



**POR T OF TACOMA
REQUEST FOR PROPOSALS
No. 069896**

ENTERPRISE WORKFLOW SOLUTION

Issued by
Port of Tacoma
One Sitzcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFP INFORMATION	
Contact:	Georgette Reidburn, Procurement
Email Addresses:	procurement@portoftacoma.com
Phone:	(253) 383-9415
Submittal Date	FEBRUARY 21, 2014 @ 2:00 PM (PST)

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE
AND INCLUDE 'ENTERPRISE WORKFLOW SOLUTION' IN THE SUBJECT
LINE**

PORT OF TACOMA
Request for Proposals (RFP) #069896
Enterprise Workflow Solution

The Port is soliciting proposals from firms interested in providing Software, consulting and technical support services relating to an Enterprise Workflow Solution.

A. BACKGROUND

The Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. Created by Pierce County citizens in 1918, the Port of Tacoma has become one of the largest container ports in North America and one of the top 50 in the world. The Port of Tacoma manages a diverse set of business operations relating to maritime trade. To learn more about the Port of Tacoma, visit www.portoftacoma.com.

The Port maintains several enterprise software applications, including IBM Maximo Asset Management, Microsoft Dynamics GP, Microsoft Dynamics CRM, Microsoft SharePoint, Oracle Primavera Contract Management, PDS Vista HRMS, Cabinet SAFE, and Esri ArcGIS. The Port manages these applications on Microsoft Windows servers and Microsoft SQL databases.

The Port is intending to implement an Enterprise Workflow Solution that will automate business processes and transactions involving data and documents across and between multiple systems. Specific solution requirements are defined in Attachment C.

In addition to the purchase of software, the Port anticipates vendor services will be required to implement the solution and train Port staff in the use of the software and the development of workflows. An initial focus will be on the development of workflows to automate Invoice Routing and Approval processes, and the Port anticipates utilizing vendor services in the development of these initial workflows. The Port anticipates awarding a single contract to the selected vendor. The period of performance of the contract is one (1) year, with an option to extend for two (2) additional one-year terms to provide related services as required.

The Port has an in-house Information Technology department and in-house technical, functional, and business process staff.

It should be noted by all vendors submitting proposals that procurement of a solution is subject to project authorization by the Port's IT Governance Committee. This authorization will not be sought until all project costs are known and authorization may be declined.

Attachment A to this RFP contains the Instructions for proposing to the solicitation.

The Port's Standard Personal Services Contract, including Port Standard Terms and Conditions and Reimbursable Guidelines, is included as 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.

B. SCOPE OF SERVICES:

Through this RFP the Port aims to select an Enterprise Workflow Solution. This solution is expected to consist of software and vendor services to implement the selected software, train Port staff in its use, develop the initially required workflows, and, as required, provide services to assist the Port with the use of the software and the development of workflows for a period of up to three years.

The solution may include, but is not limited to:

- Server and Client software and licenses
- Software support and maintenance
- Software implementation services
- Workflow and related software configuration services
- Software training services

Services will be provided at the Port's direction and discretion and may be provided in collaboration with Port IT staff. Services may be provided onsite or remotely, at the Port's discretion.

Services work with a defined scope will be performed on a task-order basis, with task-orders issued for services as-needed. Effort performed by the Consultant in developing Scopes of Work for Task Orders is considered overhead effort. Task Orders must be signed by both parties to be binding. Task Orders shall include a detailed description of the work to be performed, a list of deliverables to be provided to the Port, assumptions by each party and a detailed cost proposal for the work to be performed.

C. DELIVERABLES:

Deliverables will include:

Software Solution and Licenses: All Server and Client software and licenses required to install and operate the solution. If the solution requires a third party software platform or framework to operate please specify the required components and any related licensing implications in your proposal.

Software licenses will be required to support the following users and environments:

System administrators/workflow developers	- 5
Workflow clients	- 250
Environments	- 2 (Dev/Test and Production)

Support and Maintenance Agreement: Software technical support and maintenance agreements, providing the Port with access to technical support staff, software bug fixes and service packs, and the right to future releases of software purchased.

System Documentation: Comprehensive system documentation, including System Administration, Workflow Development, and User Training Manuals.

Solution Implementation: Following system implementation, detailed documentation defining system, infrastructure and environment configuration.

Developed Workflows: Following the development of the initial workflows required and any further workflows or related items configured, all configuration files and detailed configuration documentation.

D. RFP ELEMENTS & EVALUATION CRITERIA:

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Firm's/Team's abilities to meet the requirement of this RFP. Emphasis will be on completeness of content. The written proposals shall be prepared in the same sequential order of proposal criteria as outlined below.

Proposals must not exceed **20 numbered pages** (8 1/2 by 11 inch) **including** the cover letter and appendices. All pages shall be in portrait orientation with 1 inch margins. Font size shall be 11 point or larger. Proposals that do not follow this format will not be reviewed.

The cover letter shall include the RFP Title and Number, Name, Title, Email Address, Phone Number and Addresses of the Proposing Team's main contact and include the following information:

- Describe any claim submitted by any client against the firm within the past two years related to the services provided by the firm or its key personnel. For purposes of this request, "claim" means a sum of money in dispute in excess of 5% of the firm's fee for the services provided.
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.

Proposals are to address, and will be evaluated upon, the following criteria:

INITIAL EVALUATION PHASE

1. Qualifications & Experience 15 PTS
 - Describe the history of the firm submitting the proposal, including: length of time in business; business history including patterns of growth, mergers or acquisitions; staffing model including identifying the level to which consultants used are staff or independent contractors; number of staff; number of customers; market/vertical specializations; office locations; length of time offering software and services similar to those proposed, etc.
2. Software Solution 40 PTS
 - Describe the software solution proposed, including elements such as the version history and future lifecycle plan; system modules proposed to meet the solution requirements; system architecture and technologies; functionality and features; and other relevant technical information.

- Complete Attachment C, System Requirements. Define how the solution and software proposed meets fully, meets partially, or does not meet each requirement. Include notes to explain each selection if required.

3. Work Approach 15 PTS

- Describe the consultants considerations for onsite or remote access performance of project tasks.
- Include a summary of innovative ideas and suggestions for enhancing the scope of services.
- Assumptions and Risks: Define the assumptions made regarding accomplishing the Scope of Services. Define the factors the consultant believes are risks to the successful completion of Enterprise Workflow projects and proposed mitigation strategies.
- Coordination & Communication: Provide a plan for communications and coordination between the Consultants team and the Port.
- Task Order Services: Define the consultants experience providing task order type services.
- Technical Support: Define the consultants experience providing technical support services and describe the organizational support structures and processes established.

4. Compensation 20 PTS

Present detailed information on the firm's proposed fee structure for the software and services proposed.

- Include a Rate Sheet that specifies and itemizes the cost for each proposed software component, including all licensing, support and maintenance items.
- Include a Rate Sheet that specifies the labor category and hourly rate of each member of the proposed team, or of each specific project role.
- Specify all additional fees, charges, expenses, etc. that are, or may be, billable to the Port.

All rates quoted shall be:

- Fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included);
- Quoted in US Dollars;
- Full cost inclusive of sales tax and other government fees, taxes and charges; and
- Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

5. Accuracy and Completeness of the Proposal 10 PTS

Proposals will be evaluated on the following criteria:

- Completeness of responses to the information requested in sections 1 through 4 of the Initial Evaluation Phase.
- Adherence to the order of information requested in sections 1 through 4 of the Initial Evaluation Phase.
- Formatting and layout.
- Spelling and grammatical accuracy.
- Legibility of figures and chart information.
- Coherent and logical flow of written responses.
- Accuracy of information presented.

FINAL EVALUATION PHASE (if applicable)

6. Interviews Software Demonstrations (as requested by the Port) 100 PTS

If an award is not made based on the written evaluations alone, interviews and software demonstrations will be conducted with the top-ranked proposers. Failure to participate in the interview process will result in the Proposer's disqualification from further consideration. If interviews and software demonstrations are conducted, they will be held at the Port of Tacoma, Tacoma, WA. Travel costs will not be reimbursed for the interview.

7. References

Reference checks may be performed on the selected firm, if based directly on the proposals received, or on shortlisted firms if interviews are being requested. The Port may evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the proposal.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

**ATTACHMENT B – PERSONAL SERVICES AGREEMENT TEMPLATE –
STANDARD TERMS & CONDITIONS**

ATTACHMENT C – REQUIREMENTS

PROCUREMENT PROCESS:

SOLICITATION TIMELINE:

Issuance of RFP	FEBRUARY 07, 2014
Last Day To Submit Questions	FEBRUARY 14, 2014
Port Issued Responses	FEBRUARY 18, 2014
Proposal packets due	FEBRUARY 21, 2014 @ 2:00 PM (PST)
Short List Consultants*	FEBRUARY 28, 2014
Remote Interviews/Demos (if required)*	MARCH 06, 2014 – MARCH 07, 2014
Final Selection*	MARCH 07, 2014
Execute Contract*	MARCH 31, 2014

*Dates are tentative.

After the proposal packets due date, Proposers may view the solicitation status by viewing the [Submittal List](#) on the Port's website.

VENDOR OBLIGATION:

Port of Tacoma Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, www.portoftacoma.com under 'Contracts'; 'Procurements'.

SUBSCRIBING TO THE HOLDER'S LIST:

When viewing the details page for this procurement on the Port's Website ([click here](#)) firms have the option of subscribing to the Holder's List. By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

***Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a firm is selected.**

COMMUNICATION / INQUIRIES:

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the Port, other than the Procurement Representative listed on the RFP may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to Georgette Reidburn, Procurement & Contracts Analyst, procurement@portoftacoma.com (Firm Name and Solicitation Name in the subject line).

Proposers who may have questions about provisions of these documents are to email their questions by the date listed above. The Port will respond to all written questions submitted by this deadline.

The Port will respond to questions which do not alter the solicitation documents by issuing a Question and Answer.

ADDENDA:

The Port may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the Port will issue a written Addendum to the Solicitation. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

PRE-PROPOSAL CONFERENCE:

The Port will not conduct a pre-proposal conference for this procurement. To obtain answers to any questions or for further clarifications, submit all questions as noted above.

SUBMITTAL PROCESS:

Proposals must be received via email on or before the date and time outlined on the front page of this RFP. Send your electronic submittal to:

procurement@portoftacoma.com.

Name of Firm, RFP Title (Subject Line)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. Submittals need to be limited to 9 MB in total email size. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

***Late proposals will not be accepted by the Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All proposals submitted shall be valid and binding on the submitting firm for a period of ninety days following the Proposal submittal deadline and for any extension of time granted by the submitting firm.

EVALUATION AND AWARD PROCESS:

An evaluation team will review each proposal and evaluate all responses received based upon the criteria listed herein. The Port may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied and the firms are ranked based on the scores.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short listed firms in for interview and/or check references. Final selection will be based on interviews and/or reference checks.

The Port intends to select the Proposer who represents the best value to the Port and begin the negotiation and award process based on the evaluated scores.

The selected Consultant will be invited to enter into contract negotiations with the Port. Should the Port and the selected firm(s) not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked firm and proceed with negotiations.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

GENERAL INFORMATION:

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

COSTS BORNE BY PROPOSERS:

All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES:

The Port of Tacoma encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE:

Proposals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "TRADE SECRET" on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the Proposals. By submitting a response the vendor

assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedure.



People. Partnership. Performance.

P.O. Box 1837
Tacoma, WA 98401-1837
www.portoftacoma.com

PERSONAL SERVICES AGREEMENT NO. **XXXXXX**

PROJECT: Title

CONSULTANT: Company, Address, City, State, Zip

PROJECT MANAGER: PM

PROJECT NO. / GL ACCOUNT NO. #####

THIS AGREEMENT is made and entered into by and between the **Port of Tacoma** (hereinafter referred to as the "Port") and **xxCOMPANYxx** (hereinafter referred to as the "Consultant") for the furnishing of **xxTITLExx** Personal Services (hereinafter referred to as the "Project").

The Port and Consultant mutually agree as follows:

SCOPE OF WORK

The Consultant will

DELIVERABLES

ASSUMPTIONS

COMPENSATION

This will be accomplished on **a time and materials** basis and will not exceed **\$00,000.00** without prior written approval from the Port.

Consultant is responsible for working within the budget as agreed. Should the Consultant incur costs beyond the not-to-exceed contract budget amount without an executed amendment to this contract, the Consultant is solely responsible for the additional costs.

All third party costs will be paid per paragraph 8 of the attached Terms and Conditions, at cost plus % markup. The hourly rates are as stated in Attachment "A".

All invoices shall be mailed "Attention: Contracts Department". Invoices may be emailed to cpinvoices@portoftacoma.com. The email must include the required supporting documentation. Incomplete or improperly prepared invoices will be returned for correction without processing or payment.

Consultant agrees to submit timely invoices as the work progresses. Invoices that are submitted for payment 90 days or more after the work was completed are subject to non-payment.

The length of this agreement is from the date of execution to xxDATExx.

This agreement is expressly conditioned upon the **Terms and Conditions and Guidelines for Consultant Fees and Reimbursable Items** attached and by reference incorporated herein. Consultant acknowledges reading this Agreement, understands it and agrees to be bound by its Terms and Conditions.

AGREED

PORT OF TACOMA

CONSULTANT (LEGAL NAME)

By _____

Name
Title

Date

By _____

Date

Print Name _____

Title _____

Port of Tacoma Terms And Conditions Personal Services Agreement

In consideration of the mutual covenants, obligations, and compensation to be paid by the Port to Consultant, it is agreed that:

1. Key Personnel

The Consultant and/or its subconsultants' key personnel, as described in its Consultant selection submittals, shall remain assigned for the duration of the Project unless otherwise agreed to by the Port.

2. Relationship of the Parties

Consultant, its subconsultants and employees, is an independent Contractor. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent.

3. Conflicts of Interest

Consultant warrants that it has no direct or indirect economic interest which conflicts in any manner with its performance of the services required under this Agreement. Consultant warrants that it has not retained any person to solicit this Agreement and has not agreed to pay such person any compensation or other consideration contingent upon the execution of this Agreement.

4. Compliance with Laws

Consultant agrees to comply with all local, state, tribal and federal laws and regulations applicable to the project, including building codes and permitting regulations existing at the time this Agreement was executed and those regarding employee safety, the work place environment, and employment eligibility verifications as required by the Immigration and Naturalization Service.

Consultant shall obtain all professional licenses and permits required to complete the scope of work as defined.

5. Records and other Tangibles

Until the expiration of six years after the term of this Agreement, Consultant agrees to maintain accurate records of all work done in providing services specified by the Agreement and to deliver such records to the Port upon termination of the Agreement or otherwise as requested by the Port.

6. Ownership of Work

The services to be performed by Consultant shall be deemed instruments of service for purposes of the copyright laws of the United States. The Port has ownership rights to the plans, specifications, and other products prepared by the Consultant. Consultant shall not be responsible for changes made in the models, programs, reports or other products by anyone other than the Consultant. Consultant shall have free right to retain, copy and use any tangible materials or information produced but only for its own internal purposes. Use of models, programs, reports or other products prepared under this Agreement for promotional purposes shall require the Port's prior consent.

7. Disclosure

All information developed by the Consultant and all information made available to the Consultant by the Port, and all analyses or opinions reached by the Consultant shall be confidential and shall not be disclosed by the Consultant without the written consent of the Port.

8. Compensation

As full compensation for the performance of its obligations of this Agreement and the services to be provided, the Port shall pay Consultant as specified in the Agreement. Compensation for vehicle usage will be paid at the current Internal Revenue Service allowable mileage reimbursement rate. Consultant's expenses will be reimbursed at cost, subject to attached guidelines, with the exception of all third party costs which will be reimbursed at cost plus the negotiated percentage markup.

9. Payment Schedule

Consultant shall submit detailed numbered invoices showing description of work items being invoiced, work order number, title of project, total authorized, total current invoice, balance of authorization, individual's names and titles, hours, hourly rate and all authorized expenses itemized, with backup, in accordance with the Port's "Guidelines for Consultant Fees and Reimbursable Items", by the 10th of the month to be paid by the end of the current month, unless other terms are agreed to by the parties.

10. Costs and Disbursements

Consultant shall pay all costs and disbursements required for the performance of its services under this Agreement.

11. Insurance - Assumption of Risk

a) As a further consideration in determining compensation amounts, the Consultant shall procure and maintain, during the life of this Agreement, such commercial general and automobile liability insurance as shall protect Consultant and any subconsultants

performing work under this Agreement from claims for damages from bodily injury, including death, resulting there from as well as from claims for property damage which may arise under this Agreement, whether arising from operations conducted by the Consultant, any subconsultants, or anyone directly or indirectly employed by either of them.

- b) With respect to claims other than professional liability claims, Consultant and its subconsultants agree to defend, indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.
- c) With respect to professional liability claims only, Consultant and its subconsultants agree to indemnify and hold harmless the Port of Tacoma, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs by reason of any and all claims and demands on it, its officers and employees, arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.

12. Standard of Care

Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall, without additional compensation, correct or revise any errors or omissions in such work.

13. Time

Time is of the essence in the performance by the Consultant of the services required by this Agreement.

14. Assignability

Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any party without prior written consent of the Port.

15. Term of this Agreement

The effective dates of this Agreement are as specified. This Agreement may be terminated by the Port for cause when the Port deems continuation to be detrimental to its interests or for failure of the consultant to perform the services specified in the Agreement. The Port may terminate this Agreement at any time for government convenience in which case it shall provide notice to the

Consultant and reimburse the Consultant for its costs and fees incurred prior to the notice of termination.

16. Disputes

If a dispute arises relating to this Agreement and cannot be settled through direct discussions, the parties agree to endeavor to settle the dispute through a mediation firm acceptable to both parties, the cost of which shall be divided equally. The Port reserves the right to join any dispute under this Agreement with any other claim in litigation or other dispute resolution forum, and the Consultant agrees to such joinder, so that all disputes related to the project may be consolidated and resolved in one forum. Venue for any litigation shall be the Pierce County Superior Court of the state of Washington and the prevailing party shall be entitled to recover its costs and reasonable attorney's fees.

17. Extent of Agreement

This Agreement represents the entire and integrated understanding between the Port and Consultant and may be amended only by written instrument signed by both the Port and Consultant.

Port of Tacoma Guidelines for Consultant Fees and Reimbursable Items

General Considerations

These guidelines are intended to assist consultants in developing fee proposals; exceptions may be appropriate for the particular scope of work and should be specifically negotiated.

Rates and multipliers will remain in effect for the contract term unless renegotiated and agreed to by both parties in a written change order.

No overtime rates of pay will be paid.

Hourly Rates And Expenses

The Port expects that the proposed hourly rates or multiplier of hourly rates include all routine overhead and internal expenses of the consultant. Inclusion of expenses in the hourly rate or multiplier reduces the amount of backup documentation required to support each invoice and expedites payment.

The Port expects that the proposed hourly rate includes the equipment, tools, software and supplies required to perform the work.

Hourly rates should be identified for all classifications anticipated to be itemized on the consultant's invoice.

Reimbursables

The Port will reimburse the following expenses at cost (**when appropriate backup is provided**):

1. Printing of review and final sets of deliverables; all deliverables shall also be provided on formatted disk at no additional charge.
2. Postage/shipping cost for deliverables

3. Film development
4. Mileage at current IRS rate
5. Long distance telephone charges
6. Computer disks

Project field supplies consumed in the work will be reimbursed at cost plus negotiated markup.

Unless specifically negotiated, **the Port will not separately reimburse the firm for routine overhead and internal expenses**, including:

1. Computer software or hardware usage
2. Graphics supplies or plotter use
3. Digital camera or batteries usage
4. Communications (except long distance) including: Cell phone rental; Fax transmissions; and routine postage or courier.
5. Routine reproduction or copying, except for deliverables (see reimbursables)

Lab Samples and Analysis

The unit price should include analytical costs. Sampling should be scheduled to ensure that results are received when required at normal turnaround rates. 24-hour or rush turnaround rates will be paid only when specifically requested by the Port. Lab services provided by a third party will be reimbursed at cost plus negotiated markup.

Subcontracted Services

When specifically negotiated with the Port, subcontracted services will be reimbursed at cost plus negotiated markup.

Invoice Format Guidelines

Invoices must be numbered in a format that shows the firm's unique sequential numbering system for invoicing.

Invoices should show description of work items being invoiced, work order number, Contract number, title of project, total authorized, total current invoice, balance of contract, individual's names and titles, hours at hourly rate, authorized expenses itemized with backup. When applicable, the invoice must show the percentage completion of each task within the scope of work. Payment will not exceed the percentage of work completed.

Attachment "A"

HOURLY RATES

**Consultant
Project Name**

PSA No. XXXXXX / Project No./GL Account No. XXXXXX

<u>Personnel</u>	<u>Hourly Rates</u>
------------------	---------------------

Sr. Consultant 2	\$
Sr. Consultant 1	\$
Consultant 2	\$
Consultant 1	\$
Project 2	\$

Reimbursable

Outside Lab services	Cost + Negotiated Markup
Subconsultants	Cost + Negotiated Markup
Mileage (all Vehicles)	Paid at the current IRS allowable mileage reimbursement rate

All other fees will be paid per the Port of Tacoma Terms & Conditions and Guidelines for Consultant Fees and Reimbursable Items.

Additional personnel are not authorized without prior written approval from the Port's Project and Contract Managers.

RFP No. 069896

Enterprise Workflow Solution

ATTACHMENT C

SOLUTION REQUIREMENTS

Requirement	Met Fully	Met Partially	Not Met	Comments
Records Management Requirements				
Workflow documents of various formats from source system(s) to our record management system (Currently Cabinet SAFE) while applying metadata and retention rules.				
Document Management Requirements				
Determine the applicable workflow based on the document/data type. Take an electronic document, auto-populate data entry fields in destination system, save the record, and file document to records management system to reduce data entry errors. (Scan document, open form in transactional system, review auto-populated fields, save/approve, save form, finish moving document through workflow process.)				
Acceptance of documents and/or data From multiple sources to begin workflow automation. (i.e. Email, email attachment (PDF, DOC, etc), forms submission, tab delimited file.)				
Exception detection and redirection for exception handling to address document/data issues.				
Authorization Requirements				
Follow the Port's Authorization schedule. (Document/Data Type, Organizational Hierarchy, supervisory parentage, authorization amounts.)				
Be capable of detecting out of office events and delegations and route to alternates automatically.				
Automatically escalate to next person for review based on time limitations.				
Allow for applying authorized electronic signatures.				
Development Requirements				
Maintain common library of reusable objects, templates, workflows and code.				
Provide graphical drag and drop design functionality with less focus on intensive code development.				
Provide support for most standard types of workflows patterns such as: Basic Control, Advanced Branching, Synchronization, Structural, Multiple Instance, State-Based, and Cancellation patterns.				
Provide Forms based solution to provide centralized location for forms submission.				
System Information				
Support the Microsoft technology stack.				
Utilizes Windows workflow foundation.				
Utilizes Sharepoint workflow foundation.				
Compatible with Sharepoint 2010 and 2013.				
Compatible with Cloud Services. (SharePoint, Office 365, etc)				
Specify any preexisting integration technologies available with your software such as: API's, Web Services, Direct Database connections.				

Specify any Pre-configured integrations with the following systems: Maximo Asset Management Dynamics GP Dynamics CRM Exchange/Outlook/OWA Sharepoint Active Directory Primavera P6 Enterprise Project Portfolio Management Enterprise eTime ArcGIS TeleStaff Enterprise Track-It Help Desk SymPro SpecLink-E Corporate Edition www.portoftacoma.com SQL Server Reporting Services NearPoint Lync Server System Center Vista HRMS Cabinet-Safe, Cabinet-Web Prophix Intermodal Pro Primavera Contract Management				
System Administration/Workflow Management Information				
Minimize System Administration, Management and support resources.				
Allow for simplistic end-user developed workflows.				
Provide a centralized management suite allowing for managing of all workflows active or inactive, monitoring of incomplete workflows, auditing of completed workflows (complete with verification of electronic signature), historical retention of completed workflows (up to six years), and allow user access to audit workflows.				
Workflow Alerting and Approvals				
Provide multiple methods of communication for authorizations. The communications systems available are: Microsoft Lync, Microsoft Office, Email/Outlook, and Mobile applications (iPhone, Android, Windows).				
Within the workflow request, have the ability to provide all necessary supporting documentation for review of the request.				
Make notations, comments, etc, during the workflow process.				