

Port of Tacoma Request for Proposal # 83131  
Addendum #1

Date 8/27/18

The following is additional information regarding **RFP-83131** titled **IBM Maximo Work Order Scheduling Solution** released on 8/24/2018. **The due date and time for responses remains as 9/7/2018 @ 2:00PM PST.** This addendum includes both questions from prospective bidders and the Port's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a bid.

Item #	Date Received	Date Answered	Vendor's Question	Port's Answer	RFP Revisions
1	8/27/18	8/27/18	Whether companies from Outside USA can apply for this? (like, from India or Canada)	Firms outside the United States may propose if they can meet the requirements of the RFP.	
2	8/27/18	8/27/18	Whether we need to come over there for meetings?	Meetings and training can be done remotely via phone/web.	
3	8/27/18	8/27/18	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Assuming the submitter can meet the requirements of the work, home office location is negotiable.	
4	8/27/18	8/27/18	Can we submit the proposals via email?	See instructions in RFP 83131, Attachment A on page 2 of 2, Submittal Process attached below.	See Attachment A Instructions
5	8/27/18	8/27/18	I just did a quick read through of the above mentioned RFP and found that the Coded Response Table on page 25 is not showing the response definitions in the table. It appears it the table was cut off when the document was converted to PDF.  Would you please either correct the table and update the RFP, or post an addendum?		See attached reprint of page 25
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## INSTRUCTIONS FOR PROPOSERS

All status updates on the above solicitation timeline will be announced on the Port's [website for this solicitation](#).

### 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](http://www.portoftacoma.com) under 'Contracts'; Procurement and then finding RFP Number (83131) and RFP Title.

When viewing the details page for this procurement on the Port's Website firms have the option of subscribing to the Holders List.



Detailed instructions for subscribing to the Holder's List for Port of Tacoma Procurements are available [here](#).

By subscribing to the Holders List, firms will automatically be notified when new documents or changes relating to this procurement occurs.

### 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 Procurement at [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) (**Solicitation Name** in 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.

### 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.

### 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. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have subscribed to the Holders List.

### SUBMITTAL PROCESS

RFPs 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](mailto: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 Proposer's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

**\*Late RFP's will not be accepted by the Port. RFPs received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

## **EVALUATION AND AWARD PROCESS**

An evaluation team will review the RFPs and evaluate all responses received based upon the criteria listed in the RFP. The Port may request clarifications or additional information, if needed. A selection may be made based on the RFP's and initial evaluation criteria alone or the firms determined to be most qualified through the initial evaluation phase may be invited in for interviews and the final determination for short listed firms will be based on reference checks and/or interviews.

The Port intends to select the proposed Team which represents the most qualified team to the Port and begin the negotiation and award process based on the evaluated scores.

The selected Proposer will be invited to enter into contract negotiations with the Port. Should the Port and the selected Proposer not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked team 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 RFPs submitted as non-responsive or non-responsible.

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 RFP and participation in this RFP and negotiation process shall be borne by the proposing firms.

## **PUBLIC DISCLOSURE**

RFPs submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by anyone requesting the document under a Public Records Request following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is executed between the Port and the selected Proposer.

If a firm considers any portion of its response to be protected under the law, the firm shall clearly identify each such portion with words such as "CONFIDENTIAL", "PROPRIETARY" or "BUSINESS 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 firm 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 response. 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.

## **ATTACHMENT D – Requirements Matrix**

Each requirement in this section is preceded by a priority, and then followed by a description, coded response, and vendor comments. Please read the priority definitions below:

Priority	Description
<b>Mandatory</b>	The solution will fail if it cannot meet this requirement.
<b>High</b>	This feature is highly desirable and will be implemented as long as it is feasible to do so.
<b>Medium</b>	This feature is desired, but if the work required to implement the feature is too great, it will be sacrificed, at Port's discretion.
<b>Beneficial</b>	This feature is "nice to have." It will be implemented as long as it does not require significant additional costs or work.

Proposer must enter the most appropriate Code in the 'Coded Response' column for each requirement listed. Use only the Codes listed below. Provide a response for each row and only list one Coded Response per row. Include additional information or further description in the 'Proposer Comment' column as indicated.

Coded Response	Description
F	<b>Fully provided out-of-the-box (no modification or customization required)</b>
M	Can be provided with modifications (describe in Proposer Comments)
C	Requires customization at Port of Tacoma's cost (explain in Proposer Comments)
A	Port of Tacoma has the option to develop this functionality via use of a vendor-supplied API or SDK
R	Met by use of a separate reporting tool (specify in Proposer Comments)
TP	Met using a third-party solution (specify in Proposer Comments)
NV	Next version/release of software will have this functionality (specify in Proposer Comments)
NA	Not available