



Date: January 30, 2026,

To: Interested Grants Management Software Providers

Subject: Request for Information (**RFI**) Integrated Grants Management Software

**Purpose for this Request for Information:**

The Port of Tacoma is issuing a request for information to vendors of Grants Management Software Solutions. This Request for Information (RFI) is issued solely for information and planning purposes and does not constitute a solicitation. This RFI does not commit the PORT to contract for any supply or service.

**Background**

Created by Pierce County citizens in 1918, the Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. To learn more about the PORT, visit [www.portoftacoma.com](http://www.portoftacoma.com)

The PORT currently manages its grant portfolio using spreadsheets and manual processes in a decentralized environment. While this approach has supported basic tracking needs, it presents significant limitations in scalability, compliance, auditability, and collaboration—especially as the volume and complexity of State and Federal grants continue to grow.

To address these challenges, we are seeking information from vendors about comprehensive grant management systems that support the entire lifecycle of a grant, from pre-award through closeout. The ideal solution will be purpose-built for public sector grant management, with robust support for State and Federal compliance requirements, financial tracking, workflow automation, and integration with Microsoft Dynamics 365 Finance & Operations (F&O).

The Port and NWSA have an approximate 30 grants concurrently active across:

- Federal (DOT, EPA Clean Ports, DOE)
- State (WSDOT, state cleanup funds)
- Local / Port-specific programs

## **Desired Solution Capabilities**

We expect to develop detailed solution requirements following the review of responses to this RFI which will be included in a Request for Proposal we intend to issue in 2026. Below is a high-level list of representative capabilities that are desired in a Grants Management Software solution. This is not intended to be a comprehensive list of all system requirements; rather, it is meant to be a guide for the anticipated needs. While it would be ideal to have all capabilities in a single solution, we realize an all-in-one solution may not be the best fit. Please indicate in your response which capabilities your proposed solution offers.

The PORT anticipates the implementation of a highly integrated software platform providing:

- User access through a single intuitive integrated interface
- Enhanced Grants lifecycle coverage throughout, from intake to close

## **Operational Areas of Focus:**

- Application Intake: manage incoming grant applications or proposals
- Award Management: award setup, notifications, and modifications
- Post-Award Monitoring: tracking performance, deliverables, and milestones
- Closeout: grant closeout and final reporting
- Budgeting: Grant budget management, amendments, and multi-year funding
- Drawdowns & Reimbursements: integration with financial systems for drawdowns or reimbursements
- Audit Trails: full audit trail for all transactions and changes
- Compliance: compliance with Uniform Guidance (2 CFR Part 200) and other federal/state regulations

## **Multi-Entity Environment**

- The system would need to act as a “dual database” where two entities (The Port of Tacoma and The Northwest Seaport Alliance) would be used separately but within one system interface.

## **Technology and Information Security**

- Solutions should be SaaS
- Datacenters utilized must be in the continental USA
- Solutions should comply with the NIST Cybersecurity Framework

- Solutions should maintain appropriate cybersecurity insurance and comply with industry standard security certifications
- Solutions should integrate with the PORT's existing Microsoft Platforms, including Microsoft Azure, Dynamics 365 F&O, and Microsoft 365

### **Data Integration & Management**

- Automate the integration of data to third-party systems (Microsoft Dynamics 365 F&O)
- API (application programming interface) integration
- Automate updates of all common data across system(s)
- Importing/exporting data (e.g., CSV,JSON)
- User customization of dashboards, views, or workflows to suit their roles

### **Reporting and Database Capabilities**

- Advanced reporting and analytics capabilities
- Provide data for reporting of information, to allow PORT staff to complete data analysis using Microsoft Power BI
- Provide historical reporting to show volume and trends
- Federal Reporting: support reporting to federal systems e.g., SAM.gov, FSRS, or eCivis

### **Other Requirements**

- We would like a suggested Transition Plan from Spreadsheets to a Grant Management System

### **Response Requirements**

In response, please provide the following:

- A summary of your business and your firm's qualifications
- Provide information relating to the number of implementations of your solution, and examples of the utilization at these sites.
- A description of the solution you would provide, including:
  - The operational functions managed, and how the solution would satisfy the high-level capabilities outlined in the Desired Solution Capabilities section
  - The technical architecture/design and technology components are utilized. Please describe your data tenancy architecture including whether the solution operates as a

single-tenant or multi-tenant, how customer data is isolated from other customers at the database, application, and infrastructure levels.

- The degree to which the solution is standards-based, flexible, and customizable, such as custom fields, forms, and workflows
- The capabilities of your solution that differentiate it from other similar solutions with emphasis on multi-entity support capabilities
- Pricing Model and associated costs for your solution:
  - Implementation/one-time costs
  - Recurring/annual costs with breakdown cost of each of the solutions capabilities/modules if applicable
  - Support level agreement (SLA) options

## **Responses**

- Responses should be emailed to [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)
- Please submit responses by 03/03/2026
- Vendors submitting responses may be asked for follow-up information or requested to perform a software demonstration