RFI- 7082019
Addendum #1

Dated on 07/09/2019

The following is additional information regarding **RFI – 7082019** titled **Budget and Planning System Solution. The due date and time for responses is** **7/18 /19 @ 2PM PDT**. This addendum includes both questions from prospective proposers and the Port's answers, and revisions to the RFI. This addendum is hereby made part of the RFI and therefore, the information contained herein shall be taken into consideration when preparing and submitting information.

Item #	Date Received	Date Answered	Vendor's Question	Port's Answer	Work Request Revisions
1	7/8/19	7/9/19	To quote a price we will need a count of the total departments which will be budgeted. if the concept of a department is ambiguous it might be easier to have a quick chat with one of your financial analysts. A department might map to a single segment in the GL account code, or a concatenation of multiple segments (ie Division, Location, Dept).	3 Companies 8 Lines of Business 68 Locations 32 Departments	
2	7/8/19	7/9/19	Dynamic Budgets offers an unlimited user license, but other vendors will be concerned about the count of primary budget managers, and end collaborative users (budget managers who will be entering budgets or running reports)	3 primary budget managers (access to all entry and functionality) 10 end users (data entry and report running) 8 reporting users	

3	7/8/19	7/9/19	What specific information does the Port want to integrate from the Maximo asset management system?	Equipment hours are currently pulled from Maximo and manually entered into Prophix. Would like that to be integrated.	
4	7/8/19	7/9/19	Which specific Document Management system is the port Using?	SAFE 9.0. (Cabinet)	
5	7/8/19	7/9/19	Is a web interface mandatory? How many users are involved? Does the port currently use Citrix, Microsoft Terminal Server, or TS Plus, if so could that infrastructure be used to provide access to an on-premise budgeting and planning system?	Not mandatory.	
6	7/9/19	7/9/19	Has the Port reviewed vendor solutions prior to the release of this RFI? If so, which ones?	No	
7	7/9/19	7/9/19	How many employees does the Port have?	300ish	
8	7/9/19	7/9/19	What's the Port combined annual Operating and Capital budget?	$150 million+/-	
9	7/9/19	7/9/19	How many users will require access to the solution for Operating vs. Capital vs. Salary budgeting?	Operating 30 Capital 3 Salary 3	

10	7/9/19	7/9/19	Are Performance Measures (KPIs) required?	No	
11	7/9/19	7/9/19	Does the Port require a solution for transparency? - sharing information with the general public and/or internal stakeholders- on the web?	No	
12	7/9/19	7/9/19	How many Department/Division does the Port have?	3 Companies 8 Lines of Business 68 Locations 32 Departments	
13	7/9/19	7/9/19	Is the Port looking for a Commercial-Off-The-Shelf (COTS) solution, or a customized solution?	COTS	
14	7/9/19	7/9/19	When does the Port anticipate releasing an RFP?	TBD	
15	7/9/19	7/9/19	What is the Port hoping to have a new solution in place?	August 2020	
16	7/9/19	7/9/19	Does the Port intend to use the services of an outside consultants in order to construct the RFP?	no	
17	7/9/19	7/9/19	Are Cost Allocations required?	Yes, allocations are required.	
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