

QUESTIONS & RESPONSES #01

BID NUMBER: 012026-1018

RFI TITLE: Integrated Grants Management Software

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QUESTIONS DUE DATE: Tuesday, 2/17/26 @ 2:00 PM (PDT)

Q&A ISSUE DATE: 2/13/26

#	Question	Answer	Question #
1	Related to federal reporting, we are compatible with SAM.gov (formerly FSRS) reporting formats. Could you clarify what is required in terms of compatibility with eCivis? Is this system currently in use at Port of Tacoma and if so, we be required to integrate with eCivis?	We would only need this in a unique situation that we presently don't have or intend to have	3604
2	1. Small Business & Veterans Preferences: Does the Port of Tacoma provide evaluation preferences or "set-asides" for Washington State-certified Small Businesses or Veteran-Owned Businesses for this upcoming RFI? Additionally, does the Port recognize federal security vetting (Tier 3/Secret) as a qualification for the Information Security requirement outlined in the RFI?	We do not do set-asides. While there is certainly overlap with Tier 3 we would still review via our own security vetting process	3609
3	2. Milestone-Based Invoicing: Does the Port allow for Mobilization Payments or milestone-based invoicing upon completion of technical requirements?	Yes under certain areas e.g. specific task orders	3609
4	3. Remote Administration & Configuration: Will the selected vendor be granted remote administration access to the Ports Microsoft Power Platform environment, or is on-site presence required for systems configuration?	A full understanding of the administration rights required is needed. Under the right circumstances, on-site presence for system configuration can be accommodated.	3609
5	4. Microsoft Licensing Provisions: Does the Port currently have "Power Apps Per User" or "Power Automate" licenses available, or should the respondent include licensing costs in the pricing model?	For an accurate cost estimate, assume no licenses are available and include all necessary Power Platform licensing.	3609
6	Can you share the total annual grant funding the Port manages?	\$170 mil combined between Port and NWSA	email
7	On average, what is the total number of grants the Port manages annually?	30 combined between Port and NWSA	email q
8	Can you confirm whether the Port of Tacoma and the Northwest Seaport Alliance share the same GL structure, or if they each maintain separate GLs?	the structure is the same as in same order of segments and same number of segments, but they do not share the same chart of accounts. We do use the same finance system for both but they have their own financial system accounts. Same tools the same way	email q
9	Does the Port of Tacoma need the new Grants Management Software (GMS) to manage incoming grants in addition to outgoing grants?	yes	3613
10	If the Port of Tacoma proceeds to issue an RFP for its new GMS, is there an approved budget for this new GMS?	no approved budget at this time. It is in hopes the RFI will help us shape a budget.	3613
11	Has the Port of Tacoma previously hosted any vendor system demonstrations or presentations?	yes, but it has been a few years	3613
12	What are the current pain points with the spreadsheet solution?	Current pain points are human error, tracking in real-time, no automation updates, risk of other parties making changes to spreadsheets, no log of changes made that a system will do.	3613

13	Can you provide the annual dollar amount of grant funding you receive for the current fiscal year? What dollar volume of these grants are pass-through grants to sub-grantees?	\$170 mil combined between Port and NWSA.	3613
14	What is the total dollar amount of grants distributed?	\$170 mil combined between Port and NWSA.	3613
15	How many separate grant programs does Port of Tacoma manage?	We have two separate entities with the same programs which are Air/Water Quality, Planning, Engineering, Remediation, and Security	3613
16	Do the business processes (application, pre-award, award, etc.) and associated forms vary with each type of program or are all processes and forms standardized?	They are not standardized - each grantor has their own forms we use.	3613
17	Regarding the solution integration with Dynamics 365 F&O, is this a real-time or Batch integration? If batch, how often does the integration have to run?	Batch is acceptable, real-time is preferred.	3613
18	Aside from Microsoft Azure and Microsoft Dynamics 365 F&O, are there other internal or external systems that the Port of Tacoma needs the new GMS to integrate with?	Additional systems are not identified; however, with enhanced functionality, additional integrations could be identified.	3613
19	How many Port of Tacoma staff will access/log into the GMS more than 20 hours a month?	3	3613
20	How many Port of Tacoma staff will access/log into the GMS less than 20 hours a month?	5	3613
21	How many Grantee/sub-recipient users will need access to the GMS?	Currently we have one active subrecipient, but would need to have the capability of up to 5 for future use.	3613
22	How many internal Port staff only review applications?	3	3613
23	Are there any file size limits for email submissions?	prefer 9 mb as a limit but not a hard cap	3613
24	Between the Port of Tacoma and the Northwest Seaport Alliance, do users need to switch between entities during a session, or will some users need to access both entities?	switch between entities	3613
25	Does the Port of Tacoma need cross-entity consolidated reporting?	yes, if possible to have that option would be great	3613
26	Do the entities share any data, or should they be fully independent?	They will need to be fully independent	3613
27	Are there additional federal/state systems that the entities report to?		3613
28	Will the Port of Tacoma require data migration from the current solution? If so: a)Is the data only in spreadsheets, or is it also in other sources? b)Is there a need to migrate only active grants or all grants, including historical closed grants? c)If historical closed grants are needed, how many years of data should be migrated?	Currently, the data is in spreadsheets, on Sharepoint and will also be in D365 when Grants Accounting goes live. We will need to migrate active, closed and pre-award grants. The number of years will be at least the last 5 years, more if we can retrieve the pre-award spreadsheet that was accidentally deleted	3613
29	If data migration is required, who will own the data cleansing and validation – client, vendor or shared?	shared	3613
30	The RFI states that responses must be submitted via email to procurement@portoftacoma.com. Also, there is a portal (https://www.portoftacoma.com/business/contracting/procurement/integrated-grants-management-software) to submit a response. What should be the actual mode to submit RFI response?	Portal please..document has been updated on the website with portal instructions	3613
31	1. How many users internal to your organisation will be logged into the system for more than 40 hours per month?	3	3614
32	2. How many users internal to your organisation will be logged into the system for 40 hours or less per month?	5	3614
33	3. How many external users (e.g. applicants and reviewers) do you expect to log into the system each month?	Not expecting external users to log in other than subrecipients. All users will be in-house employees which include the grant staff, PM's and Directors	3614
34	Can the Port confirm the current version and hosting model of Microsoft Dynamics 365 Finance and Operations (cloud or on-premise) to support integration architecture planning?	The port is hosted SaaS running v10.0.45.	
35	Multi-Entity Governance: For the dual-entity structure between the Port of Tacoma and Northwest Seaport Alliance, should the system support fully independent workflows and reporting, or is partial standardization preferred?	The system should be able to enforce separate workflows depending on governance needs	
36	Data Migration Scope: Can the Port provide an estimated number of active grants and indicate whether historical closed grants must also be migrated into the new system?	We have an estimated 30-32 active grants and yes, we will need to migrate closed grants into the new system.	
37	Hosting & Security Requirements: Does the Port require deployment within Azure Government, or is commercial Azure acceptable for this initiative?	The port is deployed in the commercial cloud not the government cloud.	
38	Implementation Timeline: Does the Port have a targeted implementation timeline or fiscal milestone for go-live that vendors should consider in planning?	Implementation of End of Calendar year 26	

39	Data Integration & Management: Are APIs available for federal reporting systems?	Yes, APIs are available for federal reporting systems.	
40	Operational Areas of Focus: Please specify the number of internal and external users.	internal approx. 8. no external users	