



REQUEST FOR INFORMATION No.070519 TARIFF BILLING SYSTEM

Issued by
Port of Tacoma
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RFI INFORMATION	
Contact:	Sharon Rothwell
Email Addresses:	procurement@portoftacoma.com
Phone:	(253) 592-6758
Questions due	7/16/2019 @ 2:00PM (PDT)
Submittal Date:	7/26/2019 @ 2:00 PM (PDT)

PLEASE SUBMIT ALL CORRESPONDENCE AND RESPONSES
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE
'TARIFF BILLING SYSTEM SOLUTION – RFI 070519' IN THE SUBJECT LINE

Purpose for this Request for Information:

The Port of Tacoma with the Northwest Seaport Alliance (NWSA) is issuing an RFI to collect details on vendor capabilities and comparative costs for providing a marine cargo tariff billing system sophisticated enough to manage a variety of bulk and breakbulk charges according to the complex tariff schedule.

Background:

Created by Pierce County citizens in 1918, the Port of Tacoma (Port) is a major center for container cargo, bulk, breakbulk, autos and heavy-lift cargo. To learn more about the Port of Tacoma, visit www.portoftacoma.com. Formed in 2015, The Northwest Seaport Alliance (NWSA) is a marine cargo operating partnership of the ports of Tacoma and Seattle. The NWSA is the fourth-largest container gateway in North America. To learn more about the NWSA, visit www.nwseaportalliance.com.

The Port of Tacoma utilizes a customized legacy software system for cargo billing, vessel charges billing, and statistical data management. The NWSA North Harbor (in Seattle) currently uses a Port of Seattle-developed and maintained system being sunset at the end of the year. This system produces billing files for and tracking data on molasses and petroleum volumes, container lifts, wharfage, dockage, and Service and Facilities (S&F) fees. Combined, the NWSA and Port of Tacoma have approximately 6 administrators for the current systems of record, but several more users of the data, including Business Intelligence, Market and Research, Finance, Accounting, and Executive.

The NWSA utilizes a published Tariff document (found at this [LINK](#)) that includes the rates, charges, rules and regulations for services performed by participating marine cargo terminals, docks or wharves under The Northwest Seaport Alliance, as licensee/agent for the ports of Tacoma and Seattle. The NWSA issued Tariff No. 300, effective January 1, 2019. The tariff is updated annually and can have addendums and updates throughout the year. While the tariff is the basis for how the Port/NWSA charges for services, the organization does enter into agreements that provide for pricing and stipulations outside of the published tariff. The Port/NWSA may look to simplify and take a more standard approach to those agreements in the future, however, any tool must consider the complexity of billing tariff rates and billing based on signed agreements that do not follow the tariff.

The intended Result of this RFI:

The Port will use the information provided by via this RFI for budget planning purposes, to assist in refining requirements, and to plan for updating, replacing, consolidating, and/or enhancing the current marine cargo billing solutions. Subsequently, we may issue an RFP to select a marine cargo tariff billing solution.

Solution Requirements:

Full solution requirements will be developed following the review of responses to this RFI and may be included in an RFP if one is issued at a later date. Below is a high-level list of representative capabilities desired in the solution. This is not intended to be a comprehensive list of all system requirements.

Compatibility Capabilities

- Ability to integrate with (or add-on to) Microsoft Dynamics GP and/or the NWSA's Breakbulk TOS (Terminal Operating System), Bellerophon.

Billing Capabilities (for Breakbulk, Autos, Rail, Bulk)

- Ability to set independent, non-hierarchical (parent-child) billing rules.
- Ability for billing file data to be integrated with Microsoft Dynamics GP invoicing system.
- Ability to upload rates vs. manually entering data.
- Ability to track minimum annual guarantees (MAGs) within system (e.g. volume-based tracking).
- Ability to track vessels and duration of stay for dockage, wharfage, and Services & Facilities fees.
- Ability to apply tariff rates or discounts to the tariff to various charges such as (but not limited to) wharfage, dockage and dockside services for shipping lines.
- Ability to apply tariff rates or discounts to the tariff to breakbulk billing charges related to dispatching Import cargo and accepting Export cargo.
- Ability to apply "off tariff" rates or discounts to the tariff to breakbulk billing charges based on signed service agreements with shipping lines.
- Ability to apply "off tariff" rates or discounts to the tariff to breakbulk billing charges relating to Import cargo dispatching and accepting Export cargo.
- Ability to apply various charges relating to Autos.
- Ability to apply charges related to rail fees for Imports and Exports.

Data Storage Capabilities

- Ability to produce real-time volume summary reports by customer.
- Ability to retrieve and store data from other Port/NWSA systems.
- Ability for data to be imported and exported in standard formats.

Analytical Capabilities

- Ability to store vital cargo reporting and forecasting information.
- Ability to compare data between terminal operators.
- Ability to produce dashboards/reports for terminal operators so they may validate counts, volume, and billing amounts.
- Ability to produce real-time metrics summary reports by customer (E.G. Stowage days on terminal).
- Ability to pull key data from Port/NWSA systems for various analysis.
- Ability to analyze data relating to tariff.

Data Entry Capabilities

- Ability for data entry to be simple and specific.
- Ability to add details, such as new vessels, shipping lines, routes, tenants, and services to accommodate a wide-range of inbound and outbound cargo (by weight or volume), and/or crane lift activity.
- Provides search capabilities to recognize existing carriers.
- Provides date/time stamp history screen capturing who entered data.
- Copy/paste functionality to repeat line items and edit.
- Ability to pull (or otherwise obtain) data from Port/NWSA systems and from the tariff.

- Provides web-based access for external accessibilities.

Response Requirements:

Firms are encouraged to be creative and candid in their responses. In responding, please provide :

- A summary of your business and your firm's experience.
- 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 Solution Requirements section.
 - The technical architecture/design and technology components utilized.
 - The degree to which the solution is standards based, flexible, and customizable.
 - The capabilities of your solution that differentiate it from other solutions.
- Case studies or project examples describing implementations of your proposed solution that are directly relevant to this RFI.
- Pricing Model and associated costs for your solution:
 - Implementation/One Time Costs
 - Recurring/Annual Costs

Response Date:

Interested firms must respond on or before the due date and time, by electronic means in Microsoft Word and/or Excel

Responses are to be returned to:

Sharon Rothwell
Procurement Coordinator
procurement@portoftacoma.com

Questions:

Questions received after the published date may not be considered.

Questions are to be submitted electronically to:

Sharon Rothwell
Procurement Coordinator
procurement@portoftacoma.com

NOTE: ALL COST INFORMATION IS FOR BUDGETARY PURPOSES ONLY AND NO CONTRACT OR PURCHASE ORDER WILL BE ISSUED AS A RESULT OF THIS RFI. SHOULD ANY OF YOUR RESPONSE BE CONSIDERED A TRADE SECRET OR OTHERWISE NOT FOR PUBLIC DISEMINATION PLEASE ANNOTATE YOUR RESPONSE ACCORDINGLY.