

Addendum #1

Questions and Answers

1. Q: Would the Port consider extending the submittal due date by two (2) weeks?

A: Yes. The Port has extended the deadline for submittals to March 2nd at 12:00pm PST.

2. The finalist presentations are scheduled from March 9th to April 3rd. Q: *Could you confirm if these dates will remain unchanged?*

A: Finalist presentations may be delayed by approximately one week, depending on the volume and timing of responses. To allow for scheduling and coordination, please plan for presentations between March 16 and April 3. Any official changes will be communicated promptly via email and posted on the Port's Public Notices page.

3. Will the presentations be conducted remotely or onsite?

A: Responders will have the option to present either remotely or onsite. That said, fully onsite or hybrid presentations are strongly encouraged because the initial sessions will include operations staff, who typically engage better with in-person demonstrations.

4. Line 48 - Requirement: CRM can track items missing and/or create follow-ups by entity. Comment on whether these can be assigned/re-assigned and whether action items can be displayed as a dashboard. Q: *Could you provide an example of a use case that clarifies the reference to an "item"?*

A: An "item" refers to any actionable element tied to a customer, vendor, or partner record that requires attention or follow-up. Examples include:

- **Customer: A request for updated address information or confirmation of receipt of an official notice.**
- **Vendor: Missing compliance documents such as Certificate of Insurance (COI) or W-9 forms.**
- **State Representatives: Signed Letter of Support or response to an inquiry about a Port visit.**

5. Line 77 - Requirement: Work orders integrate with GIS. Comment on how this integration is useful to the system. Q: *Is this integration intended for reporting purposes, or is it designed for operational users executing work orders? Could you please provide further details on how GIS will be utilized? There are several uses that we've seen.*

A: The geo-location features of GIS integration could be helpful for navigation and precision in locating assets. This functionality is primarily designed for operational use, with reporting benefits as a secondary advantage. Key use cases include:

- **Utility Billing:** Linking meters to their physical locations for accurate billing and maintenance tracking.
- **Work Orders:** Associating tasks with specific geographic locations or assets on the Port's property map. This enables field staff to navigate efficiently, update status in real time, and ensure precise execution of maintenance or repairs.
- **Asset Tracking & Inventorying:** Ideally, the Port would be able to tie its capital asset list to GIS so that the annual inventory process could be guided through GIS mapping features. This would allow staff to visually confirm asset locations.

6. What forms of payments do you currently use to pay your vendor bills and/or make purchases? Examples: ACH/EFT, Wire Transfers, Checks, and/or Credit Cards?

A: The vast majority of expenditures are made by check. We have a process for recurring or one-time EFT payments and are planning to transition recurring items like utilities from checks to EFT payments, but for now those are infrequent. We have one vendor with standing wire transfer instructions and will occasionally use wire transfers for high dollar-amount or international transactions. Credit cards are used by staff for miscellaneous expenditures and total spending ranges from \$5,000 up to \$15,000 a month.

7. If you are using physical checks to pay your vendor bills and/or make purchases, approximately how many checks are you writing and processing in house monthly?

A: About 125 checks a month.

8. For the physical checks you write and process in-house for your vendor bills and/or purchases: Do you currently use pre-printed check stock or blank check stock?

9. **A: The check stock is pre-printed with check numbers, which assist with dual control and compliance. No other information is printed onto the checks prior to processing.**

10. Can you print your checks using a standard office printer or do you have to use a special MICRI printer to print your checks?

A: Standard office printer.

11. Do you require any pre-printed electronic signatures on your check stock? If so, how many pre-printed electronic check signatures will you require?

A: We do not allow pre-printed signatures. This would violate the Port's dual control measures.

12. What forms of payments do you currently accept for the products and/or services you provide to your constituents/clients?

A: At the Port’s main office, most customer payments are in the form of a check, primarily for vessels and lease-related transactions. If a tenant or vessel owner requests to pay by credit card, we issue an invoice with the credit card payment option enabled. Customers also have the option to set up ACH payments through their own bank; however, the Port does not initiate ACH debits on behalf of customers. At the Marina, Boatyard, and Airport, point-of-sale transactions are typically handled via cash or credit card, with checks used less frequently.

13. Do you currently have and manage any Leased Fixed Assets?

A: Under the GASB definition of “leased fixed asset”, yes.

14. If so, approximately how many Leased Fixed Assets do you possess?

A: Three.

15. What type of Leased Fixed Assets are they?

A: Waterway rights through the Department of State Lands.

16. Please estimate numbers of Fixed Assets and component assets as well as Leases in Process today.

A: See below. These are fixed assets (not leased) that are owned outright by the Port. Please note that these numbers are very approximate, as the Port needs to build a new database for fixed assets.

- **Fixed Assets: The Port manages three piers, two marinas, and one Airport. We own approximately 25 buildings/land assets and about 26 pieces of equipment with a value of \$5,000 or greater.**
- **Component Assets: At least 50 component assets, including things like fencing, generators, elevators, specialty equipment, land improvements, dredging, groups of pilings, etc.**
- **Leases in Process: No pending agreements.**

17. Do you plan to manage your leases under GASB or FASB?

A: We account for leases under GASB87. Since we operate under a modified accrual basis of accounting, lease activity during the year is accounted for as income or expense. Payments are then applied towards the appropriate lease assets/liabilities through adjusting journal entries at the end of every fiscal year. Our lease schedules are currently built and maintained by a third-party tool, Debtbook.

18. Do you have and manage any Construction In Process Fixed Assets (example: capital/construction projects)?

A: The list of Construction in Process Fixed Assets is currently at 8 projects, including Pier rehabilitation, Boatyard expansion engineering, Industrial Park engineering, building upgrades, dredging, and our waterfront expansion project.

19. Could you please provide us with which banking institutions are you currently doing business?

A: Maps Credit Union (formerly Lewis & Clark Bank) for banking and U.S. Bank for credit cards. We also have funds invested with the Local Government Investment Pool (LGIP).

20. How many total active operating bank accounts do you have for each bank where you do business?

A:

- **Maps Credit Union – one operating account, one payroll account, one Money Market Account for excess funds, and one Money Market Account for restricted funds.**
- **LGIP – one short-term investment account for surplus funds.**

21. Approximately, how many total incoming and outgoing transactions are flowing through each of your bank's account statements monthly?

A: Approximately 250-300 total inbound/outbound transactions monthly through our operating and payroll accounts.

22. If you are accepting ACH/EFT and/or credit card payments from your clients/constituents, who is your current ACH/EFT and credit cards payments processing provider?

A: Tenants and vessel owners, whose transactions are processed through Quickbooks, can pay by credit card using Quickbooks Payments if the feature is enabled on their invoice. For Marina customers, POS transactions and online payments for parking tickets are handled through Gravity Payments. At the Airport, fuel payments are processed through World Fuel Services. If customers want to remit payment via ACH, then we provide them with our bank account information through MAPS Credit Union.

23. Could please confirm your legal name and address for your organization is correct as follows?

Port of Astoria
422 Gateway Ave, Suite 100
Astoria, OR 97103

A: Yes, that is the correct address.

24. Is a full FP&A tool/module going to be required as part of Phase 1 or a future phase? How should we be considering this in our responses?

A: The RFP refers to a budget tool, which is a required feature for the finance department. While a more robust financial planning tool is not a required feature of the ERP Software, we are interested in learning what tools are available and any associated costs.

25. If FP&A is needed as part of Phase 1, how many department owners would need access to the budgeting tool?

A: For budget compilation: we have five department managers who would need to have input once a year on the Port's budget and would then need regular access to budget reporting. For advanced financial planning, this would probably only need to be accessed by one or two individuals.

26. Do these individuals [department owners who would need access to the budgeting tool] need the ability to drill down to line-level detail?

A: Ideally, yes, but this is not required.

27. On average, how many Vendor Bills are you processing per month?

A: Approximately 200.

28. To what extent is professional / managed service post go-live important to your team?

A: The Port places meaningful weight on the quality and availability of ongoing support. We value continuous improvement and expect providers to collaborate with staff post-launch to refine processes.

29. Will vendors be welcomed on-site for demonstrations or is preference fully remote?

A: Please refer to question #3.

30. Will providers have the ability to have a pre-Demo Discussion for general discovery to help inform ensuing sessions?

A: Yes. The Port will offer this option to all responders that are selected as finalists. Additionally, the Demo Script on the website is in draft form because the Port intends to gather input from finalists to refine it into a practical, vendor friendly guide.

31. For implementation, is hybrid or fully remote preferred?

A: Hybrid is acceptable, but the Port requires that at least some of the implementation be in-person.

32. To what extent is Port of Astoria leveraging Large Language Models (LLMs) in current day-to-day operations?

A: We are piloting Microsoft Copilot across SharePoint/Teams/Outlook/Word to assist with document drafting, search, and knowledge retrieval. Most activity use is in Finance and Administration departments, but broader adoption is in progress. The Port maintains an AI Use and Governance Policy that emphasizes the importance of human review.

33. What is the budgetary range for the project?

A: The Port has intentionally not provided a budgetary range for this project. Our goal is to evaluate proposals based on the solutions offered and their associated benefits, allowing for a comprehensive cost-benefit analysis and comparison across vendors. If a vendor wishes to share preliminary pricing to confirm whether it aligns with our expectations, they are welcome to do so.

34. Transactional Volumes: Please highlight areas where large transactional volumes are possible either monthly or seasonally/annually. Large volumes might be in the thousands per day or month and it would be helpful to note how smooth/consistent the distribution can be.

A: Point-of-Sale transactions at the Marina, Boatyard, and Airport can fluctuate seasonally, but volumes remain manageable (hundreds per month, not thousands). Overall, distribution is steady with predictable seasonal upticks rather than extreme daily surges

35. Reporting - Are there any external data sources that you would like to merge/analyze with data from the ERP system? Please describe.

A: The possible external sources include payroll data from Paycom, Avpos for fuel and transaction reporting, Marinaware for operational data, and/or Gravity Payments for POS and online transactions. The “Integrations” section of the RFP Matrix provides a detailed list of desired connections and priorities. While these integrations are preferred, we understand they may not all be feasible and are prepared to maintain separate processes if necessary.

36. CRM - Syncing contacts is mentioned here, please explain the email systems and architecture used.

A: The Port uses Microsoft 365 for email, primarily through Outlook desktop applications. We are interested in solutions that allow contacts entered into the ERP system to sync with Outlook, enabling easy access when composing emails. We recognize this may not be a standard feature and it is appropriately categorized as “Nice-to-Have”.

37. Contracts - Are traditional Purchase Contracts and Blanket POs in use today linked to Purchase Requests and Purchase Orders?

A: The Port does not currently use Purchase Orders. The Purchase Order sections in the RFP and Requirements Matrix reflect functionality we would like to introduce as part of the new ERP system, rather than existing processes.

38. Work Orders: "The maintenance department can initiate "standing" work orders for general work, marked as nonbillable, and continuously updated." *Q: Are any of these work orders billable to more than one entity/relationship?*

A: Historically, no. A single work order has not been used to create invoices for more than one entity. The mention of standing work orders is necessary for continuity of an existing process, where the maintenance department uses standing work orders to track work done on recurring maintenance items like landscaping and building repairs.

39. Work Orders: "Work orders integrate with GIS. Comment on how this integration is useful to the system." *Q: Please describe systems in place today for integration. Locating 'items' via GIS is what we assume is desirable.*

A: The Port has recently adopted GIS, but it is completely separate from every other system. Yes – the Port would be interested in integration options that would help locate items via GIS. Please refer to question #5 for a comprehensive list of possible GIS uses.

40. AR: "Supports automated/manual invoices, batch or scheduled billing, customer attachments, prepayments, credits with auto-application, and recurring billing with flexible payment application." *Q: Describe the types of 'recurring billing' desired and what level of 'renewal' functionality would be desired at end of term/contract."*

A: Recurring billing primarily applies to monthly tenant leases and utility rebilling. The Port requires the ability to set up recurring invoices with flexible start and end dates and apply adjustments for rate changes as needed. Renewal functionality should ideally be managed within the Property Management module, rather than the core accounting system, as lease renewals involve additional terms and conditions beyond standard billing.

41. General Ledger ID #95: Can the Port provide additional context on how "Class Codes" are used today versus how it envisions Segments or Dimensions being used within the new ERP?

A: Currently, "Class Codes" in QuickBooks are used to group transactions by department or geographic location for reporting purposes. In the new ERP, the Port envisions supplementing this higher-level segmentation with segments/dimensions that prove more granular tracking—such as by project and funding source.

42. Project Tracking ID #135: Can the Port provide a sample report or outline its expectations for Grant Labor Summary reporting, including level of detail and reporting frequency?

A: The Port expects Grant Labor Summary reporting to provide clear visibility into labor costs associated with grant-funded projects. At a minimum, reports should include employee name, hours worked (regular and overtime), calculated labor costs based on manually inputted wages, and project or grant identifier. Reports should allow filtering by grant, project,

department, and date range, and support export to Excel for compliance and audit purposes. Frequency would typically be monthly, with the ability to generate on-demand for grant reporting deadlines. Ideally, the system should also support drill-down from summary totals to individual transactions for transparency.

43. Fixed Assets ID #141: Can the Port clarify what is meant by “auto-generate year-end adjustments” for fixed assets (e.g., depreciation, reclassifications, or other adjusting entries)?

A: This refers to the ability for the system to automatically calculate and prepare depreciation entries at year end based on predefined schedules and asset categories, without manual journal entry creation. We also desire the capabilities of converting projects that are being tracked to be converted into “Construction in Process” assets that would be added to our fixed asset list for reporting purposes. Any projects that were CIP and finalized during the year would be converted into Fixed Assets.

44. Integrations ID #239: What specific data elements from Paycom does the Port intend to integrate (e.g., labor costs only, payroll journals, position data)?

A: The Port desires integration with Paycom for labor costs and payroll journals. Employee information, such as position management, is not considered necessary at this time.

45. Integrations ID #240: What type of data from Avpos does the Port plan to integrate into the ERP?

A: Integration with Avpos is not a current priority. Airport activities do not require ERP support at this time, and transactional data is entered manually into QuickBooks through a single monthly process. However, if a plug-in is available, Avpos could provide airport fuel and transaction data for integration. This would enable automated capture of sales and billing details for posting to Accounts Receivable and revenue reporting, reducing manual effort and improving accuracy.

46. Integrations ID #241: What type of data from Gravity Payments does the Port plan to integrate into the ERP?

A: Gravity Payments handles POS and online payment transactions for Marina and Boatyard operations. We see two paths:

- **ERP integration: Pull transaction details (e.g., ID, amount, fees, tender type, timestamp) into the ERP to post to A/R and cash with automated reconciliation.**
- **Marina module integration: Connect Gravity Payments to the marina management module, which then summarizes and posts to the ERP. This is necessary, as it would replace the current integration of Gravity Payments with MarinaWare.**

The Port is open to transitioning away from Gravity Payments and may solicit proposals for a new merchant services provider in the future. This process has been intentionally deferred until after the ERP provider is selected to ensure alignment with the chosen system.

47. CRM ID #46: Does the Port require any specific vendor vetting or approval processes, and is there interest in integrating external contact communication tools (such as Constant Contact) into CRM workflows?

A: The Port does not currently have a formal vendor vetting process beyond standard compliance requirements (e.g., insurance certificates, W-9 forms) but would like the ability to add notes on past vendor performance and categorize vendors (e.g., ‘approved’ or ‘do not use’). Regarding communication tools: integration with platforms such as Constant Contact would be valuable if it supports mass communication to segmented groups (e.g., tenants, employees), rather than marketing purposes.

48. Utilities ID #173: Can the Port clarify whether utility billing functionality is required to be native within the core ERP, or whether an integrated third-party solution would be considered acceptable provided that all financial data posts directly to the general ledger?

A: The Port prefers utility billing functionality to be native within the ERP for simplicity and consistency. However, an integrated third-party solution will be considered acceptable if it provides seamless data flow to the ERP, ensures accurate posting to the general ledger, and does not introduce manual reconciliation steps.

49. Properties ID #201: Is the replacement of the current Access-based lease system expected to occur concurrently with the accounting system replacement, or is a staged transition acceptable?

A: A staged transition is acceptable and would actually be preferred. The Port’s priority is to replace the accounting system first and fully decommission QuickBooks before moving on to other modules such as lease management.

50. Work Orders ID #62: For work order functionality, approximately how many users are expected to create, manage, and complete work orders at go-live, how critical is mobile or field-based access, and for evaluation purposes, is the Port prioritizing financial integration (cost tracking and billing) over advanced operational features such as preventive maintenance or asset lifecycle management?

A: At go-live, the Port anticipates 8–10 operational users actively creating, managing, and completing work orders, along with department managers overseeing assignments. Mobile or field-based access is highly desirable, as many tasks occur outside the office. For evaluation purposes, financial integration—particularly cost tracking and billing—is the top priority. Advanced operational features such as preventive maintenance and asset lifecycle management are secondary. Since the Work Order system would introduce a new process

without having to “decommission” existing software, this phase would not be considered urgent.

51. Budget ID #192: How many years of historical transactional data does the Port expect to be migrated into the new system versus retained in legacy systems for reference or audit purposes?

A: The Port would prefer to import all historical data dating back to 2011, but we recognize there may be limitations. At a minimum, five full fiscal years of transactional data must be migrated into the new system to ensure continuity and reporting.

52. Integrations ID #242: Can the Port describe how SharePoint is currently used for document management and whether deeper integration with ERP workflows (e.g., contracts, invoices, work orders), including interaction through Outlook or Teams for approvals and notifications, is a strategic priority?

A: The Port recently migrated all files to SharePoint, which now serves as our primary repository for shared documents. Invoices and approved journal entries remain stored within QuickBooks. Deeper integration with ERP workflows is a strategic priority. Ideally, the ERP should allow documents to be stored in or linked to SharePoint and enable interaction through Outlook or Teams for approvals, notifications, and collaboration. Combined with Copilot functionality, this integration would significantly improve organizational efficiency.

53. General ID #13: When scoring the Requirements Matrix, how will the Port evaluate requirements that are met via standard configuration or tightly integrated third-party solutions, compared to functionality that is native within a single application?

A: The Port will evaluate based on functionality and user experience rather than strict native capability. Solutions achieved through standard configuration or tightly integrated third-party tools will be considered acceptable if they provide seamless operation, maintain data integrity, and do not introduce significant complexity or additional cost.