REQUEST FOR PROPOSAL

ENTERPRISE RESOURCE PLANNING SOFTWARE

Issue Date:	January 5, 2026
Issued By:	Port of Astoria 422 Gateway Ave, Suite 100 Astoria, OR 97103
Inquiries:	Melanie Howard Finance & Human Resources Director proposals@portofastoria.com (503) 741-3343
Proposals Due:	February 20, 2026

Notice is hereby given that the Port of Astoria, Oregon is accepting Proposals for implementation and ongoing use of an Enterprise Resource Planning Software System.

Proposals must be submitted to the Port of Astoria no later than 12:00 PM Pacific Standard Time on February 20, 2026.

A copy of the Request for Proposal for the Enterprise Resource Planning Software System is on file at the Port of Astoria, 422 Gateway Ave, Suite 100, Astoria, OR 97103, and is available to all Proposers by calling 503-741-3300, by emailing proposals@portofastoria.com or online at https://www.portofastoria.com/public-notices.

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PURPOSE

This Request for Proposal (RFP) is issued by the Port of Astoria to invite qualified vendors to submit Proposals for the provision and implementation of Accounting & Enterprise Resource Planning Software. The Port of Astoria currently uses QuickBooks Enterprise for Desktop, supplemented by spreadsheets, Access Database for lease management, and third-party tools for other departments. This setup presents significant limitations that hinder operational efficiency, transparency, and scalability. Key issues include:

- **Visibility and information-sharing:** Quickbooks is primarily only used by the core accounting staff, so other departments have no visibility into transactional history or reporting.
- **Customer & vendor relationship management:** While the Port does very little with traditional sales and does not need to track customer leads, it currently lacks a centralized repository for all customer, vendor, and partner contacts.
- **Manual and fragmented workflows**: Approval processes, journal entries, and reconciliations are handled manually.
- **Limited integration**: The Port's current accounting software is not integrated with other systems used for lease management and Airport, Marina and Boatyard operations. Reports from these systems must be manually generated and entered into QuickBooks.
- **Complex billing challenges**: Each billing for large vessels relies on manual interpretation of tariff documents. The current process for water rebilling is done through a complicated, time-intensive, and error-prone spreadsheet. Both functions should be handled within the accounting software.
- **Work order management:** The Port's current work order process uses static PDFs and is highly manual and fragmented. This system lacks integration with the accounting software, offers no real-time visibility, and makes it difficult to monitor progress, costs, or property maintenance records.
- **Inadequate reporting tools**: Reports are built manually in Excel, lack real-time data, and are difficult to reuse or visualize.
- **Cumbersome project and grant tracking**: Project- and grant-related expenses are tracked manually, making compliance and reporting time-consuming and error-prone.
- **Fixed assets:** Fixed asset costs during the year are entered without categorization in the accounting software and then manually added to a fixed asset list in Excel. Depreciation is computed through the Excel workbook and then adjusted in the

software. This manual process increases the risk of errors in asset tracking and depreciation calculations, reduces efficiency, and limits timely reporting.

- **Parking tickets:** Parking tickets that have been issued are not recognized in Accounts Receivable until the ticket has been paid. An Excel spreadsheet is used to record outstanding tickets and to check for ageing. Delayed recognition of receivables distorts revenue, and reliance on spreadsheets creates inefficiencies and increases the risk of missed collections.

The desired solution should support core functions including Purchasing, Accounts Payable, Accounts Receivable, Utility Billing, General Ledger, Fixed Assets, Complex Billing, Customer Relationship Management (CRM), Work Order Management, and other activities typical of a local government operating as a business entity. Responders may also propose solutions for Contract Management, Lease and Rental Management, Marina & Boatyard Management, Ticketing Software, and/or an online customer payment or relationship portal.

The software must enable the creation of Government Accounting Standards Board (GASB) compliant financial reports, as well as providing on-demand, customizable reporting to enhance financial transparency and support daily operations. Because the Port operates as both a governmental entity and a business enterprise, the software must offer sufficient flexibility to support regulatory requirements such as dual control, budgeting, and auditing, while also accommodating business-oriented functions.

The software would ideally support the management of lease and rental agreements, which represent the Port's primary source of revenue. In addition, support for Marina and Boatyard operations—while secondary to the core ERP requirements—would represent a meaningful step forward in consolidating the Port's operational systems.

Proposers are required to complete a detailed Requirements Matrix (**Attachment A)** and provide comprehensive cost estimates, implementation timelines, and references from similar organizations. All notices related to this RFP will be posted on the Port's website at https://www.portofastoria.com/public-notices. Interested parties are encouraged to check the webpage regularly for updates. The Port reserves the right to notify potential Proposers of any amendments to this RFP by publication on the Port's website only. No amendment to this RFP shall be effective unless made in writing and posted on the Port's website.

ABOUT THE PORT

The Port of Astoria, established in 1910, operates under the laws of the State of Oregon and is governed by an elected Board of Commissioners, which sets policy for management by the Executive Director. The Port provides services to commercial and recreational boaters at its Marina and Boatyard, supports commercial and cargo vessels, fish processing, cruise ships, and research vessels at its deep-draft marine terminals, and operates the Port of Astoria Regional Airport.

The fiscal year runs from July 1 to June 30, and the Port's accounting policies conform to GASB requirements for Modified Accrual Basis for governmental funds. The Port's current combined annual budget is approximately $16.9 million. Operations are organized into several departments, including Administration, Security, Properties, Terminals, Boatyard, Marina, and Airport. As a fiduciary steward of public assets, the Port manages significant expenditures for capital projects such as dredging, land development, pier upgrades, and infrastructure maintenance.

Approximately 8–9% of the Port's revenues are generated through county taxes, which are administered by the county and distributed directly to the Port. While the Port is subject to GASB requirements and Oregon laws governing Special Districts, it generally operates as a business enterprise. All accounting activities are managed exclusively through the Enterprise Fund.

The Port employs approximately 25 full-time equivalent (FTE) staff, works with 400–500 vendors and 300–400 customers, and has approximately 300 general ledger accounts. There are currently 124 active lease agreements across Port properties. While the Port does not directly provide utilities, it rebills approximately 25 tenants for water usage and eight tenants for electricity based on meter readings.

CURRENT SYSTEMS

The Port uses QuickBooks for accounting related to properties, vessels, and miscellaneous income. Lease and rental income accounting is supplemented by an Access database that maintains lease information and generates monthly rent roll exports. Boatyard and Marina operations are managed through Marinaware, which produces monthly reports for manual input. Airport operations utilize Avpos and QTPod, online systems that generate monthly reports for manual entry into QuickBooks.

More complex tasks—including utility billing, journal entries, and certain customer billings—are managed through Excel spreadsheets. File and workflow management is handled through Microsoft Sharepoint and other Microsoft 365 tools. The Port

currently uses Paycom for Payroll and HR functions and would be looking for software that would integrate with, but not replace, Paycom.

Online payments are currently limited to parking tickets via Gravity Payments, which also handles Point of Sale (POS) and invoiced transactions at the Marina and Boatyard. Other customers, primarily tenants and vessel owners, may pay by credit card through QuickBooks if enabled, but most transactions processed through Quickbooks are in the form of an invoice and check. Invoice amounts vary widely—from $10 to $150,000—depending on customer type. Billing is typically monthly for tenants and fishing vessels, and per-use for larger vessels.

Summary of Systems and Users

Current Software: Quickbooks Enterprise for Desktop, Access Database (Properties), Marinaware (Marina & Boatyard), Avpos & QTPod (Airport), Sharepoint (file management), Paycom (payroll)

Current Modules: None

Users:

- **Heavy Users**: 4 users with full access to all accounting functionalities and most/all other modules. Two of these would be admins with access to user controls and system configuration.
- **Department Managers:** 6 users who oversee operations and require access to budget tools and reports. They must be able to delegate work orders and miscellaneous tasks to other staff, perform vendor and customer lookups, and access specific system modules such as lease management or Marina and Boatyard management.
- **Operational Users**: Approximately 8–10 staff members who primarily perform hands-on operational tasks across various departments. These users will rely on the system to receive and complete work orders, track progress, and update task statuses. They may also need access to the utility billing and/or purchase order modules.

SCOPE OF WORK

The Port of Astoria seeks to implement a new Enterprise Resource Planning (ERP) Software System to enhance operational efficiency, support process improvement, and promote fiscal transparency.

Software Qualifications

- The proposed software must be intuitive, modern, and user-friendly, with easily navigable interfaces.
- The software must cover governmental accounting basics: GASB compliance, project management, grant management, etc.
- The software must provide fully customizable reports and support seamless export/import with Microsoft Excel, without extensive reformatting.
- The software must be able to administer complex terminal rates for billing.
- The ability to upload and attach documents to customer accounts, purchase orders, CRM contacts, and other relevant records is required.
- A work order system is required, with functionality for creating, assigning, and tracking work orders that are fully integrated with the accounting component for accurate cost allocation and reporting.
- The proposed software should be compatible with Microsoft 365, and preference will be given to solutions that offer direct integration with Microsoft SharePoint for file management and workflow automation.
- Optional Quality: Preference will be given to solutions that include robust functionality for managing lease and rental agreements (tracking terms, renewals, rent schedules, tenant contacts). Costs for this feature should be broken out separately.
- Optional Quality: Preference will be given to solutions that include Marina & Boatyard management software or that integrate seamlessly with the current software (Marinaware) or a proposed solution. Costs for this feature should be broken out separately.
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- Optional Quality: Preference will be given to solutions that include parking & ticketing software. Costs for this feature should be broken out separately.
- Optional Quality: Preference will be given to solutions that offer an online customer portal that includes payment options. Costs for this feature should be broken out separately.

- Optional Quality: Preference will be given to solutions that can integrate with the Port's existing payroll system, Paycom, either directly or through a plug-in or API. Proposers should describe their approach to Paycom integration, including any limitations or additional costs.

The software is required to provide solutions for the following functions:

- CRM
- Work Order Management
- Purchasing
- Accounts Payable
- Accounts Receivable
- Utility Billing
- Project Tracking
- Fixed Asset Accounting
- General Ledger
- Budget

Server-based, cloud-based, and hosted software/service Proposals will be considered. The attached Requirements Matrix must be submitted with any Proposal.

Scope of Services

Implementation assistance and technical support:

- Installation and feature customization of the software and databases, in coordination with the Port's IT contractor and staff.
- Data migration from existing systems.
- Assistance with setup customization and formatting, including chart of accounts, workflow configurations, security settings, forms, storage configuration, rate settings, import/export files, payroll software integration (optional), and other steps required for a smooth transition.
- Training for core system users in each module, with at least one user trained from each department. A combination of onsite and remote training is required.
- Definition and instruction of any new processes or procedures.

Ongoing support:

- Provide skilled and responsive technical support and up-to-date online learning opportunities.
- Ongoing collaboration with staff to provide continuous improvement to processes and explore opportunities for future innovation.

SUBMISSION REQUIREMENTS

1. **Title Page**

The Title Page shall include the name of the software and the Proposer's company name, address, contact name, email address, and telephone number

2. **Executive Summary (limit 2 pages)**

The Executive Summary shall provide an overview of the Proposal. It should include any points the Proposer wishes to highlight, as well as any relevant conditions or restrictions.

3. **Company Profile (limit 3 pages)**
   - Provide a profile of the company, including the number of employees and a list of key personnel with their years of experience. Provide a chronology of the company's growth, history, and ownership structure.
   - Provide information about past, current, or forecasted mergers or acquisitions impacting the company or any products included in the Proposal.
   - Describe how the company measures customer satisfaction with software applications and with service/support and how it gathers customer feedback.
   - Describe the company's commitment to product improvement and innovation. Give examples of improvements made to the software in the last three years.
   - Provide a list of public ports, other special districts, or similar organizations (preferably in Oregon) that utilize the proposed system, along with names and phone numbers of at least three references. At least one reference should be a port or other special district that has completed implementation of the software within the last three years.

4. **Requirements Matrix**

Responders must submit a completed Requirements Matrix (**Attachment A**). Each requirement should be labeled as "Full Function" if the proposed software fully meets or exceeds the requirement, "Modification/Custom" if the requirement can be met through customization, configuration, or with a plug-in or add-on, or "Not Available" if the software does not currently support the requirement. A comment field is provided for each item to briefly explain any implementation details, limitations, or alternative solutions.

In addition, each requirement is assigned a priority level: "Must Have" indicates a mandatory feature that is essential for the solution; "Should Have" refers to features

that are important and expected to be included; and "Nice-to-Have" describes features that are not required but would add value if available.

5. Cost Estimates

Provide a cost summary of all expenses. Indicate the length of time over which your price quote applies. If there are multiple options (hosted or server, local or remote training) please provide an explanation and cost estimates for each alternative. For user-based fees, include costs to add additional users.

Implementation

Describe costs for implementation, including installation, customization, migration of current data from Quickbooks, onsite and remote training, and support through launch. Please explain what deposit would be required and if the Port will be expected to pay ongoing maintenance and licensing fees before the system is operational. Outline the billing timeline for implementation costs—indicate whether charges will be invoiced in full upfront or distributed across multiple years. Finally, provide details on any hardware or software that must be purchased or that will be supplied as part of the implementation.

Operation

Describe the cost for ongoing operation of the software. Include the annual cost for maintenance, support, and licensing. Please explain if the ongoing costs are calculated on the number of licensed users, if licenses are user specific or concurrent, and what access non-licensed users will have to view or retrieve data from the system. Specify what level of support services might constitute a separate fee.

Optional Services and Functionality

Provide detailed cost estimates for all optional features and additional functionality proposed, such as Contract Management, Lease and Rental Management, Marina & Boatyard Management, Ticketing Software, and/or an online customer payment or relationship portal, or other modules beyond the core ERP requirements. Each optional feature should be itemized separately with clear explanations of associated implementation, integration, licensing, and ongoing support costs.

Miscellaneous

All anticipated costs to the Port shall be identified and itemized. If enhancements are required to accommodate a specific task identified in the Proposer qualification questions, identify the cost of such an enhancement.

Please include estimated travel costs for training and be specific about Proposal inclusions and exclusions.

If your contracts typically include an annual cost increase, please disclose that as well. If they do not, include a history of the frequency and amount of past rate increases. If future software upgrades are not provided free of charge, include the typical cost of the complete upgrade, including the cost of all modules and any migration, training and other fees associated with the upgrade.

6. Implementation Process and Timeline

The Port plans to phase implementation for ease of transition. If possible, the Port prefers that the transition to new accounting software occur first, with Quickbooks being de-commissioned entirely before moving on to other modules such as Contract Management, Work Order Management, Lease Management, and/or ticketing software. The replacement, if any, of Marina and Boatyard software would happen separately from this process and may require an additional RFP. With this in mind, please describe your implementation process and proposed timeline once contracts are signed and deposits are received. Include milestones and projected dates as well as estimated "go live" dates for each phase, if implementation begins in July of 2026. Please be specific about the responsibilities and estimated amount of Port staff time required during each of these implementation phases.

7. Additional Questions

Provide answers to the following questions. Each response should begin with a brief restatement of the original question.

<u>General</u>

1. Are there features within your software that are not addressed in the Matrix which you think would benefit the Port?
2. Do you have the ability to provide a sandbox or test environment for the Port to evaluate the software before or after the finalist presentations? If so, please describe the scope of access, available modules, and any limitations.
3. Is your organization the original developer and licensor of the proposed software solution, or are you acting as a reseller or implementation partner for another vendor? If you are a reseller or partner, please identify the original software developer and describe your relationship, including any limitations on support, updates, or contractual obligations.

<u>Software Features</u>

4. Is the software interconnected, allowing drill-down without switching modules? For example, if you pull up a vendor, can you view payment history and click on an

invoice, PO, check, or attached document—and, if available, Contract Management documents—without leaving the A/P section? Similarly, when viewing a customer, can you access all related information (billing history, contact details, lease data, and any associated contracts) directly from modules such as Utility Billing or CRM?

Security

5. What are the hardware and network configuration requirements?
6. Explain the security provisions of your system. If your system is cloud based or remote hosted, what provisions are in place to protect Port data from cyber events? What level of insurance do you carry for cyber security? What is your procedure and notification schedule for your clients after a breach? How long would it take to get the system operational again? To restore data?
7. Disclose any major security incidents within the last ten years and provide relevant detail on the company's response.
8. Describe the data backup and restoration procedures for the system. Are backups run automatically or manually? Where are they stored, and how often are they tested?
9. How far back does your system retain data? Can retention policies be set by the Port? What happens to data after that date – is it archived/retrievable or deleted? Can that be set differently for different modules?
10. If the software is hosted or cloud-based, is there an offline mode so the Port can keep operating if internet service is interrupted?
11. What are the cloud storage limits? What is the cost to increase if needed in the future?

Updates

12. Does your software have a "test" function or another way to test changes before going live with them?
13. Describe the frequency, delivery, and installation of updates. How often do updates occur and for what purpose? Do updates happen automatically, or is it a function run by staff? Who is notified, how are they updated, and what are lead times on these notifications? Are software updates typically scheduled for after-hours PST?

Modules & Integrations

14. Describe the software's capabilities for contract management, lease and rental management, ticketing software, and/or online customer payment/relationship portal. If not included, explain options for integrating these functions with third-party systems.
15. Describe the software's capabilities for Boatyard & Marina management. If not included, explain integration options for either MarinaWare or a recommended solution.

16. Describe your platform's compatibility and integration with Microsoft 365 applications, including SharePoint, Teams, Outlook, and OneDrive. Does your solution offer direct integration with these tools, or can such functionality be provided through third-party integrations or plug-ins?
17. Does your platform offer artificial intelligence (AI) features directly, or can AI functionality be provided through integration or plug-ins with third-party solutions? Describe any available AI capabilities, integration options, and relevant use cases.
18. List any third-party vendors you propose to partner with, as well as the products and versions proposed, and scope of areas/functionality they will be providing. Provide the number of customer installations your organization has successfully completed with each third-party vendor being proposed.

Implementation & Training

19. Describe your experience with migrating data into your system and the extent of your team's anticipated involvement in preparing existing data for migration.
20. Will there be a review of our database before implementation, to advise of any cleanup that needs to be done on our part before the transition takes place?
21. How much training time do you anticipate providing during implementation? Confirm that training can be provided through a combination of on-site and remote methods. Provide details on your anticipated time provided in each and what that process would look like.
22. Describe post-implementation training. What tools are available for onboarding new employees? What online or self-training tools are available? What formats are they in? How do you ensure your training materials are current with the latest features of your software? How often do you provide live training webinars? Are they recorded and available later on demand?

Ongoing Support

23. Describe your approach to providing ongoing support. How many support staff would be assigned to this account and what are their experience levels?
24. Can your support staff remotely view our workstations and help resolve issues in real time? Is software support available 24/7? If not, what hours is it available and what "self-help" resources are available after hours?
25. What is your expected response time to high, medium, and low priority technical support tickets? What is your worst-case response time for each? How do you track aging unresolved tickets? How often do help tickets need to be re-opened?

26. Sample Contract

Please attach a sample contract or contract template.

PROPOSAL SUBMISSIONS

Notice of Interest
Proposers are strongly encouraged to notify the Port of Astoria of their intent to submit a proposal by emailing proposals@portofastoria.com with the subject line "ERP Software RFP – Notice of Interest." Vendors who submit a notice of interest will be included on the Port's distribution list for any addenda, clarifications, or updates related to this RFP. Failure to submit a notice of interest may result in missing important communications.

Submissions
The Requirements Matrix must be submitted as an editable Excel file, while all other portions of the Proposal should be provided in PDF format. Both files should be emailed to:

Dianna Delgado
Office Manager
proposals@portofastoria.com

Emails should be titled "ERP Software Proposal."

Proposals must be submitted to the Port of Astoria no later than 12:00 PM Pacific Standard Time on February 20, 2026.

SELECTION CRITERIA

The Port will consider, at a minimum, the following criteria in evaluating Proposals, with points assigned as provided in the table on the following page.

1. Scoring for **software** will consider how effectively the proposed solution addresses the Port's required and desired features as detailed in the Requirements Matrix (Attachment A), including user interface design, ease of navigation, and support for core financial and operational functions. Consideration will be given to the software's reporting capabilities and compliance with relevant standards. This scoring will focus on the following core functionality: Purchasing, Accounts Payable, Accounts Receivable, Utility Billing, General Ledger, Fixed Assets, Complex Billing, Customer Relationship Management (CRM), and Work Order Management.

2. Scoring will consider the ability to offer **optional modules or services.** This section will focus on secondary solutions, such as Contract Management, Lease and Rental Management, Marina & Boatyard Management, Ticketing Software, and/or an online customer payment or relationship portal. Optional integrations with Paycom, Sharepoint, and/or Avpos will also be considered. Preference will be given to solutions that include

these features natively or provide seamless integration with existing or recommended third-party systems.

3. Scoring criteria for **costs** will include the clarity, completeness, and transparency of cost estimates across all phases—installation, customization, data migration, training, licensing, maintenance, and support. The evaluation will also consider the reasonableness of the pricing model, including annual increases, user licensing structure, and anticipated costs for future upgrades or enhancements. Cost proposals will be compared and weighted against those submitted by other Proposers, with consideration given to both total cost and cost-effectiveness relative to the quality and scope of the proposed solution.

4. Scoring for Proposer **qualifications** will be based on the company's overall profile. **References** will be weighed based on the feedback provided regarding both the Proposer's product and company performance. If a reference's solution is substantially dissimilar to the proposed solution, its impact on scoring may be reduced to ensure relevance. Geographic **proximity** to the Port of Astoria will also be considered, with preference for Proposers able to provide timely onsite support and training. These three criteria will all be given equal weight within this category.

5. Scoring for **ongoing support** will consider the company's ability to provide responsive and knowledgeable support, including the number and expertise of support personnel for each module. The quality and accessibility of self-help and training resources, post-implementation support, onboarding for new users, and availability of live or on-demand training materials will be taken into account.

6. **Implementation** scoring will consider the level of detail, realism, and clarity in the implementation plan, including acknowledgement and planning of the "phased approach". Identification of key milestones, projected "go live" dates, and defined responsibilities for both Proposer and Port staff will be considered, along with the qualifications and experience of the implementation team.

	Item	**Maximum Available Points**
1	Software, required & desired features	30
2	Optional services and additional functionality	20
3	Cost for implementation and ongoing operation	20
4	Proposer qualifications, proximity and references	15
5	Quality & availability of ongoing support and training	10
6	Implementation plan & timeline	5

SELECTION PROCESS

Proposals will be checked for completeness by the Finance Director and then distributed to the Finance Software Workgroup for evaluation. The Workgroup will score Proposals as outlined and may request demonstrations or ask for additional information from any Proposer. The group will then make a recommendation to the Executive Director.

A Notice of Intent to Award may be issued as early as April 17, 2026 but contract award will be contingent upon approval by the Port Commission. Following approval by the Port Commission, staff will then attempt to negotiate a final Scope of Work and a Budget for the project. Upon successful completion of negotiations, the contract will be reviewed by the Port's legal counsel and presented to the Port Commission for final approval. Execution of the final contract may be contingent upon adoption of the FY 2026-27 budget.

ESTIMATED SELECTION TIMELINE

Date	Event
1/5/2026	RFP released
1/23/2026	Deadline to submit RFP-related questions
2/20/2026	Proposals due by 12:00 pm
3/5/2026	Selection of finalists for presentations
3/9/2026-04/3/2026	Finalist presentations
4/17/2026	Notice of Intent to Award
4/24/2026	Protest period ends
5/5/2026	Commission approves Intent to Award
5/6/2026-5/15/2026	Contract negotiations
5/19/2026	Commission approves final contract
7/01/2026	Contract Execution

Note: The Port reserves the right to modify the schedule. Any modifications to the Selection Schedule will be posted on the Port's website.

TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

In evaluating the Proposals, the Port reserves the following rights:

1. To cancel the procurement or reject any or all Proposals in accordance with ORS 279B.100;
2. To make a partial award to one or more Proposers;
3. To request additional information from any Proposer;
4. To waive technicalities when, in the Port's sole discretion, doing so will not significantly undermine the integrity of the competitive process;
5. To negotiate with any Proposer and award a contract to the vendor whose Proposal is deemed to be in the best interest of the Port; and
6. To retain all Proposals.

Incomplete Proposals

All Proposals submitted in response to the Request for Proposal must comply with all requirements of this RFP. Failure to fully complete any portion(s) of this request may, at the discretion of the Port, disqualify the Proposal.

RFP Documents

All documents submitted as part of all Proposals will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than the evaluation team or its designated agents prior to issuance of the Notice of Intent to Award. However, after procurement all information provided by the Proposers will be subject to disclosure consistent with Oregon's Public Records Act (ORS 192.311 to 192.478). If there is any information in the Proposal which the Proposer deems to be a trade secret or otherwise proprietary in nature, Proposer must clearly mark the section or sections of the Proposal which the Proposer requests be kept confidential. The Port will make a good faith effort not to disclose properly marked information but cannot guarantee confidentiality.

Negotiations

The Port and the Proposer with the highest-ranked Proposal will discuss and refine the scope of services for the project and negotiate conditions, including but not limited to compensation level and performance schedule, based on the scope of work.

If the Port and the Proposer with the highest-ranked Proposal are unable for any reason to negotiate a contract, the Port shall formally terminate negotiations with the selected candidate in writing. The Port may then negotiate with the Proposer with the next highest-ranked Proposal and may continue in this manner with other Proposers until an agreement is reached or the Port terminates the selection process.

Contract Subject to Approval

The Port's legal counsel and the Port Commission must approve the negotiated contract prior to execution.

Protests

Protests of this solicitation shall follow the process outlined in OAR 137-047-0730 and must be received in writing not less than ten (10) days prior to closing. Protests of the contract award shall follow the process outlined in OAR 137-047-0740 and must be received in writing not less than seven (7) days after the Notice of Intent to Award the contract. Protests must be in writing and delivered to Dianna Delgado, Office Manager, at 422 Gateway Ave, Suite 100, Astoria, OR 97103.