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**REQUEST FOR PROPOSALS  
FOR SERVICES  
FOR THE  
PORT OF STOCKTON  
SECURE SYSTEMS SOFTWARE ("S3") PROJECT  
STOCKTON, CALIFORNIA**



**Contract Number: 12-11-2**

Issue Date:

**January 6, 2012**

Proposal Due Date:

**February 1, 2012, at 3:00 p.m.**

**JUAN VILLANUEVA**  
Port of Stockton  
2201 W. Washington Street  
P.O. Box 2089  
Stockton, California 95201

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## SECTION 1. INTRODUCTION

### 1.1 Background

The Secure Systems Software (“S3”) Project is a Technology and Security grant project funded by the U.S. Government. The purpose of this project is to implement an integrated Enterprise Resource Planning (ERP) and/or Best of Breed (BoB) solution that provides for the foundation of organizational and operational awareness, as well as the flexibility to continue enhancing the level of Port security by future integration with Geographic Information System (GIS) and Physical Security Information Management (PSIM) platforms. The software solution would provision for risk mitigation, trade resumption, resiliency, and security to Port operations in case of a major disaster such as flooding, earthquakes, a levee break, or Transportation Security Incident (TSI).

Currently the critical functions of the Port of Stockton are performed using aging AS/400 technologies with custom interfaces, as well as a variety of other business tools such as custom SQL and access databases, excel spreadsheets, and word documents. The objective of the S3 project is the implementation of tightly integrated Commercial Off The Shelf (COTS) software products configured according to industry best practice. This solution will provision for an architecture and database structure that allows for growth, security, and replication of all critical Port data to make certain that it is available and backed up in an emergency situation. This investment would provide the Port of Stockton a secure systems software solution that would bullet proof the Port's ability to save and protect all critical Port data in case of emergency and/or disaster recovery scenarios.

The Port requires a highly qualified and experienced Service Provider, or Project Team, to implement a user friendly, flexible, robust, integrated, and sustainable secure systems software solution for critical business functions including (but not limited to):

#### A. Financial/Accounting

General Ledger; Accounts Receivable; Accounts Payable; Cash Flow Management and Bank Reconciliation; Fixed Assets; Requisitions and Purchase Orders; Order Processing/Invoicing; Planning, Budgeting & Forecasting; Auditing; Fund, Grant & Encumbrance Management; Government Compliance & Taxation; Analytical Accounting; Business Portal/Dashboard/KPIs; Workflow; Audit Trails; Reporting

#### B. Payroll

Payroll Management; Timesheet & Attendance; Payables; Taxes; Deductions; Employee Plan Rules for Deductions; Direct Deposit; Workflow; Workflow; Audit Trails; Reporting

#### C. Human Resources (HR)

Human Resources Management; Position Control; Employee Plans; Employee Leave, Vacation & Sick Time; Compensation; Training & Skills; Performance Review; HR Self Service suite/portal; Workflow; Audit Trails; Reporting

#### D. Billing Management

Billing Tasks; Tariff/Rate Management; Discounts, Guarantees, & Fees; Invoice & Auto-Fee Generation; Credit/Debit Note; Approval/Review; Accounts Receivable Transfer; Vessel Billing, Work Order Billing; Property Billing (Rental, Utilities, Telecom); 3rd Party Management & Billing (Fuel Sales); Tonnage Management; Workflow; Reporting; Interfaces (Schlumberger electrical metering, GasBoy Fuel pump transactions)

#### E. Property Management

Properties; Tenants; Agreements; Rental Authorization; Rent Roll; Late Charges; CPI Rate Adjustments; Credit Management; Security/Damage Deposits, Utility Charges; Workflow; Audit Trails; Reporting

#### F. Marine Operations

Berth Planning; Resource Planning; Conflict Resolution; Traffic Control; Maritime Community Collaboration & Interfaces (US Coast Guard, US Customs, EDI/Cargo Manifest, Lloyds Shipping Registration, Marine Exchange, SF Bar Pilot's Association, Shipping Agency, VTS/AIS), Cargo Manifest; Activity Management; Workflow, Reporting

The Port will provide a high availability Technology Infrastructure Platform, including HP servers provisioned with VMware vSphere and View, MS Windows Server, MS SQL Server, and EMC SAN. Any other hardware, software, interfaces, licensing, configuration, data conversion/migration/mapping, professional services, maintenance and support are considered within the scope of this S3 project.

The Service Provider, or Project Team, will be required to work with the Port of Stockton Systems Integrator to balance objectives, scope, requirements, technologies, and functionality against the strict budget, resource, and timeline constraints. This means the Service Provider, or Project Team, will be required to deliver the projects using best practices and proven technology products and solutions that will ensure the successful implementation, as well as the ongoing maintenance, support, management, and monitoring of the implemented secure systems software solution.

The due date for Proposal submittals to the Port is February 1, 2012, at 3:00 p.m. Port reserves the right to determine affordability of any potential Respondent in its sole discretion.

## 1.2 Project Manager

All written inquiries and requests for additional information pertaining to this RFP, any Addendum, or any matter relating to the Consultant selection process, must, unless otherwise identified in an Addendum, be directed to the following designated Project Manager:

Juan Villanueva  
Port of Stockton  
2201 W. Washington Street  
P.O. Box 2089  
Stockton, California 95201

Email: [jvillanueva@stocktonport.com](mailto:jvillanueva@stocktonport.com)

Telephone: (209) 946-0246 x. 244

Facsimile: (209) 465-7244

A complete RFP package may be obtained from the Project Manager on or after January 11, 2012, Monday through Friday between the hours of **9:00** a.m. and **4:00** p.m.

## 1.3 Definitions of Terms

This section contains definitions that are used throughout this RFP, including appropriate abbreviations as indicated.

“**Addendum/Addenda**” is any and all amendments to this RFP and any and all responses to written questions regarding this RFP issued by Port in a written format and incorporated by reference into this RFP.

“**Board**” is the Port’s Board of Commissioners.

“**Port**” is the Port of Stockton.

“**Service Provider**” is an individual, firm, partnership, corporation, consortium, joint venture, or other entity that is a potential Respondent to this RFP.

“**Project Team**” is a group of Service Providers who team as a potential Respondent to this RFP.

“**Distribution List**” is the list of interested parties to be used for the distribution of any and all Addenda prepared by Port.

“**Master Professional Services Agreement**” or “**MPSA**” is the Master Professional Services Agreement, including Appendixes, initially in form attached hereto as Appendix B, to be executed by Port and the Selected Consultant.

“**Project**” is the Enterprise Geographic Information System (“EGIS”) Project, more particularly described in this RFP and in the MPSA.

“**Project Manager**” is any person authorized by the Port to manage or administer the RFP process and to whom all communications, both written and oral, shall be directed during the RFP issuance, evaluation and selection process.

“**Proposal**” is a written response to this RFP, including all appendices, supplementary materials, and attachments thereto, pursuant to the requirements set forth in this RFP.

“**Request for Proposal**” or “**RFP**” is any and all documents comprising this RFP package, including those documents and attachments hereto and any and all Addendum/Addenda which Port may issue.

“**Respondent**” is an individual, firm, partnership, corporation, consortium, joint venture, or other entity that chooses to submit a Proposal in response to this RFP.

“**Selected Service Provider**” is a Respondent selected and approved by the Board to execute the Master Professional Services Agreement.

“**Services**” are the work, services, equipment and materials to be furnished by Service Provider under the Master Professional Services Agreement.

**1.4 Schedule**

Port anticipates following the following schedule for certain activities in relation to this RFP.

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
Release of Request For Proposal	Port	January 11, 2012
Submittal of Written Questions Deadline	Potential Respondents	January 25, 2012
Final Response Addendum	Port	January 26, 2012
Proposal Due Date	Potential Respondents	February 1, 2012
Oral Interviews	Port / Short-listed Respondents	February 8-10, 2012
Notice of Intent to Award	Port	February 14, 2012
Commission Approval	Board	February 21, 2012
Notice of Award	Port	February 22, 2012
Execution of Contract	Port / Selected Service Provider	February 29, 2012
Notice to Proceed	Port	March 1, 2012
FINAL COMPLETION	Selected Service Provider	June 30, 2012

Port reserves the right to modify this schedule at any time.

## SECTION 2. PROJECT AND SCOPE OF SERVICES

The following description is a general guide and is not intended to be a complete list of all Services necessary to complete the Project.

### 2.1 LEGACY ENVIRONMENT

The Port of Stockton legacy system for Core Accounting & Financials, Payroll, and Billing consists of the ACS System integrated with custom accounting applications and interfaces, built using a DB2 application and running on an AS400 platform. This legacy architecture has been in place for over 23 years and represents a risk to the Port with respect to technology maintenance, technical support, data security, auditability, and regulatory compliance. In addition, due to known gaps, bugs, and deficiencies, the accounting department will typically duplicate “real-time” and “historical” data using various spreadsheets, documents, and hardcopy records.

The Port of Stockton legacy system for Human Resources is the PeopleTrak application. This solution is not integrated with Payroll, thus all “real-time” and “historical” data to support Payroll processing is maintained using various spreadsheets, documents, and hardcopy records.

The Port of Stockton does not have any legacy system for Billing Management. All “real-time” and “historical” data to support Billing processing (or Invoicing) is maintained using various spreadsheets, documents, and hardcopy records maintained by the Accounting, Property Management, and Operations departments.

The Port of Stockton legacy system for Property Management is an MS Access database that manages basic information on tenants and agreements. All “real-time” and “historical” data to support other property functions including Property billing is maintained using various spreadsheets, documents, and hardcopy records maintained by the Accounting and Property Management departments.

The Port of Stockton does not have any legacy system for Marine Operations. All “real-time” and “historical” data to support Marine Operations, Vessels, Maritime Community Collaboration, and Vessel / Work Order billing processing is maintained using various spreadsheets, documents, and hardcopy records maintained by the Accounting and Operations departments.

### 2.2 SCOPE OF WORK

The primary purpose of this project is to implement a fully integrated Enterprise Resource Planning (ERP) and/or Best of Breed (BoB) solution that provisions for seven (7) critical deliverables:

- A. “Core Accounting & Finance” Functional Stream
- B. “Payroll” Functional Stream
- C. “Human Resources” Functional Stream
- D. “Billing Management” Functional Stream
- E. “Property Management” Functional Stream
- F. “Marine Operations” Functional Stream
- G. Other Components: Hardware, Ni-Tier Operating System, etc. (to support Functional Stream)

**IT SHOULD BE NOTED THAT the Port will provide a high availability Technology Infrastructure Platform, including HP servers provisioned with VMware vSphere and View, MS Windows Server, MS SQL Server, and EMC SAN. Any other hardware, software, interfaces, licensing, configuration, data conversion/migration/mapping, professional services, maintenance and support are considered within the scope of this S3 project.**

The key objective is the implementation of tightly integrated Commercial Off The Shelf (COTS) software products configured according to industry best practice. This solution will provision for an architecture and database structure that allows for growth, security, and replication of all critical Port data to make certain that it is available and backed up in an emergency situation.

The Port requires a highly qualified and experienced Service Provider, or Project Team, to implement a user friendly, flexible, robust, integrated, and sustainable secure systems software solution for these critical business functions. The scope of this work includes all software, licensing, professional services, materials, maintenance and support to implement the technology solutions and platforms to deliver the six critical functional streams according to industry best practice and Port functional requirements as defined in the Functional Requirements Matrix (FRM) Form per Section 2.3.

The scope of work for the S3 Project has been split into the following proposal items.

## I. PROPOSAL ITEMS

### \*1: Software & Licensing

This includes the supply of all application software and one-time licensing fees necessary to deliver a software platform for the deployment of the functional stream.

### \*2: Interfaces

This includes the supply of all products, materials, professional services, agreements, fees, charges, and costs associated with the deployment of proprietary, open-source, or custom interfaces necessary to integrate the application software with 3<sup>rd</sup> party (or external) applications, systems, platforms, technologies, and collaboration portals for the functional stream.

### \*3: Setup, Configuration, Data Mapping/Conversion/Migration

This includes the supply of all products, materials, and professional services to install and setup the application software on the Port Technology Infrastructure, and then configure the application software according to:

- ✓ industry best practices
- ✓ regulatory compliance standards
- ✓ map data structures by utilizing Port’s legacy databases, spreadsheets, documents, and records
- ✓ “best-fit” with functional requirements as defined in the Functional Requirements Matrix (FRM) Form per Section 2.3

In addition, this includes the supply of all products, tools, materials, and professional services to convert and/or migrate the Port’s legacy data to the application software for the functional stream, according to the following:

#### A. “Core Accounting & Finance” Functional Stream

Data mapping/conversion/migration criteria include:

- (1) G/L Summary data for previous 48-60 months
- (2) G/L Detail and/or Transaction Header data for previous 48-60 months
- (3) Transaction Detail data for current and previous financial year
- (4) Fixed Assets data for past 48 months
- (5) Fund, Grant, & Encumbrance data for past 48 months – as per Port’s discretion (active only)
- (6) Budget data for current and previous year
- (7) Customer Masters and Vendor Masters to provision for criteria 1, 2 & 3
- (8) Employee Masters to provision for B

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

#### B. “Payroll” Functional Stream

Data mapping/conversion/migration criteria include:

- (1) Payroll detail data for current and previous financial year
- (2) Current Payroll rules and information

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

C. "Human Resources" Functional Stream

Data mapping/conversion/migration criteria include:

- (1) Human Resources detail data for current and previous financial year
- (2) Current HR rules and information

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

D. "Billing Management" Functional Stream

Data mapping/conversion/migration criteria include:

- (1) Current information only

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

E. "Property Management" Functional Stream

Data mapping/conversion/migration criteria include:

- (1) Property, Tenant, and Agreement detail for the past 48 months

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

F. "Marine Operations" Functional Stream

Data mapping/conversion/migration criteria include:

- (1) Current information only

*IT SHOULD BE NOTED THAT the Port is responsible for accessing and cleansing the data for the Service Provider, as well as the verification and validation of the data migration once it has been converted and migrated.*

\*4: Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management

This includes the supply of professional services to complete the necessary analysis and assessment, scoping and planning, project management and administration, deployment and testing/quality assurance, and change management and training, cutover and "go-live" tasks and activities required to successfully implement the application software for the functional stream. This includes post-implementation to make certain that the application software is performing according to requirements and expectations.

*IT SHOULD BE NOTED THAT the Systems Integrator has developed "AS-IS" mapping of the Port's current processes, rules and procedures – these documents will be made available to the Selected Service Provider, or Project Team, upon Award of this Contract.*

\*5: 1st Year Annual Maintenance & Support

This includes the provisioning of a Support and Maintenance Agreement for Month 1 to 12 (1 year period) after "go-live", including access to on-line training and user groups, as well as functional and technical helpdesk staff. In addition, this includes access to application software patches, repairs and upgrades at no additional charge to the port for this period.

\*6: Contingency

This includes the provisioning of contingency or allowances for discreet or minor changes in scope and "grey" areas that could not be suitably evaluated at the time of this proposal.

*IT SHOULD BE NOTED THAT this contingency is not considered billable under this Contract without prior agreement of the Port – according to a formal Change Order process.*

**II. “OPTIONAL” PROPOSAL ITEMS**

\*7: 2nd Year Annual Maintenance & Support

This includes the provisioning of a Support and Maintenance Agreement for Months 13 to 24 (additional 1 year period) after “go-live”, including access to on-line training and user groups, as well as functional and technical helpdesk staff. In addition, this includes access to application software patches, repairs and upgrades at no additional charge to the port for this period.

**Noted as an “optional” proposal item only – inclusion in this Contract is at the Port’s discretion.**

**2.3 FUNCTIONAL REQUIREMENTS MATRIX (FRM) FORM**

The Port has developed a Functional Requirements Matrix (FRM) Form attached to this RFP as Schedule 1 (“Functional Requirements Matrix (FRM) Form”).

The Service Provider, or Project Team, **MUST** correctly update this document and include in their Proposal. The Port shall reject as non-responsive any Proposal submitted without this required document.

The layout of the FRM includes the following:

Column Header	Description	Updates Required
FS	Functional Stream	NONE – DO NOT MODIFY
Item	Item Number reference of the Functional Requirement	NONE – DO NOT MODIFY
Requirement	Description of the Functional Requirement	NONE – DO NOT MODIFY
Response	Service Provider Response whether the application software can satisfy the Functional Requirement	Service Provider to update: Y or ✓ - for “YES” N or ✘ - for “NO” U or ? - for “UNCERTAIN”  If “NO” or “UNCERTAIN”, please provide brief text comment in <u>Exceptions/Comments</u> column
Firm	Specific Service Provider that will be responsible for the delivery of the Functional Requirement	Service Provider to update:  Acronym for Service Provider firm e.g. “POS” for Port of Stockton
Exceptions/Comments	Text notation by the Service Provider concerning the Functional Requirement	Service Provider to update:  Valid text notations concerning exceptions or general comments.  e.g. “Scaled Tariffs by Commodity is not supported at location level”

Service Providers wishing to make direct updates in Microsoft Excel format can access a softcopy version of the FRM by request to the Port Project Manager.

The following should be noted:

- (1) The Functional Requirements have been generated based on “AS-IS” processes, rules, and procedures and may not reflect industry best practices or regulatory compliance standards. The Service Provider should consider a “best-fit” approach by leveraging the application software functionality and not attempt to implement custom development to fully satisfy the functional requirement - Make certain to update Exceptions/Comments for this scenario.
- (2) The Functional Requirements reflect general expectations of the Port based on their understanding of industry best practice or regulatory compliance standards. The Service Provider may have more experience or a more efficient methodology to achieve the “same end result” - Make certain to update Exceptions/Comments for this scenario.

## 2.4 FEE PROPOSAL (FP) FORM

The Port has developed a Fee Proposal (FP) Form attached to this RFP as Schedule 2 ("Fee Proposal (FP) Form").

The Service Provider, or Project Team, MUST correctly update this document and include in their Proposal. The Port shall reject as non-responsive any Proposal submitted without this required document.

Make certain that a proposed lump sum Not To Exceed (NTE) amount has been included for each Proposal Item.

- Expenses, Travel, etc. shall be built into the labor costs for professional services
- This Proposal Form will be used as a basis for the Schedule of Values for the determination of project percent complete and validation for payment of invoices.

Service Providers wishing to make direct updates in Microsoft Excel format can access a softcopy version of the FP by request to the Port Project Manager.

**Service Provider should NOT make ANY changes to the content or format of this document in any way.**

## 2.5 GENERAL CONDITIONS

1. Department of Homeland Security Requirements.
  - A. All Service Providers and subcontractor personnel who will at any time be present on the project site must obtain a Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration. Service Providers will be responsible for processing and costs associated with obtaining the TWIC. Information can be obtained at <http://twicinformation.tsa.dhs.gov>.
2. Federal Requirements
  - A. Service Providers acknowledges that components of this contract are funded by the United States Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA), and the Service Providers specifically agree to all matters described in Appendix G (Federal Requirements)
3. Wage Rates
  - A. The United States Department of Homeland Security provides funding for the project and Davis-Bacon wages apply. Copies of the applicable Davis-Bacon wages needed to execute the Contract are on file at Port's office and are deemed included in the Request For Proposal Documents. Upon request, Port will make available copies to any interested party. Also, Service Provider shall post the Davis-Bacon wage rates at the Site. The successful Service Providers must comply with all prevailing wage laws applicable to the Project, and related requirements contained in the Contract Documents. The Davis-Bacon wages applicable to contracts in California may be found at <http://www.gpo.gov/davisbacon/ca.html>
4. Scheduling Port Work
  - A. Service Providers shall furnish the Port Representative a work progress schedule in writing delineating the anticipated work procedure prior to starting work. This schedule shall be kept current and the Port Representative shall be notified in writing 48 hours in advance of any variation thereof.
  - B. Service Providers shall appoint Project Manager(s), duly authorized representatives of the Service Providers, for the duration of the Project. Contact information, such as telephone number(s) and email address, for the Project Manager(s) shall be provided such that they may be reached at any time.
  - C. Prior to work, a conference with the Service Providers and Port Representatives shall schedule a kick-off meeting, concerning the proposed schedule and security requirements.

5. Quantities
  - A. The Port makes no representation regarding the accuracy of any estimate of the quantities of work to be done or materials to be furnished in the Contract Documents or otherwise. The Port does not expressly or by implication agree that the actual amount of work will correspond therewith but reserves the right to require that all work comply with the applicable Contract Documents, without any adjustment to Contract Sum or Contract Time.
6. Products, Licensing, Materials, and Equipment
  - A. Service Providers shall furnish for use under these provisions all products, licensing, materials, and equipment required to complete the project.
  - B. All products, licensing, materials, or equipment shall be guaranteed for a minimum period of one (1) year against workmanship, defects, and failure unless otherwise stated in the Contract Documents.
7. Project and Scope of Services
  - A. Any Proposal Item included in the Project and Scope of Services may be deleted from the Scope of Work and Contract Sum, in total or in part, prior to or after award of Contract without compensation in any form or adjustment of other Proposal Items or prices therefore.
  - B. The Additional Proposal Items may be added to the Contract at the discretion of the Port.
  - C. Payment of all items is subject to provisions of Contract Documents.

**No measurement for separate payment shall be made for any of the work specified in this document, and all costs in accordance therewith shall be considered as included in the contract price for the item to which the work is pertinent.**

### SECTION 3. MASTER PROFESSIONAL SERVICES AGREEMENT AND RELATED MATTERS

This RFP and attached form of Master Professional Services Agreement define the Port’s basic requirements and serve as the basis for submittal of all Proposals in response to this RFP.

#### 3.1 Master Professional Services Agreement

Port will expect the Selected Respondent to execute the attached form of Master Professional Services Agreement, with only such changes as Port may approve in its sole discretion. Respondents are expected to indicate any objections or requested changes to the form in their Proposals.

Each Respondent shall sign the Acceptance of Form of Master Professional Services Agreement (“**Acceptance**”) in form attached hereto as Appendix E, with the **Not to Exceed (NTE)** (as defined in the Master Professional Services Agreement) for Proposal Items otherwise indicated in the Respondent’s Proposal. Any requested modifications to the form of Master Professional Services Agreement must be indicated by checking the appropriate box in Appendix E and attaching the addendum referenced therein clearly identifying Respondent’s proposed modifications. Respondents’ proposed modifications to the form of Master Professional Services Agreement must be made in a “Strikeout” or “Underline” format.

#### 3.2 Port’s Right to Amend

Port reserves the right to make such modifications or additions to the form of Master Professional Services Agreement attached as Appendix B to this RFP, as Port may elect in its sole discretion prior to the final Proposal submittal date, and thereafter as otherwise permitted by the Master Professional Services Agreement. Otherwise, Port reserves the right to make modifications or additions with the mutual consent of the Selected Respondent.

#### 3.3 Selected Respondent’s Refusal to Execute

If the Selected Respondent refuses to execute the form of Master Professional Services Agreement in substantially the form attached as Appendix B to this RFP, as modified by its Proposal, Port may begin negotiations with the Respondent whose Proposal is determined to be the best alternative Proposal, determine that no such alternative exists or exercise any other available right.

#### SECTION 4. PROPOSAL PRE-SUBMITTAL INSTRUCTIONS

To submit questions and receive answers to questions in a timely manner and to be placed on the Distribution List for any and all Addendum/Addenda issued by Port, potential Respondents must follow guidelines specified in this section. Only information supplied by Port in writing through this RFP and Addendum/Addenda, if any, may be used as the basis for preparation of Respondents' Proposals. The standard format for submission of Proposals to be used by Respondents is described in Section 5.

##### 4.1 Distribution List

Potential respondents should hand deliver or return by certified mail or other courier service providing proof of delivery the Acknowledgment of Receipt of RFP Form ("**Acknowledgment of RFP**") attached as Appendix A to this RFP to have their names placed on the Distribution List for this RFP, which will be used for the distribution of any and all Addendum/Addenda issued by Port. Potential respondents are therefore encouraged to return the Acknowledgment of RFP as soon as possible. The Acknowledgment of RFP must be signed and returned to the Project Manager no later the submittal due date. Failure to return this form shall constitute a presumption of receipt and election to not respond to this RFP, and the party's name will not appear on the Distribution List.

##### 4.2 Mandatory Pre-Submittal Meeting

The Port will not conduct a Mandatory Pre-Submittal Conference and Site Visit.

##### 4.3 Deadline for Submittal of Written Questions

Potential Respondents may submit only written inquiries or requests regarding the intent and clarity of this RFP.

All questions received and official responses shall be posted on the Port website ([www.stocktonport.com](http://www.stocktonport.com)). Questions submitted after 5:00 PM (PST) January 25, 2012, *will not be considered or addressed*. Oral answers if any, brought upon by questions or received by Proposers should not be relied upon and WILL NOT BE CONSIDERED OFFICIAL RESPONSES and will not be valid.

##### 4.4 Addendum/Addenda to this RFP

Port reserves the right to interpret or change any provisions of this RFP at any time prior to the Proposal submittal date. Such amendments, if any, shall be issued as written Addendum/Addenda to this RFP.

Additionally, Port may prepare answers, in the form of an Addendum to this RFP, to questions addressed by Port as Port otherwise deems appropriate. Any Addendum issued by Port may be obtained in person from the office of the Project Manager. The final response addendum will be released by after 5:00 PM (PST) January 26, 2012.

##### 4.5 Acknowledgment of Receipt of Addendum

Each Respondent is responsible to inquire as to the Addendum/Addenda issued by Port. All Addenda shall become part of this RFP, and all Respondents shall be bound by such Addenda, whether or not received by Respondent. Each Respondent must sign any Acknowledgment of Addendum Form ("**Acknowledgment**") included as an attachment to any Addendum, and return the Acknowledgment by certified mail or other courier service providing proof of delivery by the date indicated thereon. Failure to return the Acknowledgment shall constitute a presumption of withdrawal from the proposal process and the potential Respondent's name shall be removed from the Distribution List.

## SECTION 5. PROPOSAL PREPARATION AND SUBMITTAL INSTRUCTIONS

This RFP and attached form of Master Professional Services Agreement define the Port's basic requirements and serve as the basis for submittal of all Proposals in response to this RFP.

### 5.1 Proposal Format

The Proposal shall be clear and concise to enable Port to make a thorough evaluation as to whether the Proposal meets Port's requirements. Proposals must include a detailed Table of Contents that is consistent with Section 5.1.1 of this RFP. All forms attached to and supplementary materials requested in the Appendices to this RFP must be thoroughly completed, clearly labeled, and included in the appropriate section of the Proposal, pursuant to Section 5.1.1.

#### 5.1.1 Proposal Organization

Each Proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. Any Proposal that does not conform to these minimum requirements may be deemed non-responsive and rejected on that basis, in Port's sole discretion.

##### Section 1: Proposal Summary

- Title Page
- Proposal Organization Checklist
- Transmittal Letter
- Executive Summary
- Project Approach
- Firm Qualifications and Experience
- Project Team Qualifications
- Consultant Client References
- Fee Proposal

##### Section 2: Financial Information

- Financial Statements
- Claims and litigation history
- Letter from insurance broker

##### Section 3: Response Forms

- Proposal Authorization
- Acknowledgment of Addendum Form(s)
- Acceptance of Form of Master Professional Services Agreement, including any proposed modifications
- Federal Requirements

##### Section 4: Discretionary Supplemental Materials

- Explanation of relevancy of discretionary supplementary materials
- Any desired materials

#### 5.1.2 Title Page

In a one page cover identify the Project and Services, the date of Proposal submittal, the name of the Service Provider, or Project Team, their principal place of business, and the name, title, telephone and facsimile numbers and e-mail address of the person(s) to be contacted for clarification.

#### 5.1.3 Proposal Organization Checklist

Complete the Proposal Organization Checklist attached as Appendix C to this RFP to help ensure that all of the requested information is included in the prescribed format.

#### 5.1.4 Transmittal Letter

Include a Transmittal Letter clearly stating the Respondent's intent to enter into a Master Professional Services Agreement with Port for the Services as defined in this RFP and any and all Addendum/Addenda hereto. The Transmittal Letter must, as a minimum:

- identify the Service Provider, or Project Team, by proposed organizational team members and/or individuals, and the legal structure of each, and the principals of each firm/organization.
- identify the name, title, telephone and facsimile numbers and e-mail address of the person(s) authorized to negotiate for and contractually obligate the Service Provider, or Project Team, pursuant to all terms and conditions stated in the Proposal.
- identify the name, title, telephone and facsimile numbers and e-mail address of the person(s) to be contacted for clarification, if different from above.
- indicate that it is being signed, and be signed, by the person(s) authorized to obligate the Service Provider, or Project Team, contractually.

#### 5.1.5 Executive Summary (1 page maximum)

The Executive Summary provides an overview of Respondent's Proposal.

The Executive Summary should identify, at a minimum, the proposed estimated Not to Exceed (NTE) amount for this project. The letter must be signed by person(s) authorized to obligate your firm, or project team, to perform the commitments contained in the proposal. Submission of the summary will constitute a representation that your firm, or project team, is willing and able to perform the commitments contained in the proposal. Further, submission of a proposal will legally indicate a willingness to enter into a legal agreement with the Port per terms and conditions provided in the Master Professional Services Agreement included as Appendix B to this RFP.

#### 5.1.6 Project Approach (3 page minimum – 6 page maximum)

Describe the services and activities that your firm, or project team, proposes to provide to the Port consistent with the stated requirements. Include the following specific information in response to the RFP scope of work:

- A clear and descriptive understanding of the overall scope of work
- A project schedule and ability to complete the project within the specified required time frame
- A detailed list of products implemented and deliverables completed within the specified required time frame
- A detailed description of your firm, or project team, and proposed key individuals
- The anticipated assignment of work within your firm, or project team, including a representation of the volume of work or percentage to be accomplished locally, the percentage or level of effort to be performed remotely, and whether any sub-consultants will be employed to accomplish the work. If sub-consultants are employed, please identify and list these parties as part of this section, and describe the work to be performed by them for this project.

#### 5.1.7 Functional Requirements Matrix (FRM) Form

The Port intends to award this contract to the firm, or project team, evaluated to be best qualified to provide the best overall program services. The Port will base the award on a determination of best total value within the Port's project scope and services.

Provide hardcopy version of Functional Requirements Matrix (FRM) Form with **required** updates as defined in Section 2.3 – a hardcopy version of this document is included in Schedule 1 of the RFP documents; service providers wishing to make direct updates in MS Excel format can access this softcopy version by request to the Port Project Manager.

### 5.1.8 Firm Qualifications (2 page maximum)

Port is seeking a Service Provider, or Project Team, who must have a minimum of five years of experience implementing and integrating the proposed technologies into a seamless operating system. The Service Provider, or Project Team, must have demonstrated a capacity to perform similar services in a cost-effective basis.

Provide information on your firm, or project team, background and qualifications which address the following:

- Name, address, fax number, telephone number and e-mail address of the firm, or project team, lead project contact(s)
- A brief description of your firm, or project team, as well as how any association would be structured. If a project team, joint venture, collaboration, or sub-consultants will be used, include discussion of previous successful projects where this project team, or similar team profile, has been employed
- A description of at least two and not more than three projects similar in size and scope completed by the firm, or each firm of the project team, in a port or public agency environment including client reference and telephone numbers, staff members who worked on each project, budget schedule and project summary. If a project team, joint venture, collaboration, or sub-consultants will be used, at least one of the above projects shall document the joint efforts of the project team, or similar team profile. Descriptions should be limited to one page for each project, and shall NOT be counted in the maximum page summary for this section
- All related port and public agency experience
- Experience in dealing in a complex, well-established work environment in an unobtrusive and productive manner
- Techniques for gaining trust, buy-in, and follow through of recommendations by clients
- Service Providers must describe an understanding and competency for management and safeguarding of Sensitive Security Information (SSI) in accordance with Title 49 CFR Parts 15 and 1520 and U.S. Coast Guard NVIC 10-04.

### 5.1.9 Key Individual Qualifications (2 page maximum)

- Provide a list identifying:
  - the project manager(s),
  - each key individual,
  - the role each will play in the project, and
  - a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the prior written approval of the Port for this project.
- Provide a concise one paragraph summary description of the relevant experience and qualifications of the project manager(s) and each key individual. Full resumes of the project manager(s) [mandatory] and key personnel [optional] should be included as supplementary information as a proposal annex, but should not be included as a part of the main proposal.

### 5.1.10 Consultant Client References (1 page maximum)

Provide professional reference for the proposed project manager(s), key individuals and all sub-consultants to be used (if any), including the name address and telephone number of three or more recent clients (including at least one reference from another public agency).

### 5.1.11 Fee Proposal (2 page maximum)

The Port intends to award this contract to the firm, or project team, evaluated to be best qualified to provide the best overall program services. The Port will base the award on a determination of best total value within the Port's budget constraints.

Provide hardcopy version of Fee Proposal (FP) Form with **required** updates as defined in Section 2.4 – a hardcopy version of this document is included in Schedule 2 of the RFP documents; service providers wishing to make direct updates in MS Excel format can access this softcopy version by request to the Port Project Manager.

Make certain that a proposed lump sum Not To Exceed (NTE) amount has been included for each Proposal Item.

- Expenses, Travel, etc. shall be built into the labor costs for professional services.
- Include the mix of disciplines and staffing levels of effort, such as projected personnel hours, required to properly execute the scope of work
- This Proposal Form will be used as a basis for the Schedule of Values for the determination of project percent complete and validation for payment of invoices.

#### **5.1.12 Financial and Related Information**

Respondents are required to demonstrate that it is financially qualified to undertake the Services defined by this RFP. To be considered qualified, Service Providers must each provide audited and/or reviewed financial statements for the most recently completed three fiscal years.

Respondents must also provide a list of all claims and litigation, including threatened, if any, within the past five years, on any projects for which Service Providers, or any team member, failed to complete any work awarded, with explanation of circumstances.

Respondents must also provide a letter from its insurance broker attesting to the willingness to provide the required insurance coverages described in the Master Professional Services Agreement.

#### **5.1.13 Proposal Authorization**

Prepare and sign the Proposal Authorization in form attached to this RFP as Appendix D ("Authorization"). Signature of the Authorization shall constitute acceptance of the Conditions Governing this RFP pursuant to Section 7.2.

#### **5.1.14 Federal Requirements**

Prepare and sign the Federal Requirements in form attached to this RFP as Appendix F ("Federal Requirements"). Port shall reject as non-responsive any Proposal submitted without the required documents.

#### **5.1.15 Discretionary Supplemental Materials**

Respondents may include in its Proposal submittal, on a discretionary basis, other materials that it believes may improve the quality of its Proposal. Respondents must include an explanation of the relevancy of the other materials to the Proposal.

#### **5.1.16 Miscellaneous Procedures**

Each copy of the transmittal letter and Acceptance must contain an original signature. Proposals submitted by project teams must be signed with each of the Service Provider's name, followed by the signature and designation of the individual signing. Proposals submitted by corporations must be signed with the legal name of the corporation followed by the name of the state of incorporation. Two signatures are required for corporations, as follows: the signature of the president, the chair of the board or any vice president AND the signature of the secretary, any assistant secretary, the chief financial officer or any assistant treasurer of the corporation. The name of each signatory must be typed below the signature names.

Port may interview any or all of the client references provided by Respondents. Submittal of a Proposal constitutes Respondent's consent for Port to conduct reference checks and reasonable investigation of all information provided by Respondents.

All Proposals and accompanying documentation submitted by Respondents become the property of Port and, except as otherwise provided in this RFP, will not be returned.

## **5.2 Proposal Submittal**

### **5.2.1 Proposal Due Date**

Respondents must submit eight (8) identical numbered copies of each Proposal, including all attachments (except that there need be only 2 copies of the financial statements), each with original signatures, in a sealed envelope marked “Proposal for Secure Systems Software (“S3”) Project.” Sealed Proposals will be received at the Port of Stockton addressed to Juan Villanueva, Project Manager until the hour of 3:00 p.m. as determined by the clock in the lobby of the Port’s administrative building, on February 1, 2012.

### **5.2.2 Proposal Delivery**

All proposals must be submitted on 8½” x 11” paper in vertically bound form, either loose-leaf, spiral, or comb-bound, with tabbed section headings clearly labeled in the format described in this RFP. Larger paper, 11” x 17” preferred, is permissible only for plans, charts, spreadsheets and other exhibits. Proposals shall be submitted by hand delivery, U.S. Mail, return receipt requested, or other courier service with proof of delivery. Facsimile transmissions will not be accepted. The Project Manager or its delegate will be responsible for determination if a Proposal is received on time. That decision will be final and no further consideration of late Proposals will be given. Any late Proposals will be returned unopened to the Respondent only upon request.

Respondent may provide an electronic copy CD response in addition to the written Proposal submittal. The written Proposal shall be considered the legal response. Port may consider but is not obligated to provide an electronic copy version of this RFP.

Proposals may not be amended after submission.

## **5.3 Proposal Withdrawal**

Any Respondent to this RFP may withdraw a Proposal by written notice delivered to the Project Manager prior to the due date and time specified in Section 5.2.1 for receipt of Proposals.

## **5.4 Port’s Right To Reject or Terminate RFP**

Port expressly reserves the right to further consider, accept or reject any or all Proposals submitted in response to this RFP; to request additional information or clarification of information submitted; to cancel or modify, in part or in its entirety, this RFP, or to request new proposals or pursue any other means for obtaining the services contemplated by this RFP and/or the Master Professional Services Agreement.

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## **SECTION 6. PROPOSAL EVALUATION AND SELECTION PROCESS**

### **6.1 Selection Committee**

Port will appoint a Selection Committee including senior and mid-level management personnel of areas affected by Projects to review and evaluate all Proposals; contact Respondents as required; request Respondent to modify its proposed modifications to the Master Professional Services Agreement; and make recommendations regarding the selection of a Selected Respondent. The Selection Committee may also include other Port staff and others designated by Port.

Port reserves the right, in its sole discretion, to waive minor irregularities, and to waive mandatory requirements provided that all of the otherwise responsive Proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect this RFP and selection process.

Port reserves the right to modify or suspend any and all aspects of the selection process indicated in this RFP, to waive any defects as to form or content of this RFP, or to reject any or all Proposals.

### **6.2 Evaluation Process**

Proposals will be evaluated on a comparative, competitive basis, based upon the RFP's submittal requirements, including the experience, organization and qualifications of the firms and individuals proposed, and the offered price. During the evaluation process the Selection Committee may conduct independent research, request additional relevant information specific to the evaluation process, and seek assistance from reliable sources to clarify, explain, or otherwise participate in the evaluation process without issuing an Addendum. Proposals will not be ranked based solely on cost. The Selection Committee shall make its decision based on committee members' analysis and assessment of each Proposal's positive, neutral, and negative attributes.

Port reserves the right to conduct its own due diligence of the Respondents prior to selection of a Selected Respondent.

### **Minimum Qualifications**

Persons working on this project must demonstrate compliance with Security Sensitive Information (SSI) requirements per USCG Navigation and Vessel Inspection Circular (NVIC) 10-04 and Title 49 CFR 1520. Firms responding to this solicitation must have staff resources with sufficient experience, training and education to carry out the requirements of the Scope of Work within the allotted time. Such qualifications may include the following:

- Relevant location so as to be able to communicate and interact with Port staff without undue travel and time.
- Relevant Experience  
At least five years specialized experience in the successful implementation at ports, government agencies, and/or facilities, operations or activities reasonably comparable to the purpose and function of the Port of Stockton facility.
- Relevant Training  
Training through reputable resources, who offer specialized training and certifications, for the planning, implementation, and systems integration of the proposed products and services.
- Relevant Education  
Higher education in public policy and regulations, financial, accounting, and business management, property management, marine transportation logistics, or other disciplines/experience appropriate to provide a foundation for understanding the Port of Stockton's business functions, processes, and practices.

Any firm, or project team, that in the sole judgment of the Port fails to demonstrate the ability to meet the minimum qualifications noted above by documentation in the proposal package and submission by the proposal deadline will be considered non-responsive and will not be eligible for award consideration.

## **Scoring Criteria**

The Port intends to evaluate and score all Proposals received in general accordance with the criteria itemized below:

- Project Approach (20 Points)
  - Demonstration of a complete understanding of the project and the tasks to be performed. Have a specific understanding of the political, economic and geographic conditions in the Stockton region influencing and/or impacting the scope of work: (Scoring Weight 10 points)
  - Clarity and completeness of the approach and reasonableness of work schedule reflecting market rates for products and required services to complete the project: (Scoring Weight 10 points)
- Assigned Project Staff (10 Points)
  - Recent relevant experience of staff assigned to the project and a description of the tasks to be performed by each staff person: (Scoring Weight 5 points)
  - Professional qualifications and education, workload, staff availability, accessibility and demonstration of an established local presence and capability within the region: (Scoring Weight 5 points)
- Experience of Firm and Sub-consultants (20 Points)
  - Expertise of the firm, project team, and sub-consultants in deployment of secure systems software solution(s) and the ongoing service agreement, for port, government agency, or similar complex logistics operation, relevant certifications, service and products experience, as well as familiarity with federal, state, and local homeland security practices, policies and procedures: (Scoring Weight 10 points)
  - Quality of recently completed projects, including adherence to schedules, deadlines, and budgets: (Scoring Weight 5 points)
  - Experience with similar projects: (Scoring Weight 5 points)
- Functional Requirement (25 Points)
  - Ability to deliver the full scope of the project to satisfy the enterprise needs
- Price (25 Points)
  - NTE amount for each Proposal Item

### **6.3 Interviews**

If requested by Port, qualified Respondents may be required to present their Proposals to the Selection Committee and submit to oral questions. The Project Manager will schedule the interviews during the week following submissions at the Port's offices, or at such other time and/or location indicated by the Port.

The interviews shall be solely for the benefit of the Port and shall not be open to the public or to other Respondents.

Each oral interview will consist of two sections: The first section will consist of a 20 minute session during which the firm may highlight the specific advantages of its team and compelling reasons why it should be favored with the project award. The second session will consist of a 40 minute question and answer session directed from the evaluation board to the firm representatives. This section of the oral interview will comprise of standard, uniform questions to be asked of each of the firms represented. Firms are cautioned not to exceed the 20 minute presentation window allotted for Section One so as to not impact the time provided for the Q&A portion in Section Two of the oral interview process.

As broad guidance, firms selected for the oral interview should be prepared to demonstrate existing capability for the deployment of the necessary staff, resources, and assets required to support and manage concurrent activity in the Port. The three firms will be evaluated and ranked to determine the best-qualified, responsive bidder. The firm ranked in the number one position will be recommended to be awarded contract.

Ranking of interview scores may utilize the same criteria listed above for the short listing process. Final selection will be based upon each firm providing the best quality of services for the most reasonable firm fixed fee Not To Exceed (NTE) price. If the

Port, in its sole opinion, is unable to reach a complete agreement deemed reasonable, responsive and attainable during final contract negotiations with the highest ranking firm, it reserves the right to terminate negotiations and may commence negotiations with the next highest ranked firm. At its sole option, the Port may also decide to withdraw the project in its entirety, to modify the scope of work in whole or in part, and/or not award a contract to any bidder. If in the opinion of the Port, a responder to this RFP can better provide a specific service under this RFP, Port reserves the right to divide the contract into separate parts and contract with multiple consultants.

#### **6.4 Selection Process**

Based on the results of the evaluation process, Port staff will try to negotiate a final MPSA with the highest-ranked Respondent within the Port's budget constraints. If negotiations are successful, that Respondent will be recommended to the Board to become the Selected Respondent. If the negotiations are unsuccessful, Port staff will proceed to the next ranked Respondent, and proceed accordingly. The Selected Respondent to be recommended to the Board will be identified in a writing posted at the front and back administration entrances, and the West Complex Gate, and Port will use reasonable efforts to deliver a copy to each Respondent who submitted Proposals no later than the business day after posting, although any delay or failure to do so will not extend the Proposal protest period described below.

The Board, in its sole discretion, may either, approve, reject, or approve or reject with conditions, the foregoing recommendations. Port reserves the right to modify the qualification criteria outlined in this RFP.

**Respondents to this RFP are instructed not to contact elected officials, Port staff or members of the Selection Committee regarding the selection process. Efforts to lobby or influence individuals involved in this selection process may, at Port's sole discretion, result in dismissal from further consideration.**

#### **6.5 Right to Protest**

Any protest to this RFP process or selection of the Selected Respondent must be delivered to Juan Villanueva, Projects and Contract Manager by 4:00 pm of the 10<sup>th</sup> calendar day following Port staff's posting of its identification of the Selected Respondent to be recommended to the Board, and satisfy the following requirements:

- a. The initial protest must contain a complete statement of the basis for the protest.
- b. The protest must refer to the specific portion of the document that forms the basis for the protest.
- c. The protest must include the name, address, and telephone number of the person representing the protesting party.
- d. Only Respondents who the Port otherwise determines are responsive and responsible are eligible to protest a Proposal; protests from any other Respondent will not be considered.
- e. The party filing the protest must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Respondents who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The procedure and time limits set forth in this paragraph are mandatory and are a Respondent's sole and exclusive remedy in the event of a Proposal protest. Respondent's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Proposal protest, including filing a Government Code Claim or legal proceedings. A Respondent may not rely on a protest submitted by another Respondent, but must timely pursue its own protest.

#### **6.6 Post Approval Procedures**

The Master Professional Services Agreement will be finalized promptly following Board approval of a final Selected Consultant. In the event that the approved Selected Consultant fails or refuses to sign a Master Professional Services Agreement acceptable to the Port, Port reserves the right to finalize a Master Professional Services Agreement with another qualified Respondent without undertaking a new RFP process, or exercise any other available right.

## SECTION 7. CONDITIONS GOVERNING THIS RFP

### 7.1 Confidentiality

Port has made a determination in accordance with Government Code Section §6255 that all Proposals submitted in response to this RFP shall not be made public by Port until after Port has executed and adopted by resolution a Master Professional Services Agreement with the Selected Consultant. In the event a Respondent wishes to claim portions of its Proposal exempt from disclosure under the Public Records Act, it is incumbent upon Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page, along with a written justification as to why such information should be exempt from disclosure. However, Port will make a decision based upon applicable laws.

Port shall notify Respondent of any materials or information that Port does not believe are entitled to exemption from the Public Records Act, and Respondent shall have five (5) business days from such notice to:

- withdraw its Proposal;
- withdraw such information from its Proposal; or
- withdraw such information and replace it with substituted information for which Respondent does not claim exemptions.

Proprietary or confidential data must be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal. Confidential data is normally restricted to confidential financial information. The cost of Services shall not be designated as proprietary or confidential information.

### 7.2 Applicable Laws/Miscellaneous

Respondents are required to sign and submit the Authorization, stating their agreement to comply with the following terms and conditions of this RFP:

- a. The Selected Service Provider, or Project Team, its employees, agents, contractors, and subcontractors shall maintain professional licenses required by the laws of the State of California at all times while performing Services for the Project.
- b. The Selected Service Provider, or Project Team, shall comply with the laws of the State of California requiring employers to insure against liability for Worker's Compensation while performing Services for this Project.
- c. All Services shall comply with all statutes, ordinances, regulations, codes, and requirements of all governmental entities, including federal, state, Port, and municipal entities, relating to the Project.
- d. This RFP and any resultant Master Professional Services Agreement shall be governed by the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of San Joaquin and the State of California.
- e. All data and information provided by Port or referred to in this RFP is furnished for the convenience of interested parties in preparing a Proposal. The Respondent shall defend, indemnify and hold harmless Port from any and all liability, claims, or expenses whatsoever, incurred by, or on behalf of, the Respondent's response to this RFP. Port expressly disclaims any and all liability for representation or warranties, express or implied, contained in the RFP or any other written or oral communication transmitted or made available to interested parties, including any errors of omission.

## SECTION 8. ADDITIONAL RESOURCES AND REQUIREMENTS

Consultant’s services shall take into account, reference, support, align and link, as applicable, the following:

- ◆ Port specific risks based upon *Maritime Security Risk Assessment Model* (MSRAM) results and Area Maritime Security preparedness activities (controlled by and accessible through US Coast Guard Sector San Francisco as Security Sensitive Information, “SSI”).
- ◆ Other Federal plans and/or policy guidance including but not limited to, the National Strategy for Maritime Security (NSMS), National Infrastructure Protection Plan (NIPP), and Maritime Infrastructure Recovery Plan (MIRP), etc.
- ◆ Northern California Area Maritime Security Plan (AMSP) (controlled and accessible through the US Coast Guard Sector San Francisco as SSI materials).
- ◆ California Port Security Bond Act of 2006 (Provisions incorporated by reference).
- ◆ California Emergency Services Act of 2006 (Provision incorporated by reference).
- ◆ Region-Wide Port Strategic Risk Management/Mitigation & Port Trade Resumption/Resiliency Plan (“Halcrow Report”).

**Appendix A**

**ACKNOWLEDGMENT OF RECEIPT OF RFP FORM**

In acknowledgment of receipt of this Request for Proposal of the Port of Stockton for the Secure Systems Software ("S3") Project ("**RFP**"), the undersigned Respondent agrees that he/she/it has received a complete copy, beginning with the Title Page and Table of Contents and ending with Schedule 2.

This Acknowledgment of Receipt of RFP Form must be signed and returned to the Project Manager indicated below no later than (time/date) pursuant to Section 4.1 of the RFP. Only interested parties who elect to return this Acknowledgment of Receipt of RFP Form completed with the indicated intention of submitting a proposal will be placed on the distribution list for any and all Addendum/Addenda to this RFP. The name and address provided below will be used for all written correspondence related to this RFP.

Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

This entity does /does not  intend to respond to this RFP [check appropriate box].

Respondent must return this signed form to the Project Manager identified in RFP Section 1.2.

**Appendix B**

**MASTER PROFESSIONAL SERVICE AGREEMENT  
BETWEEN  
THE STOCKTON PORT DISTRICT  
AND  
SERVICE PROVIDER  
AGREEMENT NO. **xxxxx****

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") effective as of \_\_\_\_\_ is made and entered into by and between the STOCKTON PORT DISTRICT, a California Port District with municipal powers organized pursuant to Harbors and Navigations Code section 6200 et seq. ("Port"), and \_\_\_\_\_ ("Service Provider").

**RECITAL**

Port has determined that it requires the following professional services:

The Secure Systems Software ("S3") Project is a Technology and Security grant project funded by the U.S. Government. The purpose of this project is to implement an integrated Enterprise Resource Planning (ERP) and/or Best of Breed (BoB) solution that provides for the foundation of organizational and operational awareness, as well as the flexibility to continue enhancing the level of Port security by future integration with Geographic Information System (GIS) and Physical Security Information Management (PSIM) platforms. The software solution would provision for risk mitigation, trade resumption, resiliency, and security to Port operations in case of a major disaster such as flooding, earthquakes, a levee break, or Transportation Security Incident (TSI).

Currently the critical functions of the Port of Stockton are performed using aging AS/400 technologies with custom interfaces, as well as a variety of other business tools such as custom SQL and access databases, excel spreadsheets, and word documents. The objective of the S3 project is the implementation of tightly integrated Commercial Off The Shelf (COTS) software products configured according to industry best practice. This solution will provision for an architecture and database structure that allows for growth, security, and replication of all critical Port data to make certain that it is available and backed up in an emergency situation. This investment would provide the Port of Stockton a secure systems software solution that would bullet proof the Port's ability to save and protect all critical Port data in case of emergency and/or disaster recovery scenarios.

The Port requires a highly qualified and experienced Service Provider, or Partnership, to implement a user friendly, flexible, robust, integrated, and sustainable secure systems software solution. The Service Provider, or Project Team, will be required to work with the Port of Stockton Systems Integrator to balance objectives, scope, requirements, technologies, and functionality against the strict budget, resource, and timeline constraints. This means the Service Provider, or Project Team, will be required to deliver the projects using best practices and proven technology products and solutions that will ensure the successful implementation, as well as the ongoing maintenance, support, management, and monitoring of the implemented secure systems software solution. (See Exhibit B) ("Services").

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the Port and Service Provider agree as follows:

## TERMS AND CONDITIONS

1. Representations and Warranties of Service Provider. Service Provider represents and warrants to Port that:

1.1. It is fully qualified to perform the professional services by virtue of its experience and the training, education, and expertise of its principles and employees.

1.2. It is willing to accept responsibility for performing the services in accordance with the terms and conditions set forth in this Agreement.

1.3. Service Provider holds all licenses and permits required for Service Provider to perform the Services. The applicable licenses and permits for Service Provider and any personnel who shall perform work for the Port shall be listed on Exhibit A.

The provisions of this Section 1 shall survive the termination of this Agreement.

2. Services. Subject to the terms and conditions set forth in this Agreement, at the Port's discretion Service Provider shall perform the services identified in the Scope of Services. Specific Scope of Services, work schedule, and cost or estimated cost will be mutually agreed upon and set forth in a Task Order or Task Orders issued by the Port. If the work to be performed by Service provider consists of a single project, a single task order shall be attached to this Agreement. The Scope of Services is attached as Exhibit B and is hereinafter referred to as "Scope of Services" or "Exhibit B". Service Provider shall perform those services described in Exhibit B according to the Service Schedule outlined in each Task Order issued by the Port. Each Task Order shall specifically refer to and incorporate this Agreement by reference. Time is of the essence in this Agreement. However, Service Provider shall not be responsible for delays caused by acts of God or other causes beyond Service Provider's reasonable control.

3. Compensation. Port shall compensate Service Provider for the services provided under this Agreement in accordance with the amount and compensation terms stated in the Fee Schedule attached to each Task Order. Service Provider's total compensation for services performed under this Agreement shall not exceed \$\_\_\_\_\_. The Port and Service Provider agree that the payment of the amount specified in each Task Order shall constitute full and complete compensation for Service Provider's services. Service Provider represents that it has, or will secure at its own expense, all personnel required to perform the services identified in each Task Order. In no event shall the total compensation and costs payable to Service Provider under this Agreement exceed the sum(s) or

otherwise deviate from the sum(s) specified in each Task Order unless expressly approved in advance by the Port and memorialized in a writing which is signed by both parties. Service Provider shall not be compensated for services outside the scope of each Task Order unless otherwise agreed upon in writing pursuant to Section 8 of this Agreement. Service Provider shall submit to the Port an invoice within five (5) business days following the month during which the services performed under each Task Order pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, the total Task Order amount, the amount previously invoiced, the current amount due, and the remaining available amounts. Within ten (10) business days of receipt of each invoice, Port shall notify Service Provider in writing of any disputed amounts included on the invoice. Within thirty (30) calendar days of receipt of each invoice, Port shall pay all undisputed amounts included on the invoice. All costs charged to this Agreement shall be supported by properly executed payrolls, time records, invoices, and vouchers, evidencing in proper detail the nature and propriety of the charges.

4. Term of Agreement. This Agreement shall commence on the date first written above and terminate on \_\_\_\_\_, unless terminated earlier pursuant to this Agreement or extended by written agreement signed by both parties.

5. Early Termination.

5.1. Termination for Convenience at Any Time. Port may terminate this Agreement for its convenience at any time by giving written notice to Service Provider of the termination, and the effective termination date, at least thirty (30) days before the effective date of termination. Service Provider shall be reimbursed for billings incurred prior to the termination date, in accordance with the cost provisions of this Agreement.

5.2. Termination for Default. If Service Provider fails to fulfill in a timely and proper manner its obligations under this Agreement, or if Service Provider violates any of the warranties, covenants, provisions, or stipulations of this Agreement, Port shall thereupon have the rights to terminate the Agreement by giving not less than ten (10) days written notice to Service Provider of the intent to terminate and specifying the effective date thereof, subject to Service Provider's right to cure during that ten (10) day period. Port shall provide an opportunity for consultation with Service Provider prior to the effectiveness of the termination, but need not grant any additional time other than the foregoing ten (10) day cure period. If Port terminates this Agreement for default, Service Provider shall immediately suspend its activities under this Agreement, as specified in the notice. Service Provider shall be entitled to receive compensation for all satisfactory work completed prior to the effective date of termination, subject to all Port rights provided by this Agreement or law.

6. Project Managers. During the performance of this Agreement, the project manager for Port and Service Provider is as specified below and there shall be no change in Service Provider's project manager without Port's

prior written consent. All invoices and payments shall be sent to the project managers unless either party specifically provides written notice otherwise. Service Provider's project manager shall be responsible for keeping Port informed of the progress of the work and shall be available for meetings with the Port.

Port: Juan Villanueva,  
Projects and Contract Manager

Service Providers: \_\_\_\_\_  
\_\_\_\_\_

7. Discipline. If any of Service Provider's personnel are subject to discipline by any regulatory agency or professional organization and if any of Service Provider's personnel, whether assigned to the work of Port or not, are disciplined to any degree by the regulatory agency or professional organization, the Service Provider shall promptly notify the Port in writing.

8. Amendments. There shall be no change to the Scope of Services, the Service Schedule attached to any Task Order, Fee Schedule attached to any Task Order, or any other term and condition of this Agreement unless mutually agreed upon in writing by the Port and Service Provider.

9. Insurance. Service Provider, at its own cost and expense, shall procure, carry, and maintain throughout the term of this Agreement insurance of the type and amount set forth below. Service Provider shall not commence any work under this Agreement unless and until the Port has certificates of insurance showing that the required insurance is in effect. Service Provider shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement. Service Provider shall not allow any subcontractor to commence work on any subcontract until all insurance required of the Service Provider has also been obtained for the subcontractor and evidence thereof has been presented to the satisfaction of the Port. The policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide. Service Provider shall provide proof that the required policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. The proof shall be furnished at least two weeks prior to the expiration of the coverages.

9.1. Workers' Compensation. Service Provider shall procure and maintain throughout the term of this Agreement Worker's Compensation Insurance in the amount and as required by the laws of the State of California.

9.2. Commercial General Liability Insurance. Service Provider shall procure and maintain throughout the term of this Agreement Comprehensive Commercial General Liability Insurance with minimum coverage limits of One Million Dollars (\$1,000,000.00) per occurrence, combined single limit coverage for any personal injury, death,

loss, and/or property damage associated with the work under this Agreement. Port, its officers, employees, agents, and volunteers are to be covered as additional insureds.

9.3. Automobile Liability Insurance. Service Provider shall procure and maintain throughout the term of this Agreement Automobile Liability Insurance with minimum coverage limits of One Million Dollars (\$1,000,000.00) per incident, combined single limit coverage for any personal injury, death, and/or property damage. Port, its officers, employees, agents, and volunteers are to be covered as additional insureds.

9.4. Professional Liability Insurance. Service Provider shall procure and maintain for the period covered by this Agreement Professional Liability Insurance for licensed professionals performing work pursuant to this Agreement in an amount of at least One Million Dollars (\$1,000,000.00) per claim made and per policy aggregate covering the licensed professionals' errors and omissions, as follows:

9.4.1. Any deductible or self-insured retention shall not exceed One Hundred Fifty Thousand (\$150,000.00) per claim.

9.4.2. The policy must contain a cross liability or severability of interest clause.

9.4.3. The following provisions shall apply if the professional liability coverage's are written on a claims form:

9.4.3.1. The retroactive date of the policy must be shown and the date must be before the date of the Agreement.

9.4.3.2. Insurance must be maintained and evidence of insurance must be provided for at least 3 years after completion of the Agreement, so long as commercially available at reasonable rates.

9.4.3.3. A copy of the claim reporting requirements must be submitted to Port prior to the commencement of any work under this Agreement.

9.5. Insurance Remedies. In addition to any other remedies the Port may have, if Service Provider fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the Port may, at its sole option:

9.5.1. Obtain the necessary insurance and deduct the amount of the premiums for the insurance from any sums due under the Agreement and bill Service Provider for any remainder;

9.5.2. Order Service Provider to stop work under this Agreement or withhold any payment which becomes due to Service Provider hereunder, or both stop work and withhold any payment, until Service Provider demonstrates compliance with the requirements hereof; or

9.5.3. Terminate this Agreement.

9.5.4. If one of Service Provider's subcontractor's fails to procure and maintain the required insurance, the remedies stated above shall apply against the Service Provider as if the Service Provider failed to procure and maintain the required insurance.

9.6. Other Insurance Provisions.

9.6.1. The insurance provided by Service Provider shall specify or have added as an endorsement that Service Provider's insurance shall be primary to any coverage available to the Port. Any insurance or self-insurance maintained by the Port and/or its officers, employees, agents or volunteers, shall be in excess of Service Provider's insurance and shall not contribute with it.

9.6.2. All the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to Port.

9.6.3. The insurance shall specify that any failure of Service Provider to comply with the reporting provisions of the policy shall not affect coverage provided to Port and its officers, employees, agents, and volunteers.

9.6.4. Service Provider shall disclose the self-insured retentions and deductibles before beginning any of the work called for by any term of this Agreement. During the period covered by this Agreement, upon express written authorization of Port, Service Provider may increase the deductibles or self-insured retentions with respect to Port, its officers, employees, agents, and volunteers. Port may condition approval of an increase in deductible or self-insured retention levels upon a requirement that Service Provider procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

10. Indemnification. Service Provider shall indemnify, defend, and hold harmless the Port, its officers, agents and employees from any and all actions, causes of action, claims, demands, costs, liabilities, judgments, penalties, losses, damages and expenses of whatsoever kind and nature due to the death or injury to any person or persons, or damage to any property that arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of the Service Provider, its officers, employees, servants, agents, or subcontractors and their respective employees in the performance of this Agreement. Costs and expenses shall include reasonable attorneys' fees incurred by legal counsel of the Port's choice. This Section 10 shall survive the termination of this Agreement.

11. Assignability. Service Provider shall not delegate, transfer, subcontract or assign its duties, rights, or interests under this Agreement, either in whole or in part, without the Port's prior written consent, which may be withheld or delayed for any reason in Port's sole discretion. Any attempt to do so shall be void and of no effect. All authorized subcontracts shall contain the same applicable provisions specified in this Agreement, including but not limited to, an indemnification provision in favor of the Port identical to that set forth in Section 10 of this Agreement.

12. Ownership of Written Product. All reports, data, documents, charts, drawings or other written or tangible material ("written products") developed, prepared, or assembled by Service Provider and any subcontractors in the performance of this Agreement shall be the property of the Port and shall be delivered to the Port in useable electronic and/or written format upon termination or expiration of this Agreement. Service Provider may take and retain copies of the written products as desired, but shall not have copyrights of any written products produced pursuant to this Agreement.

13. Inspection of Work. Service Provider, and any subcontractors, shall permit the Port the opportunity to review and inspect Service Provider's work, including any written products (defined in Section 12), at all reasonable times during the performance period of this Agreement including review and inspection on a daily basis. The written product shall be available for inspection in useable electronic format. In addition, at any time during normal business hours, and as often as Port may deem necessary, Service Provider and any subcontractors shall make available for examination all of their records with respect to all matters covered by this Agreement for purposes of audit, examination, or to make copies or transcripts of the records, including, but not limited to, contracts, invoices, material, payrolls, personnel records, conditions of employment and other data relating to all matters covered by this Agreement. Records shall be retained and access to the facilities and premises of Service Provider and any subcontractors shall be made available during the period of performance of this Agreement, and for five (5) years after Port makes final payment under this Agreement.

14. Independent Contractor. Service Provider is, and shall at all times remain as to the Port, a wholly independent contractor. Service Provider shall have no power to incur any debt, obligation, or liability on behalf of the Port or otherwise to act on behalf of the Port as an agent. Neither Port nor any of its agents shall have control over the conduct of Service Provider or any of Service Provider's employees or subcontractors, except as set forth in this Agreement. Service Provider shall not represent that it is, or that any of its agents, employees or subcontractors are, in any manner employees of the Port.

15. Permits and Approvals. Service Provider shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement.

16. Confidentiality. All data, documents, discussions, written product or other information developed or received by Service Provider or provided for performance of this Agreement, whether tangible or intangible, are deemed confidential and shall not be disclosed by Service Provider without the prior written consent of the Port. Service Provider represents and warrants to Port that it shall at all times observe the covenant of the preceding sentence. This Section 16 shall survive the termination of this Agreement.



2201 W Washington Street  
Stockton CA 95203

For Service Providers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then the term or provision shall be amended to, and solely to, the extent necessary to cure the invalidity or unenforceability, and in its amended form shall be enforceable. In that event, the remainder of this Agreement, or the application of the term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

23. Cumulative Remedies. Any remedies granted to the non-defaulting party in this Agreement shall not be considered exclusive but rather cumulative and shall exist in addition to any remedies now or hereafter allowed by law or in equity. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of the rights, powers or remedies shall not preclude the simultaneous or later exercise by a party of any of all of the other rights, powers or remedies.

24. Waiver. The waiver by Port of any breach of any term, warranty, covenant or condition herein shall not be deemed to be a waiver of any term, covenant or condition for any subsequent breach of the same or any other term, covenant or condition herein contained. No term, warranty, covenant or condition of this Agreement shall be deemed to have been waived by Port unless in writing.

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding its subject matter. This Agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this Agreement. All exhibits attached to this Agreement are incorporated herein by reference. The exhibits attached to this Agreement are: Exhibit A – Licenses and Permits; Exhibit B – Scope of Services; and Exhibit C – the Form of the Fee Schedule to be attached to Task Orders. In the event of any material discrepancy between the express provisions of this

Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

26. Headings, Captions, and Pronouns. The captions appearing at the commencement of the sections hereof, and in any Section or Subsection, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between the heading, and the Section or Subsection at the head of which it appears, the Section or Subsection, as the case may be, and not the heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires the substitution.

27. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

28. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the Port and Service Providers have executed this Agreement as of the date first written above.

**STOCKTON PORT DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**SERVICE PROVIDER**

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**SERVICE PROVIDER**

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

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**EXHIBIT A**  
**NUMBERS OF LICENSES AND PERMITS HELD BY PERSONNEL WHO SHALL**  
**PROVIDE SERVICES ON PORT WORK**

Please check box if not applicable.

If applicable, please list:

<u>License / Permit Number</u>	<u>Issuing Entity</u>	<u>Date of Expiration</u>
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

**EXHIBIT B**  
**SCOPE OF SERVICES**

The scope of Services will be a general guide and is not intended to be a complete list of all work necessary to complete the Project.

**Per Section 2.2 and Section 2.3 in conjunction with completed Functional Requirements Matrix (FRM) Form**

**EXHIBIT C**  
**FORM OF FEE SCHEDULE**

**Per completed Section 2.4 in conjunction with completed Fee Proposal (FP) Form**  
**Adjusted for inclusion of any "Optional" Proposal Items**

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**Appendix C**

**PROPOSAL ORGANIZATION CHECKLIST**

All forms are to be completed and any materials submitted with the proposal are to conform to the following specified format, pursuant to Section 5.1.1 of the RFP.

- SECTION 1 Proposal Summary
  - Title Page
  - Proposal Organization Checklist
  - Transmittal Letter
  - Executive Summary
  - Project Approach
  - Functional Requirements Matrix (FRM) Form
  - Firm Qualifications and Experience
  - Project Team Qualifications
  - Consultant Client References
  - Fee Proposal (FP) Form
  
- SECTION 2 Financial Information
  - Financial Statements
  - Claims and litigation history
  - Letter from insurance broker
  
- SECTION 3 Response Forms
  - Proposal Authorization
  - Acknowledgment of Addendum Form(s)
  - Acceptance of Form of Master Professional Services Agreement, including any proposed modifications
  
- SECTION 4 Discretionary Supplemental Materials
  - Explanation of relevancy of discretionary supplementary materials
  - Supplementary materials

Appendix D

**PROPOSAL AUTHORIZATION**

NAME OF RESPONDENT \_\_\_\_\_

1. The above-named Respondent is a Respondent to the Request for Proposals of the Port of Stockton for Secure Systems Software ("S3") Project ("RFP"), and possesses the legal authority to submit this Proposal.
2. The undersigned is authorized to conduct all negotiations for and legally bind the respondent in all matters relating to this proposal submittal.
3. The undersigned has reviewed, understands, is able to comply with and agrees to be bound by the General Conditions Governing this RFP described in Section 7 of the RFP.
4. The undersigned grants the Port a right to Port to conduct reference checks and reasonable investigation of all information provided by Respondent.
5. The undersigned certifies that this Proposal is irrevocable until xx/xx/xx, 90 days after submission date.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix E

**ACCEPTANCE OF FORM OF MASTER PROFESSIONAL SERVICES AGREEMENT**

NAME OF RESPONDENT \_\_\_\_\_

The above Respondent hereby agrees to sign Master Professional Services Agreement substantially similar to the form of Master Professional Services Agreement attached to the RFP as Appendix B, or has attached proposed modifications to the form of Master Professional Services Agreement as an Addendum to this signed Acceptance.

Respondent's fixed Not To Exceed (NTE) price for the Basic Services described in the Master Professional Services Agreement is \$\_\_\_\_\_. The undersigned's Billing Rates for Additional Services are attached hereto.

**[Respondent must check one of the following boxes, and complete if applicable]**

- Respondent's proposed modifications to the Master Professional Services Agreement are attached as Attachment[s] \_\_\_\_\_ **[complete as applicable]** to this signed Acceptance, pursuant to the "Strikeout" or "Underline" format described in RFP Section 3.1.
- Respondent has no proposed modifications to the Master Professional Services Agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix F**

**FEDERAL REQUIREMENTS**

**I. SUMMARY**

This Attachment includes:

1. Non-Discrimination/Equal Employment Opportunity
2. Contract Award
3. Cost Principles
4. Compliance With Executive Order No. 11246
5. Elimination of Segregated Facilities
6. Federal and State Lobbying Activities Certification
7. Drug-Free Workplace Certification
8. Further Requirements Regarding Sureties
9. Debarment Certifications

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## II. NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- a. Contractor shall not, during the performance of this Contract or in selection or retention of Subcontractors, including procurement of materials and leases of equipment, unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religion creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, or denial of pregnancy disability leave.

Contractor shall ensure, and shall require that its Subcontractor(s) ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

Contractor shall comply and ensure that its Subcontractor(s) comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full.

Contractor and its Subcontractor(s) shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.

- b. Contractor and its Subcontractor(s) shall comply with Title VI of the Civil Rights Act of 1964, as amended, and with the regulations relative to Title VI, (nondiscrimination in federally-assisted programs of the United States Department of Transportation, 49 C.F.R Part 21 and 23 C.F.R. Part 200; hereinafter referred to as "DOT regulations,") and 49 C.F.R Part 26, which are herein incorporated by reference and made a part of this Contract. Wherever the term "Contractor" appears therein, it shall mean Contractor.
- c. Contractor shall permit and shall require its Subcontractors to permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by the State to investigate compliance with this Section.
- d. Solicitations for Subcontractors, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the DOT regulations relative to nondiscrimination.
- e. Sanctions for Noncompliance: Failure by the Contractor to carry out the requirements above is a material breach of this Contract, which may result in sanctions as Port may determine to be appropriate, including, but not limited to:
- (1) Withholding of payments to the Contractor under this Contract until the Contractor complies, and/or
  - (2) Cancellation, termination or suspension of the Contract, in whole or in part.
- f. Incorporation of Provisions: Any subcontract entered into as a result of this Contract shall contain all of the provisions of a. through e. of this section. The Contractor shall take such action with respect to any subcontract or procurement as Port may direct as a means of enforcing such provisions including sanctions for noncompliance.

THE UNDERSIGNED CERTIFIES THAT THE CONTRACTOR WILL COMPLY WITH THE ABOVE REQUIREMENTS.

CONTRACTOR OR  
SUBCONTRACTOR NAME: \_\_\_\_\_

CERTIFIED BY:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **III. CONTRACT AWARD**

In accordance with Title 49 CFR 18, Section 18.37 and state law and procedures, all Subcontractor contracts containing funds provided under this Contract are required to be competitively bid and awarded consistent with Local Program Procedures 00-05 (Pre-award Audit Requirements and Contractor Procurement) or successors thereto.

#### IV. COST PRINCIPLES

- a. Contractor agrees to comply with the following:
  - (i) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq. (Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments)," shall be used to determine the allowability of individual project cost items, and
  - (ii) the Federal administrative procedures in accordance with 49 Code of Federal Regulations, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Contracts to State and Local Governments."
- b. Any costs for which Contractor receives payment or credit that is determined by a subsequent audit or other review by either Port, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, OMB Circular A-87; 48 CFR, Chapter 1, Part 31; or 49 CFR, Part 18, are to be repaid by Contractor within thirty (30) days of Contractor receiving notice of audit findings. Should Contractor fail to reimburse moneys due Port within thirty (30) days of demand, or within such other period as may be agreed between both parties hereto, Port is authorized to withhold future payments due Contractor.
- c. Contractor agrees to furnish documentation to Port to support this requirement that all of its agreements with Subcontractors contain provisions requiring adherence to this section in its entirety.

## V. COMPLIANCE WITH EXECUTIVE ORDER NO. 11246

During the performance of this Contract Contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. 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. The contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send, to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 or September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or orders of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance: *Provided however*, That in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor, as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **VI. ELIMINATION OF SEGREGATED FACILITIES**

(a) A Certification of Non-Segregated Facilities, as required by the May 9, 1967 Order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a Federally-assisted construction contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.

(b) Contractors receiving Federally-assisted construction contract awards exceeding \$10,000 which, are not exempt from the provisions of the Equal Opportunity Clause, will be required to provide for the forwarding of the following notice to prospective subcontractors for supply and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

### **NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NON-SEGREGATED FACILITIES**

(a) A Certification of Non-Segregated Facilities, as required by the May 9, 1967 Order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.

(b) Contractors receiving subcontract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of this notice to prospective subcontractors for supply and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

### **CERTIFICATION OF NON-SEGREGATED FACILITIES**

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity Clause.)

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specified time period) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he will retain such certifications in his files.

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Signature

Date

---

Name and Title of Signer (Please Type)

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

## VII. FEDERAL AND STATE LOBBYING ACTIVITIES CERTIFICATION

- a. By signing this Contract, the Contractor certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of Port, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.
- c. This certification is a material representation of fact, upon which reliance was placed when this Contract was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C.

The Contractor also agrees by signing this Contract that it will require that the language of this certification be included in all subcontracts funded wholly or in part by any funds provided herein and which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

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**VIII. DRUG-FREE WORKPLACE CERTIFICATION**

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CONTRACTOR/APPLICANT:

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The contractor or applicant named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or applicant will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or loan:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or loan.

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**CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or loan recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

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OFFICIAL'S NAME:

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DATE EXECUTED:

EXECUTED IN COUNTY OF:

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CONTRACTOR/APPLICANT SIGNATURE:

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TITLE:

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**IX. FURTHER REQUIREMENTS REGARDING SURETIES**

Surety companies executing bid bonds, payment and performance bonds must be listed in United State Treasury Circular 570, as amended, and must be authorized to transact surety business in the State of California.

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**X. DEBARMENT CERTIFICATIONS**

- A. Appendix A to Part 32--Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility  
Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

- B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary  
Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
A	(A)	<p><b>"CORE ACCOUNTING &amp; FINANCIAL" FUNCTIONAL STREAM</b></p> <p>The <u>Core Accounting &amp; Financial</u> Functional Stream shall include, but not be limited to, the following functions:                      General Ledger; Accounts Receivable; Accounts Payable; Cash Flow Management and Bank Reconciliation; Fixed Assets; Requisitions and Purchase Orders; Order Processing/Invoicing; Planning, Budgeting &amp; Forecasting; Auditing; Fund, Grant &amp; Encumbrance Management; Government Compliance &amp; Taxation; Analytical Accounting; Business Portal/Dashboard/KPIs; Workflow; Audit Trails; Reporting</p>			
A	(B)	<p><b>Key Objectives for Core Accounting &amp; Finance include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Core Accounting &amp; Finance needs based on the BEST PRACTISE process, including user groups, user roles, accounting and financial management tasks and activities, as well as workflow, audit control, and report templates.</li> <li>▪ Configure and manage the system to streamline Accounting &amp; Finance information workflow</li> <li>▪ Control Accounting &amp; Finance Management processes</li> <li>▪ Audit Accounting &amp; Finance Management activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> </ul>			
A	1	<b>GENERAL LEDGER</b>			
A	1.1	<p><b>Key Objectives for General Ledger include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Create key business reports such as Balance Sheets and Income Statements</li> <li>▪ Manage financial information by division, department, and cost center</li> <li>▪ Create an audit trail for business transactions</li> <li>▪ Automate posting of journal entries</li> <li>▪ Financial checks and balances to discover and correct errors</li> </ul>			
A	1.2	<b>Chart of Account Maintenance</b>			
A	1.2.1	<p>Scalable Chart of Accounts with up to 10 segments and up to 10 digits per segment</p> <p>Legacy G/L format for Revenue &amp; Expense is:                      ==&gt; ZA.BB.ACCC.DD</p> <p>where, Z = Type Code                      A = Division Code                      B = Department Code                      C = Cost Code                      D = Account</p> <p><b>** Note: Legacy G/L structure must be reviewed, extended, and remapped **</b></p>			
A	1.2.2	<p>Maintain (Z) <u>Type Codes</u> including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Revenue, Expense, Asset, Liability, Equity</li> </ul>			
A	1.2.3	<p>Maintain (A) <u>Division Codes</u> including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ West Complex Division, Terminal Division, Property Management Division, Indirect Revenue and Expense Division</li> </ul>			
A	1.2.4	<p>Maintain (B) <u>Department Codes</u> including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ All Operating Revenue/Expense, Maintenance, Port Police, Executive, Environmental, Distribution, Accounting, Information Technology, Human Resources, Marketing, Facilities, Projects and Contracts, Purchasing, Property Management, Government Relations, Public Relations, Grant's Management, Administrative Services, Administrative Depreciation</li> </ul>			
A	1.2.5	<p>Maintain (C) <u>Cost Codes</u> including, but not limited to, the following:</p> <p>a. Facility</p> <ul style="list-style-type: none"> <li>▪ Warehouse 1-4, Warehouse 5-6, Brick Warehouses, Warehouse A1-B2 &amp; Others, West Complex Warehouse 200-500, West Complex Warehouse 600-1000, West Complex Warehouse All Other Buildings, Unallocated</li> </ul> <p>b. Cargo Type</p> <ul style="list-style-type: none"> <li>▪ General Cargo, Dry Bulk Cargo, Liquid Bulk Cargo, Lay Berth, Unallocated</li> </ul> <p>c. Commodity</p> <ul style="list-style-type: none"> <li>▪ Other, Ammonia, Cement, Fertilizer, Rice, Steel, Sulfur, Unallocated</li> </ul> <p>d. Property</p> <ul style="list-style-type: none"> <li>▪ General Leases (East Complex), General Leases (West Complex), Offsite &amp; Island Properties, Belt Line Railroad, West Complex Electric Utility, Unallocated</li> </ul>			
A	1.2.6	Maintain (D) <u>Account</u>			
A	1.2.7	<p>Chart of Account Maintenance include, but not be limited to, the following details:</p> <ul style="list-style-type: none"> <li>▪ Ledger, G/L Number, Type, Name</li> <li>▪ AP Account, AR Account, Old GL Account, Comments, Inactive flag</li> </ul>			
A	1.3	<b>G/L Batch Posting</b>			
A	1.3.1	View batch in a single interface			
A	1.3.2	Review transactions within batch			
A	1.3.3	Approve or reject batch			
A	1.3.4	Approve or reject transaction within batch			
A	1.3.5	View which batches and/or transactions that have been rejected, approved and posted			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
A	1.3.6	Update comment why batch or transaction has been rejected			
A	1.3.7	Post entire batch to G/L			
A	1.3.8	Post specific transactions with the batch to the G/L			
A	1.3.9	Control who has authority to post specific transaction or batch types to G/L			
A	1.3.10	Transaction details include, but are not limited, to the following: <ul style="list-style-type: none"> <li>▪ Transaction Type (A/R, A/P, Payroll, J/E), Batch Number, Status (flag used by Controller to determine if Batch is ready for review), Batch Total (\$), and Batch Comment</li> </ul>			
A	1.3.11	Controller has to go actively monitor the interface for transactions. <ul style="list-style-type: none"> <li>▪ System should provide Controller notification of pending work</li> </ul>			
A	1.3.12	Accountant has to actively monitor Interface for rejected transactions. <ul style="list-style-type: none"> <li>▪ System should provide Accountant notification of pending work</li> </ul>			
A	<b>1.4</b>	<b>Journal Entry</b>			
A	1.4.1	Create Regular J/E			
A	1.4.2	Create Accrual J/E			
A	1.4.3	Create Reversal J/E			
A	1.4.4	Create Adjustment J/E			
A	1.4.5	Create Closing J/E			
A	1.4.6	Create AP Accrual J/E			
A	1.4.7	Create AP Accrual Reversal J/E			
A	1.4.8	Create Unallocated Expense J/E based on Allocation Table for: <ul style="list-style-type: none"> <li>▪ Dock, Warehouse, Properties</li> </ul> Details include: <ul style="list-style-type: none"> <li>▪ Table Index Number, Index Number Description, % Unallocated</li> </ul>			
A	1.4.9	Create Indirect Expense J/E based on Indirect Table for: <ul style="list-style-type: none"> <li>▪ Dock, Warehouse, Leases, Properties</li> </ul> Details include: <ul style="list-style-type: none"> <li>▪ Facility Report Number, Description, Current Year % Indirect, Prior Year % Indirect</li> </ul>			
A	1.4.10	Setup Recurring J/E			
A	1.4.11	View a list of existing Recurring J/E			
A	1.4.12	Modify Recurring J/E details			
A	1.4.13	Add J/E to batch			
A	1.4.14	Remove J/E from batch			
A	1.4.15	Forward batch to Controller for Review			
A	1.4.16	J/E details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ J/E Id, Transaction Date, General Description, G/L Accounts, Amount, Debit or Credit, and G/L Description</li> </ul>			
A	<b>1.5</b>	<b>General Ledger Library</b>			
A	1.5.1	Print a complete summary of G/L Accounts. Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Account Number, Account Description, Prior Month Year-to-Date Balance (\$), Monthly Debits (\$), Monthly Credits (\$), Monthly Balance (\$), Current Year-to-Date Balance (\$)</li> </ul>			
A	1.5.2	Print an AP Cash Disbursement Report sorted by Vendor, by Amount and by Zip Code. Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Vendor, Amount, Zip Code</li> </ul>			
A	1.5.3	Export data from G/L accounts into Excel			
	1.5.4	Print multiple copies of Revenue, Expense, Budget, and Operating Statements for distribution to various stakeholders			
	1.6	"1099" Requirements			
	1.6.1	Identify and flag "1099" independent contractors in Vendor database			
	1.6.2	Produce "1099" and mail out to independent contractors.			
	1.6.3	Save "1099" as text file and transfer file to IRS			
A	<b>2</b>	<b>ACCOUNTS RECEIVABLE</b>			
A	2.1	<b>Key Objectives for Accounts Receivable include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Understand current and future cash position</li> <li>▪ Promote positive customer relations</li> <li>▪ Reduce late payments and improve collections</li> <li>▪ Identify and provide credit only to credit worthy accounts</li> <li>▪ Allow for multiple payment methods</li> <li>▪ Identify customer payment histories</li> </ul>			
A	<b>2.2</b>	<b>Customer Master</b>			
A	2.2.1	Maintain Customer			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<p><i>Note: Triggers to create Customer Master include, but not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>a. Billing Management function stream ~ Fuel Application</li> <li>b. Property Management function stream ~ Rental Authorization</li> <li>c. Marine Operations function stream ~ Shipping Line, Shipper, Agent, Stevedore, etc. (manual submission by Operations)                             <ul style="list-style-type: none"> <li>▪ Customer Master information should remain consistent and be propagated to Billing Management + Marine Operations + Property Management functional streams</li> </ul> </li> </ul>			
A	2.2.2	<p>New Customer Request</p> <p>Template document (or Form) for New Customer Request including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Customer Name, Customer Address, Bill To Address, Phone Number, Fax Number, Tax Number, Terms, Notes, Sign-off by Controller</li> </ul> <p><i>Note: The New Customer Request Form should reflect Customer Master entry UI requirements</i></p>			
A	2.2.3	Customer Master entry/processing			
A	2.2.4	Proof Customer Master data			
A	2.3	<b>Accounts Receivable Processing</b>			
A	2.3.1	Assign G/L accounts to A/R Invoice			
A	2.3.2	Generate A/R Invoice			
A	2.3.3	Generate A/R Batch			
A	2.3.4	Generate A/R Statements			
A	2.3.5	Apply A/R Invoice to Aging Receivables			
A	2.3.6	Reconcile A/R Ending Balance			
A	2.3.7	Transfer A/R Batch to G/L			
A	2.3.8	Transfer A/R Batch to G/L Reversal			
A	2.3.9	Lock Transfer A/R Batch to G/L Reversal			
A	2.4	<b>Generate A/R Month End Reports</b>			
A	2.4.1	A/R Trade Accounts Recap Report			
A	2.4.2	A/R Aging Report			
A	2.4.3	A/R Aging Detail Report			
A	2.4.4	A/R Cash History Report			
A	2.4.5	A/R Outstanding Invoice Register			
A	2.4.6	A/R Customer Master Report			
A	2.4.7	A/R Outstanding Invoice Register			
A	2.4.8	<p>Billing Recap</p> <p><i>Billing Status by Department</i></p>			
A	2.4.9	<p>Vessel Log Report</p> <p><i>List of all Vessel that came in for the month</i></p>			
A	2.4.10	<p>Vessel Tonnage and Revenue Recap</p> <p><i>Profit and Loss Report by Dock</i></p>			
A	2.4.11	<p>Property Management Lease Revenue Schedule</p> <p><i>Recap per Tenant – Lease Details. Produced monthly, quarterly and yearly</i></p>			
A	2.4.12	<p>Unearned Lease Revenue Report</p> <p><i>Rent that is prepaid in Advance</i></p>			
A	2.4.13	<p>Deferred Lease Revenue Report</p> <p><i>Revenue that is deferred due to Improvement Credits or Free Rent</i></p>			
A	2.4.14	<p>Tenant's Minimal Annual Guarantee Report</p> <p><i>List of Tenant's with minimal annual guarantees</i></p>			
A	2.4.15	<p>Wharfage Credits Report</p> <p><i>Tenants get credit for bringing in Wharfage revenue. If they bring in a certain yearly amount of Wharfage Revenue which equates to their yearly Rental Amount, then they may pay a percentage or no rent, depending upon the agreement.</i></p>			
A	3	<b>ACCOUNTS PAYABLE</b>			
A	3.1	<p><b>Key Objectives for Accounts Payable include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Eliminate manual payments</li> <li>▪ Identify optimal timing of payments</li> <li>▪ Make better decisions with useful reports</li> <li>▪ Take advantage of early payment discounts</li> <li>▪ Avoid re-entering data</li> <li>▪ Eliminate duplicate payments</li> </ul>			
A	3.2	<b>Vendor Master</b>			
A	3.2.1	<p>Maintain Vendor</p> <p><i>Note: Triggers to create Vendor Master include, but not limited to, the following:</i></p>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		a. Billing Management function stream ~ Work Orders (Contractors), Contracts Administration (Contractors, Service Providers, etc.) b. Property Management function stream ~ Utility Companies, Telecom Companies, State of California, City of Stockton, etc. c. Marine Operations function stream ~ Stevedores, ILWU, Service Companies, etc. ▪ Vendor Master information should remain consistent and be propagated to Billing Management + Marine Operations + Property Management functional streams			
A	3.2.2	New Vendor Request Template document (or Form) for New Vendor Request including, but not limited to, the following: ▪ Vendor Name, Vendor Address, Payment Address, Phone Number, Fax Number, Federal Id Number, State Id Number, Tax Rate, Law Firm (Yes or No), Individual or Sole Proprietor (Yes or No), Resale (Yes or No), Corporation (Yes or No), 1099 Required (Yes or No), Terms, Max Cheque Amount, Notes, Sign-off by Controller Note: The New Vendor Request Form should reflect Vendor Master entry UI requirements			
A	3.2.3	Vendor Master entry/processing			
A	3.2.4	Proof Vendor Master data			
A	3.3	<b>Invoice Processing</b>			
A	3.3.1	Manage Invoice document			
A	3.3.2	Invoice matching to PO			
A	3.3.3	Query Coding to determine G/L account to assign expense			
A	3.3.4	Generate Coding Summary for each Vendor Invoice			
A	3.3.5	Input Coded Invoices into Batch Disbursement File			
A	3.3.6	Proof data in Batch Disbursement File			
A	3.3.7	Create Temporary Batch for Invoices			
A	3.3.8	Create Batch Disbursement for Payment			
A	3.3.9	Transfer from Temporary Batch to Batch Disbursement			
A	3.3.10	Select specific items in Batch for Payment			
A	3.3.11	Select specific items in Batch for Partial Payment			
A	3.3.12	Trigger Check Run			
A	3.3.13	Generate Manual Check			
A	3.3.14	Void Check			
A	3.4	<b>Generate A/P Reports</b>			
A	3.4.1	Disbursement Edit Listing Report Including, but not limited to, the following: ▪ J/E Id Number, Line Number, Bank Name, G/L Account Number, Transaction Date, Invoice Number, Formula, F/P Claim, Purchase Order Number, Project Name, Payment Description, Transaction Description, Vendor Name, Check Amount (\$)			
A	3.4.2	Disbursement Edit Listing Batch Summary Including, but not limited to, the following: ▪ J/E Id Number, Batch Status (Okay, Warnings), Actual Total (\$), Batch Comment			
A	3.4.3	Disbursement Authorization Report Including, but not limited to, the following: ▪ Fund Name, Fund Description, Disbursement Amount (\$), Sub-Total Disbursement Amount (\$) by Fund, Grand Total , Disbursement Amount (\$) by all Funds			
A	3.4.4	Check Run Including, but not limited to, the following: ▪ Run Group (Use Check Print Date), Run Group Comment (Use to identify Run Group), Starting Check Number, Date of Payment, Automatic Signature			
A	3.4.5	Check Print Report Including, but not limited to, the following: ▪ Fund Name, Fund Description, Disbursement Amount (\$), Sub-Total Disbursement Amount (\$) by Fund, Grand Total Disbursement Amount (\$) by all Funds			
A	3.4.6	Check Register Including, but not limited to, the following: ▪ Bank Number, Bank Name, Vendor Name, Check Number, Check Date, Check Amount (\$), Sub-Total Check Amount by Bank			
A	3.4.7	Disbursement Journal Report Including, but not limited to, the following: ▪ Warrant Number, Date, Vendor Name, Payment Description, Payment Amount (\$), Claim Number, Invoice Number, Purchase Order Number, G/L Account Number, Sub-Total Payment Amount by Vendor, Grand-Total Payment Amount by all Vendors			
A	3.4.8	Payment for Publication Report Including, but not limited to, the following:			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>Approval Date, Payment Approval Date, Vendor, Payment Description, Payment Amount (\$), Grand Total Payment Amount</li> </ul>			
A	3.4.9	Payment by Vendor Report Including, but not limited to, the following: <ul style="list-style-type: none"> <li>Vendor Name, Vendor Number, Check Number, Check Date, Check Description, Check Amount (\$), Claim Number, Invoice Number, Purchase Order Number, G/L Account Name, G/L Account Number</li> </ul>			
A	3.4.10	Outstanding AP Invoices Report Including, but not limited to, the following: <ul style="list-style-type: none"> <li>As of Date, Vendor Number, Vendor Name, [Invoices Scheduled for Payment in Temp Batch (awaiting approval)] &amp; [Invoices not assigned] - Invoice Number, Invoice Amount, Outstanding A/P Invoice Total</li> </ul>			
A	3.4.11	Outstanding Invoice Register Including, but not limited to, the following: <ul style="list-style-type: none"> <li>As of Date, Future Payments, Scheduled Date, Amount, Description, Total Invoice Amount not included</li> </ul>			
A	3.4.12	Breakdown of Labor Hours Vendor Report Including, but not limited to, the following: <ul style="list-style-type: none"> <li>Vendor Id, Vendor Name, Invoice Number, Invoice Date, Amount (\$), Total Hours, Check Date, Check Number</li> </ul>			
A	3.5	<b>Petty Cash &amp; Advances</b>			
A	3.5.1	Manage Expenses			
A	3.5.2	Manage Cash on-hand			
A	3.5.3	Manage Employee Advances			
A	3.5.4	Manage Travel Advances			
A	3.5.5	Reconcile Advances in multiple currencies			
A	3.6	<b>Accrual Management</b>			
A	3.6.1	Create "Hand" accrual - used to handle "straggler" payments after Controller has run the "Accrual Report"			
A	3.6.2	Maintain running list of additional "straggler" accruals Including, but not limited to, the following: <ul style="list-style-type: none"> <li>Created by (Name), Date, Month, Journal Entry Number, Account Name, General Ledger Account Number, Debit Amount (\$), Credit Amount (\$), Accrual Description, Total Debits (\$), Total Credits (\$), Approved by (Name), Approved Date</li> </ul>			
A	4	<b>CASH FLOW MANAGEMENT &amp; BANK RECONCILIATION</b>			
A	4.1	<b>Key Objectives for Cash Flow Management &amp; Bank Reconciliation include, but are not limited to:</b> <ul style="list-style-type: none"> <li>Understand exactly how much money is in each account at any time</li> <li>Reconcile your accounting and bank records efficiently</li> <li>Predict future cash requirements</li> <li>Identify banking and accounting errors</li> <li>Manage your capital strategically to take advantage of interest earning positions</li> </ul>			
A	4.2	<b>Deposit (Cash, Checks, Bank)</b>			
A	4.2.1	Generate outstanding list of invoices by Customer			
A	4.2.2	Apply Cash Amount to one or more Invoices			
A	4.2.3	Input Check Amount to one or more Invoices			
A	4.2.4	Input Bank Deposit Amount to one or more Invoices			
A	4.2.5	Generate A/R Cash Proof			
A	4.2.6	Generate A/R Invoice Proof			
A	4.2.7	Generate A/R Cash Register			
A	4.2.8	Generate A/R Invoice Register			
A	4.2.9	Maintain ACH or Wire Transfer Information			
A	4.3	<b>Positive Pay</b>			
A	4.3.1	Generate list of Checks issued by A/P and save as Excel file			
A	4.3.2	Generate list of Checks issued by Payroll and save as Excel file			
A	4.3.3	Send Bank list of Checks issued by A/P and Payroll			
A	4.3.4	Receive confirmation from bank list of issued Checks has been received			
A	4.3.5	Maintain and track status of A/P and Payroll issued checks			
A	4.4	<b>Bank Reconciliations</b>			
A	4.4.1	Reconcile Payroll Account			
A	4.4.2	Reconcile A/P Account			
A	4.4.3	Reconcile Health Insurance Account			
A	4.4.4	Reconcile Flexible Spending Account			
A	4.4.5	Reconcile Worker's Compensation Account			
A	4.4.6	Reconcile Grant Fund Account			
A	4.4.7	Reconcile Voluntary Insurance Account			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
A	5	<b>FIXED ASSET MANAGEMENT</b>			
A	5.1	<b>Key Objectives for Fixed Asset Management include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Improve administration with a central database of asset information for your entire enterprise</li> <li>▪ Easily store and access complete information on each asset</li> <li>▪ Reduce errors by automatically ensuring tax code and regulatory compliance</li> <li>▪ Boost efficiency by performing complex calculations instantly</li> </ul>			
A	5.2	<b>Asset Maintenance &amp; Tracking</b>			
A	5.2.1	Maintain Fixed Asset			
A	5.2.2	Track the complete lifecycle of an asset			
A	5.2.3	Track the location, quantity, condition, maintenance and depreciation status of fixed asset			
A	5.2.4	Determine costs associated to an asset during its lifecycle and maintain TCO			
A	5.2.5	Add Fixed Assets to Depreciation Batch			
A	5.3	<b>Asset Query &amp; Reporting</b>			
A	5.3.1	Query asset history			
A	5.3.2	Query and print each Fixed Asset Account in the G/L			
A	5.3.3	Query and print the Accumulated Depreciation for each Fixed Asset Account in the G/L			
A	5.3.4	Query and print the Account Activity for each Fixed Asset Account by Transaction Date			
A	5.3.5	Generate Fixed Asset Batch Listing Report			
A	5.3.6	Generate Monthly Fixed Asset Summary Schedule			
A	5.3.7	Generate Monthly Fixed Asset Summary Schedule per G/L Account			
A	5.4	<b>Journal Entries</b>			
A	5.4.1	Create Fixed Asset Depreciation Adjustments J/E			
A	5.4.2	Transfer J/E to Controller for review			
A	5.4.3	Post J/E to G/L			
A	6	<b>PURCHASING</b>			
A	6.1	<b>Key Objectives for Purchasing include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Track what has been purchased from which providers</li> <li>▪ Buy the right items at the right time based on inventory demands</li> <li>▪ Identify vendor invoice errors by checking figures against purchase records</li> <li>▪ Control who is able to create purchase orders with role-based authorization</li> <li>▪ Eliminate inefficient or disorganized purchasing processes</li> </ul>			
A	7	<b>PLANNING, BUDGETING &amp; FORECASTING</b>			
A	7.1	<b>Key Objectives for Planning, Budgeting &amp; Forecasting include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Reduce budgeting and forecasting cycle times</li> <li>▪ Simplify and standardize data collection</li> <li>▪ Deliver more complete forecasts</li> <li>▪ Stay up to date with rolling forecasts</li> <li>▪ Use what if analyses to make better business decisions</li> <li>▪ Improve collaboration when creating forecasts</li> </ul>			
A	7.2	<b>Budgets &amp; Forecasts</b>			
A	7.2.1	Maintain Budget (multiple Versions with Notes) Segments include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Consolidated Statement of Operations, Consolidated Revenue, Consolidated Expenses, Terminal Operations, Warehouse Operations, Property Maintenance, Indirect Revenue and Expense, Operation Statement of Profit and Loss, Comparative Statement of Working Capital, Debt Service, Revenue by Cargo, Metric Tonnage, Capital Outlay and Funding Detail, Capital Budget Summary, Principal Capital Projects</li> </ul>			
A	7.2.2	Generate Budget Worksheets Segments include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Revenue Totals, Terminal Revenue, Warehouse Revenue, Property Management Revenue, Expense Totals, Terminal Expense, Warehouse Expense, Property Management Expense, Indirect Revenue and Expense</li> </ul>			
A	7.2.3	Maintain 5 Year Forecast Versions include, but are not limited to the following: <ul style="list-style-type: none"> <li>▪ Revenue &amp; Expense, Capital Outlay</li> </ul>			
A	7.3	<b>Financial Reporting</b>			
A	7.3.1	Generate Consolidated Revenue and Expense Statement			
A	7.3.2	Generate Summary Revenue and Expense Statement (Actual to Actual) Generate Summary Revenue and Expense Statement (Actual to Budget) Generate Summary Revenue and Expense Statement (Actual to Forecast)			
A	7.3.3	Generate Department Revenue and Expense Statement (Actual to Actual)			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		Generate Department Revenue and Expense Statement (Actual to Budget). Generate Department Revenue and Expense Statement (Actual to Forecast)			
A	7.3.4	Generate Facility Revenue and Expense Statement (Actual to Actual) Generate Facility Revenue and Expense Statement (Actual to Budget). Generate Facility Revenue and Expense Statement (Actual to Forecast)			
A	7.3.5	Generate Consolidated General Cargo (Division) Revenue and Expense Statement			
A	7.3.6	Generate Consolidated Terminal (Dock/Commodity) Revenue and Expense Statement			
A	8	<b>AUDITING</b>			
A	8.1	<b>Key Objectives for Auditing include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Increase accuracy by recalculating and verifying balances automatically</li> <li>▪ Recover lost revenues by testing for duplicate payments</li> <li>▪ Identify gaps in invoice numbers</li> <li>▪ Locate unbilled services</li> <li>▪ Ensure compliance with accounting standards</li> </ul>			
A	8.1.1	Maintain Audit Year			
A	8.1.2	Maintain Details of Audit			
A	8.1.3	Maintain description of Audit requirements by Category			
A	8.1.4	Assign owner to complete requirement			
A	8.1.5	Assign date requirement requested			
A	8.1.6	Assign party requesting requirement			
A	8.1.7	Assign due date for requirement			
A	8.1.8	Assign date requirement completed			
A	8.1.9	Input comment for requirements			
A	8.1.10	Monitor progress status			
A	8.1.11	Alert if requirement date is in jeopardy			
A	8.1.12	Notify Supervisor and owner of requirement			
A	9	<b>FUND, GRANT &amp; ENCUMBRANCE MANAGEMENT</b>			
A	9.1	<b>Key Objectives for Fund, Grant &amp; Encumbrance Management include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Allocate resources for both restricted and unrestricted funds</li> <li>▪ Manage encumbrances</li> <li>▪ Create detailed reports on allocations</li> <li>▪ Provide information to potential donors</li> <li>▪ Comply with GASB 34 standards</li> </ul>			
A	10	<b>GOVERNMENT COMPLIANCE &amp; TAXATION</b>			
A	10.1	<b>Key Objectives for Government include, but are not limited to:</b> <i>Note: The following Government forms and declarations are not included in the scope of the Core Accounting &amp; Financial system, however easy access to data from the system will provision for completion of these documents</i> <ul style="list-style-type: none"> <li>▪ California Retail Fuel Outlet form</li> <li>▪ State of California Environment Fee Yearly Return form</li> <li>▪ State of California Gas Tax Refund form</li> <li>▪ California State Tax Refund Claim</li> <li>▪ California State Board of Equalization Quarterly Sales Tax</li> <li>▪ City of Stockton Utility User's Tax Return form</li> <li>▪ State of California Utility Quarterly Electric Energy Surcharge</li> <li>▪ California Utility Quarterly Report – Energy Commission Surcharge Declaration</li> </ul>			
A	11	<b>REPORTS</b>			
A	11.1	Run standard system reports based on industry best practices			
A	11.2	Report Designer to build report templates and create user defined reports			
A	11.3	Specify parameters for data fields such as database source, format and type			
A	11.4	Directly print and/or email reports			
A	11.5	Schedule report generation and sending			
A	11.6	Organize reports by group or category and alphabetically in a report repository			
A	11.7	Authorize users which can view or run required reports from the available report list			
A	11.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			
A	11.9	Query data and save by owner			
A	11.10	Generate data report, grid report, staistic report, and charts			
A	11.11	Drill down on report data			
A	11.12	Support Crystal Reports			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
A	12	<b>WORKFLOW</b>			
A	12.1	Manage various tasks and requests			
A	12.2	Configure and maintain task process rules			
A	12.3	Monitor task activities			
A	12.4	Manage processed results for each task			
A	12.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
A	12.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			
A	13	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
A	13.1	Add, delete or modify areas to be audited			
A	13.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
A	13.3	Query events and operations by date range and produce an audit trail users can view or print			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
B	(A)	<b>"PAYROLL" FUNCTIONAL STREAM</b> The <u>Payroll</u> Functional Stream shall include, but not be limited to, the following functions: Payroll Management; Timesheet & Attendance; Payables; Taxes; Deductions; Employee Plan Rules for Deductions; Direct Deposit; Workflow; Workflow; Audit Trails; Reporting			
B	(B)	<b>Key Objectives for Payroll include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Payroll needs based on the BEST PRACTISE process, including user groups, user roles, payroll tasks and activities, as well as workflow, audit control, and report templates</li> <li>▪ Configure and manage the system to streamline Payroll's information workflow</li> <li>▪ Control Payroll processes</li> <li>▪ Audit Payroll activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> </ul>			
B	(C)	<b>Solution Integration of Payroll includes, but is not limited to:</b> <ul style="list-style-type: none"> <li>▪ Employee Master information should be consistent with Human Resources + Core Accounting &amp; Financial functional streams</li> </ul>			
B	1	<b>GENERAL REQUIREMENTS</b>			
B	1.1	<b>Operational Objectives for Payroll include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Automate payroll calculation and printing of paychecks</li> <li>▪ Eliminate tax penalties for inaccurate returns or late payments</li> <li>▪ Improve payroll accuracy with automatic tax and deduction calculations</li> <li>▪ Improve organization with consolidation of payroll records and reports</li> <li>▪ Reduce time spent calculating and completing government payroll forms</li> <li>▪ Improve management reports by tracking labor paid by job, cost center, or account</li> </ul>			
B	1.2	Run payroll for 92 employees - including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Administration Staff (47)</li> <li>▪ Police (18)</li> <li>▪ Maintenance (19)</li> <li>▪ Warehouse (8)</li> </ul>			
B	1.3	Run payroll for inactive employees <i>Note: Port has retained a few retired employees as consultants or to do part-time work and pays them through payroll instead of A/P</i>			
B	1.4	Generate W-2 at year-end <i>Note: In 2010 the Port generated (114) W-2.</i>			
B	1.5	Support (1) Federal Tax ID Number			
B	1.6	Support (1) existing location			
B	1.7	Support Divisions - including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Terminal, Warehouse, Property Management, and Indirect Revenue and Expense (Administration, Police, Maintenance, Environmental, etc.)</li> </ul>			
B	1.8	Support Departments - including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Administration, Police, Maintenance, Environmental, etc.</li> </ul>			
B	1.9	Support Employee ID using Social Security Number			
B	1.10	Look-up Employee based on Last Name   First Name.			
B	1.11	Support union payroll			
B	1.12	Define relationship to G/L Account structure			
B	1.13	Post Payroll to G/L			
B	1.14	Accrue Payroll Expenses			
B	2	<b>TIMESHEET &amp; ATTENDANCE</b> <i>ASSUMPTION: Pay Scale information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i>			
B	2.1	Control who has rights to input, modify or delete timesheet data.			
B	2.2	Enable individual employees and/or department heads to input timesheet data.			
B	2.3	Maintain Job Class by Department			
B	2.4	Maintain Pay Codes; i.e. Regular, Overtime, Vacation, Sick, etc.			
B	2.5	Manage tasks in Workflow including scheduling, alerts, notifications, pending status, and required approvals			
B	2.6	Input timesheet data - including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Employee Name, Social Security Number, Page No (Timesheet Id by Department), Daily Date, Job Class Code, Rate, Daily Hours, Pay Codes, Labor Distribution Code (GL Accounts), Summary Total Hours Worked, Approval Signature, Employee Signature).</li> </ul>			
B	2.7	Generate timesheet for exempt (salaried) employee based on inputting exceptions			
B	2.8	Assign hours one or more G/L Codes to employee on Daily Time Sheet			
B	2.9	Log any and all changes made to timesheets and attendance			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
B	2.1	Verify accuracy of data input into timesheets			
B	2.11	Ability to cross reference physical timesheet against electronically created timesheet <i>Note: Currently use "Page No" reference with a set of numbers allocated by Department (Re-use these numbers for new month payrolls)</i> <ul style="list-style-type: none"> <li>▪ Administration - Page No. 101, 102, etc.</li> <li>▪ Maintenance - Page No. 901, 902, etc.</li> <li>▪ Warehouse - Page No. 801, 802, etc.</li> <li>▪ Police - Page No. 001, 002, etc.</li> </ul>			
B	2.12	View each individual timesheet on-screen			
B	2.13	Query Time Sheet Data			
B	2.14	Run a proof report of data keyed into timesheet and flag any discrepancies			
B	2.15	Batch timesheets together by department <ul style="list-style-type: none"> <li>▪ Department Batch Number, Regular Hours (ST Only), OT Hours, Vacation Hours, Sick Leave Hours, Holiday Hours, Meals, Furlough, Family Leave, Adjustments to current or previous payrolls, Payroll Period, Check Date</li> </ul>			
B	2.16	Generate Standard Time Sheet Reporting			
B	3	<b>PAY</b>			
B	3.1	Maintain yearly salary, monthly salary, and hourly wage			
B	3.2	Calculate pay based on an hourly basis			
B	3.3	Calculate pay based on a weekly or bi-weekly frequency			
B	3.4	Calculate OT, Shift Differentials, and Incremental Pay scenarios			
B	3.5	Manage Pay Rates using Effective Dates			
B	3.6	Maintain Pay Scale for each Department <i>ASSUMPTION: Pay Scale information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i>			
B	3.6.1	Administration Department Structure includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Setup multiple Job Classes, multiple Step Codes, multiple Positions</li> <li>▪ Assign a Job Class to multiple Positions, multiple Step Codes to each Job Class</li> <li>▪ Input for each Job Class: Base Salary (\$/Month)</li> </ul>			
B	3.6.2	Police Department Structure includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Setup multiple Job Classes, multiple Positions</li> <li>▪ Assign a Job Class to multiple Positions</li> <li>▪ Input for Job Class: Base Salary (\$/Month)</li> <li>▪ Input for individual Employee: Shift Differential (%), Out of Class (%), Special Assignment (%), Longevity (%)</li> <li>▪ Calculate: Regular Amount (\$/Month) = Base Salary * (1 + Shift Differential + Out of Class + Special Assignment + Longevity)</li> <li>▪ Input: Economic Adjustment (\$/Month)</li> <li>▪ Calculate: Actual Amount (\$/Month) = Regular Amount + Economic Adjustment</li> <li>▪ Calculate: ST Hourly Rate = (Actual Amount x 12 months) / 2080 Hours</li> <li>▪ Calculate: OT Hourly Rate = ST Hourly Rate x 1.5</li> </ul>			
B	3.6.3	Maintenance Department Structure includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Setup multiple Job Classes, multiple Positions</li> <li>▪ Assign a Job Class to multiple Positions</li> <li>▪ Setup Shift Breakdowns (First Shift, Second Shift, Third Shift) by Job Class</li> <li>▪ Breakdown each Shift by ST Hourly Rate, OT Hourly Rates, and Shift Differential</li> <li>▪ Input for Job Class and Shift: Base Wage (\$/Hour) and Additional Pay Hourly Rate (\$/Hour)</li> <li>▪ Calculate: ST Hourly Rate</li> <li>▪ Calculate: OT Hourly Rate</li> </ul>			
B	3.6.4	Warehouse Department Structure includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Setup multiple Job Classes, multiple Positions</li> <li>▪ Assign a Job Class to multiple Positions</li> <li>▪ Setup Shift Breakdowns (First Shift, Second Shift, Third Shift) by Job Class</li> <li>▪ Track &amp; Assign Seniority (Worked at least ### Hours from Date of Hire)</li> <li>▪ Breakdown each Shift by ST Hourly Rate, OT Hourly Rates, and Shift Differential</li> <li>▪ Input for Job Class and Shift: Base Wage (\$/Hour) and Additional Pay Hourly Rate (\$/Hour)</li> <li>▪ Track Equipment and Type</li> <li>▪ Input Incremental Salary (\$/Hr) by Equipment and Type, as well as Job Classification and Seniority</li> </ul>			

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FS	Item	Requirement	Response	Firm	Exceptions/Comments
		>>> Business rule: If Warehouse Employee has not achieved Seniority Rating, then ST for First Shift is set at \$/Hr until such time Seniority has been achieved >>> Business rule: Employees working in a Job Classification above Freight Handler and have not achieved Seniority will be paid \$1/Hr less than the Pay Rate assigned to that Job Classification >>> Business rule: Employees driving Heavy Lift (15+ Ton Machine) will be paid incremental \$/Hr ■ Calculate: ST Hourly Rate ■ Calculate: OT Hourly Rate			
B	3.7	Monitor Business Rules for accruing Sick Time - either manually using reports/queries OR automated alerts <i>ASSUMPTION: Sick Time information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i>			
B	3.7.1	Administration Department ■ Accrued Sick Time = Number of Hours Worked x Administration Sick Accrual Rate ■ Sick Time starts accruing from Hire Date ■ No maximum cap on Sick Time that can be accrued ■ Sick Time can be carried over from previous years ■ Calculate: Accrued Sick Time, Sick Time used up Year-to-Date, Sick Time Balance			
B	3.7.2	Police Department ■ Accrued Sick Time = Number of Hours Worked x Police Sick Accrual Rate ■ Sick Time starts accruing from Hire Date, but cannot use for the first * months ■ No maximum cap on Sick Time that can be accrued ■ Cannot carry Sick Time over from previous years - Must use it or get paid out. ■ Calculate: Accrued Sick Time, Sick Time used up Year-to-Date, Sick Time Balance			
B	3.7.3	Maintenance Department ■ Accrued Sick Time = Number of Hours Worked x Maintenance Sick Accrual Rate ■ Must have worked ##### Hours from the Date of Hire to receive full Accrual Rate ■ Pro-ration: If worked less than ##### hours from Hire Date Anniversary, then get ½ day (4 hours) of Sick Leave for every ### hours they worked (ST & OT hours are equivalent to 1 hour) ■ No maximum cap on Sick Time that can be accrued ■ Cannot carry Sick Time over from previous years - Must use it or get paid out. ■ Calculate: Pro-Rated Sick Time, Accrued Sick Time, Sick Time used up Year-to-Date, Sick Time Balance			
B	3.7.4	Warehouse Department ■ Accrued Sick Time = Number of Hours Worked x Warehouse Sick Accrual Rate ■ If hired prior July 1, 19yy: ### hours Sick Time as long as worked ##### hours from Hire Date Anniversary ■ If hired after July 1 19yy: ### hours of Sick time; Must have seniority (### ST Hours only in rolling 12 month period) and worked ##### hours from Hire Date Anniversary ■ Pro-ration: If worked less than ##### hours from Hire Date Anniversary, then get ½ day (4 hours) of Sick Leave for every ### hours they worked (ST & OT hours are equivalent to # hour) ■ Maximum ### hours of Sick Time - If carry over exceeds the ### hours, the exceeded amount must be paid out ■ Calculate: Pro-Rated Sick Time, Accrued Sick Time, Sick Time used up Year-to-Date, Sick Time Balance			
B	3.8	Monitor Business Rules for accruing Vacation Time - either manually using reports/queries OR automated alerts <i>ASSUMPTION: Leave information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i>			
B	3.8.1	Administration Department ■ Accrued Vacation Time = Number of Hours Worked x Administration Vacation Accrual Rate ■ Vacation Time starts accruing from Hire Date ■ Subject to maximum number of vacation days allowed to be accrued ■ Cannot carry Vacation Time over from previous years ■ Calculate: Accrued Vacation Time, Vacation Time used up Year-to-Date, Vacation Time Balance			
B	3.8.2	Police Department ■ Accrued Vacation Time = Number of Hours Worked x Police Vacation Accrual Rate ■ Vacation Time starts accruing from Hire Date ■ Subject to maximum number of vacation days allowed to be accrued ■ Cannot carry Vacation Time over from previous years ■ Calculate: Accrued Vacation Time, Vacation Time used up Year-to-Date, Vacation Time Balance			
B	3.8.3	Maintenance Department ■ Accrued Vacation Time = Number of Hours Worked x Maintenance Vacation Accrual Rate ■ Must have worked ##### Hours from the Date of Hire to receive full Accrual Rate ■ Pro-ration: If worked less than ##### hours from Hire Date Anniversary, then get ½ day (4 hours) of Vacation Leave for every ### hours they worked (ST & OT hours are equivalent to 1 hour) ■ Subject to maximum number of vacation days allowed to be accrued ■ Cannot carry Vacation Time over from previous years			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>Calculate: Pro-Rated Vacation Time, Accrued Vacation Time, Vacation Time used up Year-to-Date, Vacation Time Balance</li> </ul>			
B	3.8.4	Warehouse Department <ul style="list-style-type: none"> <li>Accrued Vacation Time = Number of Hours Worked x Warehouse Vacation Accrual Rate</li> <li>Must have worked ##### Hours from the Date of Hire to receive full Accrual Rate</li> <li>Pro-ration: If worked less than ##### hours from Hire Date Anniversary, then get ½ day (4 hours) of Vacation Leave for every ### hours they worked (ST &amp; OT hours are equivalent to 1 hour)</li> <li>Cannot carry Vacation Time over from previous years</li> <li>Calculate: Pro-Rated Vacation Time, Accrued Vacation Time, Vacation Time used up Year-to-Date, Vacation Time Balance</li> </ul>			
B	3.9	Monitor Business Rules for Leaves - either manually using reports/queries OR automated alerts <i>ASSUMPTION: Leave information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i> <ul style="list-style-type: none"> <li>Port Employees come under FMLA Act; CFRA runs con-current with FMLA</li> </ul>			
B	3.9.1	Pregnancy Disability Leave (PDL) <ul style="list-style-type: none"> <li>PDL is covered under FMLA</li> </ul>			
B	3.9.2	Bereavement or Emergency Leave <ul style="list-style-type: none"> <li># working days; Paid Leave, Does not count against Sick or Vacation Time</li> </ul>			
B	3.9.3	Personal Leave <ul style="list-style-type: none"> <li># Hours per Calendar Year (Administration, Warehouse, Maintenance)</li> <li>## Hours per Calendar Year (Police)</li> </ul>			
B	3.9.4	Management Incentive Days Off <ul style="list-style-type: none"> <li>Must be one year in the position of Manager</li> <li>#, #, or # working days (discretionary); Paid Leave, Does not count against Sick or Vacation Time</li> </ul>			
B	3.9.5	Paid Leave of Absence <ul style="list-style-type: none"> <li>If allowed per FMLA or CFRA run out, then continue on the Regular Payroll and substitute with Sick Accrued Hours or Vacation Time</li> </ul>			
B	3.9.6	Unpaid Leave of Absence <ul style="list-style-type: none"> <li>If Sick Accrued Hours or Vacation Time run out, then employee can request unpaid Leave of Absence for ? months</li> </ul>			
B	3.10	Calculate Gross Pay per employee			
B	3.11	Calculate Net Pay; i.e. Gross Pay less Taxes, less Deductions, plus or minus Adjustments			
B	3.12	Provide Standard Pay Reporting			
B	3.13	Query Pay Data			
B	4	<b>TAXES</b>			
B	4.1	Support automatic updates of table for Federal and State Income taxes, FICA (Federal Insurance Contribution Act), SDI (State Disability Insurance),			
B	4.2	Maintain employees that are exempt from tax (Federal Income Tax, State, Income Tax, FICA, and SDI).			
B	4.3	Calculate Federal and State payroll taxes using the Percent Method Income Tax Withholding Method in Circular E.			
B	4.4	Calculate FICA (Federal Insurance Contribution Act) tax			
B	4.5	Calculate SDI (State Disability Insurance) tax			
B	4.6	Calculate the employee and employer Social Security Tax			
B	4.7	Calculate the employee and employer Medicare Tax			
B	4.8	Provide Standard Tax Reporting			
B	4.9	Query Tax Data			
B	5	<b>DEDUCTIONS</b>			
B	5.1	Maintain multiple Deductions per employee			
B	5.2	Maintain the dollar amount for each Deduction			
B	5.3	Maintain Start Date and End Date for each Deduction			
B	5.4	Calculate Employer Portion of Deduction			
B	5.5	Calculate Employee Portion of Deduction			
B	5.6	Monitor and implement rules for Deductions			
B	5.7	Provide an Alert for violation of Deduction rules or conditions.			
B	5.8	Determine if Deduction is coming from Flexible Spending Account			
B	5.9	Determine if Deduction is Pre-Tax or After-Tax Dollars			
B	6	<b>EMPLOYEE PLAN RULES FOR DEDUCTIONS</b> <i>ASSUMPTION: Employee Plan Deductions information is maintained in Payroll functional stream - segments (or all) of this data may actually be maintained in the Human Resources functional stream</i>			
B	6.1	***** Fitness Club Plan <ul style="list-style-type: none"> <li>Payroll will deduct dues for a minimum of one year regardless of employee canceling agreement.</li> </ul>			
B	6.2	***** Plans			
B	6.2.1	Life Insurance Plan			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>▪ Coverage Amount = (Annual Salary x # + \$##,###); Maximum Coverage is \$###,###.</li> <li>▪ Monthly Premium Amount = Premium Rate (0.###) x Coverage Amount</li> <li>▪ Premium is ###% paid by Employer</li> <li>▪ Taxable Benefit on Coverage Amount exceeding minimum Coverage of \$##,###. Excess Coverage = (Coverage Amount - \$##,###); Taxable Benefit = Premium Rate (0.###) X Excess Coverage Amount</li> </ul>			
B	6.2.2	Short Term Disability Plan <ul style="list-style-type: none"> <li>▪ Coverage Amount = Stated Monthly Salary as per Employment Agreement. Maximum Salary Amount is \$##,###</li> <li>▪ Payroll Salary = Amount from the California State Disability Insurance + Amount from Employee Sick Time and/or Vacation Time</li> <li>▪ Monthly Premium Amount = Premium Rate is 0.### per ### of Coverage Amount</li> <li>▪ Premium Amount is ###% paid by Employer</li> <li>▪ Short Term Disability is not a Taxable Benefit</li> </ul>			
B	6.2.3	Long Term Disability Plan <ul style="list-style-type: none"> <li>▪ Coverage Amount = Stated Monthly Salary as per Employment Agreement; Maximum Salary Amount is \$##,###</li> <li>▪ Payroll Salary = Amount from the California State Disability Insurance + Amount from Employee Sick Time and/or Vacation Time</li> <li>▪ Monthly Premium Amount = Premium Rate is 0.### per ### of Coverage Amount</li> <li>▪ Premium Amount is ###% paid by Employer</li> <li>▪ Long Term Disability is not a Taxable Benefit</li> </ul>			
B	6.2.4	Accidental Death and Dismemberment Plan (AD&D) <ul style="list-style-type: none"> <li>▪ Coverage Amount = (Annual Salary x ? + \$##,###); Maximum Coverage Amount is \$###,###</li> <li>▪ Monthly Premium Amount = Premium Rate is 0.### per ### of Coverage Amount</li> <li>▪ Premium Amount is ###% paid by Employer</li> <li>▪ AD&amp;D is not a Taxable Benefit</li> </ul>			
B	6.3	Managed Benefits Administrator Plan (MBA) <ul style="list-style-type: none"> <li>▪ Applies to Active Administration and Police Department Employees</li> <li>▪ Monthly Premium Amount = Amount associated with the specific Plan Option selected by the employee</li> <li>▪ Employer Monthly Premium Portion is ###%</li> <li>▪ Employee Monthly Premium Portion is ###%</li> </ul>			
B	6.4	COBRA Plan <ul style="list-style-type: none"> <li>▪ Applies to Inactive or Terminated Administration and Police Department Employees</li> <li>▪ Monthly Premium = Amount associated with the specific Plan Option selected by the employee</li> <li>▪ Employer Monthly Premium is ###%</li> <li>▪ Employee Monthly Premium is ###%</li> </ul>			
B	6.5	Health and Welfare Trust Plan <ul style="list-style-type: none"> <li>▪ Applies to Operations Group (Maintenance and Warehouse Departments)</li> <li>▪ Employer Monthly Premium is ###%</li> <li>▪ Employee Monthly Premium Amount is \$###</li> <li>▪ Must have Seniority; Must have worked ### or more hours within a 12 consecutive moving months from the Date of Hire</li> <li>▪ Must have worked ### hours in the previous month to get full amount of Employer contribution, otherwise employer contribution is pro-rated based on the hours worked formula</li> <li>▪ If Employee is on Medical Leave, then Health Coverage may extend ?? to ?? months depending upon the years of service</li> </ul>			
B	6.6	***** Pension Plan <ul style="list-style-type: none"> <li>▪ Voluntary Plan, Limited to Administration Group (Administration and Police Departments)</li> <li>▪ Employee pays ###% of their stated Monthly Salary</li> <li>▪ Employer pays ###% of the employee stated Monthly Salary</li> <li>▪ Employer portion is not a taxable benefit</li> </ul>			
B	6.7	***** Pension Loan Repayment Plan <ul style="list-style-type: none"> <li>▪ Limited to Administration Group (Admin and Police Departments)</li> <li>▪ Amount is provided by Fidelity</li> </ul>			
B	6.8	Distributors Association Warehousemen's Pension Trust Plan <ul style="list-style-type: none"> <li>▪ Limited to ILWU Union Members (Warehouse and Maintenance Departments)</li> <li>▪ Employee (Regular or Casual) must have worked ### hours (ST and OT combined) in the previous month</li> <li>▪ Employer pays ###% of Premium if employee has worked the ### hours in the previous month</li> <li>▪ Employer pays pro-rate % of Premium if employee has worked less than ### hours in the previous month</li> </ul>			
B	6.9	Union Dues Plan <ul style="list-style-type: none"> <li>▪ Limited to ILWU Union Members (Warehouse and Maintenance Departments)</li> <li>▪ Job Class 1st Shift Wage Rate x Department Multiplier (?.?)</li> <li>▪ Employer pays ###% of premium</li> </ul>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
B	6.10	***** Deferred Compensation Plan ▪ Voluntary Plan, Limited to Administration Group ▪ If ## years of younger, then accumulated contribution cannot exceed \$##,### ▪ Pre-retirement accumulated contribution cannot exceed \$##,### per year ▪ Age ## catch-up accumulated contributions cannot exceed \$##,### + \$##,###			
B	6.11	***** Deferred Compensation Plan ▪ Voluntary Plan, Limited to Administration Group ▪ If ## years of younger, then accumulated contribution cannot exceed \$##,### ▪ Pre-retirement accumulated contribution cannot exceed \$##,### per year ▪ Age ## catch-up accumulated contributions cannot exceed \$##,### + \$##,###			
B	6.12	Aflac Plans ▪ Voluntary Plan, Limited to Administration Group ▪ Flexible Spending Plan - Employee decides how much dollars to contribute to Flexible Spending Account ▪ Insurance (After Tax) Plan, Insurance (Pre Tax) Plan - Employee decides whether premium comes out of After Tax or Pre Tax dollars			
B	6.13	***** Accidental Death and Dismemberment Plan (Self Plan / Family Plan) ▪ Voluntary Plan, Limited to Administration Group, Must be Regular Full-Time ▪ Premium depends on the Plan and Coverage amount chosen by employee			
B	6.14	***** Contribution Plan ▪ Voluntary Plan, Limited to Administration Group ▪ Employee decides on the amount they would like to contribute			
B	6.15	Meals Plan ▪ Applies to Maintenance and Warehouse Departments ▪ Employee must have worked 10+ consecutive hours ▪ Meal Benefit of \$### ▪ Benefit is taxable			
B	6.16	Dog Care Plan ▪ Applies to Police Department only ▪ If Police put dog up for room and board, then Officer is allocated ### hours of OT			
B	6.17	Auto Allowance Plan ▪ Auto Allowance is based upon the individual Employment Agreement ▪ Amount is specific to individual employee ▪ Benefit is taxable			
B	6.18	Garnishment ▪ Garnishment types consists of Spousal Support, Child Support, Back Taxes, etc. - specific to employee Note: Payroll does not currently track type of Garnishment ▪ Garnishment deduction is based upon the garnishment order; i.e. Garnishment order could be weekly - Administration payroll is bi-weekly, thus Payroll would actually deduct garnishment and submit it weekly even though the actual payroll is bi-weekly. ▪ Garnishment deduction may be based on a fixed dollar amount or based upon a percentage and rules			
B	7	<b>DIRECT DEPOSIT</b>			
B	7.1	Maintain employees that have signed-up for Direct Deposit			
B	7.2	Maintain Bank Number, Routing Number, Employee Bank Account Number for Direct Deposit Account			
B	7.3	Maintain per pay period deduction amount (\$)			
B	7.4	Deduct Direct Deposit amount on each weekly or bi-weekly payroll			
B	7.5	Track and report Direct Deposit Register – Check Period, Period Ending, Employee, SSN, Pay Period Deduction Amount, and Year-to-date Deduction Amount			
B	8	<b>REPORTS</b>			
B	8.1	Run standard system reports based on industry best practices			
B	8.2	Report Designer to build report templates and create user defined reports			
B	8.3	Specify parameters for data fields such as database source, format and type			
B	8.4	Directly print and/or email reports			
B	8.5	Schedule report generation and sending			
B	8.6	Organize reports by group or category and alphabetically in a report repository			
B	8.7	Authorize users which can view or run required reports from the available report list			
B	8.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			
B	8.9	Query data and save by owner			
B	8.10	Generate data report, grid report, staisic report, and charts			
B	8.11	Drill down on report data			
B	8.12	Support Crystal Reports			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
B	9	<b>WORKFLOW</b>			
B	9.1	Manage various tasks and requests			
B	9.2	Configure and maintain task process rules			
B	9.3	Monitor task activities			
B	9.4	Manage processed results for each task			
B	9.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
B	9.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			
B	10	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
B	10.1	Add, delete or modify areas to be audited			
B	10.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
B	10.3	Query events and operations by date range and produce an audit trail users can view or print			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
C	(A)	<b>"HUMAN RESOURCES" FUNCTIONAL STREAM</b> The <u>Human Resources</u> Functional Stream shall include, but not be limited to, the following functions: Human Resources Management; Position Control; Employee Plans; Employee Leave, Vacation & Sick Time; Compensation; Training & Skills; Performance Review; HR Self Service suite/portal; Workflow; Audit Trails; Reporting			
C	(B)	<b>Key Objectives for <u>Human Resources</u> include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Human Resources needs based on the BEST PRACTISE process, including user groups, user roles, HR tasks and activities, as well as workflow, audit control, and report templates</li> <li>▪ Configure and manage the system to streamline HR's information workflow</li> <li>▪ Control HR processes</li> <li>▪ Audit HR activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> </ul>			
C	(C)	<b>Solution Integration of Payroll includes, but is not limited to:</b> <ul style="list-style-type: none"> <li>▪ Employee Master information should be consistent with Payroll + Core Accounting &amp; Financial functional streams</li> </ul>			
C	1	<b>GENERAL REQUIREMENTS</b>			
C	1.1	<b>Operational Objectives for Human Resources include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Recruitment, planning, and retention tools to support HR management</li> <li>▪ Support Management in matters relating to organizational, job/position, and salary structure</li> </ul>			
C	2	<b>EMPLOYEE INFORMATION / EMPLOYEE MASTER</b>			
C	2.1	<b>Maintain Employee Master</b> Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Social Security Number, Employee Name, Address, Birth Date, Hire Date, Marital Status, Employment Status (Active, Inactive, Terminated, Leave), Employment Type (Full-Time, Temporary), Operating Group (Administration or Operations), Department (Admin, Police, Warehouse, Maintenance), Job Class, Job Class Start Date, Job Class End Date, Position, Salary Code, Salary Exemptions, Annual Salary, Monthly Salary, Hourly Wage, Tax Exemptions (Fed, State, FICA, SDI), Withholding Amounts (State and Federal), Deductions for various Plans, Financial Institution Name, Financial Routing Number, Financial Account Number, Sick Accrual Rate, Vacation Accrual Rate, Assign employee to a Plan, Assign specific Deductions to Flexible Spending Account, Assign specific Deductions as Pre-Tax or After-Tax Income</li> </ul>			
C	2.2	Generate Standard Employee Reporting			
C	2.3	Query Employee Data			
C	3	<b>EMPLOYEE PLANS</b>			
C	3.1	<b>Maintain Employee Plans</b> Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Plan Name, Plan Type, Plan Options, Vendor, Plan Coverage Details, Plan Eligibility Details, Entitlement Details, Plan Business Rules, Enrolment Date, Start Date, End Date, Re-new Date, Cancellation Date, Employer Portion of Deduction, Employee Portion of Deduction, Premium Rate, Employee Seniority Status (Maintenance or Warehouse employee has worked 520 or more hours within 12 month consecutive moving period), Total amount of Premium paid under each Health Plan</li> </ul>			
C	3.2	Generate Standard Leave Reporting			
C	3.3	Query Employee Leave Data			
C	3.4	Maintain Employee Leave Rules for Deductions <i>REFER TO: <u>Payroll functional stream, Section 6</u> for details - assumed these were Payroll functions, HOWEVER segments (or all) may be HR functions</i>			
C	3.5	Alert prior to Plan renewal			
C	3.6	Send Employer and Employee notification of Plan Cancellation			
C	4	<b>EMPLOYEE LEAVE</b>			
C	4.1	<b>Maintain Leaves</b> Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Leave Name, Leave Description, Leave Type, Paid or Un-Paid, Coverage Details, Eligibility Details, Entitlement or Allowance Details, Maintenance Details, Job Restoration Details, Leave Notice and Certification (Employee) Details, Leave Notice and Certification (Employer) Details, Leave Unlawful Act Enforcement Details, Leave Provisions, Leave to Employee, Leave Start Date and Time, Leave End Date and Time, Leave Exempt Date and Time, Leave Reason, Employee Leave on Calendar, Leave Comments, Leave Comment Dates, Name of Comment Writer</li> </ul>			
C	4.2	Generate Standard Employee Leave Reporting			
C	4.3	Query Employee Leave Data			
C	4.4	Maintain Employee Leave Rules for Pay <i>REFER TO: <u>Payroll functional stream, Section 3.9</u> for details - assumed these were Payroll functions, HOWEVER segments (or all) may be HR functions</i>			
C	4.5	Alert prior to Employee going on leave			
C	4.6	Alert prior to Employee returning from leave			
C	4.7	Send Employer and Employee notification of Employee Leave Start and Return			
C	5	<b>EMPLOYEE VACATION</b>			
C	5.1	<b>Maintain Vacation</b>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		Details as per Employee Leaves - per Section 3.1 (above)			
C	5.2	Generate Standard Employee Vacation Reporting			
C	5.3	Query Employee Vacation Data			
C	5.4	Maintain Employee Vacation Rules for Pay <i>REFER TO: Payroll functional stream, Section 3.8 for details - assumed these were Payroll functions, HOWEVER segments (or all) may be HR functions</i>			
C	5.5	Alert prior to Employee going on vacation			
C	5.6	Alert prior to Employee returning from vacation			
C	5.7	Send Employer and Employee notification of Employee Vacation Start and Return			
C	6	<b>EMPLOYEE SICK</b>			
C	6.1	<b>Maintain SICK</b> Details as per Employee Leaves - per Section 3.1 (above)			
C	6.2	Generate Standard Employee Sick Reporting			
C	6.3	Query Employee Sick Data			
C	6.4	Maintain Employee Vacation Rules for Pay <i>REFER TO: Payroll functional stream, Section 3.7 for details - assumed these were Payroll functions, HOWEVER segments (or all) may be HR functions</i>			
C	7	<b>COMPENSATION</b>			
C	7.1	<b>Maintain Employee Compensation</b> Details include, but are not limited to, the following: ▪ Employee Name, Position, Job Class, Step Code, Shift Breakdowns, Effective/Start Date, Weekly Hours, Frequency, Monthly Salary, Yearly Salary			
C	7.2	Generate Standard Employee Compensation Reporting			
C	7.3	Query/Track employee compensation history			
C	7.4	Maintain Pay Scale by Department <i>REFER TO: Payroll functional stream, Section 3.6 for details - assumed these were Payroll functions, HOWEVER segments (or all) may be HR functions</i>			
C	7.5	Notify employee of Salary Change			
C	8	<b>TRAINING AND SKILLS</b>			
	8.1	Maintain and Track Employee Training and Skills courses: Details include, but are not limited to, the following: ▪ Department, Employee Name, Course Name, Course Description, Course Dates, Mandatory/Voluntary, Completed By Date, Course Status (signed-up, cancelled, completed)			
C	8.2	Generate Standard Training Reporting			
C	8.3	Query Employee Training Data			
C	8.4	Alert prior to Employee going on training			
C	8.5	Alert prior to Employee returning from training			
C	8.6	Send Employer and Employee notification of Employee Training Start and Return			
C	8.7	Send Employer and Employee notification of Employee Training that must be completed by specific date			
C	9	<b>PERFORMANCE REVIEW</b>			
	9.1	Maintain and Track Employee Performance Reviews: Details include, but are not limited to, the following: ▪ Department, Employee Name, Review Period, Review Type, Next Review Date, Scheduled Date(s), Interviewer Name, Date(s) of Evaluation, Performance Evaluation (Rating), Position Change, Job Class Change, Pay Step Change, Salary Change, Employer Comments, Employee Comments			
C	9.2	Generate Standard Performance Review Reporting			
C	9.3	Query Employee Performance Review Data			
C	9.4	Alert prior to Scheduled Employee Performance Review			
C	9.5	Send Employer and Employee notification of Employee Scheduled Performance Review			
C	9.6	Send Employer and Employee notification of Performance Review that must be completed by specific date			
C	10	<b>REPORTS</b>			
C	10.1	Run standard system reports based on industry best practices			
C	10.2	Report Designer to build report templates and create user defined reports			
C	10.3	Specify parameters for data fields such as database source, format and type			
C	10.4	Directly print and/or email reports			
C	10.5	Schedule report generation and sending			
C	10.6	Organize reports by group or category and alphabetically in a report repository			
C	10.7	Authorize users which can view or run required reports from the available report list			
C	10.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
C	10.9	Query data and save by owner			
C	10.10	Generate data report, grid report, staisitic report, and charts			
C	10.11	Drill down on report data			
C	10.12	Support Crystal Reports			
<b>C</b>	<b>11</b>	<b>WORKFLOW</b>			
C	11.1	Manage various tasks and requests			
C	11.2	Configure and maintain task process rules			
C	11.3	Monitor task activities			
C	11.4	Manage processed results for each task			
C	11.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
C	11.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			
<b>C</b>	<b>12</b>	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
C	12.1	Add, delete or modify areas to be audited			
C	12.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
C	12.3	Query events and operations by date range and produce an audit trail users can view or print			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
D	(A)	<p><b>"BILLING MANAGEMENT" FUNCTIONAL STREAM</b></p> <p>The <u>Billing Management</u> Functional Stream shall include, but not be limited to, the following functions:                      Billing Tasks; Tariff/Rate Management; Discounts, Guarantees, &amp; Fees; Invoice &amp; Auto-Fee Generation; Credit/Debit Note; Approval/Review; Accounts Receivable Transfer; Vessel Billing, Work Order Billing; Property Billing (Rental, Utilities, Telecom); 3rd Party Management &amp; Billing (Fuel Sales); Tonnage Management; Workflow; Reporting; Interfaces (Schlumberger electrical metering, GasBoy Fuel pump transactions)</p>			
D	(B)	<p><b>Key Objectives for Billing Management include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Billing Management needs based on the BEST PRACTISE process, including user groups, user roles, billing tasks and activities such as vessels, property, utility, work orders, etc., as well as workflow, audit control, and report templates</li> <li>▪ Configure and manage the system to streamline Billing Management's information workflow</li> <li>▪ Control Billing Management processes</li> <li>▪ Audit Billing Management activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> </ul>			
D	(C)	<p><b>Solution integration of <u>Billing Management</u> includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Customer Master information should be consistent with Marine Operations + Property Management + Core Accounting &amp; Financial functional streams</li> <li>▪ Vendor Master information should be consistent with Marine Operations + Property Management + Core Accounting &amp; Financial functional streams</li> </ul>			
D	1	<b>BILLING TASKS</b>			
D	1.1	Track inter-departmental workflow and associated charges			
D	1.2	Group billing tasks by source			
D	1.3	Manage billing by department (Operations, Property Management, and Other)			
D	1.4	Assign, process, and update billing status			
D	1.5	Check billing tasks against check-list			
D	1.6	Process billing in batches			
D	2	<b>TARIFF/RATE TABLE</b>			
D	2.1	Process multiple billing sources; such as Property, Operations, Telecom, Utilities (Stormwater, Electricity, Gas, Water/Sewer), and Fuel			
D	2.2	Apply multiple calculation factors (e.g. fixed rate, rate range, conditional rate, complicated rate, etc.)			
D	2.3	Manage rates table and application of rates by hierarchy			
D	2.4	Support complex business logic			
D	2.5	Maintain rates based on effective date			
D	3	<b>DISCOUNTS, GUARANTEES, AND FEES</b>			
D	3.1	Manage discount rate contracts			
D	3.2	Manage special rate contracts			
D	3.3	Manage contract participants (Company / Account, Vessel, Group / Trade Route, etc.)			
D	3.4	Track multiple discount accumulators, accumulator cycle, and accumulator history			
D	3.5	Maintain Wharfage Credits - terms are incorporated in lease agreement and is used to calculate Property Rental Credits i.e. If the earned Wharfage Credit Amount does not meet the Yearly Rent Amount, then Tenant is charged the difference ▪ Tenant (Based on Calendar or Contractual Year), Yearly Rent (\$), Wharfage Credit (%), Rent Increase Date			
D	3.6	Maintain Minimum Annual Guarantee - terms are incorporated in lease agreement used to calculate the Discount Deal i.e. If the Tenant does not meet the "minimum" tonnage agreement, then the Tenant is charged for the difference ▪ Tenant, MAG Amount (i.e. M/T Tonnage by Water, M/T Tonnage by all Modes, Railcar Annually), MAG Due Date			
D	3.7	Maintain Facility Service Fee ▪ Tenant, Description of Service Fee, Fee Amount (i.e. Tons per outbound by Rail or Truck on Monthly Basis), Maximum Amount (i.e. Not to exceed \$###,### annually)			
D	4	<b>INVOICE AND AUTO-FEE GENERATION</b>			
D	4.1	Require minimal input of data including, but not limited to, the following: ▪ Revenue Center, GL Code, Start-up, Shift-Down, Regular Hours, OT Hours, Standby Regular Hours, Standby OT Hours, % Sharing, and Discount Hours			
D	4.2	Automatically generate fees			
D	4.3	Override or overwrite automatically generated fees			
D	4.4	Check tasks and status			
D	4.5	Check each fee items and status on charge list			
D	4.6	Auto-recalculate fees			
D	4.7	Manage payment terms per account or per invoice type			
D	4.8	Support multiple invoice types including, but not limited to, the following: ▪ Vessel: Wharfage, Dockage, Lines, Equipment Rental, etc. ▪ Property: Rental, Utilities, Maintenance & Repairs, etc. ▪ Financial Charges ▪ Credit Note ▪ Debit Note			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
D	4.9	Batch invoices per Grouping, Auto-Terms, G/L Period, Error Checking, etc.			
D	4.10	Configure creation, review, and approval process			
D	4.11	Invoice Reversal			
D	5	<b>CREDIT / DEBIT NOTE</b>			
D	5.1	Automatically detect differences in Credit / Debit notes			
D	5.2	Calculate adjustment			
D	5.3	Batch Credit / Debit Notes per Grouping, Auto-Terms, G/L Period, Error Checking, etc.			
D	5.4	Configure creation, review, and approval process			
D	5.5	Credit / Debit Note Reversal			
D	6	<b>APPROVAL / REVIEW</b>			
D	6.1	Configure rules for creating, reviewing, and approving batch prior to uploading into Core Accounting & Financial, Accounts Receivable and posting to G/L			
D	7	<b>ACCOUNTS RECEIVABLE TRANSFER</b>			
D	7.1	Send Billing to Core Accounting & Financial, Accounts Receivable and posting to G/L			
D	7.2	Control process for Reversals and integration with Core Accounting & Financial, Accounts Receivable and posting to G/L			
D	8	<b>VESSEL BILLING</b> Generate Vessel Billing including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Port vessel billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc.</li> <li>▪ To: Bill To Party (per Customer Master information)</li> <li>▪ To: Payer Party (per Customer Master information)</li> <li>▪ For: Vessel Name, Description of Operation, Dock Number</li> </ul>			
D	8.1	Dock Charges <ul style="list-style-type: none"> <li>▪ Vessel Length (Feet or Meters)</li> <li>▪ Days (Days Vessel on Dock)</li> <li>▪ Rate (Rate from Tariff based on Vessel Length)</li> <li>▪ Total (\$)</li> </ul>			
D	8.2	Line Charges <i>Note: Vessel can be transferred between berths and therefore may incur multiple line charges</i> a. Take Line, Release Lines, Hose Connect <ul style="list-style-type: none"> <li>▪ Date &amp; Time</li> <li>▪ Hours</li> <li>▪ Rate (Flat \$ Rate from Tariff)</li> <li>▪ Total (\$)</li> </ul> b. Extra Labor <ul style="list-style-type: none"> <li>▪ Hours</li> <li>▪ Rate (\$/HR from Tariff – Straight or OT)</li> <li>▪ Total (\$)</li> </ul>			
D	8.3	Wharfage Charges <i>Note: Vessel may incur multiple Wharfage Charges for each different type of Commodity that is loaded or discharged</i> <ul style="list-style-type: none"> <li>▪ Wharfage Description</li> <li>▪ Tonnage (Metric Tons)</li> <li>▪ Rate (\$ per Metric Ton from Tariff)</li> <li>▪ Total (\$)</li> </ul>			
D	8.4	Bunker Wharfage Charges <i>Similar determination as per 8.3</i>			
D	8.5	Service Charge <i>Note: Rates open to negotiation and various agreements based on thresholds, scales, etc.</i> <ul style="list-style-type: none"> <li>▪ Tonnage (Metric Tons), Commodity, or other</li> <li>▪ Rate (Flat \$ Rate from Tariff, \$ per Metric Ton from Tariff, etc.)</li> <li>▪ Total (\$)</li> </ul>			
D	8.6	Facility Charge <i>Similar determination as per 8.5</i>			
D	8.7	Pollution Prevention and Control Charge <ul style="list-style-type: none"> <li>▪ Tonnage (Metric Tons)</li> <li>▪ Rate (\$ per Metric Ton from Tariff)</li> <li>▪ Total (\$)</li> </ul>			
D	8.8	Security Fee Charge <ul style="list-style-type: none"> <li>▪ Vessel Dead Weight (Metric Tons)</li> <li>▪ Rate (\$ per Metric Ton from Tariff)</li> <li>▪ Total (\$)</li> </ul>			
D	8.9	Fresh Water Charge <ul style="list-style-type: none"> <li>▪ Rate (Flat \$ Rate from Tariff)</li> </ul>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>Total (\$)</li> </ul>			
D	8.10	Equipment Rental Charge <i>Note: Rates open to negotiation and various agreements based on thresholds, scales, etc.</i> <ul style="list-style-type: none"> <li>Hours</li> <li>Rate (Flat \$ Rate from Tariff) - Daily, Weekly, Monthly Rate based on maximum usage of 8 Hours Daily, 40 Hours Weekly and 160 Hours Monthly</li> <li>Total (\$)</li> </ul>			
D	8.11	All Inclusive Rate <ul style="list-style-type: none"> <li>Quantity (Metric Tons)</li> <li>Rate (\$/MT from Tariff) - includes Stevedoring, Wharfage, Service/Facility and Pollution Prevention.</li> <li>Total (\$)</li> </ul>			
D	8.12	Extra Labor <ul style="list-style-type: none"> <li>Hours</li> <li>Rate (\$/HR from Tariff – Straight or OT)</li> <li>Total (\$)</li> </ul>			
D	8.13	Gang Lost Time <i>Note: Rate depends upon activity being performed</i> <ul style="list-style-type: none"> <li>Hours Lost</li> <li>Rate (\$/HR from Tariff – Straight or OT)</li> <li>Total (\$)</li> </ul>			
D	8.14	Extra Service Charges <ul style="list-style-type: none"> <li>Service Description</li> <li>Rate (from Tariff or Ad-hoc)</li> <li>Total (\$)</li> </ul>			
D	8.15	Other Charges <ul style="list-style-type: none"> <li>Charge Description</li> <li>Rate (from Tariff or Ad-hoc)</li> <li>Total (\$)</li> </ul>			
D	8.16	Remarks <ul style="list-style-type: none"> <li>Text Description (<i>manual entry</i>)</li> </ul>			
D	8.17	Billing Sign-off <ul style="list-style-type: none"> <li>Signatures / Date - Traffic Manager &amp; Director of Operations</li> </ul>			
D	9	<b>WORK ORDER BILLING</b> Generate Work Order Billing including, but not limited to, the following: <ul style="list-style-type: none"> <li>Port work order billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc.</li> <li>To: Bill To Party (per Customer Master information)</li> <li>To: Payer Party (per Customer Master information)</li> <li>For: Work Order Number, Vessel Name, Dock Location, Shippers Mark or Lot Number, No of Packages, Commodity Description</li> </ul>			
D	9.1	Description of Work			
D	9.2	Labor Record <ul style="list-style-type: none"> <li>Number of Men, Job Class, Straight Time Hours, Over Time Hours, Part Time Hours</li> </ul>			
D	9.3	Labor Charges <ul style="list-style-type: none"> <li>Units (Weight or Measurement)</li> <li>Rate (\$ per Man Hour, \$ per Shift, \$ per MT, \$ per Cubic Yard, \$ per MFBM (Logs), \$ per Square Foot, etc. from Tariff or Ad-Hoc)</li> <li>Total (\$)</li> </ul>			
D	9.4	Equipment Record <ul style="list-style-type: none"> <li>Equipment Type and Size, Hours Used</li> </ul>			
D	9.5	Equipment Charges <ul style="list-style-type: none"> <li>Units (Weight or Measurement)</li> <li>Rate (Flat \$ Rate from Tariff or Ad-hoc) - Daily, Weekly, Monthly Rate based on maximum usage of 8 Hours Daily, 40 Hours Weekly and 160 Hours Monthly</li> <li>Total (\$)</li> </ul>			
D	9.6	Materials & Supplies Record <ul style="list-style-type: none"> <li>Material &amp; Supplies Description and Unit Package, Qty Used</li> </ul>			
D	9.7	Materials & Supplies Charges <ul style="list-style-type: none"> <li>Units (Weight or Measurement)</li> <li>Rate (\$ per Unit)</li> <li>Total (\$)</li> </ul>			
D	9.8	Remarks <ul style="list-style-type: none"> <li>Text Description (<i>manual entry</i>)</li> </ul>			
D	9.9	Billing Sign-off			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>Signatures / Date - Operations Manager &amp; Director of Operations</li> </ul>			
D	10	<b>PROPERTY RENTAL BILLING</b> Generate Property Rental Billing including, but not limited to, the following: <ul style="list-style-type: none"> <li>Port property rental billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc.</li> <li>To: Bill To Party (per Customer Master information)</li> <li>To: Payer Party (per Customer Master information)</li> <li>For: Lease Agreement, Lease Number, Revision, Property Location</li> </ul>			
D	10.1	Rental Charges <i>## Refer to Property Management functional stream ##</i> <ul style="list-style-type: none"> <li>Billing Period</li> <li>Rate (\$ Amount per Period)</li> <li>Total (\$)</li> </ul>			
D	10.2	Rental Late Charges <i>## Refer to Property Management functional stream ##</i> <ul style="list-style-type: none"> <li>Late Charge</li> <li>Total (\$)</li> </ul>			
D	10.3	Rental Credits <i>## Refer to Property Management functional stream ##</i> <ul style="list-style-type: none"> <li>Rental Credit</li> <li>Total (\$)</li> </ul>			
D	10.4	Storm Water Charges <ul style="list-style-type: none"> <li>Property (Square Footage)</li> <li>Rate (\$ Amount per Square Footage)</li> <li>Total (\$)</li> </ul>			
D	10.5	Remarks <ul style="list-style-type: none"> <li>Text Description (<i>manual entry</i>)</li> </ul>			
D	10.6	Billing Sign-off <ul style="list-style-type: none"> <li>Signatures / Date - Property Manager &amp; Director of Administration</li> </ul>			
D	11	<b>PROPERTY UTILITIES BILLING</b> Generate Property Utilities Billing including, but not limited to, the following: <ul style="list-style-type: none"> <li>Port property utilities billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc.</li> <li>To: Bill To Party (per Customer Master information)</li> <li>To: Payer Party (per Customer Master information)</li> <li>For: Lease Agreement, Lease Number, Revision, Property Location</li> </ul>			
D	11.1	Natural Gas Charges <i>Note: Usage determined from manual readings - for data entry by clerk</i> <ul style="list-style-type: none"> <li>Description, Natural Gas Meter ID, Meter Utilization %, Rate Type</li> <li>Usage (Cubic Feet)</li> <li>Rate (\$ Amount per 100 Cubic Feet)</li> <li>Total (\$)</li> </ul>			
D	11.2	Infrastructure Charge - consists of Water & Sewer <ul style="list-style-type: none"> <li>Total = Water Charge + Sewer Charge</li> </ul> <i>Note: Totals are subjected to rounding to the nearest \$5 divisible (i.e. If Water and Sewer Charge is less than \$5, then Total is rounded up to \$5. If Total is between, \$5 and \$10, then Total is rounded up to \$10)</i>			
D	11.2.1	Water Charges <i>Note: Usage determined from manual readings - for data entry by clerk</i> <ul style="list-style-type: none"> <li>Description, Water Meter ID, Meter Utilization %, Rate Type</li> <li>Usage (Gallons converted to Cubic Feet)</li> <li>Rate (\$ Amount per 100 Cubic Feet)</li> <li>Total (\$)</li> </ul>			
D	11.2.2	Sewer Charges <i>Note: Usage as per Water usage</i> <ul style="list-style-type: none"> <li>Description, Water Meter ID, Meter Utilization %, Rate Type</li> <li>Usage (Gallons converted to Cubic Feet)</li> <li>Rate (\$ Amount per 100 Cubic Feet)</li> <li>Total (\$)</li> </ul>			
D	11.4	Electrical Charges			
D	11.4.1	<i>Note: Usage determined from INTEGRATION with 3rd party application for <u>Electric Meter Reading</u> ~ SCHLUMBERGER</i>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>▪ Import meter readings from SCHLUMBERGER application; SCHLUMBERGER is able to download file to MS Excel for CSV format import</li> </ul> Details include, but are not limited to, the following: <ul style="list-style-type: none"> <li>▪ Service (Number), WHD (Number), MaxWD (Number), TimeOfMaxWD (Date/Time), MinimumPF (Number), EntityName (Text), PLocation (Number), SerialNo(Number), PhoneNo(Number), LastStore (Number), CTRatio (Number)</li> </ul>			
D	11.4.2	<ul style="list-style-type: none"> <li>▪ Description, Electrical Meter ID, Meter Utilization %, Rate Type</li> </ul> a. Flat Rate <ul style="list-style-type: none"> <li>▪ Flat (\$) Amount for specific Tenants</li> <li>▪ Total (\$)</li> </ul> b. General Service Tariff (GS1) <ul style="list-style-type: none"> <li>▪ Customer Charge: (\$ Amount per Meter per Month)</li> <li>▪ Total Energy Charge: % Usage (kWh) x (GS1 Energy Charge Rate)</li> <li>▪ Energy Commission Surcharge: Usage (kWh) x (Rate set by State by California)</li> <li>    ** Rate set by the State of Claifornia is subject to change.</li> <li>▪ City of Stockton Utility User Tax: (\$ Amount of Total Energy Charge) x (Rate set by City of Stockton)</li> <li>    ** Rate set by the City of Stockton is subject to change.</li> <li>▪ Total (\$)</li> </ul> c. General Service Tariff (GS2) <ul style="list-style-type: none"> <li>▪ Customer Charge: (\$ Amount per Meter per Month)</li> <li>▪ Total Energy Charge: % Usage (kWh) x (GS2 Energy Charge Rate)</li> <li>▪ Demand Charge: (\$ Amount per kW per month) - based on highest demand within previous 12 months</li> <li>▪ Energy Commission Surcharge: Usage (kWh) x (Rate set by State by California)</li> <li>    ** Rate set by the State of Claifornia is subject to change.</li> <li>▪ City of Stockton Utility User Tax: (\$ Amount of Total Energy Charge) x (Rate set by City of Stockton)</li> <li>    ** Rate set by the City of Stockton is subject to change.</li> <li>▪ Total (\$)</li> </ul> d. General Service Tariff (GS3) <ul style="list-style-type: none"> <li>▪ Customer Charge: (\$ Amount per Meter per Month)</li> <li>▪ Total Energy Charge: % Usage (kWh) x (GS3 Energy Charge Rate)</li> <li>▪ Demand Charge: (\$ Amount per kW per month) - based on highest demand within previous 12 months</li> <li>▪ Energy Commission Surcharge: Usage (kWh) x (Rate set by State by California)</li> <li>    ** Rate set by the State of Claifornia is subject to change.</li> <li>▪ City of Stockton Utility User Tax: (\$ Amount of Total Energy Charge) x (Rate set by City of Stockton)</li> <li>    ** Rate set by the City of Stockton is subject to change.</li> <li>▪ Total (\$)</li> </ul>			
D	11.5	Remarks <ul style="list-style-type: none"> <li>▪ Text Description (manual entry)</li> </ul>			
D	11.6	Billing Sign-off <ul style="list-style-type: none"> <li>▪ Signatures / Date - Property Manager &amp; Director of Administration</li> </ul>			
D	12	<b>PROPERTY TELECOM BILLING</b> Generate Property Telecom Billing including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Port telecom billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc.</li> <li>▪ To: Bill To Party (per Customer Master information)</li> <li>▪ To: Payer Party (per Customer Master information)</li> <li>▪ For: Lease Agreement, Lease Number, Revision, Property Location</li> </ul>			
D	12.1	Telecom Equipment Charges <ul style="list-style-type: none"> <li>▪ T1 Equipment (\$ Amount)</li> <li>▪ Voice Equipment (\$ Amount)</li> <li>▪ Total (\$)</li> </ul>			
D	12.2	Telecom Installation Charges <ul style="list-style-type: none"> <li>▪ Standard Phone Line (\$ amount per line; one-time charge)</li> <li>▪ T1 Line (\$ amount per T1 line; one-time charge)</li> <li>▪ Broadband Internet (\$ Flat Fee; one-time charge)</li> <li>▪ Total (\$)</li> </ul>			
D	12.3	Telecom Service Charges <ul style="list-style-type: none"> <li>▪ Phone Line (\$ amount per line per month)</li> <li>▪ T1 (\$ amount per T1 per month)</li> <li>▪ Broadband (\$ amount per month)</li> <li>▪ Total (\$)</li> </ul>			
D	12.4	Remarks <ul style="list-style-type: none"> <li>▪ Text Description (manual entry)</li> </ul>			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
D	12.5	Billing Sign-off ▪ Signatures / Date - Property Manager & Director of Administration			
D	13	<b>FUEL MANAGEMENT</b>			
D	13.1	<i>Managed in conjunction with 3rd party application for <u>Fuel Meter Reading</u> ~ GASBOY</i>			
D	13.1.1	Fuel Application Generate and print fuel application for accounting to input into Financial System <i>Note: Trigger for Create Customer Master function in Core Accounting &amp; Financial functional stream - propagates this Customer Master into Billing Management functional streams</i> ▪ Fuel Application details including, but not limited to, the following: Customer Account Number, Customer Category (Tenant or Staff), Control Code, Address, Zip Code, Gas Lock (lock account from fueling), Gas Group Code, GSSPAR Description ▪ Sync Account Information with GASBOY Application - used to read/meter fuel transactions ▪ Setup fuel encoding and input details into GASBOY including, but not limited to, the following: Employee Name, Date, Customer Account Number, Customer Name, Key Type, Key Number, Status, Check Digit, PIN Number, and Expiration Date			
D	13.1.2	Fuel Maintenance ▪ Maintain fuel prices for different fuel types: #1 Unleaded Regular, #2 Super Premium, and #3 Diesel ▪ Maintain fuel prices for different customer types: Tenants, Staff, Operations ▪ Calculate new fuel prices for different fuel types using quoted fuel prices and custom formula: Date, Beginning Balance – Gallons, \$ Amount, \$ per gallon, Purchase – Gallons, \$ Amount, \$ per gallon, Revised On-Hand – Gallons, \$ Amount, \$ per gallon, Sales Tax (%), Overhead (Number. ▪ Enter effective start and end dates for fuel prices ▪ Maintain historical fuel prices for comparison purposes ▪ Manage and apply billing credits			
D	13.2	Fuel Billing Generate Fuel Billing including, but not limited to, the following: ▪ Port fuel billing document template (logo, header, footer, etc.) Invoice Number, Invoice Date, Remit To, Payment Terms, etc. ▪ To: Bill To Party (per Customer Master information) ▪ To: Payer Party (per Customer Master information) ▪ For: Account Number, Employee Name, Customer Name, Key Type, Key Number			
D	13.2.1	<i>Note: Usage determined from INTEGRATION with 3rd party application for <u>Fuel Meter Reading</u> ~ GASBOY</i> ▪ Import fuel transactions from GASBOY application; GASBOY is able to download file for import Details include, but are not limited to, the following: ▪ Site (Number), Tran (Number), KeyVM (Number), Key2 (Number), Date (Date), Time (Time), Pumpld (Number), ProductCode (Number), Quantity (Number), Price (Number), Total (Number), Hours (Number), ODOM (Number), Miles (Number), MPG (Number), Error (Number)			
D	13.2.2	Fuel Charges ▪ Date of Purchase, Fuel Code (#1 Unleaded, #2 Super Premium, #3 Diesel), Description, Quantity (Gallons), Unit Price (\$), Total (\$)			
D	13.2.3	Fuel Credits ▪ Date of Purchase, Fuel Code (#1 Unleaded, #2 Super Premium, #3 Diesel), Description, Quantity (Gallons), Unit Price (\$), Total (\$)			
D	13.2.4	Remarks ▪ Text Description ( <i>manual entry</i> )			
D	13.2.5	Billing Sign-off ▪ Signatures / Date - Operations Manager & Director of Operations			
D	14	<b>TONNAGE MANAGEMENT</b>			
D	14.1	<i>Managed in conjunction with custom table for <u>Tonnage Statistics</u>.</i>			
D	14.1.1	Auto-update of Tonnage & Billing data into statistical database yable including, but not limited to, the following: ▪ Transport Mode Code, Location Code, Revenue Year, Customer Number, Departure Date, Agent Number, In-Out Code, Commodity Type Code, Commodity Number, Weight (Metric Tons), Wharf Rate (\$/MT), Wharf Rate Type Code, Wharf Amount (\$), Thru-Put Terminal (\$), Thru-Put Warehouse (\$), Dockage Amount (\$), Extra Labor (\$), Other (\$), Destination/Origin, Carrier Type Code, Carrier Number			
D	14.1.2	<i>Ability to proof/preview custom table for <u>Tonnage Statistics</u>.</i>			
D	15	<b>REPORTS</b>			
D	15.1	<b>Specific Reports - Billing</b>			
D	15.1.1	Generate and print Billing related reports including, but not limited to, the following: ▪ Print Invoice ▪ Reprint Invoice			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
		<ul style="list-style-type: none"> <li>▪ Billing Batch Listing Report</li> <li>▪ Billing Status Report</li> <li>▪ Billing Summary, by Customer, by Billing Type, per billing period or custom date range</li> </ul>			
D	15.2	<b>Specific Reports - Fuel Management</b>			
D	15.2.1	Generate and print Fuel related reports including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Fuel Price Report, by fuel type and effective date, per billing period or custom date range</li> <li>▪ Fuel Price Change Report, per billing period or custom date range</li> <li>▪ Fuel Purchase Summary Report, by customer, per billing period or custom date range</li> <li>▪ Fuel Usage Summary Report, by customer, per billing period or custom date range</li> <li>▪ Fuel Billing Report, by customer, per billing period or custom date range</li> </ul>			
D	15.3	<b>Specific Reports - Tonnage Management</b>			
D	15.3.1	Generate and print Billing related reports including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Facility Revenue Tonnage Report Cargo Type, Cargo Items, Monthly Totals, Year-to-Date Totals ,Current Year Amount (\$), Prior Year Amount (\$)</li> <li>▪ Vessel Revenue Report Commodity Type, Commodity Items, Vessel, Pier, Commodity, Wharfage Amount (\$), Thru-Put Terminal Amount (\$), Thru-Put Warehouse Amount (\$), Dockage Amount (\$), Extra Labor Amount (\$), Other Revenue Amount (\$) Variant #1 = Details Listing Variant #2 = Details Listing &amp; Sub-Total/Total by Commodity</li> <li>▪ Facility Tonnage Report Calendar Year Ending Totals by Complex, Commodity Current Month Totals, Short Tons, Metric Tons Current Year (YTD) Totals, Short Tons, Metric Tons Prior Year (YTD) Totals, Short Tons, Metric Tons Totals by Inbound Commodity Vessel Name, Short Tons, Metric Tons Totals by Outbound Commodity Vessel Name, Short Tons, Metric Tons</li> <li>▪ Commodity Summary Report Inbound Shipments. Commodity, Metric Tons Outbound Shipments. Commodity, Metric Tons</li> <li>▪ Vessel Tonnage and Wharfage Report Commodity, Arrived Date, Departure Date, Vessel, Pier, In or Out, Commodity, Logs (MFBM), Short Tons (Short Metric Tons), Metric Tons (Metric Tons), Wharfage Rate (\$/MT), Total (\$) Outbound Shipments. Commodity, Metric Tons</li> <li>▪ Tenant Wharfage Credit Report Tenant Name, Rent Escalation Date, Rent Escalation Amount (\$) Vessel/Agent Name, Arrived Date, Departed Date, Pier Number, Commodity, YTD Metric Tons (MT), YTD Wharfage Amount (\$)</li> </ul>			
D	15.4	<b>General Reporting Functionality</b>			
D	15.4.1	Run standard system reports based on industry best practices			
D	15.4.2	Report Designer to build report templates and create user defined reports			
D	15.4.3	Specify parameters for data fields such as database source, format and type			
D	15.4.4	Directly print and/or email reports			
D	15.4.5	Schedule report generation and sending			
D	15.4.6	Organize reports by group or category and alphabetically in a report repository			
D	15.4.7	Authorize users which can view or run required reports from the available report list			
D	15.4.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			
D	15.4.9	Query data and save by owner			
D	15.4.10	Generate data report, grid report, staistic report, and charts			
D	15.4.11	Drill down on report data			
D	15.4.12	Support Crystal Reports			
D	16	<b>WORKFLOW</b>			
D	16.1	Manage various tasks and requests			
D	16.2	Configure and maintain task process rules			
D	16.3	Monitor task activities			
D	16.4	Manage processed results for each task			
D	16.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
D	16.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			

<b>SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)</b>					
<b>FS</b>	<b>Item</b>	<b>Requirement</b>	<b>Response</b>	<b>Firm</b>	<b>Exceptions/Comments</b>
D	17	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
D	17.1	Add, delete or modify areas to be audited			
D	17.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
D	17.3	Query events and operations by date range and produce an audit trail users can view or print			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
E	(A)	<b>"PROPERTY MANAGEMENT" FUNCTIONAL STREAM</b> The <u>Property Management</u> Functional Stream shall include, but not be limited to, the following functions: Properties; Tenants; Agreements; Rental Authorization; Rent Roll; Late Charges; CPI Rate Adjustments; Credit Management; Security/Damage Deposits, Utility Charges; Workflow; Audit Trails; Reporting			
E	(B)	<b>Key Objectives for <u>Property Management</u> include, but are not limited to:</b> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Property Management needs based on the BEST PRACTISE process, including workflow, activities, user groups, user roles, lease agreements, rent, rate adjustment, charges, credit management, and report templates</li> <li>▪ Configure and manage the system to streamline Property Management's information workflow</li> <li>▪ Control Property Management processes</li> <li>▪ Audit Property Management activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> </ul>			
E	(C)	<b>Solution Integration of <u>Property Management</u> includes, but is not limited to:</b> <ul style="list-style-type: none"> <li>▪ Customer Master information should be consistent with Billing Management + Core Accounting &amp; Financial functional streams</li> <li>▪ Vendor Master information should be consistent with Billing Management + Core Accounting &amp; Financial functional streams</li> </ul>			
E	1	<b>PROPERTIES</b>			
E	1.1	Create and track individual properties as well as any sub-properties			
E	1.2	Categorize properties in many ways including easement, land, office, road, railroad, warehouse, waterfront, and including classifications based on the customer's requirements			
E	1.3	Retrieve information on occupancy rates, available vacancy, and inspection results			
E	2	<b>TENANTS</b>			
E	2.1	Manage the information of all tenants and any sub-tenants			
E	2.2	Track a tenant's history, account, sub-tenant relationship, space availability, insurance, and previous and current agreements.			
E	3	<b>AGREEMENTS</b>			
E	3.1	Manage contracts and agreements with tenant qualification checks on legal, security, financial, insurance, business history, and associated parties			
E	3.2	Retrieve all related information about the Agreement including agreement summary, tenant information, checklists, billing information, fee item, invoice, attached documents, logs, and audit			
E	3.3	Maintain Property Management relationships including, but not be limited to, the following: <ul style="list-style-type: none"> <li>▪ Customer : Lease = 1 : Many</li> <li>▪ Lease : Lease Periods = 1 : Many</li> <li>▪ Lease : Lease Details = 1 : Many</li> <li>▪ Lease Periods : Lease Details = 1 : Many</li> <li>▪ Lease : Documents (PDF) = 1 : Many</li> </ul>			
E	3.4	Maintain Master Agreement and manage subsequent changes to the Agreement using version management			
E	3.4.1	Standard Lease Data includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Lease Id, Lessee Name, Date Lease Entered Into, Tenant Name, Premise Description, Lease Period (Years), Lease Comment Date, Lease Expiration Date, Additional Number of Options, Option Period (Years), Rental Amount (\$), Number of Metric Tons by Water, Purpose for Lease (Description), Terminate Lease Date, Endorsement Tenant, Endorsement Date Tenant, Environment Impact Report Date, Tenant Name, Tenant Mailing Address, Copy Name and Mailing Address, Port Director (Wet Signature), Secretary (Wet Signature), Counsel (Wet Signature), Tenant Name, Tenant Title, Approved as to Form, Rental Adjustment, Exhibit Description of Premise, Exhibit Scope of Development Schedule</li> </ul>			
E	3.4.2	Office Lease Data includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Date Lease Entered into, Lessee Name, Building Number, Building Address, Lease Space (Square Footage), Lease Commencement Date, Lease Termination Date, Rental Amount (\$ amount per year), 12 month installment amount (\$ amount per month), Deposit Amount (\$), Purpose for Lease (Description of Business Activity), Tenant Name (Wet Signature), Tenant Title, Tenant Mailing Address, Port Director Name (Wet Signature), Secretary Name (Wet Signature)</li> </ul>			
E	3.4.3	License Agreement Lease Data includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ License Date, Licensee Name, Property Location (Address), Property Purpose (Description), Monthly Rent (\$), Term Commencement Date, Term Ending Date, Licensee Notice (Name and Mailing Address), Port Director Receive and Acceptance Date, Port Director (Wet Signature), Licensee Receive and Acceptance (Name and Mailing Address), Licensee Receive and Acceptance Date, Licensee Signature (Wet Signature), Witness Signature (Wet Signature)</li> </ul>			
E	3.4.4	Dredged Material Agreement Data includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>▪ Agreement Dated, Licensee Name, Term Number, Term Period, Term Commencement Date, Term Ending Date, Licensee Name and Mailing Address, Signature Date Port Director, Signature Port Director (Wet Signature), Signature Date Licensee, Signature Licensee (Wet Signature)</li> </ul>			
E	3.5	Generate and print Master Agreements and updated versions			
E	3.6	Automatically generates Lease Id and apply to documents			
E	3.7	Automatically generate Agreement version and apply to documents			
E	3.8	Generate a Standard Lease Agreement			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
E	3.9	Exclude or cross-out provisions in an Agreement depending upon pre-defined business rules			
E	3.10	Track progress of Agreement			
E	4	<b>RENT ROLL</b>			
E	4.1	Display all scheduled billing records, such as monthly rent charges under the agreements for the port properties			
E	4.2	Review and approve scheduled rents before transferring to billing			
E	4.3	Generate a single rent roll for all listed rent charges to multiple tenants			
E	4.4	Track each rent item based on its status, approval status, and rent roll id			
E	4.5	Calculate Rent Charges based upon the effective date			
E	4.6	Calculate Rental Charges adjusted for Rental Credits			
E	4.7	Calculate Rental Credits based on Vessel Wharfage Revenue			
E	4.8	Generate Rent Charges on a monthly, quarterly, yearly, or longer period basis			
E	5	<b>RENTAL LATE CHARGE</b>			
E	5.1	Handle charges for all late rental payments			
E	5.2	Manually input an "As of Date" after which the payment is considered as late, and the system automatically calculates the late charges.			
E	5.3	Control the generation of late charges using approval and verification before sending them for further billing process.			
E	5.4	Access the reference information including original rent invoices, late charged fees, and late charge invoices			
E	6	<b>CPI RATE ADJUSTMENTS</b>			
E	6.1	Automatically calculate Rental Charge based on CPI Rate Adjustments			
E	7	<b>CREDIT MANAGEMENT</b>			
		Credits are provided to Tenants for Property improvements			
E	7.1	Provide description for each credit item			
E	7.2	Provide break-down of credit items by Customer, Agreement, or Property			
E	7.3	Provide a dollar amount for each credit item by Customer, Agreement, or Property			
E	7.4	Provide Total Credit for by Customer, Agreement, or Property			
E	7.5	Provide a monthly break-down of how credit has been applied			
E	7.6	Provide a monthly break-down of credit balance remaining			
E	7.7	Provide a monthly break-down of rental adjustment with credit adjustment			
E	8	<b>DEPOSITS</b>			
E	8.1	Maintain Security deposits			
E	8.2	Maintain Damage deposits			
E	8	<b>RENTAL AUTHORIZATION</b>			
E	8.1	Maintain, generate, and print rental authorization for accounting to input into Financial System <i>Note: Trigger for Create Customer Master function in Core Accounting &amp; Financial functional stream - propagates this Customer Master into Billing Management and Property Management functional streams</i>			
E	8.2	Generate and print subsequent changes to Rental Authorization using version management			
E	9	<b>UTILITIES CHARGES</b>			
E	9.1	<b>Storm Water Charges</b>			
E	9.1.1	Maintain Storm Water data, including, but not limited to, the following: ▪ Customer, Lease, Storm Water Billed (Yes/No), Rate Type			
E	9.1.2	Maintain Storm Water Charge Rates			
E	9.2	<b>Natural Gas Charges</b>			
E	9.2.1	Maintain Gas Metering data, including, but not limited to, the following: ▪ Customer, Lease, Natural Gas Billed (Yes/No), Natural Gas Meter ID, Meter Utilization %, Rate Type			
E	9.2.2	Maintain Natural Gas Charge Rates			
E	9.3	<b>Water Charges</b>			
E	9.3.1	Maintain Water Metering data, including, but not limited to, the following: ▪ Customer, Lease, Water Billed (Yes/No), Water Meter ID, Meter Utilization %, Rate Type			
E	9.3.2	Maintain Water Charge Rates			
E	9.4	<b>Sewer Charges</b>			
E	9.4.1	Maintain Sewer Metering data, including, but not limited to, the following: ▪ Customer, Lease, Sewer Billed (Yes/No), Water Meter ID, Meter Utilization %, Rate Type			
E	9.4.2	Maintain Sewer Charge Rates			
E	9.5	<b>Electric Charges</b>			
E	9.5.1	Maintain Electrical Metering data, including, but not limited to, the following: ▪ Customer, Lease, Electricity Billed (Yes/No), Electric Meter ID, Meter Utilization %, Rate Type			
E	9.5.2	Maintain Electric Charge Rates as Flat (\$) Amount for specific Tenants			
E	9.5.3	Maintain Electric Charge Rates based on General Service (GS) Tariff			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
E	9.6	<b>Telecom Charges</b>			
E	9.6.1	Maintain Telecom Equipment Charge Rates			
E	9.6.2	Maintain Telecom Installation Charge Rates			
E	9.6.2	Maintain Telecom Service Charge Rates			
E	10	<b>REPORTS</b>			
E	10.1	<b>Specific Reports</b>			
E	10.1.1	Generate and print Property related reports including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Previous 12 month Demand Report                          Lease Id, Customer Id, Tenant Number, Previous 1 to 12 Months, Demand for 1 to 12 Months in kW  <i>Note: Demand Charge is based upon the highest Electric Demand recorded in the prior 12 month interval</i></li> <li>▪ Rental Escalation Report                          Lease Id, Customer Id, Customer Name, Property Id, Property Address, Effective Date for Rate change next month, Current Rental Rate, New Rental Rate</li> <li>▪ Monthly summary of changes to Property – Rent, Utilities, and Telecom                          Month, Account Number, Tenant Names, Property Description, Beginning Date, End Date, Start Date, Escalation Date, Change Delete or update (\$), Previous Monthly total (\$)</li> <li>▪ Rental Master Data                          Customer No, Customer Name, Property Description, Storm Water Assessment Fee, Lease Beginning Date, Lease Ending Date, Type, General Ledger Code, Rental Revenue (\$), Annual Gross (\$)</li> </ul>			
E	10.2	<b>General Reporting Functionality</b>			
E	10.2.1	Run standard system reports based on industry best practices			
E	10.2.2	Report Designer to build report templates and create user defined reports			
E	10.2.3	Specify parameters for data fields such as database source, format and type			
E	10.2.4	Directly print and/or email reports			
E	10.2.5	Schedule report generation and sending			
E	10.2.6	Organize reports by group or category and alphabetically in a report repository			
E	10.2.7	Authorize users which can view or run required reports from the available report list			
E	10.2.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			
E	10.2.9	Query data and save by owner			
E	10.2.10	Generate data report, grid report, staistic report, and charts			
E	10.2.11	Drill down on report data			
E	10.2.12	Support Crystal Reports			
E	11	<b>WORKFLOW</b>			
E	11.1	Manage various tasks and requests			
E	11.2	Configure and maintain task process rules			
E	11.3	Monitor task activities			
E	11.4	Manage processed results for each task			
E	11.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
E	11.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			
E	12	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
E	12.1	Add, delete or modify areas to be audited			
E	12.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
E	12.3	Query events and operations by date range and produce an audit trail users can view or print			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
F	(A)	<p><b>"MARINE OPERATIONS" FUNCTIONAL STREAM</b></p> <p>The <u>Marine Operations</u> Functional Stream shall include, but not be limited to, the following functions:                      Berth Planning; Resource Planning; Conflict Resolution; Traffic Control; Maritime Community Collaboration &amp; Interfaces (US Coast Guard, US Customs, EDI/Cargo Manifest, Lloyds Shipping Registration, Marine Exchange, SF Bar Pilot's Association, Shipping Agency, VTS/AIS), Cargo Manifest; Activity Management; Workflow, Reporting</p>			
F	(B)	<p><b>Key Objectives for <u>Marine Operations</u> include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Use tools to configure System to best fit Port Operations needs based on the BEST PRACTISE process, including workflow, activities, user groups, user roles, navigation routes, cargo commodities, dangerous cargo handling, and report templates</li> <li>▪ Configure and manage the system to streamline Port Operations' information workflow</li> <li>▪ Control Marine Operations processes</li> <li>▪ Audit Marine Operations activities</li> <li>▪ Produce various operational, statistical, performance, and historical reports</li> <li>▪ Integrate/Interface with critical 3<sup>rd</sup> party applications and technologies</li> </ul>			
F	(C)	<p><b>Solution Integration of <u>Marine Operations</u> includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Customer Master information should be consistent with Billing Management + Core Accounting &amp; Financial functional streams</li> <li>▪ Vendor Master information should be consistent with Billing Management + Core Accounting &amp; Financial functional streams</li> </ul>			
F	1	<b>BERTH PLANNING</b>			
F	1.1	<b>Berth Application</b>			
F	1.1.1	Enable port users, shipping agencies, and service providers to submit berth applications, create berth plans, prepare long term schedules, and resolve conflicts.			
F	1.1.2	Manage Berth application and approval with conflict identification and resolution			
F	1.1.3	Restrict data to own data			
F	1.1.4	Confirm Booking			
F	1.1.5	View approval status			
F	1.1.6	manage Port and vessel security information in compliance with ISPS			
F	1.1.7	<p>Support Port's Berth application information including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Agent Name, Company, Contact, Vessel Name, ETA, ETD, Cargo Origin/Destination, Vessel Dead Weight (MT), Cargo Description, Cargo Quantity, Cargo Tonnage (MT), Vessel Direction (Inbound/Outbound), Vessel LOA, Charge Items, Estimated Dollar amount for each charge, Parties responsible for each Charge Item, Name of Applicant, Applicant Title, Signature and Date, Credit or Cash Amount (\$), Accounting Signature, Berth Number, Tentative Berth Assignment Number, Date Berthage required from/to, and Operation's Signature and Date.</li> </ul>			
F	1.1.8	Track the Berth Application progress and completion status			
F	1.2	<b>Vessel Schedules</b>			
F	1.2.1	<p>Update External Vessel Schedules - External Vessel Schedule provides the Public Information on the Vessels that are in port or due to arrive shortly.</p> <p>Information tracked includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Date/Time Schedule updated, ETA, ETD, Berth Number(s), Vessel Name, Vessel Flag, Agent Name, Operation Description, and Origin/Destination.</li> </ul>			
F	1.2.2	<p>Update Internal Vessel Schedules - Internal Vessel Schedule provides the Port of Stockton Staff Information on the Vessels that in port or due to arrive shortly.</p> <p>Information tracked includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Date/Time Schedule updated, ETA, ETD, Berth Number(s), Vessel Name, Agent Name, Operation Description, Cargo Metric Tons, Stevedore Name, Origin/Destination, Remarks, and Vessel Length.</li> </ul>			
F	1.3	<b>Berth Scheduling</b>			
F	1.3.1	Check Berth occupancy			
F	1.3.2	Check Berth availability			
F	1.3.3	Check precise position of Vessel on Berth			
F	1.3.4	Access information on Agent and Vessel Berth preference and Visit History			
F	1.3.5	Support pier marks			
F	2	<b>RESOURCE PLANNING</b>			
F	2.1	Configure services such as pilot, tug, linesmen, water, electricity, crane, forklifts, etc.			
F	2.2	Track resource confirmation			
F	2.3	Provide service provider web access			
F	2.4	Track Customer preferred service providers for visiting ships			
F	2.5	Configure service types and resource request process			
F	2.6	Automate notification on resource request and confirmation			
F	2.7	Pass allocated services and actual time logs to billing			
F	2.8	Manage utilization and maintain facilities, equipment, and mobile vehicles that operate within in the port boundary.			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
F	2.9	Manage port restrictions and their impact on berths, facilities and schedules			
F	3	<b>CONFLICT RESOLUTION</b>			
F	3.1	Check for oversize Vessel			
F	2.3	Check for Draft and Air Draft			
F	3.3	Check for multiple Bookings			
F	3.4	Check for Share of Channel			
F	3.5	Track alerts, acknowledgements and overrides			
F	3.6	Receive on-screen and email alerts			
F	4	<b>TRAFFIC CONTROL</b>			
F	4.1	Plan channel passage route			
F	4.2	Calculate Estimated Time and Actual Time of Arrival			
F	4.3	Provide Real-Time Vessel position			
F	4.4	Provide a single report of AIS / VTS / Pilot			
F	5	<b>MARITIME COMMUNITY COLLABORATION</b>			
F	5.1	Support EDI, XML, and CSV data exchange			
F	5.2	INTEGRATION with 3rd Party technologies to collaborate and/or interface with the following: <ul style="list-style-type: none"> <li>▪ AIS / VTS</li> <li>▪ US Coast Guard</li> <li>▪ US Customs</li> <li>▪ SF Pilot's Association</li> <li>▪ Bay Area Marine Exchange</li> <li>▪ Loyd's Registry</li> <li>▪ Agency/Shipping Lines</li> </ul>			
F	6	<b>CARGO MANIFEST</b>			
F	6.1	Support EDI formats including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ ASYCUDA, BERMAN, IFTDGN, IFCSUM, EDIFACT, IVS90, and SeaSafeNet</li> </ul>			
F	6.2	Support other formats: XML, Excel, CSV, and Plain Text File			
F	6.3	Support manual Cargo reporting			
F	6.4	Configure process rules			
F	6.5	Email notification to message sender			
F	6.6	Identify and flag dangerous cargo			
F	6.7	Identify errors and flag warnings			
F	6.8	Validate manifest			
F	6.9	Calculate estimated with actual (Import, Export and Transhipment)			
F	6.1	Map various commodities codes to standard product code.			
F	6.11	Automatically track cargo storage and demurrage			
F	7	<b>ACTIVITY MANAGEMENT</b>			
F	7.1	Report and track ship related activities, defects, incidents, and waste declarations in the port areas			
F	7.2	Authorize required ship activity and work permits			
F	7.3	Monitor ship defect, incident, waste disposal and related charges			
F	7.4	Log events during port and port community operations			
F	8	<b>REPORTS</b>			
F	8.1	<b>Specific Reports</b>			
F	8.1.1	Generate and print Cargo related reports including, but not limited to, the following: <ul style="list-style-type: none"> <li>▪ Cargo on board</li> <li>▪ Cargo at berth</li> <li>▪ Hazardous Cargo</li> <li>▪ Wharfage statistics</li> </ul>			
F	8.2	<b>General Reporting Functionality</b>			
F	8.2.1	Run standard system reports based on industry best practices			
F	8.2.2	Report Designer to build report templates and create user defined reports			
F	8.2.3	Specify parameters for data fields such as database source, format and type			
F	8.2.4	Directly print and/or email reports			
F	8.2.5	Schedule report generation and sending			
F	8.2.6	Organize reports by group or category and alphabetically in a report repository			
F	8.2.7	Authorize users which can view or run required reports from the available report list			
F	8.2.8	Export reports to PDF, Excel, HTML, and other 3rd party applications			
F	8.2.9	Query data and save by owner			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FUNCTIONAL REQUIREMENTS MATRIX (FRM)					
FS	Item	Requirement	Response	Firm	Exceptions/Comments
F	8.2.10	Generate data report, grid report, staistic report, and charts			
F	8.2.11	Drill down on report data			
F	8.2.12	Support Crystal Reports			
F	9	<b>WORKFLOW</b>			
F	9.1	Manage various tasks and requests			
F	9.2	Configure and maintain task process rules			
F	9.3	Monitor task activities			
F	9.4	Manage processed results for each task			
F	9.5	Connect many events in the system to conduct various tasks such as generating pre-defined reports, sending out an email, tracking events associated with Vessels, Operations and Property, etc.			
F	9.6	Configure notifications for the events of approval, rejection, confirmation, acknowledgement, or warnings			
F	10	<b>AUDIT &amp; ELECTRONIC APPROVALS</b>			
F	10.1	Add, delete or modify areas to be audited			
F	10.2	Configure events to be audited - Events include creation, updating, field changing, deleting and printing			
F	10.3	Query events and operations by date range and produce an audit trail users can view or print			
F	11	<b>WEB SERVICES/MANAGEMENT</b>			
F	11.1	Authorize users, such as shipping agents, service providers, stevedores, terminal operators, and other entities to access and use the system online.			
F	11.2	Restrict access to data			
F	11.3	Support berth application and reservation update with port occupancy view			
F	11.4	Enable service request, and resource confirmation/allocation			
F	11.5	Report cargo manifest, ship activity, ship defect, and incident			
F	11.6	Report view, print, and export			
F	11.7	Support public view information of ship in port			

SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FEE PROPOSAL (FRM)		
I. PROPOSAL ITEMS		
Item	Proposal Item Description	Not To Exceed (NTE) Amount
<b>A CORE ACCOUNTING &amp; FINANCIAL Functional Stream</b>		
A1	Software & Licensing	
A2	Interfaces	
A3	Setup, Configuration, Data Mapping/Conversion/Migration	
A4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
A5	1st Year Annual Maintenance & Support	
A6	Contingency	
AT	<b>Sub-Total (A1 + A2 + A3 + A4 + A5 + A6)</b>	
<b>B PAYROLL Functional Stream</b>		
B1	Software & Licensing	
B2	Interfaces	
B3	Setup, Configuration, Data Mapping/Conversion/Migration	
B4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
B5	1st Year Annual Maintenance & Support	
B6	Contingency	
BT	<b>Sub-Total (B1 + B2 + B3 + B4 + B5 + B6)</b>	
<b>C PAYROLL Functional Stream</b>		
C1	Software & Licensing	
C2	Interfaces	
C3	Setup, Configuration, Data Mapping/Conversion/Migration	
C4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
C5	1st Year Annual Maintenance & Support	
C6	Contingency	
CT	<b>Sub-Total (C1 + C2 + C3 + C4 + C5 + C6)</b>	
<b>D BILLING MANAGEMENT Functional Stream</b>		
D1	Software & Licensing	
D2	Interfaces	
D3	Setup, Configuration, Data Mapping/Conversion/Migration	
D4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
D5	1st Year Annual Maintenance & Support	
D6	Contingency	
DT	<b>Sub-Total (D1 + D2 + D3 + D4 + D5 + D6)</b>	
<b>E PROPERTY MANAGEMENT Functional Stream</b>		
E1	Software & Licensing	
E2	Interfaces	
E3	Setup, Configuration, Data Mapping/Conversion/Migration	
E4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
E5	1st Year Annual Maintenance & Support	
E6	Contingency	
ET	<b>Sub-Total (E1 + E2 + E3 + E4 + E5 + E6)</b>	
<b>F MARINE OPERATIONS Functional Stream</b>		
F1	Software & Licensing	
F2	Interfaces	
F3	Setup, Configuration, Data Mapping/Conversion/Migration	
F4	Project Services - Requirements Analysis, Deployment, Training, Testing, Project Management	
F5	1st Year Annual Maintenance & Support	
F6	Contingency	
FT	<b>Sub-Total (F1 + F2 + F3 + F4 + F5 + F6)</b>	
<b>G OTHER COMPONENTS: HARDWARE, N-TIER OPERATING SYSTEM, ETC. (to support Functional Streams)</b>		
G1	Software & Licensing	
G3	Setup, Configuration, Data Mapping/Conversion/Migration	
G5	1st Year Annual Maintenance & Support	
GT	<b>Sub-Total (G1 + G3 + G5)</b>	
<b>CONTRACT - GRAND TOTAL (AT + BT + CT + DT + ET + FT + GT)</b>		

<b>SECURE SYSTEMS SOFTWARE ("S3") PROJECT - FEE PROPOSAL (FRM)</b>		
<b>II. "OPTIONAL" PROPOSAL ITEMS</b>		
<b>Item</b>	<b>Proposal Item Description</b>	<b>Not To Exceed (NTE) Amount</b>
<b>A</b>	<b>CORE ACCOUNTING &amp; FINANCIAL Functional Stream</b>	
A7	2nd Year Annual Maintenance & Support	
<b>B</b>	<b>PAYROLL Functional Stream</b>	
B7	2nd Year Annual Maintenance & Support	
<b>C</b>	<b>PAYROLL Functional Stream</b>	
C7	2nd Year Annual Maintenance & Support	
<b>D</b>	<b>BILLING MANAGEMENT Functional Stream</b>	
D7	2nd Year Annual Maintenance & Support	
<b>E</b>	<b>PROPERTY MANAGEMENT Functional Stream</b>	
E7	2nd Year Annual Maintenance & Support	
<b>F</b>	<b>MARINE OPERATIONS Functional Stream</b>	
F7	2nd Year Annual Maintenance & Support	
<b>G</b>	<b>OTHER COMPONENTS: HARDWARE, N-TIER OPERATING SYSTEM, ETC. (to support Functional Streams)</b>	
G7	2nd Year Annual Maintenance & Support	
<b>"OPTIONS" - GRAND TOTAL (A7+ B7 + C7 + D7 + E7 + F7 + G7)</b>		

This amount shall constitute full compensation for furnishing all software, licensing, professional services, materials, maintenance and support, tools, equipment, bonds, and insurance for performance of all work contemplated and embraced in this Contract, and for all risks of every description connected with the work, and for well and faithful completing the work and the whole thereof in the manner and according to the contract Documents and the requirements of designated port project representative(s).