

Request for Proposals (RFP NO. 2022-01)
Submitted Questions
November 11, 2022

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1. **3.2 Integration with Other Systems (page 8)**
What transactions will integrate to and from the warehouse management system?
A. All elements required for invoicing including inventory transactions by location, commodity, and customer
2. **3.2 Integration with Other Systems (page 8)**
What level of details is part of the payroll integration?
A. Payroll information will flow into the general ledger system, including all expense and accrual categories.
3. **3.2 Integration with Other Systems (page 8)**
What transactions will integrate to and from the 'tax interfaces'?
A. Property tax collections from 3rd party agency.
4. **4.1 Vendor Management (page 9)**
What information needs to be tracked with vendor contracts?
A. Contract terms – including, but not limited to, dates (initiation and termination), costs, insurance requirements
5. **4.1 Inventory Management (page 10)**
What are the requirements associated with 'Rail, shipping vessels and trucks'?
A. Dates, transportation identifier (car number, vessel name, or truck id) tied to inventory identifier and quantities
6. **4.1 Project Management (page 10)**
What type of projects will Project Management be used for?
A. Construction Projects
7. **4.1 Grant Management/Accounting (page 10)**
Why types of Grant Management will the ERP system need to manage?
A. Capital and operating grants received from federal and state agencies.
8. **4.2 Key Functionality (page 11)**
Vendor portal is listed under key functionality - is that a requirement in this proposal?
A. Yes
9. **1.8 Proposal Submittal (page 7)**
“Integrators must submit one electronic copy of the proposal (a .pdf file containing all sections) and four (4) bound copies. An authorized representative of the Integrator must sign the proposal.”
Is it required to send 4 bound copies in US Mail prior to the December 14 deadline?
A. YES – responses must be received at the Port office by 9:00 AM on December 14.
10. Our firm sends RFPS via electronically. Please confirm.
A. NO- Electronic proposals will NOT be accepted.

11. Can you confirm the total number of employees for payroll processing?
A. 20
12. Can you confirm the total number Full licenses/users in the system?
A. 12
13. Can you confirm the total number of Limited licenses needed in the system?
A. 10
14. How many legal entities/companies will be set up in Business Central?
A. 1
15. **3.1 Existing System (page 8)**
The Port is using two legacy systems - What is the name of your current accounting system?
A. Accountmate
16. How are you expecting to have digital copies of the response delivered if not by e-mail?
A. Include the electronic copies via a USB with the physical copy. The digital copy is required along with the physical copy delivered to the Port by the deadline in the RFP. No RFP response received via email will be considered.
17. Is it required to estimate the integration to Square and RTLS tracking from Meraki if they are not part of Phase 1 of the implementation?
A. No, but the implementation must allow for future integration and must be factored into the way the system is designed.
18. What are the modules that are to be implemented within Business Central for Phase 1? What are the expected requirements for Phase 2 and beyond?
A. It is up to the integrator to develop the phases. See RFP page 8, Section 3.2
19. Are you expecting to have the estimate for Phase 2 and beyond estimate on this RFP?
A. It is the Port's intent to provide implement in a phased approach. We would like the integrator to provide the path, including suggested phases. Anything designated as future is not included, but Phases I and II are required and the timeline is up the integrator.
20. What are the Named User Counts for the Full and Team Users that will be needed for Business Central?
A. The Port estimates 12 "full users" and 10 "light users."
21. The RFP indicated CRM is required but Business Central is not a likely solution to support the requirements outlined. Is the expectation that Dynamics 365 Customer Engagement (CRM) is also part of this RFP and implementation? If so, is that part of Phase 1 or a future phase?
A. The requirements in the RFP need to be met by the provider. It is up to the provider to specify how they will satisfy the requirements.
22. Is Payroll processed in-house or with a 3rd party provider? Is the HR/Payroll processing requiring inside of Business Central or can 3rd party with integrations for financial transactions?
A. Payroll is processed in house. The Port is seeking a solution to continue this process in house.

23. What are the requirements for Rail and Shipping Vessels that are outlined in the Inventory Management requirements? Is there a 3rd party solution for Rail and Shipping Vessels already in place. If so, what will those solutions stay in place or are they to be incorporated into Business Central with new solutions?
- A. There is not currently a rail and shipping vessel tracking system (vessels include trucks, rail cars, and ships.) Inventory should be able to be tracked from the vessel it was received on, through the storage areas where it was stored, to the vessel that it leaves on.**
24. You have outlined an implementation timeline from May 1, 2023 to May 1, 2025. Is there any specific reason for a 2 year implementation timeline that we need to understand? A typical implementation of a Phase 1 Business Central should not last this long.
- A. The Port requires this implementation done as quickly as possible. Two years is the outer limit.**
25. Is there a sample of the Post-Implementation Evaluation Report (PIER) that we can see. Our implementation methodology will identify the fit/gaps in the Analyze and Design phase at the beginning of the implementation and not post Go Live.
- A. The Port will develop the requirements of the PIER report with the integrator.**
26. How long do the Grants last? Are there any specialized reporting requirements for Grants? What is the definition of your capital projects?
- A. Grants have various performance periods. The Port requires the system to support 3 year, 5 year, 7 year, and 10 year performance periods. Historical reporting should have no time limit.**
Capital projects include grant funded projects as well as projects that are constructed by the Port and funded through other sources. These could include docks, wharves, storage facilities, etc.
27. How many active Projects do you have? What is the average duration of those projects?
- A. The Port currently has 25 active projects. The project duration ranges from 3 years to perpetual.**
28. What type of Vendor Contracts are you expecting to track in the ERP? What are the requirements for those Contract?
- A. The Port will track master service agreements and supplemental statements of work along with durations, service and material contracts, start and end dates, and authorized funding.**
The Port will also track the purchase of equipment and materials through the contracting and purchase order systems.
29. Are the Customer Contracts listed under the CRM requirements a part of the Business Central ERP or the CRM? What are the requirements of the Customer Contract portal?
- A. The data would need to be available to both modules. It would be up to the integrator how they would want to have the data entered. Customers would need to be able to log in to submit documentation and view their contracts.**
30. Are there any compliance or security requirements that are unique to the Port that we need to understand?
- A. The Port is currently NIST CSF self-attested and goes through annual exercises with our cybersecurity vendor and a third-party auditor. The integrator will be working closely with our cybersecurity and IT team during implementation to ensure that the system is compliant.**
****Azure AD integration with MFA would be required from the beginning.***