



## QUESTIONS & RESPONSES #03

**RFP or RFQ / TITLE** 070082 | Real Estate Management System

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**SUBMITTAL DUE DATE** March 24, 2015 @2:00 PM (PST)

**Q&A ISSUE DATE** March 1, 2015

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
Is there a budget number that is locked in?	First year, costs budgeted at not to exceed \$100,000, inclusive of recurring and one time charges.	
Can the Port purchase off of GSA Schedule 70 or GSA Advantage?	The Port is capable of using GSA schedules but has chosen not to in this particular procurement; hence the issuing of the RFP.	D4
Will the Port provide Attachment D in a Word or Excel format?	Yes, see Addendum #1.	D2
Is the six-page Attachment D document to be counted within the 25 page limit for the response, or may it to be submitted as a separate document?	Yes, it should be included in the 25 pages.	D
Per the RFP, responses are to be submitted as "one electronic copy in Adobe PDF format, including all appendices". However, the RFP also states that "compensation information MUST be provided separately from the proposal, in an individual PDF document". Will it be permissible to submit the response and the compensation information as two separate documents within a single email?	Yes, please submit 2 separate PDFs in one email, proposal and compensation.	D and D4

Does the 25-page limit include the compensation information document?	No, the compensation is not counted towards the 25 page limit.	D
Please confirm that the Port already has a budgeting system in place, Prophix, which will not be replaced.	Yes, the Port uses Prophix software as its primary budgeting system, and it is not intended to be replaced.	Attachment D - Budgeting
It appears that this section is trying to lay out the requirement of being able to budget future income streams based on existing leases (including escalations and CPI income). Is this correct?	Yes.	Attachment D - Budgeting
I was wondering if we could receive a Microsoft Word version of the PDF file given.	Yes, see Addendum #1.	
Is the intent of the Budgeting Section to find a full budgeting system (income, expenses, assumptions, what-if scenarios) or to simply project income levels for future periods based on existing leases?	We do not intend to procure a full budgeting system. We just need the ability to manage Revenue going into the future. If it has a specific escalation amount and timing than we would like to see it increasing on those dates.	Attachment D - Budgeting
Please identify the export data that the Port needs Prophix to access. We require this information to determine if our out-of-the box solution meets the Port's requirements or if customizations would be required.	The data fields required are: Property ID: Customer ID: Customer Name: Property Street Address: Type of Lease: (M to M, Term, Holdover) Start Date of Lease: Lease Termination Date: Escalation Type: POT Natural Account Number: POT Department: POT Location: POT LOB: Monthly Rent:	Attachment D - Budgeting
We are unclear on "ability to generate Utility billing by lease on an allocated basis." Could you please elaborate on the functionality you are seeking?	For leases for properties with shared meters, we need the ability to assign a percentage of the utility bill to the lease, and have the system calculate the amount to be billed to the tenant.	Attachment D – Billing Requirements

<p>At times clients choose to use an outside consultant for the initial implementation of the software. We perform a supporting role for this phase, but remain the sole contact for all ongoing support and customer service questions thereafter. One of our references is such a client and would like to answer the services questions from the perspective on ongoing support and customer service. Will this reference reflect negatively on us if submitted?</p>	<p>While this would be acceptable, we would prefer references that can respond to the questionnaire from the perspective that the bidder is the provider and not a supporter. The intent of the references is to gain an understanding on how the Port will be supported and how the marketplace perceives the vendor.</p>	<p>References</p>
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