

**NOTICE OF REQUEST FOR PROPOSALS (RFP NO. 2024-01)**

**ENTERPRISE RESOURCE PLANNING (“ERP”)  
SYSTEM IMPLEMENTATION SERVICES**

The Port of Port Arthur Navigation District of Jefferson County, Texas (“Port of Port Arthur”) is requesting proposals for Enterprise Resource Planning (“ERP”) system implementation services (the “ERP Services Project”) at the Port of Port Arthur facilities.

Sealed Proposals addressed to the Port of Port Arthur for the ERP Services Project will be received at the office of the Port Director, Larry Kelley, 221 Houston Avenue, Port Arthur, Texas, 77640 until 9:00 a.m. local time on January 24, 2024, and all proposals received will immediately thereafter be opened and publicly read. Proposals received after the date and time above will be returned unopened. Fax transmittals are not acceptable. Submissions via U.S. Mail should be addressed to Post Office Box 1428, Port Arthur, Texas 77641. Submissions via courier should be addressed to 221 Houston Avenue, Port Arthur, Texas 77640.

A copy of the complete Request for Proposals may be obtained from the Port of Port Arthur website at <http://portpa.com>, or by emailing a letter of interest which includes reference to RFP No. 2024-01, Enterprise Resource Planning System Implementation Services, being requested, the company name, mailing address, telephone number, and email address of the contact person, to:

Rebecca Underhill  
Director of Accounting  
Port of Port Arthur  
221 Houston Avenue  
Post Office Box 1428  
Port Arthur, Texas 77641  
Telephone (409) 983-2011  
Email: [Rebecca@portpa.com](mailto:Rebecca@portpa.com)

The Port of Port Arthur reserves the right to reject any and all proposals received and waive any formalities.

For further information, contact Rebecca Underhill, Director of Accounting, Port of Port Arthur, at (409) 983-2011.

Larry Kelley, Port Director  
Port of Port Arthur