

- **Would you like to do Payroll in the system, or do you plan to do outsourced payroll?**
  - The Port uses ADP for time keeping and payroll processing. The Port is open to alternatives, including a fully integrated payroll system. The ideal solution would allow the Port to track employee costs by task, this would enable the Port to better set prices.
- **How many purchase documents do you expect per year?**
  - The Port created a computerized process June of 2020 using VBA within Excel, for this nine-month period 804 purchase orders were created, this would equate to 1,072 purchase orders annually. I anticipate this rising somewhat with a fully integrated system, our best estimate is 1,500-2,000 per year.
- **How many approvers of purchase documents would you expect?**
  - This depends on the total value of the good purchased. The General Manager has authority to procure good up to \$10,000, the two Directors can approve purchases up to \$2500 and the Six (6) Supervisors can approve a purchase up to \$500, the system should allow changes in the limits or those who approve purchase orders without vendor intervention.
- **What is an object code category?**
  - Object codes numbers that are used to categorize actual expenses, budgeted amounts for expenses, and encumbrances, into categories that describe the nature of the goods or services purchased.
- **Contract Management line #181 – What are the scope of these contracts, is this boatyard work orders, work orders for jobs to be done by port? Or are these project management for outside vendors?**
  - There are several types of contracts and Vendors.
    - Outside vendors that will be under contract with the Port to deliver goods, services, or products by specific dates (deliverable based) or a time and materials-based contract.
    - Moorage License agreements- moorage for using the Port Docks. This is a contract between the Port and the Vessel Owner. The Port desires to track renewal dates of the agreement, and the expiration of required insurance, withing the financial software.
    - Other Contracts – The Port desires to track general contracts, the amount spent, the amount remaining, and the expiration dates of the contract.
    - Lease Agreements – the Port has properties that are leased from the Port, the Port would like to track lease expiration dates and dates Lease increases are due within the financial system Ideally, the system would have the capability to produce a 5–10-year forecast of lease revenues.
- **Accounts Receivable line #239 – Can you define what the 3 criteria are?**
  - These three criteria might vary. For transient vessels (vessels that are paying a daily rate) the Port needs to be able to bill based on length of vessel, number of days at the Port and the price per foot. For lot storage length, width, price per square foot.
- **Accounts Receivable line #241 – Need more detail on what you are looking for, is this just a customized message or complete design change for each Port?**
  - The Port needs to be able to modify the format of the invoice. This includes adding or removing fields, changing size of fields, adding a Port logo, adding a customized

message. This would not be a complete redesign, but a redesign of the invoice to meet specific needs.

- **Does your reservation management system allow for consumers to log in to a web client either via browser or via mobile browser to make and update reservations?**
  - The current system does not allow consumers to log in and update a reservation but allows a consumer to make and pay for a reservation. The Port charges a consumer if a reservation is cancelled or modified within a specified amount of time prior to the date of their reservation. If the Reservation Management system was able to accommodate this, we are open to allowing a consumer to modify/cancel their registration online.
- **What is the budget range for the current project's implementation cost and annual cost?**
  - Although the Port does have a budget in mind, we are not sharing the budget or annual cost expectations.
- **How many customer license and employee-license is required?**
  - Please see the response to this in the Pre-Proposal meeting and responses
- **Approximately when the city is planning to go live with the new system?**
  - The Port plans to go live with the new Financial System no earlier than July 1, 2021. The port does not have a specific date in mind, the Port prefers to work with the selected vendor to assure that a successful conversion or switch to the new financial system.