

1. **In Reference to Port of Newport RFP Requirements Excel Document, row 59**

- Can you provide more clarity to *“Provides functionality for generation of quarterly and annual accounting reports required by State and Federal agencies.”*
- Are there any special federal agency requirements? (10Q, 10K?) Could you provide us an example of one of these reports?

Response:

Federal Agencies:

This relates to grant reporting. As a project is underway, the Port must report amounts spent against the Project. This form is the SF 425 Form. A copy of this form can be found at: <https://www.gsa.gov/cdnstatic/SF425-V2.pdf>.

State:



Summary of Revenues and Expenditures

Please refer to instructions on next page.

A. Municipal corporation information			
Municipality name:	PORT OF NEWPORT		
Address line 1:	600 SE BAY BLVD	Reporting period: From:	07/01/2019
Address line 2:		To:	06/30/2020
City, state, ZIP:	NEWPORT OR 97365	Report type:	Audit
Check if new address:	<input type="checkbox"/>	Opinion issued:	Unmodified
If this is the final report, please enter the last date of operations:		Basis of accounting:	GAAP

B. Financial statement audit – Reported deficiencies	
1. Regarding internal controls over financial reporting, how many significant deficiencies and material weaknesses were reported? <input type="text" value="0"/>	3. How were deficiencies communicated? Check all that apply. <input type="checkbox"/> Report issued in accordance with Government Auditing Standards <input type="checkbox"/> Communication in accordance with Statements on Auditing Standards AU-C 265 "Communicating Internal Control Related Matters Identified in an Audit" <input type="checkbox"/> Other (specify communication): _____ <input checked="" type="checkbox"/> No deficiencies Per OAR 162-010-0230, a copy must be filed with Secretary of State.
2. Of those control deficiencies reported, how many resulted in the following: Accounting errors/Misstatements: <input type="text" value="0"/> Noncompliance: <input type="text" value="0"/>	

C. Summary of revenues and expenditures			
Revenues and/or receipts		Expenditures and/or disbursements	
a. Revenues from government-wide statement of activities:	\$ 8,307,593	a. Expenditures from government-wide statement of activities:	\$ 8,368,787
b. Fiduciary fund additions:		b. Fiduciary fund deductions:	
c. Gross revenues subtotal (a + b):	\$ 8,307,593	c. Gross expenditures subtotal (a + b):	\$ 8,368,787
d. Revenues of component units:		d. Component unit expenditures reported with primary government:	
e. Taxes, assessments and other collections to be distributed to other governments:		e. Turnovers to other municipal corporations:	
f. Exempt revenue subtotal (d + e):	\$ 0	f. Exempt expenditures subtotal (d + e):	\$ 0
g. Net revenues (c – f):	\$ 8,307,593	g. Net expenditures (c – f):	\$ 8,368,787

D. Filing fee: \$ 300

E. Submitted by			
Auditor name:	RICHARD V. PROULX, CPA	Municipal license number:	1321
Firm name:	KERN & THOMPSON, LLC	Date:	12/22/2020
Municipal contact name, title:	Mark Brown, Director of Finance	Municipal phone:	(541) 265-7758

Submit: Click the "Submit" button on the right to submit this form via email. Save a copy for your records.

Submit

Within 30 days of delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Audits Division, and one copy must be delivered to the municipal corporation.

- In Reference to Port of Newport RFP Requirements Excel Document, [row 67 "Job Costing"](#)
 - Will you be requiring Job Costing for labor hours to a job/grant? Will you require or be open to using our Payroll Module & Service?

Response:

The Port is open to all options to including using the Payroll module and Service.

- In Reference to Port of Newport RFP Requirements Excel Document, [row 230](#)

- Can you provide more clarity to the need of *“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.”*

Response:

The Port’s policy is that if the amount of purchase is over \$5,000 and the equipment has a useful life of more than 1 year that the equipment must be capitalized. In an ideal scenario, when an invoice is entered that exceeds \$5,000 threshold a notice should be sent to selected individuals indicating the purchase of a potential capital item, we are small enough that we believe we have a handle on this, but this is a double check system.

4. In Reference to Port of Newport RFP Requirements Excel Document, row 256

- Can you provide more clarity to *“Provides a centralized cashiering model to collect and manage transactions daily (e.g., cash, checks, credit cards, electronic payments, etc.).”* ?
- Will you require a POS solution? Do you have a POS Solution today? How much cash tender do you accept on a weekly/monthly basis? What are you selling via cash/check in store?

Response:

The Port has three (3) locations that provide services to customers. Currently, the Port uses a manual process in two of the locations (the Commercial Marina and International Terminal) and has no ability to collect any payments – or to stop staff from providing services if the customer is significantly past due. The third location, the South Beach RV park and Marina uses a third-party software, this software does not integrate with the accounting system. Daily, sometimes weekly, the Port must reconcile the daily deposits to the accounting system, as well as input any transactions into the accounting system.

The Port is looking to move away from the manual processes. We have had a consultant prepare an AS-IS of the Vessel loading and unloading, as well as a suggested TO-BE process. But here is a simplification of vessel loading and unloading. A vessel pulls into the Hoist Dock, the vessel name is logged onto a service ticket. As services are performed, we capture and log: piece (s) of equipment used, service dock tie-up time, amount of labor time. The service ticket is reviewed by the Harbormaster, then sent to the Front office. The front office takes the information from the service ticket and inputs the information into the accounting system, to create an invoice. The invoice is then sent to the customer. Ideally, a service ticket would be created electronically at the time the work is performed, this can be reviewed by the Harbormaster and an invoice created. If the customer is past due, the individual providing the service will be notified and the customer will be required to pay at the time service is provided or no service will be provided.

At the RV park the Port would like an integrated system that does not require manual intervention for cash receipts or sales.

5. In Reference to Port of Newport RFP Requirements Excel Document, row 260

- Can you provide more clarity to *“Supports the ability for staff to scan checks for deposit.”*
- What will happen to this scanned check? Are you looking for NetSuite to deposit checks directly into your bank account?

Response

The Port has a check scanner which was purchased from First Interstate Bank (the Port's Financial Institution). The scanner deposits the funds directly into First Interstate Bank. The Port would like the scanned check to be sent to the accounting system.

6. **In Reference to Port of Newport RFP Requirements Excel Document, row 272**

- Can you provide more clarity to "RS should print out daily arrivals and tags for vehicles"
- Are these for tags for daily visits to the boat ramp or parking? Are these barcode tags or RFID tags?

Response:

When RV's check into the Port's RV park, they are issued a tag which they are required to display in their vehicle. This contains the name of the customer, the check-in date, and check out date – on one side of the tag. The back side of the tag contains additional information. We also follow a similar process for Marina guests. We would like to automat this process. Currently the Port sells annual launch passes and are in the process of implementing a parking program for those not launching, no decisions have been made on barcoding, License plate It or RFID for this program, but the Port is open to this option.

7. **In Reference to Port of Newport RFP Requirements Excel Document, row 289**

- Can you provide more clarity to "Supports grant application and funding request processes."
- What does this process look like today? What are you looking our system to do for you?
- *Note: If your current process is "manual" we have several Built-for-NetSuite solutions for you to consider. Depending on how many grants you wish to support at one time, we may simply provide custom records with forms to support your application process.*

Response:

The current process is manual. Only in the last two years has the Port actively sought out Federal, State, and other Grants to support Port operations. The Port currently has 1 recurring grant, has a Grant with the Economic Development Administration for \$2.4 million. The Port has several infrastructure projects coming. This includes replacing Port Docks (\$15 million), upgrading facilities, adding space for international shipping, etc.... Each of these projects may be eligible for Grant funding. The Port is looking to be able to track grants from beginning to end.

8. **In Reference to Port of Newport RFP Requirements PDF, Timeline & Schedule**

- Will it be possible for our demo team and our implementation team have an over the phone discussion with you around your requirements for a phase 1 vs. phase 2? We'd like to have this conversation the week of May 17th, if possible. This will help us to:
 - Accurately price our solution for the RFP Submission
 - Accurately price our implementation efforts
 - Demo a Tailored & Customized demo when the time comes to show you our product
- If selected as a Short List Vendor, will the demos take place in the month of June?

Response

Unfortunately, having a call independent of other vendors would be considered an unfair advantage, so the Port cannot offer any single vendor this opportunity.

The Port recognizes that the best approach to implementing a new financial system may be a phased approach, we leave each phase to the discretion of the proposer, recognizing that the first phase must be implementing the General Ledger and accounting portion. The secondary phases can be implemented in an order that provides the best value (and best ROI) to the Port.

Although not absolute and therefore subject to change. The Port believes these are some important aspects of the system the Port would like demonstrated, the Port will be making specific requests of the selected vendors, after reviewing the RFP:

1. Bank Reconciliations
2. Aging Report reviews
3. Reports – specifically reports by fund, GAAP, GASB Reports, and budget reporting
4. The budget process in the Financial System (a quick demo of how it works)
5. Any integrated systems – see the level of detail provided within financial system
6. Overall look, feel and ease of use
7. Procurement system – purchase order approval process, and encumbrances

Again, recognizing you are the expert for your software, we would like you to propose the most cost-effective phased approach, along with timelines. While cost is important to the Port (especially long-term), being able to automate processes is also a critical component of switching to a new financial system.

At this time, the Port anticipates the presentations will be in June.