expect to be involved in each phase of this project (design/implementation)?	8. 3-4 Business stakeholders and 3-4 IT core team.
9. Is Port of Tacoma using other Microsoft technologies at this time (e.g. Azure AD, Microsoft 365)?	9. Yes, Azure for AD, IaaS, App Services, Data Services, Data Factory, Power BI, Power Platform, Dynamics 365 CE, MS365, and others.
10. How much data needs to be migrated into the new system (e.g. number of records, size and age of the data)?	10. Current and Prior employee records.
11. Are there specific metrics the Port is looking to improve?	11. Metrics to be determined during the Design phase.
My firm is interested in submitting a response to your solicitations. We would respectfully like to request an extension to the deadline for submission in the amount of 3 additional business days, submitting by end of day 27 July. The July 4th week slowdown and our desire to finalize a timekeeping recommendation is leaving us with a very short window to provide our most responsive proposal, so the additional 3 days would be greatly appreciated.	See Addendum 03.
Attachment B Exceptions Limitations on Liability & Cap on Damages. INSERT - Adding a Limitation on Liability clause is in the Port's best interest as it will empower Consultant to offer the Port the most competitive and affordable rates. The wording of this clause has been crafted to fairly balance risk between the parties and also to mitigate risk by transfer to insurance as much as possible.	See Addendum 02.

Attachment B Exceptions

Disclaimer of Warranties

INSERT - This procurement is for an off-the-shelf MS 365 solution. Therefore, the Port will be entering a licensing agreement directly with Microsoft. Consultant also has a direct agreement with Microsoft to resell, install and support the Microsoft solution. As neither the Port nor Consultant has the power to negotiate the terms of the Microsoft master agreements, it is in the Port's best interest to ensure that the terms of this agreement are consistent with the Microsoft master agreements. The wording Consultant is proposing is consistent with the limitations that will be imposed on both parties under the Microsoft master agreements.

See Addendum 02.