



## **PROCUREMENT (VENDOR) SUBMISSION PORTAL PROCESS**

### Electronic submittal:

submittals must be received via the procurement portal on or before the date and time outlined on the front page of a given solicitation.

Navigate to this procurements web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#) or [Procurement | Northwest Seaport Alliance](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Please submit submittal, including all separate attachments and compensation in separate Adobe Acrobat PDF format. submittals need to be limited to 9 MB in total size. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided.

\*Late submittals will not be accepted by the PORT/NWSA. submittals received after the stated date and time will not be reviewed and shall be deemed non-responsive.

All submittals submitted shall be valid and binding on the submitting Vendor for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting Vendor.

### Procurement Portal Submission Instructions:

While on the procurements page, click on the 'Vendor Submission Portal' link (located on the lefthand side of the page).

The screenshot shows the Port of Tacoma website's procurement section. A red arrow points to the 'Vendor Submission Portal' link, which is highlighted in blue. The page title is 'Maximo Cloud Migration and Support RFP'. The 'Vendor Submission Portal' link is located in a blue sidebar on the left. The main content area contains details about the RFP, including the contract number (071650), procurement summary, bid due date (Fri, 03/11/2022 - 02:00PM), and documents required (Vendor Cybersecurity Self-Assessment\_2022\_VENDOR.FNAME.xlsx and Maximo Cloud Migration and Support RFP.pdf). There is also a 'Subscribe' button at the bottom of the sidebar.

Once in the 'Procurement Submission Portal' click the magnifying glass to open the 'lookup records' window, where you can view all open procurements.

Port of Tacoma

Procurement Submission Portal

Select an open procurement below to submit questions or bids.

Procurement \*

Next

Click magnifying glass to select a specific procurement. Only open procurements will be available to select.

Check the box for your specific procurement, and click the select button to access that procurements submittal page.

Lookup records

Procurement ID	Procurement Name	Procurement Type	Question Due Date	Bid Due Date	Procurement Status	Procurement Stage	Contract Representative
<input checked="" type="checkbox"/> 052022	RFI Truck Experience Measurement Solutions	Request for Information	6/1/2022 5:00 PM	6/17/2022 12:00 PM	Open	Pending Submissions	Michelle Walker

Search

Select Cancel Remove value

You will then be prompted to select whether you are submitting a Question(s) or a Bid (this option includes Proposals, and Statements of Qualification).

Procurement Submission Portal

Select an open procurement below to submit questions or bids.

Procurement \*

RFI Truck Experience Measurement Solutions

Submission Type \*

Question

Bid

Next

For Question(s):

- Input required contact information, type out your question(s), fill out the verification code at the bottom of the page, and click the submit button.
- See example below (on next page):

## Procurement Submission Portal

Procurement: 052022 - RFI Truck Experience Measurement Solutions

Company Name \*

John Smiths Business

Contact First Name \*

John

Contact Last Name \*

Smith

Contact Email Address \*

Email address to receive a submission receipt.

jsmith@randomemail.com

Contact Phone Number \*

(123) 456-7891

Question(s) [limit: 1000 Characters] \*

Input question(s) here.



Jsj6kCp

Generate a new image

Play the audio code

Enter the code from the image

jsj6kCp

Previous Submit

Shortly after submission you will receive an automated email confirming receipt. To re-submit an updated (or corrected) document (prior to solicitation due date) follow the below instructions:

- Re-access the bid submission page.
- Re-fill out your contact information, and select that this is a replacement of a previous submission.
- Input your Bid ID (this was provided in the automated receipt email from your original bid submission). If unable to locate, please email [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) for support.
- Upload your new file, and check the box to acknowledge you are requesting to override your previous submission. Then fill out the verification code and click submit. You will receive an automated email receipt.

## Procurement Submission Portal

Procurement: 052022 - RFI Truck Experience Measurement Solutions

Company Name \*

Contact First Name \*

Contact Last Name \*

Contact Email Address \*  
Email address to receive a submission receipt.

Contact Phone Number \*

Is this a replacement of a previous submission? [Details](#)

No  Yes

Previous Submission Bid ID [BID-#####] \*

I understand that I am able to enter additional submissions without replacing a previous submission. However, by choosing this replacement option, I am requesting that Port of Tacoma use this submission in place of the previous submission, and that no part of the previous submission will be reviewed or considered.\*



File types accepted: **.pdf, .xlsx, .tif**

Name ↑

Modified

 Example.pdf (29 kB) 6/1/2022 12:04 PM

I hereby acknowledge that all Addenda provided on the Port of Tacoma procurement site has been reviewed and implemented into this submission.\*

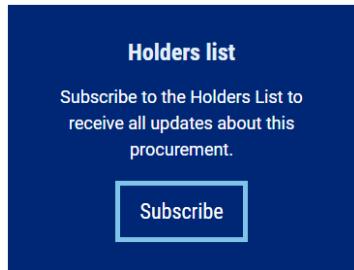
Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format. submittals need to be limited to 9 MB in total email size. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided.

All status updates on the above solicitation timeline will be announced on the PORT/NWSA's website for this solicitation.

### **VENDOR OBLIGATION**

The Northwest Seaport Alliance (**NWSA**) and Port of Tacoma's (**PORT**) Invitation to Bid, Request for Proposals and Request for Qualifications can be accessed on the following websites, [www.portoftacoma.com](http://www.portoftacoma.com) (**PORT**) under 'Business -> Contracting -> Procurement' or <https://www.nwseaportalliance.com/> (**NWSA**) under 'Resources -> Procurement'.

When viewing the details page for this procurement on the PORT/NWSA's Website Vendors have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, Vendors will automatically be notified when new documents or changes relating to this procurement occur.

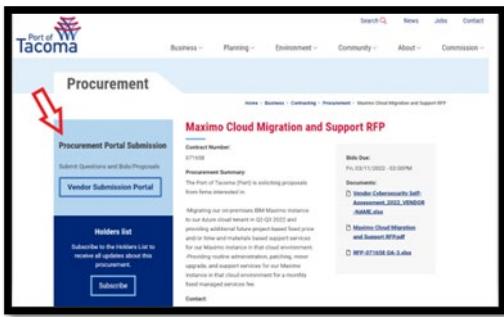
**\*Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a Vendor is selected.**

## COMMUNICATION / INQUIRIES

All communications is to be sent through vendor submission portal.

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the NWSA or the PORT, other than the Procurement Representative listed on the solicitation may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department via the Procurement Portal (Portal link is accessible via this specific procurements website. See left side of page.).



Proposers who may have questions about provisions of these documents are to submit their questions by the date listed on the solicitation. The PORT/NWSA will respond to all written questions submitted by this deadline, and responses will be posted on the corresponding procurements website.

## EVALUATION AND AWARD PROCESS

An evaluation team, using the point method of award, will review each submittal and evaluate all responses received based upon the criteria listed herein. The PORT/NWSA may request clarifications or additional information, if needed. After the evaluation team individually scores each submittal, the scores are tallied, and the Vendors are ranked based on the scores.

A selection may be made based on the submittals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked Vendors and invite the short-listed Vendors in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short-listed Vendor's initial evaluation scores. Final selection will be based on the accumulative score.

The PORT/NWSA intends to select the Proposer who represents the best value to the PORT/NWSA.

The PORT/NWSA 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/NWSA may require. The PORT/NWSA reserves the right to reject any or all submittals submitted as non-responsive or non-responsible.

### **PROCEDURE WHEN ONLY ONE SUBMITTAL IS RECEIVED**

In the event that a single responsive submittal is received, the Proposer shall provide any additional data required by the PORT/NWSA to analyze the submittal. The PORT/NWSA reserves the right to reject such submittals for any reason.

### **GENERAL INFORMATION**

News releases pertaining to this solicitation, 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/NWSA.

### **COSTS BORNE BY PROPOSERS**

All costs incurred in the preparation of a submittal and participation in this solicitation and negotiation process shall be borne by the proposing Vendors.

### **PROTEST PROCESS**

A Bidder protesting for any reason the Bidding Documents, a Bidding procedure, the PORT/NWSA's objection to a Bidder or a person or entity proposed by the Bidder, including but not limited to a finding of non-Responsibility, the Award of the Contract or any other aspect arising from or relating in any way to the Bidding shall cause a written protest to be filed with the PORT/NWSA within two (2) business days of the event giving rise to the protest. (Intermediate Saturdays, Sundays, and legal holidays are not counted as business days.) The written protest shall include the name of the protesting Bidder, the bid solicitation number and title under which the protest is submitted, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, evidence that the apparent low bidder has been given notice of the protest, and the specific relief requested. The written protest shall be sent by email to [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com).

Consideration. Upon receipt of the written protest, the PORT/NWSA will consider the protest. The PORT/NWSA may, within three (3) business days of the PORT/NWSA's receipt of the protest, provide any other affected Bidder(s) the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement of the protesting Bidder and the PORT/NWSA, the Contracts Director of the PORT/NWSA or his or her designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidder(s) within six (6) business days of the PORT/NWSA's receipt of the protest. (If more than one (1) protest is filed, the PORT/NWSA's decision will be provided within three (3), but no more than six (6) business days of the PORT/NWSA's receipt of the last protest.) If no reply is received from the PORT/NWSA during the six (6) business-day period, the protest will be deemed rejected.

Waiver. Failure to comply with these protest procedures will render a protest waived. Condition Precedent. Timely and proper compliance with and exhaustion of these

protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

### **SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES**

The Port of Tacoma encourages participation in all its contracts by MWBE Vendors certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected Vendor will be required to show evidence of outreach.

### **PUBLIC DISCLOSURE**

submittals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the PORT/NWSA and the selected Consultant.

If a Vendor considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request is made for disclosure of such portion, the PORT/NWSA will notify the vendor 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/NWSA by the stated deadline, the PORT/NWSA will release the requested portions of the submittal. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the PORT/NWSA on account of actions taken under such procedure.