

REQUEST FOR PROPOSALS  
FINANCIAL SYSTEM SOFTWARE/SAAS



PORT OF NEWPORT  
600 SE BAY BLVD  
NEWPORT, OR 97365  
(541) 265-7758

[WWW.PORTOFNEWPORT.COM](http://WWW.PORTOFNEWPORT.COM)

RELEASE DATE: **APRIL 02, 2021**

DEADLINE FOR QUESTIONS: **APRIL 30, 2021**

RESPONSE DEADLINE: **MAY 30, 2021**

ALL QUESTIONS AND RESPONSES MAY BE SUBMITTED ELECTRONICALLY TO:

[mbrown@portofnewport.com](mailto:mbrown@portofnewport.com)

PAPER RESPONSES MAY BE DELIVERED TO:

600 SE BAY BLVD

NEWPORT, OR 97365

Or faxed to 541-265-4235



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## **I. INTRODUCTION**

The Port of Newport is soliciting responses from qualified vendors (Proposers) offering proven, integrated solutions to replace the Port's current Financial Software (QuickBooks Desktop Version 21.0). The ideal solution will include a Marina and RV Park Reservation system which can be used for the recreational and commercial marinas, or include a third-party solution that is integrated via API or other means, eliminating manual processes. A list of functional requirements is included in section II Scope of work. If, after reviewing the responses, additional information is required a more detailed questionnaire may be sent to the top replacement Proposers.

The Port seeks a qualified Proposer who can demonstrate organizational, functional, and technical capabilities, as well as the experience, expertise, and qualifications necessary to provide and support a fully integrated and proven Financial System to include both implementation and ongoing maintenance and support.

### **I.A Port Background**

The Port of Newport is located on the central Oregon coast in the City of Newport, Lincoln County seat and major business/economic hub of the area. Port boundaries reach north to Otter Rock, east up to six miles inland, south to Seal Rock, and west to the Pacific Ocean. Commercial and sport fishing, fish processing, shipping, tourism, recreation, and lumber and wood processing are the area's major industries.

The Port of Newport serves as the premier Oregon coast port for the commercial fishing fleets, for recreational fishing and tourism, and for ocean observation and marine research support. The Port of Newport is one of the top Oregon coastal ports for waterborne commerce and strives to protect and enhance the beauty and integrity of the natural environment which is the foundation of the working waterfront community.

### **I.B History of the Port of Newport**

On May 26, 1910, the first meeting of Newport's Port Commission was held, where four men appointed by Governor Frank Benson proceeded to elect officers and establish the foundation of what continues to operate today as the Port of Newport. In 1923, the Port of Newport purchased dock frontage and a building, establishing its headquarters on the waterfront. The development of commercial fishing docks occurred over the years, helped considerably by the construction of the first breakwater on the north side of the bay in 1946 to protect commercial boats working halibut, salmon, and other fisheries.

In 1948, a private company - Yaquina Bay Dock and Dredge – began constructing a new shipping dock utilizing two sunken World War II ships as the foundation for the structure. The dock, known today at the International Terminal, opened for business in 1949 in the area known as McLean's Point. Over the next several decades, the dock



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thrived with the shipping of lumber. In 1952, for instance, 164 million feet of lumber shipped from Newport via McLean's Point.

In 1965 Oregon State University's Marine Science Center opened its doors. Although the institution's Yaquina Fisheries Laboratory had dated back to 1939, the center represented a tremendous leap forward with the lease of 50 acres from the Port of Newport on which to construct the main building and visitor center. By 1969, the site had seen more than a half million visitors. In 1982, the Marine Science Center surpassed five million visitors. A year later, it was named for Senator Mark Hatfield and today Hatfield Marine Science Center welcomes more than 150,000 visitors annually. In 2018, the University broke ground on a new \$61.7 million Marine Studies Building, with an anticipated completion in 2020.

The 1970s saw continued demand for boat moorage and launches, as both commercial and recreational fishing interests thrived around Yaquina Bay, leading to the construction of the South Beach Marina. The first phase was completed in 1979 and included a 600-berth recreational boat basin and a four-lane launch. The second phase, finished in 1981, included a boat storage building, launch hoist, fish cleaning facilities, restrooms, showers, a public fishing pier, picnic area, and more.

Port properties saw other unique developments in the 1990s. The Oregon Brewing Company occupied the west end of the South Beach Marina exhibition hall starting in 1991. Over time, that lease arrangement grew to include the 47,000-square-foot building headquarters of Rogue Ales and their restaurant, as well as a distillery and cooperage now located on Port property.

Recreation and tourism took another big leap forward in 1992, when the Oregon Coast Aquarium, constructed on Port of Newport property, opened its doors. As of early 2019, the Aquarium had welcomed more than 14 million visitors and is currently undertaking an \$18 million capital campaign to further enhance the facility.

In 2006, the Port completed a \$3.2 million RV Park that included 92 spaces, store, operations building and registration/activity center on its South Beach campus. Around that same time, the boat ramp was moved, and a multi-use area was created that allowed for a dry camping.

The Port of Newport became the homeport for NOAA's Marine Operations Center in April of 2009, which includes state of the art training and ship operations for six NOAA research and survey ships and provides administration, engineering, maintenance, and logistical support to NOAA's entire Pacific fleet.

In August of 2013, the port completed the International Terminal construction. The multi-use facility was developed to accommodate a wide variety of users in conjunction with the Port's mission of "retaining and creating business opportunities and increasing economic development for the Port and the community."

In 2015, the Port paved that multi-use area located on the South Beach campus, which is used for dry camping, but is also the location of Newport's Seafood and Wine Festival. Today, the Port of Newport continues to be home to a thriving commercial



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fishing industry. In 2017, Newport ranked 12th in the nation for seafood landings, with 112 million pounds of seafood valued at \$53 million attributed to the vessels that work in and around the Port of Newport.

The Port is actively pursuing a partner for cargo business at the International Terminal with a commitment to maximizing the return on investment made by the community for this mixed-use facility.

Hatfield Marine Science Center has recently constructed a new Marine Studies Building and the NOAA Marine Operations Center – Pacific continues to be a source of great pride to the Newport community.

Port offices are distributed on the North and South sides of Yaquina Bay. Located on the south side of Yaquina bay is the Port's RV park offices and the South Beach Operations center. On the North side of the bay is the Commercial Marina Operations Center, the Port's administrative offices, and the International Terminal office.

The Port uses QuickBooks Enterprise software (version 21) hosted remotely, Office 365, and a non-integrated Marina/RV park reservation system (Hercules by Leisure Interactive LLC). The Port currently employs 24 to 26 full-time and three (3) to four (4) part-time or seasonal employees.

The Port uses six (6) different funds:

- General Operating Fund
- NOAA Lease Revenue Fund
- Bonded Debt Fund
- Construction Fund
- Facilities Maintenance Reserve Fund
- NOAA Maintenance Reserve Fund

Although the Port has multiple funds, it is a single legal entity and is considered a municipal corporation (a governmental entity). Ninety-six (96%) percent of the Port's revenues are from fees and charges because of the use of facilities. In addition to operating under GASB, the Port prepares financial statements under GAAP, and reports to the governing body on budget basis. The financial system should handle all three and possibly more reporting methods, without additional workload to staff.

The Ports total annual appropriations for fiscal year 2021-22 are estimated at \$12-13 million, including \$4.4 million for debt service and \$4.3 million for capital improvement projects, however the budget for the next fiscal year has not yet been approved.

Copies of the current and previous year's budget and audited financial statements can be found on the Port's website: [www.portofnewport.com](http://www.portofnewport.com).

## **I.C Finance Background**

The Port of Newport intends to replace it existing Financial System (QuickBooks Enterprise desktop Version 21.0) with a proven, commercial-off-the-shelf cloud (SAAS)



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based financial system that is designed around best practices. The replacement system shall allow the Port to streamline and improve processes, eliminating spreadsheets, and duplicate data entry into the system, resulting in more timely, accurate, and easy-to-access information. The Proposer is expected to provide best practices guidance, system configuration, testing and training to ensure a successful implementation in a timely and professional manner. More specifically, the new system should meet the following objectives:

- Fund consolidation, links processes and functions, and eliminates separate departmental spreadsheets in favor of a single system that integrates the Port's financial and non-financial applications, eliminate logging in multiple times to provide a consolidated financial report.
- Streamlines business processes to take advantage of best practices through automation, integration, including real-time entry of service tickets,
- Provides a user-friendly and intuitive user interface to promote system use and productivity,
- Eliminates the need for redundant data entry,
- Eliminates the need for manual input when preparing the annual budget and financial statements,
- Automates the annual budgeting process, gives department Supervisors access to real-time budget-to-actual reports,
- Improves and/or provides necessary reports and reporting capabilities, and access to data through inquiry or drilldown capabilities,
- Provide interface capabilities with third-party systems via use of Application Programming Interface (API) or other state of the art technology.

**Proposals will be evaluated based upon best value, per our evaluation criteria**

**Cost Proposals should include annual rates/costs and a TOTAL cost of ownership for a five (5) year period**

**The top Financial Systems and potential contractors will be considered for a "Live Demonstration (Demo) and Interview" based on the overall completeness of their proposal, and the alignment of the Scope and requirements.**

## **I.D Contact Information**

- **All questions concerning this RFP must be submitted to:**  
mbrown@portofnewport.com
- All responses to this RFP must be received prior to the deadline set forth in the "Proposal Submission Date" section, and may not be considered, if not received by the submission date and time.



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- The Port of Newport will respond to questions it considers appropriate and of interest to all Proposers, but reserves the right, at its discretion, not to respond to any question(s).
- Responses will be posted on the Port of Newport site at:  
**<https://www.portofnewport.com/rfp-s-rfq-s>**
- Responses posted on the Port’s site become part of the RFP upon posting. The Port reserves the right, at its discretion, to revise responses to questions after posting, by posting the modified response.
- No oral response to any Proposer question by any Port of Newport employee or agent shall be binding on the Port or in any way considered to be a commitment by the Port.
- The name, address, and contact information for the RFP Primary Contact are as follows:

**Mark A. Brown**  
**Director of Finance**  
**600 S.E Bay Blvd**  
**Newport, OR 97365**  
**[mbrown@portofnewport.com](mailto:mbrown@portofnewport.com)**

## **I.E Timeline**

These dates are estimates only and the Port reserves the right to change this schedule. Notice of changes in a pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted and updated on The Port’s at: <https://www.portofnewport.com/rfp-s-rfq-s>.

The other dates/times listed may be changed without notice to prospective Applicants

Date Time (PST)	Location (if applicable)	
<b>RFP Release date:</b>	April 02, 2021	
<b>Pre-Proposal meeting (Non-Mandatory):</b>	April 15, 2021	09:00 AM

**The Teams link for the Pre-Proposal meeting will be provided upon request, email request to: [mbrown@portofnewport.com](mailto:mbrown@portofnewport.com)**

<b>Question Submission deadline:</b>	April 30, 2021	2:00 PM
<b>Question Response deadline:</b>	May 12, 2021	5:00 PM
<b>Proposal Submission deadline:</b>	May 30, 2021	5:00 PM
<b>Live Demonstrations and Interviews, if necessary,</b>	TBD	
2021 Marine Science Drive (or Zoom, Teams or equivalent)		
<b>Contract Execution date:</b>	TBD, work cannot start until July 1, 2021.	



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## II. SCOPE OF WORK – Requirements

The selected vendor or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The selected vendor will work with the Port's Director of Finance and the Accounting Supervisor to complete the Scope of Work. Each proposer must respond to the questions in exhibit A by responding with "Built in" (BI), Customization, 3<sup>rd</sup> Party App, Additional Module, Future Version, Other, Cannot Meet. Attachment A in contains this list, a copy of attachment A is posted on the Ports website. The scope of work included in this RFP includes all components of a financial system, even if not mentioned in requirements.

Required and Desired Components of a new Financial System are:

- **Required:** General Ledger, Bank Reconciliation, Cash Receipts, Accounts Receivable, Accounts Payable, Purchase Requisition and Purchase Order (including for non-inventory purchases), Order entry/invoicing system (possibly Point of Sale), Fixed Asset Management, Budget and Reporting, and Contract Management.
- **Desired or Optional:** RV Park & Marina Reservation System (integrable), Grants management, Time & Attendance, Payroll, and Human Resources, Lot Storage, and Vessel inventory systems.

### II.A General User Interface Requirements:

1. Provides a browser-based user interface (for example, Apple Safari, Google Chrome, Edge) and stays current with new browser technology
2. List of any required internet browser plug-ins required for use of system.
3. Supports mobile technologies (e.g., smartphones, tablets).
4. Indicate if mobile is supported through browser with native app or responsive design.
5. Provides the ability to drill-down and drill-across from a transaction view to the supporting source data and documents.
6. Provides fully integrated functionality such that data is entered only one-time and available throughout the system(s) in real time.
7. Provides customizable, organized screen layouts for the end user.
8. Provides search functions that reach across all applications and attachments.
9. Datasets must be described with essential metadata to ensure discoverability.

### II.B Workflow:

1. Provides integrated workflow management including generation, routing, notification, and approval of forms, reports, other documents, and processes



(e.g., payable processing, purchase orders, GL transactions, HR transactions, payroll processing, budgeting, personnel action forms, etc.) for all modules.

2. Provides the ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, etc.).
3. Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., GL number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.).
4. Integrates with the email system (Outlook 365) to notify system users in the notification/request of approvals, rejections, corrections, and approval through/from email and mobile devices, and emailing of invoices.
5. Allows document attachment and allows attached documents to be available for review through all levels of approval for all core modules.

## **II.C Content/Document Management:**

1. Supports multiple media formats (e.g., image, etc.) and file types (e.g., Excel, Word, PDF, etc.).
2. Provides Optical Character Recognition (OCR).
3. Provides the ability to support retention policies with respect to images, documents, and/or uploads managed by the system.
4. Offers drill-down/drill across features for users to view documents transactions.)
5. Provides the ability to create, store, and retrieve electronic images or copies (e.g., purchase orders, payroll checks, accounts payable invoices, etc.) that are attached to the appropriate transaction record for all modules.
6. Supports document scanning and attachment, and makes documents accessible throughout all modules (i.e., requisition, purchase order, packing slips, accounts payable, budget, etc.).
7. Supports ability to link to external documents provided by 3rd party Document Management System (the Port uses Office 365).

## **II.D Reporting and Analysis:**

1. Provides the ability to access data across all modules for inquiry and reporting.
2. Provides modeling tools to do 'what if' analysis and forecasting (i.e., analysis of revenue/expenditure trends and the ability to develop forecasts and/or projections).
3. Provides ability to report by fund, by division, or to combine all or a portion of the different types of funds for a consolidated report.
4. Processes transactions in real-time that are immediately available for inquiry and reporting.



5. Provides a view into profitability by customer, product, service.
6. Allows users to drill down from reports and inquiries to source transactions.
7. Provides full integration with MS Excel for all modules (e.g., worksheet export to Excel, data imported from Excel, etc.) and allows users to export reports to Excel that include formulas/formatting.
8. Provides the ability to copy, customize, and save standard reports.
9. Provides the ability to create report notification groups and inform/alert groups a new report is available.
10. Provides the ability to choose a format when exporting a report (e.g., Excel, Adobe, flat file, delimited, etc.).
11. Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.
12. Provides the ability for reporting to be based on user security setting.
13. Provides the ability to save and “publish” ad hoc reports for use by others.
14. Allows for multiple output options (e.g., display, print, PDF, CSV, XLSX, email, etc.).
15. Provides the ability to automatically run and distribute scheduled reports to a group or individuals via email.
16. Provides the ability to define report from/to dates across multiple fiscal years.
17. Provides automated month-end reporting.

## **II.E General Ledger (GL)/Accounting:**

1. Maintains accounts for transactions via elements or dimensions such as fund, department, division, program, project, object, or any other elements/dimensions needed to meet the needs of the Port.
2. Ensures all transactions post individually to the general ledger, regardless of the transaction source ensuring each entry is balanced and auditable and provides a message/warning if transactions are not balanced.
3. Supports accrual, modified accrual, and cash accounting methods.
4. Creates appropriate entries needed at the end of the period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or auto reversing certain year-end entries).
5. Provides the ability to add notes/comments to transactions that post to the GL.
6. Enforces rules for entry validation based on roles at departmental/user level to prevent incorrect account coding.
7. Captures multiple dates (e.g., transactional, posting, data entry, etc.).



8. Provides pooled cash accounting from multiple funds to a single bank account.
9. Supports Government Accounting Standards Board (GASB) standards/principles.
10. Supports Governmental Accepted Accounting Principles (GAAP).
11. Provides an automated means to categorize and summarize transactional data.
12. Provides a report to assist Journal Entry approval/review and includes GL accounts and names, amounts, descriptions, etc.
13. Provides the ability to generate printed output of all financial/accounting reports (e.g., income statement, balance sheet, general ledger, revenue/expenditure comparison report etc.).
14. Provides for customization, storage, and retrieval of reports.
15. Provides functionality for generation of quarterly and annual accounting reports required by State and Federal agencies.

## **II.F Chart of Accounts (COA):**

1. Supports a flexible COA structure with room for growth within each field and expanded use of segments.
2. Provides ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA or losing historical data.
3. Allows for object code category.
4. Provides an option for re-organization to have data/history move (all data re-written to new account, electronic reference, crosswalk, etc.).
5. Provides the ability to support reporting, analysis, and differing views or organizational performance related to all levels within the organization.
6. Provides the ability to adapt the COA to support modern financial concepts such as workflow, reporting, security design, and internal controls.

## **II.G Job Costing**

1. Provides the ability to track jobs in all aspects of the accounting system, including payables, receivables, Purchase orders, invoicing, time and attendance (if provided), in order to track Grants, or specific aspect of Port Operations.

## **II.H Journal Processing**

1. Supports multiple journal processing capabilities including one-time, standing, automated recurring, allocations & distributions, automatic reversals (accruals), and corrections.
2. Identifies the source of journal (e.g., budget, sub-system, import, etc.).
3. Allows multiple periods to be open at the same time.



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4. Allows a period to be closed but reopened with appropriate authority.
5. Manages due to/due from transactions.
6. Allows for transfer between funds in a simple concise, but traceable manner.
7. Allows multiple options for creating a journal (e.g., onscreen, import from Excel, copy a prior journal, etc.).
8. Provides multiple description fields for the Journal Entries (i.e., long, short, free form, etc.) and document attachment.
9. Provides the ability to search for posted journals by date, accounting period, keyword, creator, etc.
10. Allows for posting back to previous periods, with appropriate authority.
11. Provides the ability to save work in process and return to it at another date/time.
12. Supports not allowing an order or Journal entry to be posted to a closed period.

## **II.I Budgeting:**

1. Provides the ability to report on justification comments and/or cross reference projects by budget line item.
2. Provides a view forecasted revenue by product, project, customer, etc.
3. Provides ability to budget and report by Fund Type.
4. Offers the ability to see by fund or combined funds budget-to-actuals in real-time with drill-down capabilities for all authorized staff, includes encumbrances on Budget to actual report.
5. Offers ability within a fund to report budget to actuals by division.
6. Supports publication of the “annual budget document” via direct leveraging of system outputs/forms/reports.
7. Supports budgeting by Fund, and within each Fund a further breakdown by division.
8. Supports Multi Fund Summary reporting by category.
9. Support departmental budgeting and reporting by category.
10. Maintains a minimum of 4 years budget history.
11. Supports the reporting of fully burdened hourly rates for all employees.
12. Allows users to change key underlying assumptions to impact forecasts.
13. Provides modeling for “what if” scenarios and forecasting tools for “5 Year or greater Cash Flow Projections”.
14. Supports budgeting to General Ledger Object level but allows the object to roll up to categories.



15. Annual budgeting capabilities, with the option to extend the budget to 5 years.
16. Provides an automated electronic budget process with decentralized entry, workflow, and related notifications/alerts.
17. Supports multiple mid-year budget revisions and amendments.
18. Supports multiple annual budget years for expenditures, revenue, and projections.
19. Tracks various budget versions (e.g., original, edited, admin review, council draft, department head, etc.), which includes the ability to see when and by whom changes were made.
20. Projects fund balance details automatically (i.e., reflecting projected reserves, revenues, expenses, and inter-fund transfers that would result in an ending fund balance).
21. Provides the option to seed budgets zero-based, with historical data (e.g., last year's actuals) or with increasing/decreasing factors down to the object level.
22. Allows departmental entry (free form) of justifications and background data related to requests. this information must stay with line-item entries through budget level-up cycles.
23. Processes mass changes to various accounts during budget process such as a reorganization.
24. Offers the ability to control budget encumbrances or "roll-overs" at multiple levels.
25. Offers the ability to add/delete/reallocate/shift positions and update proposed budgets in real-time.
26. Provides the ability to allocate employee costs by various factors including percentage to multiple account strings, pay type with associated benefits, etc.
27. Provides position budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to benefits, updates to fixed benefits, and other misc. personnel related rate adjustments.
28. Provides status tracking relative to departmental budget approvals (minimum five levels of review).
29. Provides an ability to apply "what if"/factor scenarios across funds, departments, programs, and/or objects as designated by staff.
30. Offers the ability through security/rights to lock funds, departments, objects, and/or object categories from identified staff.
31. Provides multi-year budgeting, object, justification, description, etc. fields for each budget year.



32. Offers the ability to define a maximum budget amount per fund, department, division, object, and report against the defined maximum.
33. Allows negative amounts to be entered with appropriate security.
34. Provides the ability to generate labor projections based on factors including percent change in salary, benefits, pay codes, time periods, etc.
35. Provides automated notification when budget is close to being expended.
36. Supports a cost allocation model, one that allocates internal services budgets to departments.

## **II.J Bank Account Management and Bank Reconciliation:**

1. Provides the ability to manage and automate reconciling of multiple bank accounts (for this requirement, please describe any tools the Proposer utilizes to support cash management and bank reconciliation), without the use of any outside spreadsheets.
2. Provides the ability to transfer funds between accounts and funds types.

## **II.K Closing:**

1. Supports period end soft close processes (i.e., secures new entries to a closed accounting period for specific modules).
2. Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances.
3. Allows multiple year-end closings periods (i.e., period 13, period 14, etc.).
4. Supports period end hard close processes.

## **II.L Vendor Management:**

1. Supports decentralized vendor entry with workflow to approve vendor prior to availability for use.
2. Provides the ability to maintain vendor information to process payments.
3. Provides the ability to view changes to vendor records (i.e., address, name, phone, etc.).
4. Prevents duplicate entry of vendor record.
5. Notifies staff if insurance requirements are near/past expiration.
6. Supports multiple remittance addresses for a vendor.
7. Provides the ability to attach documents for each vendor record.
8. Provides a vendor self-service portal with functions that include:



9. Provide vendor related forms online,
10. Submit requests to become “registered” vendors,
11. Check invoice/payment status,
12. View appropriate transactional history associated with purchase orders (POs),
13. Make changes to address, phone, primary contact, etc.,
14. Upload of W9’s.
15. Download of 1099’s.

## **II.M Procurement/Purchasing:**

### **Requisitions:**

1. Enforces the purchasing policy rules for general purchases.
2. Performs budget checking during requisition, PO creation, and invoice processing.
3. Support electronic approval of requisitions based on levels of authority and has flexible routing that can be administered without Proposer/Vendor assistance.
4. Supports the purchase of recurring services by automatically generating a requisition/PO based on pre-established criteria (e.g., health insurance, cleaning services, and leased vehicles).
5. Provides the ability to initiate an electronic purchase requisition and attach supporting documentation (i.e., quotes, bids, contracts, agreements).
6. Provides ability to e-mail purchase order.
7. Supports the ability to copy a previous requisition for a new requisition.

### **Encumbrances:**

1. Provides the ability to pre-encumber/encumber requisitions and purchases, and the ability to override transactions that fail budget check.
2. Supports encumbering of funds when requisition is approved.
3. When a PO or requisition is cancelled, or closed, automatically reverses pre-encumbrance and encumbrance amounts as appropriate.
4. Supports encumbering of funds over multiple years, along with ability to carryover existing encumbrances across fiscal years.

### **Purchase Orders (PO):**

1. Provides the ability to have a single PO associated with multiple departments and/or funding sources (i.e., cross department PO’s).
2. Supports W-9 needed notification.



3. Supports recurring/routine departmental PO's based on dollar limits.
4. Supports annual, blanket, and multi-department PO types.
5. Supports multiple line items per PO with the option of associating different GL strings with each line.
6. Provides the ability to issue Purchase Order for Non-Inventory items.
7. Captures internal or external justifications, notes, or comments on POs. internal comments must only be visible to staff.
8. Limits which users are authorized to override established PO limits.
9. Provides real-time expense tracking on all PO's including blanket PO's.
10. Prevents a PO from being issued to an inactive vendor.
11. Provides options for distributing the PO (e.g., print-mail, email, etc.).
12. Provides the ability to re-open a purchase order that has been closed including recording the encumbrance.
13. Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount.

#### **Year End:**

1. Defines close and roll-over dates at system and module level.
2. Supports the maintenance of open POs over multiple years.
3. Supports year-end activities such as conditional PO closure and the ability to roll purchase orders to the new fiscal year.
4. Automates PO rollover process for individual or groups of POs including appropriate treatment of carryover budget amounts.
5. Allows users to enter POs for the new fiscal year prior to the start of that fiscal year.
6. Provides real-time access to PO information related to encumbrances, balances, adjustments, and postings.
7. Provides a report or dashboard alert of POs with no activity for a user defined period.
8. At year-end, provides the ability to print list of POs with outstanding balances.

#### **II.N Contract Management:**

1. Provides the ability to track contracts, insurance requirements and related certificates needed for doing business with the Port.



2. Supports tracking and managing of contract status (e.g., phases, deliverables, milestones, payment schedule, payment terms, payments, incentives, amendments, renewal status, expiration dates, insurance certificates, etc.) via automated alerts,
3. Supports tracking of other requirements of contracts and leases, that have specific dates for action.
4. Associates contracts to projects, requisitions, and purchase orders,
5. Supports multi-year contracts, including available contract balances and encumbrances.

## **II.O Accounts Payable:**

### **General:**

1. Supports payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, and retirees.
2. Provides and applies appropriate controls over all payments.
3. Supports retaining a portion of payment to a contracted vendor.
4. Supports tracking of grant payments for reporting and reimbursement requests.
5. Provides a Positive pay report that can be electronically submitted to the Ports Financial institution.
6. Provides templates/forms to assist in the payment of large vendor bills (e.g., PG&E) with dozens of lines on a bill.
7. Provides an aging payable report, with columns for date ranges that are customizable, at the absolute minimum a 30-day interval for 30, 60, 90 and 120 or more.

### **Invoice Receipt:**

1. Supports importing of electronic invoices from vendors.
2. Supports centralized or decentralized invoice receipt.
3. Automates matching the PO, receiver, and invoice.
4. Provides the ability to identify duplicate invoices from vendor at the time of entry.
5. Checks the status of all open/pending invoices.
6. Reflects invoice amount on account balances immediately.
7. Manages vendor invoice credits with associated adjustments to encumbrances and PO balances.

### **Payment Calculation:**

1. Alerts staff about and calculates payment discounts.



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2. Supports automatically calculating shipping for items being paid at time of data entry.
3. Allows payments that can be scheduled over a time period and with associated tracking of payment terms.

### **Payment Process:**

1. For multi-line-item POs, allows selection of one or more of those line items during invoice processing.
2. Creates POs pay files.
3. Supports processing of 1099's and 1099 reporting requirements.
4. Supports refund and retention payment processing.
5. Provides the ability to short close POs based on user defined parameters.
6. Provides for ACH, EFT, and wire transfer payments to vendors with a system generated email notification and remittance with payment confirmation.
7. Provides alerts for expiring invoices that could accrue penalty charges for late payments.
8. Provides alerts to designated staff when an invoice is paid against a certain budget code.

### **Check Generation**

1. Provides the ability to generate multiple checks for a single vendor during a check process.
2. Generates multiple page checks.
3. Generates on demand manual checks.
4. Allows reprinting checks without void and reissue, and without having to re-enter data, if an error occurs during check printing.

## **II.P Fixed Assets/Inventory:**

1. Provides asset management functionality to capture and maintain information associated with leased and capitalized assets.
2. Allows multiple funding sources per asset, including Grant funding sources.
3. Provides parent/child associations for assets.
4. Ties an asset(s) to a WIP project.
5. Tracks non-capitalized assets.
6. Supports various asset depreciation schedules, the ability to change depreciation methodologies, and (from a point in time) recalculates depreciation based on the remaining life.



7. Tracks asset maintenance (including enhancement and transfers) and projected associated costs.
8. Allows for creation of an asset as part of purchase requisition.
9. Allows for automatic creation of asset when certain dollar thresholds are exceeded, and an automated notification that the process to create an asset has been initiated.
10. Tracks assets disposal and salvage value; reports on assets nearing full depreciation.
11. Allows user to define fields for asset reporting to assist with analysis/development (e.g., motor vehicles, buildings, equipment etc.).
12. Generates journal entries to record depreciation expense to appropriate fund in the General Ledger (GL).
13. Provides the ability to generate a variety of asset-related reports including assets prior to and after posting, assets by type, by account, by value, etc.
14. Supports the tracking of capital assets that are not depreciated.
15. Supports GASB 34 fixed asset infrastructure reporting requirements.

## **II.Q Accounts Receivable/Miscellaneous Billing:**

1. Supports invoicing of various entities including, but not limited to former employees, businesses, Sole proprietors, and other governmental entities.
2. Provides for invoicing schedule by customer, service type, date, etc.
3. Supports invoicing for a variety of items, including but not limited to leases, rentals, Moorage, Hoist Dock services, invoicing for time period based on 3 criteria, and other miscellaneous items or services.
4. Provides functionality to record receivable and payments against customer accounts.
5. Provides customizable invoices (requires multiple Port templates).
6. Provides the ability to add user-defined messages to invoices and statements.
7. Provides options for off-cycle and regular batch bill runs.
8. Provides Non-Sufficient Funds (NSF) support including application of additional fees, adjustments to receivables, etc.
9. Ensures appropriate cross-references to payment history and open balances for refunds processing.
10. Ensures payments immediately affect customer account balances even while batches are still open.
11. Provides statements of cumulative activity (vs. invoices only).



12. Provides a Receivable aging report, with columns for dates that are customizable, at the minimum a 30-day interval for 30, 60, 90 and 120 or more to support collection activities.
13. Provides comprehensive NSF check processing including reversing payments, appropriate reversing of accounting transactions, re-billing with NSF check charge(s), and associating these events with the customer's account.
14. Provides on demand and interval-based (i.e., weekly) past due payments and aging reports with notifications.
15. Automates 2nd and 3rd notices of missed payments.
16. Provides the ability to reverse payment and prepare write off journal entries.
17. Provides the ability to edit and revise invoices (i.e., address, comments, etc.) including the amount and record (adjustments) the revised amount to the GL.

## **II.R Cash Receipts (Cashiering):**

1. Provides a centralized cashiering model to collect and manage transactions daily (e.g., cash, checks, credit cards, electronic payments, etc.).
2. Provides ability to access transaction detail in sub-accounts.
3. Provides system generated receipt numbers.
4. Provides for verification of cash and validates checks.
5. Supports the ability for staff to scan checks for deposit.
6. Supports the ability for staff to scan supporting documentation and attach it to receipts.

## **II.S RV Park and Marina Reservation Management**

(Item 1 is required of all Proposers)

1. Supports the integration of a reservation system (RS)
2. RS must allow online reservation and payments
3. RS must allow diagram of parks and marinas
4. RS must delineate reserved and non-reserved spaces/slips in diagrams
5. RS must allow portable device use
6. RS must allow for pricing to be input in advance
7. RS must allow for the sale of other items
8. RS must have a robust and accurate reporting system
9. RS reporting must allow custom reporting without assistance of Vendor
10. RS should print out daily arrivals and tags for vehicles



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11. RS must be a single system for the Marinas and RV parks
12. RS must include at least 9 attributes for slips and RV spots by Marina or RV park, these attribute name must be modifiable for Marinas and RV parks.
13. RS must allow users to search by many criteria to locate reservations easily
14. RS must allow a minimum of two ways to locate available sites
15. RS must show who has checked in, who has not checked in daily
16. RS must allow holds on sites/slips
17. RS must be a true Multiuser system
18. RS master customer file must maintain information on the vessel or RV and historical use for at least a 6-year period

## **II.T Grant Management (desired, optional):**

1. Supports establishing grant budgets and recording expenditures against the grants.
2. Provides fields to record the type of grant (local, state, and federal), grantor information, match terms, grant begin and end date, and grant draw-down activity.
3. Allows users to establish budgets, track activities, and manage reimbursements/billings related to CIP grants (specific items that are or are not to be billed to a grant) and to associate those grants with project categories as appropriate.
4. Allows real-time access to grant costing details.
5. Ensures overhead percent allocations are consistently and accurately applied.
6. Supports cost allocations.
7. Tracks grants over multiple (State and Federal) fiscal years.
8. Supports grant application and funding request processes.
9. Provides reporting on grant activity by period and over the life of the grant award.
10. Provides alerts when expenses are close to twenty percent (20%) threshold of budget.

## **II.U Additional Modules**

1. If Proposer has additional modules, which it feels may be of use to the Port, please describe the module and the purpose and cost, if any, of the modules.

## **II.V Technical:**

### **General:**



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1. Provides a production, training, test, and development environment.
2. Provides the ability to configure workflows, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by the Port and without the assistance of the software vendor.
3. Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology.
4. Provides an Audit Trail with metadata, user, date, and time stamp throughout all modules, including field level change tracking (before/after values) as well as record level activity, including creation, viewing, editing, deletion and exporting (where applicable).

### **Regulatory Compliance:**

1. Provides solution that is Payment Card Industry Data Security Standard (PCI DSS) compliant.

### **System Security:**

1. Allows the system administrator to:
2. Define a minimum length password,
3. Define a password expiration timeframe,
4. Prohibit reusing of passwords,
5. Configure control access to the application, modules, transactions, data and reports,
6. Define access rights (e.g., create, read, update, delete) by user ID or functional role,
7. Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role,
8. Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups or functional role.

### **Integrations/Interfaces:**

1. Provides an Application Program Interface (API) - or other emerging industry standard, to enable the exchange of information (both inbound and outbound) with other business applications using a variety of protocols.
2. Provides a configurable API - or other emerging industry standard, such that new interfaces can be defined, or existing interfaces can be modified by an administrator without requiring the support of the software provider.
3. Provides security and auditing of data exported and imported via any interfaces.



4. Provides the ability to specify the editing criteria (including both field validation and consistency edits) to be applied to inbound transactions and ensures that transactions submitted via the Interface are subject to the same business rules as transactions submitted via the user interface.
5. Provides the ability to specify whether outbound interface transactions should be sent immediately or stored and forwarded at a specific time or at specific intervals.
6. Provides a notification to users of transactions that fail edits and provides a way for user to view, update, delete, and automatically resubmit transactions for processing or to be returned to the originating applications.
7. Provides the ability to schedule and encrypt files as necessary for data transfers.

#### **Hosted/SaaS Specific System Requirements:**

1. Provides system availability 24 hours a day, 365 days a year (not including scheduled downtime).
2. Ensures scheduled downtime is pre-approved by the Port one week in advance.
3. Provides system uptime of 99.9%.
4. Provides hosting facility that is SSAE 16 certified.
5. Stores data in the Continental U.S.,
6. Provides for continuous backup of data and transactions such that the Port will not suffer data loss in the event of a disaster or catastrophic failure.
7. Provides a “Trusted System” for backups according to requirements defined by the State of California,
8. Provides for scheduled, periodic backup of live data to the test/training environment,
9. In the event of a disaster or catastrophic failure, informs the Port:
  - Within one hour
  - The scale and quantity of the data loss,
  - What Proposer has done to recover the data and mitigate any effect of the data loss,
  - What corrective action Proposer has taken to prevent future data loss.

#### **Data Access and Security Breaches:**

1. Maintains audit logging to record access activity:
  - Login/logout attempts by user and workstation,
  - User submitted transactions,
  - Initiated processes,
  - System overrides,



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- Additions, changes, or deletes to application-maintained data.
2. Upon discovery or reasonable belief of any data breach, notifies the Port by the fastest means available, and in writing within 24 hours. Notification should include:
    - The nature of the breach,
    - The data accessed, used, or disclosed,
    - The person(s) who accessed, used, disclosed, and/or received data (if known),
    - What has been done to quarantine and mitigate the breach,
    - What corrective actions has been taken to prevent future breaches.
  3. Provides daily updates regarding findings and actions performed until the breach has been effectively resolved to the Port's satisfaction.
  4. Provides a report containing the results of the investigation of the breach.

## **II.W Pricing:**

The Port seeks a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed Financial System Software/SaaS.

To address pricing, use Attachment B Costs, the document must be included in the submission. All costs pertaining to the implementation and maintenance are to be itemized. Port will pay only costs included within the proposal. A copy of attachment B Costs can be found on the Port's Web Site.

The Proposer's **Attachment B costs** must identify all costs required to go live these costs include, but are not limited to:

1. Software Licensing Costs, Implementation Services, Project Management, Software configuration, Data conversion and migration, Interface development, Support, Maintenance, Training and documentation, Interfaces, Testing, and Go-Live.

The Proposer's **pricing** should clearly identify the annual costs for five years to include **all** costs.

## **III. VENDOR QUESTIONNAIRE**

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within the Scope of Work.



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The organization of the proposal should follow the outline below. Each proposal should consist of a technical proposal, proposer's qualifications, and a cost proposal.

Detailed guidance on the content and organization of the Proposals can be found in this section.

### **III.A Electronic Document Reference Listing**

Proposals should include an itemized list of all electronic documents being provided to the Port and maintain links to any documents provided on-line through the time of contract award.

### **III.B Transmittal Letter and Table of Contents**

**The Transmittal Letter** should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the Proposer or consulting firm, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the Proposer or consulting firm has reviewed and accepted the Port's Standard Agreement (see attached) with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

**Table of Contents:** this should be a simple list of all the sections of your proposal that has been Project Understanding, Technical Approach, Project Management.

**Project Understanding:** In this section, the proposer should demonstrate an adequate understanding of the role and relationships of the Port.

**Technical Approach:** This should include:

1. A summary of the proposed approach
2. An explanation of the vendor's intended role as related to the role of the Port
3. A thorough explanation of the vendor's proposed course of action. References should be made to RFP requirements in the Scope of Work and the vendor's plans for meeting those requirements. If the vendor proposes major changes to the RFP approach, those changes should be specified clearly. The vendor should specify its technical approach, especially data elements to be sampled, staff to be interviewed, and documents to be reviewed, etc.
4. An itemized description of the proposed project schedule (including visits (or Zoom), draft, and final deliverables) and the deliverables to be produced.

**Project Management:** The proposer must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet the Port's requirements.



### **III.C Vendor Qualifications and References**

The proposal must describe the nature and outcome of projects previously conducted by the vendor's key personnel which are related to the work described within the RFP. Descriptions should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If any subcontractors are proposed, two to three similar qualifications and references should be provided for the subcontractor.

### **III.D Implementation Plan**

The proposal must include an implementation plan. In the Implementation plan, describe your approach to configuration or personalization, provide a high-level project plan for implementation including major milestones and a timeline, assume a start date of July 1, 2021. Provide an outline of the resources required from the Port, describe the approach and times for the implementation, including any critical activities, outline your training approach and your approach and during of acceptance testing. Lastly, outline your post go-live support and transfer of knowledge approach as the Port goes live.

### **III.E Staffing Resource Matrix**

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A Project Manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours, which will be contributed by each professional, during each phase or task making up the project.

### **III.F Cost Proposal**

**The Cost Proposal** shall describe both the total and the detailed price for which the Proposer will commit to complete the total scope of work and end products. The cost proposal detail shall describe estimated costs (only the total amount is a binding offer) for each professional's time, for the completion of each proposed task, for travel and per-diem (if applicable), and for materials and supplies. Cost proposals must be submitted in the format of Attachment B – costs.

**Failure to provide adequate cost data will result in the proposal rejection as unresponsive.**

### **III.G Proposed Subcontractor Letters**

If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform the work shown for subcontractor professional in the Staffing Resource Matrix.



### **III.H Integration**

For each piece of software integrated into the financial system, describe the level of detail discoverable in the financial system, and how an auditor or other financial professional can retrieve this information.

### **III.I Vendor and Subcontractor Information\***

The proposal must include the following information for the vendor and each subcontractor:

1. Firm name
2. Firm address
3. Age of the firm

### **III.J Conflict of Interest Statement**

Proposers submitting proposals in response to this RFP must disclose any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for Proposer services to be awarded pursuant to this RFP.

If the Proposer or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

### **III.K Addenda**

If the Port issues any Addenda for this solicitation, please submit your forms and responses here.

## **IV. EVALUATION PROCESS**

### **IV.A Review Panel**

A proposal review panel made up of two to five members of Port staff who will evaluate the proposals.

**REVIEW SECTION III carefully, you must respond to all to all sections or your proposal may be rejected.**

### **IV.B Technical Evaluation**

Upon receipt of the proposals, a technical evaluation will be performed. The review panel will evaluate each proposal in accordance with the criteria listed in the "Evaluation Criteria" section. If necessary, Proposers may be telephoned or emailed and asked for further information or clarification. Previous clients may also be called.



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### **IV.C Live Demonstrations (Demos) and Interview**

The review panel may request a Demonstration and interview from the top Proposers to provide additional information in evaluating the proposed solution. In the interview, the Proposers will provide a live demonstration (on-site or a web-hosted teleconference) of their Financial System Software/SaaS, which will be followed by a question-and-answer period. The panel may question the Proposer about their proposed approach, and how the proposed solution functions. The panel will use each Proposers interview performance to inform its final scores.

### **IV.D Recommendation of Award**

The panel will make a recommendation based on the proposal, demonstration, and interview(s), and reference check. In determining which proposal is most advantageous, the Port will award the contract to the proposer whose proposal the committee feels offers the best value.

## **V. EVALUATION CRITERIA**

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Scoring Method</b>	<b>Weight (Points)</b>
1.	<b>Project Understanding</b> The quality, clarity, and responsiveness of proposal, as well as the ability to meet the needs of the Port.	0- 5 Points	05 05%
2.	<b>Project Approach</b> A detailed timeline or roadmap that includes a phased approach to reach full Financial System Software/SaaS implementation. Actual phased approach will be finalized during contract negotiations).	0-5 Points	05 05%
3.	<b>Resource Allocation</b> The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and	0-10 Points	10 10%



	Proposer's approach to managing resources and project output.		
4.	<b>Experience</b> Consider the education and experience of proposed personnel, including qualifications of the project leader, assurance of involvement in the project, and references.	0-10 Points	10 10%
5.	<b>Cost</b> Cost analysis/justification that anticipates value and price.	0-10 Points	30 30%
6.	<b>Technical Ability</b> Demonstrated technical ability to design, install, and support the proposed system, as well as the ability to work in a cooperative and collaborative manner with clients.	0-10 Points	10 10%
7.	<b>Requirements</b> The extent to which the requirements desired by the Port of Newport.		30 30%

## VI. SUBMISSION INSTRUCTIONS

### Submission Instructions and Deadlines

Proposals must be received by the Port via mail, fax (541-265-4235), in person, or email ([mbrown@portofnewport.com](mailto:mbrown@portofnewport.com)). Both electronic copies and other submissions must be received no later than **5:00 pm (PST) on April 12, 2021**.

**REVIEW SECTION III carefully, you must respond to all to all sections or your proposal may be rejected.**

### VI.A Electronic Copy Delivery Instructions

Please submit in an email, clearly titled "Financial System Software/SaaS", with a **consolidated full proposal containing all attachments** to Mark Brown and Mark Harris email box at the following addresses:



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[mbrown@portofnewport.com](mailto:mbrown@portofnewport.com)

[mharris@portofnewport.com](mailto:mharris@portofnewport.com)

## **VII. TERMS & CONDITIONS**

### **VII.A Limitations**

This request for proposal (RFP) does not commit the Port to award a contract, to pay any costs incurred in the preparation of proposals in response to this request, or to procure or contract for services or supplies. The Port expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The Port reserves the right to withdraw this RFP at any time without prior notice. Further the Port reserves the right to modify the RFP schedule described above.

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals become the property of the Port. Upon award of a contract to the successful proposer, all proposals shall be public records. If any information provided is confidential or proprietary, please mark the information appropriately for consideration, a determination will be made if the information is confidential.

### **VII.B Award**

All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. However, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

The Port Commission will approve the award of the contract.

### **VII.C RFP Addendum**

Any changes to the RFP requirements will be made by addenda issued by the Port via the Port Site: <https://Portofnewport.com/rfp-s-rfq-s> and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

### **VII.D Verbal Agreement of Conversation**

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the Port shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.



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## **VII.E Precontractual Expense**

Precontractual expenses include any expenses incurred by proposers and selected contractor in:

- Preparing proposals in response to this RFP
- Submitting proposals to the Port
- Negotiations with the Port on any matter related to proposals.
- Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, the Port shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. The Port shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

## **VII.F Signature**

The proposal will also provide the following information: name, title, address and telephone number of the individual or individuals with authority to bind the Proposer and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the Proposer and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by July 31, 2021.

## **VII.G Contract Arrangements**

The successful Proposer is expected to execute a contract, which will be negotiated between the two parties.

The contract will be an agreement between the Port and the Proposer. The Port will provide contract administration services.

## **VII.H Equal Employment Opportunity**

In connection with the performance of the contract, the Proposer shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religion, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age, or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.



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## **VII.I Notification of Results**

All proposers will be notified of the results of the technical evaluation and which proposers, if any, appeared for oral interviews.

## **VII.J Bid Protesting**

Any bid protests are subject to the Ports bid protest procedure. Please contact Mark Brown at mbrown@portofnewport.com if you desire to protest.

## **VII.K Project Funding Source**

Funding for the Proposer will be provided by the Port.

## **VII.L Payment Schedule**

The Proposer will invoice the Port for services rendered and the Port will compensate the Proposer for these services as set forth in the agreement.

The Proposer will be paid in arrears, based upon the payment schedule agreed to in the contract. The contract will be a deliverable based contract. The Proposer should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. At the Port's discretion, the Port may withhold ten percent (10%) of the payments until the successful completion of the project and the delivery and acceptance of all final products.



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Attachment A

	Out-of-Box-Functionality, Customization, 3rd Party App, Additional Module, Future Version, Other, No-Cannot Meet	Comments	If additional Module, Cost
<b>General User Interface Requirements:</b>			
1. Provides a browser-based user interface (for example, Apple Safari, Google Chrome, Edge) and stays current with new browser technology			
2. List of any required internet browser plug-ins required for use of system.			
3. Supports mobile technologies (e.g., smartphones, tablets).			
4. Indicate if mobile is supported through browser with native app or responsive design.			
5. Provides the ability to drill-down and drill-across from a transaction view to the supporting source data and documents.			
6. Provides fully integrated functionality such that data is entered only one-time and available throughout the system(s) in real time.			
7. Provides customizable, organized screen layouts for the end user.			
8. Provides search functions that reach across all applications and attachments.			
9. Datasets must be described with essential metadata to ensure discoverability.			
<b>Workflow:</b>		-	-
1. Provides integrated workflow management including generation, routing, notification, and approval of forms, reports, other documents, and processes (e.g., payable processing, purchase orders, GL transactions, HR transactions, payroll processing, budgeting, personnel action forms, etc.) for all modules.			
2. Provides the ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, etc.).			
3. Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., GL number segments,			



unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.).			
4. Integrates with the email system (Outlook 365) to notify system users in the notification/request of approvals, rejections, corrections, and approval through/from email and mobile devices, and emailing of invoices.			
5. Allows document attachment and allows attached documents to be available for review through all levels of approval for all core modules.			
<b><u>Content/Document Management:</u></b>		-	-
1. Supports multiple media formats (e.g., image, etc.) and file types (e.g., Excel, Word, PDF, etc.).			
2. Provides Optical Character Recognition (OCR).			
3. Provides the ability to support retention policies with respect to images, documents, and/or uploads managed by the system.			
4. Offers drill-down/drill across features for users to view documents transactions.)			
5. Provides the ability to create, store, and retrieve electronic images or copies (e.g., purchase orders, payroll checks, accounts payable invoices, etc.) that are attached to the appropriate transaction record for all modules.			
6. Supports document scanning and attachment, and makes documents accessible throughout all modules (i.e., requisition, purchase order, packing slips, accounts payable, budget, etc.).			
7. Supports ability to link to external documents provided by 3rd party Document Management System (the Port uses Office 365).			
<b><u>Reporting and Analysis:</u></b>		-	-
1. Provides the ability to access data across all modules for inquiry and reporting.			
2. Provides modeling tools to do 'what if' analysis and forecasting (i.e., analysis of revenue/expenditure trends and the ability to develop forecasts and/or projections).			
3. Provides ability to report by fund, by division, or to combine all or a portion of the different types of funds for a consolidated report.			
4. Processes transactions in real-time that are immediately available for inquiry and reporting.			



5. Provides a view into profitability by customer, product, service.			
6. Allows users to drill down from reports and inquiries to source transactions.			
7. Provides full integration with MS Excel for all modules (e.g., worksheet export to Excel, data imported from Excel, etc.) and allows users to export reports to Excel that include formulas/formatting.			
8. Provides the ability to copy, customize, and save standard reports.			
9. Provides the ability to create report notification groups and inform/alert groups a new report is available.			
10. Provides the ability to choose a format when exporting a report (e.g., Excel, Adobe, flat file, delimited, etc.).			
11. Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.			
12. Provides the ability for reporting to be based on user security setting.			
13. Provides the ability to save and “publish” ad hoc reports for use by others.			
14. Allows for multiple output options (e.g., display, print, PDF, CSV, XLSX, email, etc.).			
15. Provides the ability to automatically run and distribute scheduled reports to a group or individuals via email.			
16. Provides the ability to define report from/to dates across multiple fiscal years.			
17. Provides automated month-end reporting.			
<b>General Ledger (GL)/Accounting:</b>		-	-
1. Maintains accounts for transactions via elements or dimensions such as fund, department, division, program, project, object, or any other elements/dimensions needed to meet the needs of the Port.			
2. Ensures all transactions post individually to the general ledger, regardless of the transaction source ensuring each entry is balanced and auditable and provides a message/warning if transactions are not balanced.			
3. Supports accrual, modified accrual, and cash accounting methods.			
4. Creates appropriate entries needed at the end of the period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or auto reversing certain year-end entries).			



5. Provides the ability to add notes/comments to transactions that post to the GL.			
6. Enforces rules for entry validation based on roles at departmental/user level to prevent incorrect account coding.			
7. Captures multiple dates (e.g., transactional, posting, data entry, etc.).			
8. Provides pooled cash accounting from multiple funds to a single bank account.			
9. Supports Government Accounting Standards Board (GASB) standards/principles.			
10. Supports Governmental Accepted Accounting Principles (GAAP).			
11. Provides an automated means to categorize and summarize transactional data.			
12. Provides a report to assist Journal Entry approval/review and includes GL accounts and names, amounts, descriptions, etc.			
13. Provides the ability to generate printed output of all financial/accounting reports (e.g., income statement, balance sheet, general ledger, revenue/expenditure comparison report etc.).			
14. Provides for customization, storage, and retrieval of reports.			
15. Provides functionality for generation of quarterly and annual accounting reports required by State and Federal agencies.			
<b>Chart of Accounts (COA):</b>		-	-
1. Supports a flexible COA structure with room for growth within each field and expanded use of segments.			
2. Provides ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA or losing historical data.			
3. Allows for object code category.			
4. Provides an option for re-organization to have data/history move (all data re-written to new account, electronic reference, crosswalk, etc.).			
5. Provides the ability to support reporting, analysis, and differing views or organizational performance related to all levels within the organization.			
6. Provides the ability to adapt the COA to support modern financial concepts such as workflow, reporting, security design, and internal controls.			



<b>Job Costing</b>		-	-
1. Provides the ability to track jobs in all aspects of the accounting system, including payables, receivables, Purchase orders, invoicing, time and attendance (if provided), in order to track Grants, or specific aspect of Port Operations.			
<b>Journal Processing</b>		-	-
1. Supports multiple journal processing capabilities including one-time, standing, automated recurring, allocations & distributions, automatic reversals (accruals), and corrections.			
2. Identifies the source of journal (e.g., budget, sub-system, import, etc.).			
3. Allows multiple periods to be open at the same time.			
4. Allows a period to be closed but reopened with appropriate authority.			
5. Manages due to/due from transactions.			
6. Allows for transfer between funds in a simple concise, but traceable manner.			
7. Allows multiple options for creating a journal (e.g., onscreen, import from Excel, copy a prior journal, etc.).			
8. Provides multiple description fields for the Journal Entries (i.e., long, short, free form, etc.) and document attachment.			
9. Provides the ability to search for posted journals by date, accounting period, keyword, creator, etc.			
10. Allows for posting back to previous periods, with appropriate authority.			
11. Provides the ability to save work in process and return to it at another date/time.			
12. Supports not allowing an order or Journal entry to be posted to a closed period.			
<b>Budgeting:</b>		-	-
1. Provides the ability to report on justification comments and/or cross reference projects by budget line item.			
2. Provides a view forecasted revenue by product, project, customer, etc.			
3. Provides ability to budget and report by Fund Type.			



4. Offers the ability to see by fund or combined funds budget-to-actuals in real-time with drill-down capabilities for all authorized staff, includes encumbrances on Budget to actual report.			
5. Offers ability within a fund to report budget to actuals by division.			
6. Supports publication of the “annual budget document” via direct leveraging of system outputs/forms/reports.			
7. Supports budgeting by Fund, and within each Fund a further breakdown by division.			
8. Supports Multi Fund Summary reporting by category.			
9. Support departmental budgeting and reporting by category.			
10. Maintains a minimum of 4 years budget history.			
11. Supports the reporting of fully burdened hourly rates for all employees.			
12. Allows users to change key underlying assumptions to impact forecasts.			
13. Provides modeling for “what if” scenarios and forecasting tools for “5 Year or greater Cash Flow Projections”.			
14. Supports budgeting to General Ledger Object level but allows the object to roll up to categories.			
15. Annual budgeting capabilities, with the option to extend the budget to 5 years.			
16. Provides an automated electronic budget process with decentralized entry, workflow, and related notifications/alerts.			
17. Supports multiple mid-year budget revisions and amendments.			
18. Supports multiple annual budget years for expenditures, revenue, and projections.			
19. Tracks various budget versions (e.g., original, edited, admin review, council draft, department head, etc.), which includes the ability to see when and by whom changes were made.			
20. Projects fund balance details automatically (i.e., reflecting projected reserves, revenues, expenses, and inter-fund transfers that would result in an ending fund balance).			
21. Provides the option to seed budgets zero-based, with historical data (e.g., last year’s actuals) or with increasing/decreasing factors down to the object level.			



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22. Allows departmental entry (free form) of justifications and background data related to requests. this information must stay with line-item entries through budget level-up cycles.			
23. Processes mass changes to various accounts during budget process such as a reorganization.			
24. Offers the ability to control budget encumbrances or "roll-overs" at multiple levels.			
25. Offers the ability to add/delete/reallocate/shift positions and update proposed budgets in real-time.			
26. Provides the ability to allocate employee costs by various factors including percentage to multiple account strings, pay type with associated benefits, etc.			
27. Provides position budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to benefits, updates to fixed benefits, and other misc. personnel related rate adjustments.			
28. Provides status tracking relative to departmental budget approvals (minimum five levels of review).			
29. Provides an ability to apply "what if"/factor scenarios across funds, departments, programs, and/or objects as designated by staff.			
30. Offers the ability through security/rights to lock funds, departments, objects, and/or object categories from identified staff.			
31. Provides multi-year budgeting, object, justification, description, etc. fields for each budget year.			
32. Offers the ability to define a maximum budget amount per fund, department, division, object, and report against the defined maximum.			
33. Allows negative amounts to be entered with appropriate security.			
34. Provides the ability to generate labor projections based on factors including percent change in salary, benefits, pay codes, time periods, etc.			
35. Provides automated notification when budget is close to being expended.			
36. Supports a cost allocation model, one that allocates internal services budgets to departments.			
<b>Bank Account Management and Bank Reconciliation:</b>		-	-



1. Provides the ability to manage and automate reconciling of multiple bank accounts (for this requirement, please describe any tools the Proposer utilizes to support cash management and bank reconciliation), without the use of any outside spreadsheets.			
2. Provides the ability to transfer funds between accounts and funds types.			
<b><u>Closing:</u></b>			
1. Supports period end soft close processes (i.e., secures new entries to a closed accounting period for specific modules).			
2. Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances.			
3. Allows multiple year-end closings periods (i.e., period 13, period 14, etc.).			
4. Supports period end hard close processes.			
<b><u>Vendor Management:</u></b>		-	-
1. Supports decentralized vendor entry with workflow to approve vendor prior to availability for use.			
2. Provides the ability to maintain vendor information to process payments.			
3. Provides the ability to view changes to vendor records (i.e., address, name, phone, etc.).			
4. Prevents duplicate entry of vendor record.			
5. Notifies staff if insurance requirements are near/past expiration.			
6. Supports multiple remittance addresses for a vendor.			
7. Provides the ability to attach documents for each vendor record.			
8. Provides a vendor self-service portal with functions that include:			
9. Provide vendor related forms online,			
10. Submit requests to become "registered" vendors,			
11. Check invoice/payment status,			
12. View appropriate transactional history associated with purchase orders (POs),			
13. Make changes to address, phone, primary contact, etc.,			
14. Upload of W9's.			



15. Download of 1099's.			
<b>Procurement/Purchasing:</b>			
<b>Requisitions:</b>		-	-
1. Enforces the purchasing policy rules for general purchases.			
2. Performs budget checking during requisition, PO creation, and invoice processing.			
3. Support electronic approval of requisitions based on levels of authority, and has flexible routing that can be administered without Proposer/Vendor assistance.			
4. Supports the purchase of recurring services by automatically generating a requisition/PO based on pre-established criteria (e.g., health insurance, cleaning services, and leased vehicles).			
5. Provides the ability to initiate an electronic purchase requisition and attach supporting documentation (i.e., quotes, bids, contracts, agreements).			
6. Provides ability to e-mail purchase order.			
7. Supports the ability to copy a previous requisition for a new requisition.			
<b>Encumbrances:</b>		-	-
1. Provides the ability to pre-encumber/encumber requisitions and purchases, and the ability to override transactions that fail budget check.			
2. Supports encumbering of funds when requisition is approved.			
3. When a PO or requisition is cancelled, or closed, automatically reverses pre-encumbrance and encumbrance amounts as appropriate.			
4. Supports encumbering of funds over multiple years, along with ability to carryover existing encumbrances across fiscal years.			
<b>Purchase Orders (PO):</b>		-	-
1. Provides the ability to have a single PO associated with multiple departments and/or funding sources (i.e., cross department PO's).			
2. Supports W-9 needed notification.			
3. Supports recurring/routine departmental PO's based on dollar limits.			
4. Supports annual, blanket, and multi-department PO types.			
5. Supports multiple line items per PO with the option of associating different GL strings with each line.			



6. Provides the ability to issue Purchase Orders for Non-Inventory Items.			
7. Captures internal or external justifications, notes, or comments on POs. internal comments must only be visible to staff.			
8. Limits which users are authorized to override established PO limits.			
9. Provides real-time expense tracking on all PO's including blanket PO's.			
10. Prevents a PO from being issued to an inactive vendor.			
11. Provides options for distributing the PO (e.g., print-mail, email, etc.).			
12. Provides the ability to re-open a purchase order that has been closed including recording the encumbrance.			
13. Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount.			
<b>Year End:</b>		-	-
1. Defines close and roll-over dates at system and module level.			
2. Supports the maintenance of open POs over multiple years.			
3. Supports year-end activities such as conditional PO closure and the ability to roll purchase orders to the new fiscal year.			
4. Automates PO rollover process for individual or groups of POs including appropriate treatment of carryover budget amounts.			
5. Allows users to enter POs for the new fiscal year prior to the start of that fiscal year.			
6. Provides real-time access to PO information related to encumbrances, balances, adjustments, and postings.			
7. Provides a report or dashboard alert of POs with no activity for a user defined period.			
8. At year-end, provides the ability to print list of POs with outstanding balances.			
<b>Contract Management:</b>		-	-
1. Provides the ability to track contracts, insurance requirements and related certificates needed for doing business with the Port.			



2. Supports tracking and managing of contract status (e.g., phases, deliverables, milestones, payment schedule, payment terms, payments, incentives, amendments, renewal status, expiration dates, insurance certificates, etc.) via automated alerts,			
3. Supports tracking of other requirements of contracts and leases, that have specific dates for action.			
4. Associates contracts to projects, requisitions, and purchase orders,			
5. Supports multi-year contracts, including available contract balances and encumbrances.			
<b>Accounts Payable:</b>		-	-
<b>General:</b>		-	-
1. Supports payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, and retirees.			
2. Provides and applies appropriate controls over all payments.			
3. Supports retaining a portion of payment to a contracted vendor.			
4. Supports tracking of grant payments for reporting and reimbursement requests.			
5. Provides a Positive pay report that can be electronically submitted to the Ports Financial institution.			
6. Provides templates/forms to assist in the payment of large vendor bills (e.g., PG&E) with dozens of lines on a bill.			
7. Provides an aging payable report, with columns for date ranges that are customizable, at the absolute minimum a 30 day interval for 30, 60, 90 and 120 or more.			
<b>Invoice Receipt:</b>		-	-
1. Supports importing of electronic invoices from vendors.			
2. Supports centralized or decentralized invoice receipt.			
3. Automates matching the PO, receiver, and invoice.			
4. Provides the ability to identify duplicate invoices from vendor at the time of entry.			
5. Checks the status of all open/pending invoices.			
6. Reflects invoice amount on account balances immediately.			
7. Manages vendor invoice credits with associated adjustments to encumbrances and PO balances.			



<b>Payment Calculation:</b>		-	-
1. Alerts staff about and calculates payment discounts.			
2. Supports automatically calculating shipping for items being paid at time of data entry.			
3. Allows payments that can be scheduled over a time period and with associated tracking of payment terms.			
<b>Payment Process:</b>		-	-
1. For multi-line-item POs, allows selection of one or more of those line items during invoice processing.			
2. Creates POs pay files.			
3. Supports processing of 1099's and 1099 reporting requirements.			
4. Supports refund and retention payment processing.			
5. Provides the ability to short close POs based on user defined parameters.			
6. Provides for ACH, EFT, and wire transfer payments to vendors with a system generated email notification and remittance with payment confirmation.			
7. Provides alerts for expiring invoices that could accrue penalty charges for late payments.			
8. Provides alerts to designated staff when an invoice is paid against a certain budget code.			
<b>Check Generation</b>		-	-
1. Provides the ability to generate multiple checks for a single vendor during a check process.			
2. Generates multiple page checks.			
3. Generates on demand manual checks.			
4. Allows reprinting checks without void and reissue, and without having to re-enter data, if an error occurs during check printing.			
<b>Fixed Assets/Inventory:</b>		-	-
1. Provides asset management functionality to capture and maintain information associated with leased and capitalized assets.			
2. Allows multiple funding sources per asset, including Grant funding sources.			
3. Provides parent/child associations for assets.			



4. Ties an asset(s) to a WIP project.			
5. Tracks non-capitalized assets.			
6. Supports various asset depreciation schedules, the ability to change depreciation methodologies, and (from a point in time) recalculates depreciation based on the remaining life.			
7. Tracks asset maintenance (including enhancement and transfers) and projected associated costs.			
8. Allows for creation of an asset as part of purchase requisition.			
9. Allows for automatic creation of asset when certain dollar thresholds are exceeded, and an automated notification that the process to create an asset has been initiated.			
10. Tracks assets disposal and salvage value; reports on assets nearing full depreciation.			
11. Allows user to define fields for asset reporting to assist with analysis/development (e.g., motor vehicles, buildings, equipment etc.).			
12. Generates journal entries to record depreciation expense to appropriate fund in the General Ledger (GL).			
13. Provides the ability to generate a variety of asset-related reports including assets prior to and after posting, assets by type, by account, by value, etc.			
14. Supports the tracking of capital assets that are not depreciated.			
15. Supports GASB 34 fixed asset infrastructure reporting requirements.			
<b>Accounts Receivable/Miscellaneous Billing:</b>		-	-
1. Supports invoicing of various entities including, but not limited to former employees, businesses, Sole proprietors, and other governmental entities.			
2. Provides for invoicing schedule by customer, service type, date, etc.			
3. Supports invoicing for a variety of items, including but not limited to leases, rentals, Moorage, Hoist Dock services, invoicing for time period based on 3 criteria, and other miscellaneous items or services.			
4. Provides functionality to record receivable and payments against customer accounts.			
5. Provides customizable invoices (requires multiple Port templates).			
6. Provides the ability to add user-defined messages to invoices and statements.			



7. Provides options for off-cycle and regular batch bill runs.			
8. Provides Non-Sufficient Funds (NSF) support including application of additional fees, adjustments to receivables, etc.			
9. Ensures appropriate cross-references to payment history and open balances for refunds processing.			
10. Ensures payments immediately affect customer account balances even while batches are still open.			
11. Provides statements of cumulative activity (vs. invoices only).			
12. Provides a Receivable aging report, with columns for date ranges that are customizable, at the absolute minimum a 30-day interval for 30, 60, 90 and 120 or more to support collection activities.			
13. Provides comprehensive NSF check processing including reversing payments, appropriate reversing of accounting transactions, re-billing with NSF check charge(s), and associating these events with the customer's account.			
14. Provides on demand and interval-based (i.e., weekly) past due payments and aging reports with notifications.			
15. Automates 2nd and 3rd notices of missed payments.			
16. Provides the ability to reverse payment and prepare write off journal entries.			
17. Provides the ability to edit and revise invoices (i.e., address, comments, etc.) including the amount and record (adjustments) the revised amount to the GL.			
<b>Cash Receipts (Cashiering):</b>		-	-
1. Provides a centralized cashiering model to collect and manage transactions daily (e.g., cash, checks, credit cards, electronic payments, etc.).			
2. Provides ability to access transaction detail in sub-accounts.			
3. Provides system generated receipt numbers.			
4. Provides for verification of cash and validates checks.			
5. Supports the ability for staff to scan checks for deposit.			
6. Supports the ability for staff to scan supporting documentation and attach it to receipts.			
<b><u>RV Park and Marina Reservation Management (if proposed all items required, Item 1 is required of all Proposers)</u></b>		-	-



1. Supports the integration of a reservation system (RS)			
2. RS must allow online reservation and payments			
3. RS must allow diagram of parks and marinas			
4. RS must delineate reserved and non-reserved spaces/slips in diagrams			
5. RS must allow portable device use			
6. RS must allow for pricing to be input in advance			
7. RS must allow for the sale of other items			
8. RS must have a robust and accurate reporting system			
9. RS reporting must allow custom reporting without assistance of Vendor			
10. RS should print out daily arrivals and tags for vehicles			
11. RS must be a single system for the Marinas and RV parks			
12. RS must include at least 9 attributes for slips and RV spots by Marina or RV park, these attribute name must be modifiable for Marinas and RV parks.			
13. RS must allow users to search by many criteria to locate reservations easily			
14. RS must allow a minimum of two ways to locate available sites			
15. RS must show who has checked in, who has not checked in daily			
16. RS must allow holds on sites/slips			
17. RS must be a true Multiuser system			
18. RS master customer file must maintain information on the vessel or RV and historical use for at least a 6-year period			
<b><u>Grant Management (desired, but optional):</u></b>		-	-
1. Supports establishing grant budgets and recording expenditures against the grants.			
2. Provides fields to record the type of grant (local, state, and federal), grantor information, match terms, grant begin and end date, and grant draw-down activity.			
3. Allows users to establish budgets, track activities, and manage reimbursements/billings related to CIP grants (specific items that are or			



are not to be billed to a grant) and to associate those grants with project categories as appropriate.			
4. Allows real-time access to grant costing details.			
5. Ensures overhead percent allocations are consistently and accurately applied.			
6. Supports cost allocations.			
7. Tracks grants over multiple (State and Federal) fiscal years.			
8. Supports grant application and funding request processes.			
9. Provides reporting on grant activity by period and over the life of the grant award.			
10. Provides alerts when expenses are close to twenty percent (20%) threshold of budget.			
<b>Technical:</b>		-	-
<b>General:</b>		-	-
1. Provides a production, training, test, and development environment.			
2. Provides the ability to configure workflows, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by the Port and without the assistance of the software vendor.			
3. Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology.			
4. Provides an Audit Trail with metadata, user, date, and time stamp throughout all modules, including field level change tracking (before/after values) as well as record level activity, including creation, viewing, editing, deletion and exporting (where applicable).			
<b>Regulatory Compliance:</b>		-	-
1. Provides solution that is Payment Card Industry Data Security Standard (PCI DSS) compliant.			
<b>System Security:</b>		-	-
1. Allows the system administrator to:			
2. Define a minimum length password,			
3. Define a password expiration timeframe,			



4. Prohibit reusing of passwords,			
5. Configure control access to the application, modules, transactions, data and reports,			
6. Define access rights (e.g., create, read, update, delete) by user ID or functional role,			
7. Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role,			
8. Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups or functional role.			
<b><u>Integrations/Interfaces:</u></b>		-	-
1. Provides an Application Program Interface (API) - or other emerging industry standard, to enable the exchange of information (both inbound and outbound) with other business applications using a variety of protocols.			
2. Provides a configurable API - or other emerging industry standard, such that new interfaces can be defined, or existing interfaces can be modified by an administrator without requiring the support of the software provider.			
3. Provides security and auditing of data exported and imported via any interfaces.			
4. Provides the ability to specify the editing criteria (including both field validation and consistency edits) to be applied to inbound transactions and ensures that transactions submitted via the Interface are subject to the same business rules as transactions submitted via the user interface.			
5. Provides the ability to specify whether outbound interface transactions should be sent immediately or stored and forwarded at a specific time or at specific intervals.			
6. Provides a notification to users of transactions that fail edits and provides a way for user to view, update, delete, and automatically resubmit transactions for processing or to be returned to the originating applications.			
7. Provides the ability to schedule and encrypt files as necessary for data transfers.			
<b><u>Hosted/SaaS Specific System Requirements:</u></b>		-	-
1. Provides system availability 24 hours a day, 365 days a year (not including scheduled downtime).			



2. Ensures scheduled downtime is pre-approved by the Port one week in advance.			
3. Provides system uptime of 99.9%.			
4. Provides hosting facility that is SSAE 16 certified.			
5. Stores data in the Continental U.S.,			
6. Provides for continuous backup of data and transactions such that the Port will not suffer data loss in the event of a disaster or catastrophic failure.			
7. Provides a "Trusted System" for backups according to requirements defined by the State of California,			
8. Provides for scheduled, periodic backup of live data to the test/training environment,			
9. In the event of a disaster or catastrophic failure, informs the Port:			
10. Within one hour,			
11. The scale and quantity of the data loss,			
12. What Proposer has done to recover the data and mitigate any effect of the data loss,			
13. What corrective action Proposer has taken to prevent future data loss.			
<b>Data Access and Security Breaches:</b>		-	-
14. Maintains audit logging to record access activity:			
15. Login/logout attempts by user and workstation,			
• User submitted transactions,			
• Initiated processes,			
• System overrides,			
• Additions, changes, or deletes to application-maintained data.			
3. 2. Upon discovery or reasonable belief of any data breach, notifies the Port by the fastest means available, and in writing within 24 hours. Notification should include:			
• The nature of the breach,			
• The data accessed, used, or disclosed,			
• The person(s) who accessed, used, disclosed, and/or received data (if known),			



<ul style="list-style-type: none"> <li>• What has been done to quarantine and mitigate the breach,</li> </ul>			
<ul style="list-style-type: none"> <li>• What corrective actions has been taken to prevent future breaches.</li> </ul>			
4. 3. Provides daily updates regarding findings and actions performed until the breach has been effectively resolved to the Port's satisfaction.			
5. 4. Provides a report containing the results of the investigation of the breach.			



## Attachment B

Item	Cost					Five year cost of ownership
	Year one	Year two	Year three	Year four	Year 5	
Licensing						0
Implementation						0
Project Management						0
Software configuration						0
Data conversion and migration						0
Interface development						0
Support						0
Maintenance						0
Training and documentation						0
Interfaces						0
Testing						0
Hosting						0
Other 2						0
Other 3						0
Other 4						0
Other 5						0
Other 6						0
Other 7						0
Other 8						0



Port of Newport  
 REQUEST FOR PROPOSALS  
 Financial System Software/SaaS

