



**PORT OF TACOMA  
REQUEST FOR INFORMATION**

**No. 7082019**

**Budget and Planning System Solution**

Issued by  
Port of Tacoma  
One Sitzcum Plaza  
P.O. Box 1837  
Tacoma, WA 98401-1837

<b>RFI INFORMATION</b>	
Contact:	Sharon Rothwell, Purchasing
Email Addresses:	<a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a>
Phone:	(253) 592-6758
Question due:	7/12/2019 @ 2:00 PM (PDT)
Submittal Date:	7/18/2019 @ 2:00 PM (PDT)

PLEASE SUBMIT ALL CORRESPONDENCE AND RESPONSES  
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE 'ITSM  
SOLUTION RFI' IN THE SUBJECT LINE '**RFI 7082019-Budget and Planning System Solution**'

**Port of Tacoma (POT)**  
**Request for Information (RFI)-7082019**  
**Budget and Planning System Solution**

**Background:**

Created by Pierce County citizens in 1918, the Port of Tacoma (Port) is a major center for container cargo, bulk, break-bulk, autos, and heavy-lift cargo. To learn more about the Port of Tacoma, visit [www.portoftacoma.com](http://www.portoftacoma.com) . Formed in 2015, The Northwest Seaport Alliance (NWSA) is a marine cargo operating partnership of the ports of Tacoma and Seattle. The NWSA is the fourth-largest container gateway in North America. To learn more about the NWSA, visit [www.nwseaportalliance.com](http://www.nwseaportalliance.com) .

The Port of Tacoma is reviewing its Budget and Planning system which it utilizes for preparing the Port/NWSA annual budget. The Port has been using the same tool for the past 12 years and is assessing its current requirements and resources used to create the budget. As a part of this assessment alternative budget systems will be reviewed for compatibility with the Port's needs.

**Purpose for this Request:**

The Port of Tacoma is issuing an RFI to seek information on vendor capabilities and comparative costs for a Budget and Planning system solution that would provide greater integration with Dynamics GP.

The Port will use the information from this RFI for budget planning purposes and to assist us as we develop detailed requirements for a potential project to implement a new Budget and Planning system solution. An RFP may be issued at a later date to select a solution and implementation vendor.

The Budget and Planning solution required by the Port shall be compatible with Dynamics GP. The Port intends to integrate Dynamics GP with the Budget and Planning solution.

**Solution Requirements:**

Full solution requirements will be developed following the review of responses to this RFI. Below is a high-level list of representative capabilities that are desired in a Budget and Planning system solution. This is not intended to be a comprehensive list of all system requirements. Rather, it is meant to be a guide to the perceived needs of our Budget and Planning users. Simplicity, integration with other systems and maintainability will be important aspects of the assessment as the Port is looking to streamline its budget creation process.

**Budget Capabilities**

The solution should enable the following to be done via a web-based user interface:

1. Ability to load and integrate multiple data sources in different formats (CSV, Excel etc.)
2. Audit trail for tracking for changes in data (who, what, when changes occurred)
3. Role-based read/write access to department budgets
4. Ability to load budget on a transactional basis for certain accounts (line item detail)
5. Ability to allocate existing data and increase data values by a percentage

6. Ability to load employee's information including name, salary, taxes and benefits
7. Fixed asset modules for calculating depreciation

### Forecasting and Planning Capabilities

1. Forecast multi-year budgets, 5 year minimum
2. Ability to create 'what if' scenarios

### Analysis Cube Capabilities

1. Prebuilt cubes for HR, financials, fixed assets
2. Drill down and drill across ability for analysis cubes
3. Ability to create custom analysis cubes
4. Cubes have formula editor
5. Audit trail for change tracking for cube objects

### Reporting Capabilities

1. Real-time links to data that enables users to 'refresh' the data
2. The ability for users to self-service budget and actual data reports via a web interface
3. Prebuilt reporting templates for common financial statements (Net position, Equity, Net income)
4. Report editor to create customizable reports
5. Ability to report budget, actual and variance by fiscal period
6. Ability to create reports that combine data by account category
7. Ability to report down to the Fund
8. Reports that can roll up multiple data sources together
9. A method for comparing actuals to budget
10. Access invoice level detail in the General Ledger from the system (drill across to invoice)
11. Export data to MS Excel and PDF

### Integration Capabilities

1. Allows data integration with multiple source systems (ADP, Dynamics GP, Maximo, Document Management, MS SQL)
2. Allows real-time data integration with source systems

### Technical Capabilities

1. Web-based user interface
2. Compatible with MS SQL technologies

### Current Environment

1. The Port is currently on Dynamics GP2016 R2 and will be upgrading to Dynamics GP 2018 R2 in September
2. The Port is licensed for 34 users in Dynamics GP

## **Response Requirements:**

In responding, please provide the following:

- A summary of your business
- A summary of your firm's qualifications
- A description of the solution you would provide, including:
  - How the solution would satisfy the high-level capabilities outlined in the Solution Requirements section
  - Describe the capabilities that differentiate your solution from other solutions in the market
  - Describe your solution's base offering and additional add-ons or modules that allow the system capabilities to grow as the Port's needs change over time
  - The technical components utilized by the solution and 3<sup>rd</sup> party integrations supported
  - The future road map for the product
  - The degree to which the solution is standards-based, flexible, and customizable
  - Does the solution offer on-premises, SaaS or hybrid hosting?
  - Implementation/One Time Costs
  - Recurring/Annual Costs

## **Information:**

Vendors subscribed (<http://portoftacoma.com/contracts/procurement>) to receive information about the RFI will automatically be notified when new documents or changes relating to this RFI occur and can find details on the Port's Website. Again, Vendors are encouraged to be creative and candid in their responses. Teaming is strongly encouraged.

NOTE: ALL COST INFORMATION IS FOR BUDGETARY PURPOSES ONLY AND NO CONTRACT OR PURCHASE ORDER WILL BE ISSUED AS A RESULT OF THIS RFI. SHOULD ANY OF YOUR RESPONSE BE CONSIDERED A TRADE SECRET OR OTHERWISE NOT FOR PUBLIC DISSEMINATION PLEASE MARK YOUR RESPONSE ACCORDINGLY. ANY INFORMATION RECEIVED SHALL BE TREATED IN ACCORDANCE WITH WASHINGTON PUBLIC RECORDS ACT.