QUESTIONS & RESPONSES #01

RFP / TITLE	**069896	Enterprise Workflow Solution**
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PROPOSAL DUE DATE	**February 21, 2014 @ 2:00 PM (PST)**
Q&A ISSUE DATE	**18-Feb-14**

PROPOSER QUESTIONS	PORT RESPONSES	RFP/RFQ Section/Pg
The compensation section states that the costs should be shown as "Full cost inclusive of sales tax and other government fees, taxes and charges". As we do not completely know your tax responsibilities, please clarify what your tax liability percentages are for Software, Services, and Annual Support so these can be calculated appropriately.	Unless a firm is currently remitting sales tax to WA State Department of Revenue, the firm will not need to charge the Port of Tacoma sales tax. The Port will calculate any Use Tax due. If the firm is remitting sales tax to WA State, then the software and annual support (assuming it's for maintenance agreement that includes right to receive software upgrades and telephone support) would be taxed at 9.5%. If it's customization of pre-written software then it's not taxable. If it's training or support service that's not included in annual support then it's not taxable.	
The RFP states that interview's / demonstrations would be scheduled for March 6th and 7th. Those dates conflict with the Microsoft Convergence Conference. Will your team be in Atlanta at the conference to see product demonstrations down there? Are these dates are firm? If accommodations can be flexible, that would be appreciated.	The schedule for this procurement process was set to accommodate internal deadlines, and it is not our current intention to change the dates of the interviews/demonstrations. Interviews/Demonstrations can be conducted remotely using web/video conferencing facilities if that is preferred and agreeable to the Port and the demonstrating party.	
The RFP states that all pages should be 8 ½ x 11, 1 inch margins, and use a font of 11 point or larger. Your required Appendix C: Solutions Requirements will not adhere to these requirements.	Attachment C will not adhere to formatting requirements.	
Does the Port maintain an on-premise SharePoint farm? If not, please explain the current SharePoint cloud hosting architecture.	Our sharepoint farm is on-premise.	
How many web front end servers exist in your production SharePoint farm?	Two	
How many non-production SharePoint farms does the Port currently maintain?	One	

Does the Port require a tool to develop automated forms, or does the Port already own such a tool? If so, what tool does the Port intend to use for forms development. If the Port requires a tool for forms development, what are the Port's mobile form requirements?	The Port has and utilizes tools and functionality that comes standard with Microsoft Office, Microsoft SharePoint, and Adobe Acrobat. A more robust forms development tool is preferred. See Attachment C, Development Requirements, Last item. The ideal solution would allow forms to function on Android, iOS, and Windows mobile devices. See Attachment C, Workflow Alerting and Approvals, First item.	
What are the Port's requirements around mobile devices regarding workflow? In other words, are there requirements to access and interact with workflow tasks via a mobile device?	Ideally, yes. See Attachment C, Workflow Alerting and Approvals, First item.	
According to the RFP, the Port requires "Developed Workflows". However, there does not seem to be specifications for the desired workflows. As a result, is it acceptable for vendors to provide hourly rates for such work without a total cost estimate?	Yes. As stated in the Background Section, the Port anticipates that the selected vendor will develop Invoice Routing and Approval workflows. These workflows are not yet specified or designed, and it is not our expectation that vendors submit a cost estimate for their development in their proposal. The RFP requests that proposals include a Rate Sheet that specifies labor category and hourly rates.	
What is the estimated volume of documents to be stored?	The Port does not anticipate storing documents in a workflow system, other than in the capacity required to support the workflow functionality. The Port currently utilizes Windows file shares, SharePoint, and Cabinet SAFE as document/record storage locations.	
Does the Port of Tacoma plan to continue to utilize the Cabinet SAFE system?	In the terminology used at the Port, Cabinet SAFE is the Port's Records Management system and is primarily used as the repository for final Port Records. It is not used for Document Management, i.e. the editing or management of active documents prior to them being finalized and becoming Records. There are no current plans to replace this system as a Records Management system.	