**RFP# 071709:**

**MICROSOFT DYNAMICS 365 Finance and Procurement‑ SYSTEMS Project**

**PROPOSER’S ORGANIZATION:**

Proposer must submit a completed Attachment D-Cost Breakdown Offer. Price must be inclusive of all Scope of Work in Section E.4. of the RFP. Specific sections have been provided for reference within each deliverable, however it is expected that the total price is reflective of the performance of all work set forth in said specifications to the satisfaction of the Port of Tacoma. In addition to the cost of furnishing all said services, the proposal prices must also cover the cost of materials, equipment, insurance, overhead, meetings, training, reporting, analysis labor, travel and any other costs required to complete all deliverables and adhere to all standards of this RFP to the satisfaction of the Port of Tacoma. For each Cost Breakdown Offer by Deliverable section, proposers must provide their cost per phase in accordance with the below:

* For Phase 1, Planning & Design phase, use fixed, fully burdened, including, but not limited to, administrative overhead, travel expenses, and all direct/indirect expenses.
* For Phase 2, the Implementation phase, use time & material estimate, including, but not limited to, administrative overhead, travel expenses, and all direct/indirect expenses.
* Three (3) year term, with one (1) optional 1-year term.
* Full cost exclusive of sales tax and other government fees, taxes, and charges
* Quoted in US Dollars.
* Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.
* Hourly rates and fixed phased rates.
* This Form must be filled out and returned with your proposal materials as a separate attachment.

COST BREAKDOWN OFFER BY DELIVERABLE

|  |  |  |
| --- | --- | --- |
| **Deliverables by Phase** | **Type** | **Price** |
| Phase 1-One-Time Finance & Procurement Systems Planning & Design Phase (Fixed Bid)  Phase 1 to be undertaken using the project-based contract is to plan and design the implementation of a new Finance & Procurement system and related integrations in Attachment C. This phase scope includes:   * + Consulting services for planning the phase tasks, deliverables, and timeline for implementing a new Finance & Procurement system.   + Consulting services to plan and design phase approach, requirements refinement, business processes, workflows, configuration, integrations, data migration, testing, technical documentation, and go-live support with minimal disruption to our users.   + At the conclusion of the Planning & Design phase, the selected provider will be evaluated prior to proceeding to the Implementation phase.   **Deliverables:**   * + Scope, plan (phase approach, tasks, dependencies, deliverables, milestones, and timeline for implementing a new Finance & Procurement system and integrations) describe methodology.   + Requirements   + Plan and design processes, workflows, configuration, data migration, testing, technical documentation, and go-live support with minimal disruption to our users.   At the conclusion of the Planning & Design phase, the solution will be evaluated prior to implementation phase by issuance of notice to proceed. | **Price per completion of Phase I** | $ |
| **Phase 2-One-Time Finance & Procurement Systems Implementation phase (Time & Materials)**  At the conclusion of the Planning & Design phase, the selected solution will be evaluated prior to implementation phase by issuance of notice to proceed.   * + Consulting services for executing the phase tasks, deliverables, and timeline for implementing a new Finance & Procurement system and integrations.   + Services to perform configuration, data migration, testing, technical documentation, and go-live support with minimal disruption to our users.   + The Port anticipates that this phase can be performed 100% remotely and no travel will be required.   **Deliverables:**   * + Execute the phase tasks, deliverables, and timeline for implementing a new Finance & Procurement system and integrations.   + Configuration, data migration, testing, technical documentation, and go-live support with minimal disruption to our users. | **Estimate Price per completion of Phase 2**  **Include Estimate Hours, Hourly Rates & Experience** |  |
| **Phase 3-Enhancements** | **Include Estimate Hours, Hourly Rates & Experience** |  |
| **Phase 4-Ongoing support services of the current GP Finance system and the implemented Finance & Procurement systems solution (Time & Materials):**   * + Assistance with routine administration, maintenance, patching, minor version upgrade, and support services for our Finance & Procurement system.   Routine support services will be provided remotely, and no travel is required.  **Deliverables:**   * + Assistance with routine administration, maintenance, patching, minor version upgrade, and support services for our Finance & Procurement system.   Routine support services will be provided remotely, and no travel is required. | **Include Estimate Hours, Hourly Rates & Experience** |  |

|  |  |  |
| --- | --- | --- |
| Project Role | Experience | Hourly Rate |
|  |  | $x |
|  |  | $x |
|  |  | $x |
|  |  | $x |
|  |  | $x |

By submitting this Cost Breakdown Offer, proposer attests that the following information is true and accurate to the best of my knowledge and that the Proposer organization(s) agrees to abide by the terms and conditions of the approved proposal and is fully able and willing to carry out the deliverable contained herein.