RFP / TITLE	**QUESTIONS & RESPONSES #03**
	071709-MICROSOFT DYNAMICS 365 FINANCE AND PROCUREME
CONTACT	**Michelle Walker, Contracts & Procurement Analyst**
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SUBMITTAL DUE DATE	**OCTOBER 17, 2022 @ 2:00 PM**
Q&A ISSUE DATE	**10/20/2022**

#	Question	Answer	Question #
1	Port of Tacoma Terms and Conditions for Personal Service Agreements Updated 9/14/22, starting on page 14 to page 21, seems to have been altered where the indentation is no longer matching up to the headers. For example, Relationship of Parties (#1) is a header and #2 Consultant and its employees language should be indented under the Relationship Of Parties header. Can the Port send an updated version please?	Updated formatting in RFP document.	Q-001301
2	Keeping consistent with the Port's HR RFP, specifically the ability to provide exceptions, as part of the proposal response, to the Port's standard terms and conditions, we would respectfully request the ability to provide expectations to the Ports standard terms and conditions in Finance and Procurement RFP if exceptions arise.	Yes, during the question and submittal and response period, per RFP, page 3 "The Port's Standard Terms and Conditions are included in Attachment B to this RFP. By submitting a Proposal, the Proposer represents that it has carefully read and agrees to be bound by the Port's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the Port's best interests to adopt the alternative language."	Q-001304
3	Whether companies from Outside USA can apply for this? (like,from India or Canada)	Companies outside the US can apply. The Port expects availabilty during the Port's business hours (PST).	Email
4	Whether we need to come over there for meetings?	Remote meetings will be considered	Email
5	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	The Port will not exclude candidate firms based solely on location of work performed.	Email
6	Can we submit the proposals via email?	No, submit proposals & questions through the portal.	Email
7	Project Management – How many active projects and grants does the Port have at one point of time? Please provide an approximate estimate.	Port of Tacoma: around 180 current projects; NWSA around 170. Grants: approximately 15 for the Port and 15 for NWSA.	Q-001332

#	Question	Answer	Question #
8	Legal Entity and departments – Is it a single legal entity implementation? Please also share the list of departments to be implemented as part of the current scope of implementation.	Two legal entities - Port of Tacoma and NWSA - for financial set-up & operations, but one in the context of software instances. See Fit/Gap attachment tabs for details of departments and teams in scope.	Q-001332
9	Data Conversion – What is the scope of data conversion? Provide the list and approximate count of master data to be migrated to D365 F&SC, i.e. Customer, Vendor, Chart of Accounts, Bank, Fixed Assets, etc.	Currently using 3 Companies, 2000 customer in each, 4000 vendors, 2000-3000 accounts, 3500 Fixed Assets.	Q-001332
10	Property-Liability Claims – What is the current legacy application to maintain the requirements as listed in the "Property-Liability Claims" worksheet of "attachment_f-requirements_fitgap_analysis_matrix"? Is the Port only looking to manage Property-Liability Claims requirements in the proposed D365 Finance and Procurement solution or is the Port open to interface with the Port's legacy application?	Claim Jumper is a homegrown application and is in scope to replace with the D365 solution.	Q-001332
11	Interfaces – There are a total of 13 interfaces listed in the "Systems-Technical " (Row number 5 to 17) worksheet of "attachment_f-requirements_fitgap_analysis_matrix" to be delivered as part of the current scope of the project, please confirm. In case there are more interfaces to be delivered, please provide the details of the additional interfaces.	This is the list of known interfaces. Others may be exposed during Planning & Design.	Q-001332

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12	* Page 23 you indicate some time is tracked against projects. Are you using the projects module in GP? *For Procurement, does the Port of Tacoma have physical inventory or all services? *Data migration is not mentioned in the requirements. Would you anticipate data migration being in scope for the vendor along with integrations? *Modifications – has GP been heavily modified to support your business? *Blueprint / Design – how much re-design is the Port of Tacoma anticipating? Will they take this opportunity to re-design their chart of accounts / accounting unit? Will you anticipate a re-design any of their Procurement process? * What system are they currently utilizing to capture Property-Liability Claims? * Contract Management is moving from Maximo to Dynamics 365 FO?	* The Port does use the Projects module in GP * Physical intentory is managed in Maximo. The Port anticipates that to remain. * Data migration from GP to D365 is expected; the Port expects the extent and nature of data migration to be determined during Planning & Design. * The Port GP solution has a moderately, not extensively, modified. * The Port will consider reworking the Chart of Accounts; don't know what is meant by accounting unit Redesign Procurement process can be considered during Planning & Design. * Claims are managed using a home-grown appications (Claim Jumper) which is in scope for replacement. * Maximo will be retained. Business processes to move to D365 will be considered during Planning & Design.	Q-001334
13	Can you please provide a 2-week extension on the bid due date as our team is simultaneously working on presentation preparation for Port of Tacoma's HR RFP?	No	Q-001335
14	Can you please provide a 2-week extension on question deadline?	No	Q-001335
15	Attachment F – AP-AR line 28. Create a contract invoice from data electronically received from eBuilder. a.Is there an expectation of a bi-directional integration between eBuilder and D365 for contract data?	Bidirectional integration with eBuilder will be considered during Planning & Design.	Q-001335
16	Attachment F – AP-AR line 32. Billing calculations question around Bellerophon integration. a.What kind of calculations are used and where is the data anticipated to be stored?	Pricing calculation. Data needed is stored Rockton; when pricing cannot be determined within Rockton, default pricing from D365 will be used.	Q-001335

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17	Attachment F – AP-AR line 36. Invoices electronically generated and sent to customers a. Is this anticipated to be EDI or just email with invoice attached?	The more automated the better. Both may be needed.	Q-001335
18	Attachment F – AP-AR line 58. Integration with corporate Pcard transactions a. Are these transactions expense based? b. Will this include payments for previously issued purchase orders?	a. Yes, transactions are expense based. b. Probably not; clarification needed.	Q-001335
19	Attachment F – CIP-IDDP Proj Acct. a. What is being used currently for the IDDP processes listed on this tab? b. Is there any plan to use the Project Operations module that is built on CE?	a. Prophix b. The Port plans to continue to use Maximo for managing projects. Project Operations module can be considered during Planning & Design.	Q-001335

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20	Attachment F – Contracts-Procurement a. What is being used currently for the RFx processes listed on this tab? b. Are all contracts using RFx processes or is there a process for using associated agency contracts (such as State or Federal)? c. What is the volume of RFx items issued annually? d. Is there a requirement for sealed bids processing?	a. Manual drafts of RFx's using several word templates. Adverstising is done via a manual post to the Port website in conjunction with the creation of the a procurement specific submittal portal via a custom built Microsoft CRM tool for streamlining and organizing question and bid submittal. Bids are are then reviewed in said CRM tool by the contract rep who identifies "responsive" or "non-responsive". Responsive bids are sent to the evaluators via the CRM tool to a shared sharepoint link. Evaluation and scoring is all done separately from the tool at this point (end of tool use) via excel and manual input / consolidation of scores. Contract management is done in two separate systems (eBuilder and IBM Maximo) depending on the type of contract. b. All contracts use the RFx or similair ITB process (for Public Works and custom / large purchases). We do utilize ILA's without the RFx process, which are posted on the Port website currently and managed via IBM Maximo. c. Averages between 75 to 125 annually depending on need. d. Yes, sealed bids are necessary for all types of procurement until specified opening date / time.	Q-001335
21	Attachment F – Contracts-Procurement, line 44 – Have a scoring rubric that can be changed based on the procurement a. Who would decide the scoring change and at what point in the process?	Scoring template should be configurable for each procurement item.	Q-001335
22	Attachment F – Grants Admin – Electronically send information needed to submit grant reimbursement a. How many different formats for this submission would be required?	We anticipate a somewhat standard format, subject, however, to the requirments of the grantor. Flexibility should be considered.	Q-001335
23	Attachment g – to be diagram page 3 – is it anticipated that the data format coming from all systems be consistent? For example, when importing billing transactions from Bellerophon Maximo or IPro, will the data be made to be the same format?	To be determined during Planning & Design phase.	Q-001335

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24	Is the score from Initial Evaluation Phase taken into consideration for the scoring process in the Final Evaluation Phase?	Best and Final submissions are scored independently.	Q-001335
25	In Section B. Scope of Services of the main RFP document, the last bullet Phase 4 says support is also requested for the current GP system. Can you please elaborate on what type of support, level and number of hours per month Port of Tacoma is requesting for GP?	Support would primarily be L1 and L2 Break/Fix support on an as-needed basis during the implementation of and transition to Dynamics 365 Finance. It is estimated that L1 and L2 support for Dynamics GP would not exceed 5-10 hour/month.	Q-001335
26	What duration will Port of Tacoma need GP support?	Through the deployment of D365 F&SC and subsequent retirement of GP.	Q-001335
27	What version of GP is Port of Tacoma running?	Microsoft Dynamics GP 18.3.1290	Q-001335
28	Is GP hosted? If yes, by who?	GP is not hosted.	Q-001335
29	How much has Port of Tacoma budgeted for this project?	We will not provide budget information during the RFP process.	Q-001335
30	How many users will Port of Tacoma have on Dynamics 365 Finance & Supply Chain Management?	See #33	Q-001335
31	How many legal entities will Port of Tacoma need in D365?	2 legal entities; both in one D365 instance	Q-001335
32	We would like to clarify the response the Port provided to question #2 regarding contractual exceptions. Will the Port accept contractual comments/exceptions AS PART OF THE PROPOSAL RESPONSE without disqualifying the submission? We would respectfully request the same approach be taken during the HRIS RFP which did allow for submissions to not be disqualified over contractual exceptions noted in the proposals.	Yes	Q-001336
33	With respect to estimated software licensing, may the Port please provide the following estimates: Heavy business user: People who use the system as a major part of their job, doing configurations, processing transactions Medium user: mostly approvals and reporting Light user: read-only, requisitions for themselves IT department staff: how many IT support staff will be interacting with the system?	Heavy Users (Config, Transactions): 10 Medium Users (Approvals, Reporting): 5 Light Users (Read-only, Reqs for themselves: 4 IT Support: 3	Q-001337