



Alabama State Port Authority

Terminal Operating System

Project# 10505

Request for Proposal

*Information
Technology*

March 2018

Mobile, Al.

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

Table of Contents

Introduction	2
Statement of Purpose	2
Company Background and Overview.....	2
Oracle Enterprise Business Suite System Overview.....	2
Current Terminal Operating System	2
Custom Applications & Reports Overview.....	2
Project Requirements	2
Project Overview.....	2
Project Schedule	2
Instructions to Proposers.....	3
Evaluation Criteria.....	4
Proposal Submittal Requirements	4
Introduction and Corporate Overview.....	5
Consultant Experience	5
Training Plans, Technical Documentation, and Procedures	5
Functional and Technical System Requirements	5
Scope of Work Summary	5
Pricing.....	5
Project Assumptions	6
References	6
Attachment A – Functional & Technical System Requirements	7
Attachment B – State of Alabama Disclosure Statement	11
Attachment C – Insurance Requirements for Contract Work	13

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

Introduction

Statement of Purpose

The Alabama State Port Authority (ASPA) issues this Request for Proposal (RFP) to solicit proposals for the purchase and implementation of a Terminal Operating System (TOS). The TOS solution will replace legacy custom systems handling breakbulk/bulk cargo and a vessel tracking system. The TOS selected will integrate with our Oracle Enterprise Business Suite (Oracle EBS) for financial transactions and our existing business intelligence reporting tools.

Company Background and Overview

The Alabama State Port Authority, headquartered in Mobile, Alabama, owns and operates the State of Alabama's deep-water port facilities in Mobile, and ten inland ports on the rivers of Alabama. ASPA directly employs approximately 500 workers and supports approximately 124,000 more logistics and maritime jobs in creating a \$19.4 billion impact of Alabama's economy. The Port of Mobile is the nation's 10th largest in terms of tonnage with 58 million tons moving through the port in 2016. ASPA's container, general cargo, bulk, steel, and heavy lift facilities have immediate access to two interstate systems, five Class I railroads, and nearly 15,000 miles of inland waterway connections.

Oracle Enterprise Business Suite System Overview

In 1999, ASPA implemented Oracle EBS as the company's Enterprise Resource and Planning system. ASPA is currently using Oracle EBS release 12.1. Four programmer analysts and a database administrator provide functional and technical support to the business systems at ASPA.

Current Terminal Operating System

ASPA uses a custom written application to manage all terminal operating activities and vessel tracking. The system tracks all breakbulk and bulk import/export inventory movements, inventory balances, equipment up/down time, and all tariff and billing activities with integration to other ASPA systems. Handheld devices and scanners are not used at this time. The vessel activity system includes vessel tracking, communication to internal and external stakeholders and processing berth applications. Financial data and invoice data integrate with the Oracle EBS system.

Custom Applications & Reports Overview

ASPA custom applications generally exist in Oracle PL/SQL utilizing Oracle Forms and Reports. SplashBI is a self-service reporting and business intelligence solution used for additional reporting and dashboards.

Project Requirements

Project Overview

The purpose of this project is to purchase and install a Terminal Operating System that manages a variety of cargo types typically found in a mixed-use port, including but not limited to bulk, breakbulk, and containerized cargoes.

Project Schedule

ASPA expects the RFP process, including award and delivery, to follow the schedule below. The dates identified are tentative and subject to change. We do not plan to have on site vendor presentations at this time; if this changes, we will update the schedule accordingly.

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

<u>Steps</u>	<u>Description</u>	<u>Date</u>
1)	RFP Issued	03/08/2018
2)	Deadline to indicate intent to propose	03/16/2018
3)	Deadline to submit questions	03/20/2018
4)	ASPA response to questions	03/23/2018
5)	Submission deadline	03/30/2018
6)	Contract negotiation and award	04/13/2018

Instructions to Proposers

Proposals must be marked as "TOS #10505 RFP Response Enclosed". Proposals must be received by 10:00 am, on the submission deadline shown above. Proposals may be submitted in a sealed envelope (with four copies) via mail, courier, or hand delivered to the Alabama State Port Authority, 250 North Water Street, Suite 240, Mobile, Alabama, 36602, and addressed to Michelle Barlow, Information Technology Manager. Proposals may also be submitted electronically by email addressed to mbarlow@asdd.com where a read-receipt notification is enabled. All sealed envelopes and emailed proposals will be opened following the submission deadline. Proposals should be no longer than 40 pages, before attachments.

No delivery shall become due or be accepted unless a purchase order shall first have been issued by ASPA.

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of ASPA. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with ASPA. Proposer further agrees that its working papers will be held with the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of ASPA.

Proposer must agree to keep confidential any and all information concerning the plans, operations or activities of ASPA which may be divulged by ASPA or ascertained by Proposer in the course of performing services under any contract with ASPA. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify ASPA, in writing, disclosure and allow ASPA the opportunity to inspect the information subject to disclosure. In the event such disclosure is objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

Additionally, the successful proposer must satisfy the requirements of the Beason-Hammon Act, which requires that the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for damages resulting therefrom.

Also, as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or a state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the EVerify program.

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

No work shall commence nor shall any invoices be paid until the vendor provides the requested proof of insurance as outlined in the 'Attachment C: Insurance Requirement for Contract Work' document attached and until such proof is accepted by ASPA. If you have questions concerning the insurance requirements, please contact Kevin Malpas, ASPA Risk Manager, at 251-441-7118, or kmalpas@asdd.com.

Proposal must be clearly identified as 'Terminal Operating System #10505 RFP'. Responsibility for timely submittal and routing of proposal lies solely with the Proposer. Proposals received after the closing time specified will not be considered.

ASPA reserves the right to reject any or all proposals, to further negotiate with successful proposer and to waive informalities and minor irregularities in proposal received, and to accept any portion of the proposal if deemed in the best interest of ASPA.

Evaluation Criteria

Evaluation includes:

Feature	Description	Weight
Cost	Is a government discount included? Is the price reasonable and scalable? Is pricing broken out by module or functional area? Is the product purchased or subscription based? Is annual support costing reasonable?	30%
Software Product Evaluation	Are all functional requirements of the TOS & Vessel Management Solution met? Are connectors available to Oracle EBS, Excel or other databases? Is the proposed TOS System scalable? Is the solution proposed a reasonable fit or overkill?	40%
Vendor	Does the vendor have a successful history in implementation of TOS for breakbulk and bulk cargo? Does the professional staff who will be working on this project have the necessary skills and experience? Is adequate ongoing support and are training materials available?	30%

Weight percentages are subject to change based upon ASPA evaluations. ASPA intends to award the agreement to the Proposer whose Proposal best satisfies the scope of services and product described and is otherwise in the best interest of ASPA. The determination of award shall be made by ASPA, in its sole discretion, which decision shall be final. ASPA may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. An onsite presentation or online presentation may also be required. ASPA may condition an award on the successful Proposer's agreement to such terms and conditions as required by ASPA including, but not limited to, ASPA's indemnification.

Proposal Submittal Requirements

Please include the following specified deliverables in your proposal, according to the following:

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

Introduction and Corporate Overview

- Company Name
- Years in business
- Type of organization, i.e. corporation, partnership, etc.
- Ownership (names, nature of participation)
- Number of employees on staff by region
- Number of customers by region
- Statement that the Proposer is fully qualified to provide the requested services
- Statement regarding bond or surety cancellation or forfeiture
- Statement regarding bankruptcy petitions/judgments
- Describe any pending, contemplated, or on-going administrative or judicial proceedings material to proper's business
- Provide a State of Alabama Disclosure Statement as shown in Attachment B.
- Provide audited financial statements for previous two (2) fiscal years

Consultant Experience

- Experience with TOS process design and implementation
- Experience with Oracle EBS integration and proposed TOS
- Experience working specifically with USA Port facilities for breakbulk and bulk cargo

Training Plans, Technical Documentation, and Procedures

- Approach to system administration training
- Approach to end-user training with training dates and agenda
- Approach to provide end-to-end procedures for all transactions and processes
- Approach to provide detailed ASPA specific system configuration documentation
- Specific ASPA installation and technical documentation

Functional and Technical System Requirements

- Provide detailed response to Attachment A – Functional and Technical System Requirements (this format must be used in order to ensure that proposals can be efficiently evaluated)

Scope of Work Summary

The proposal must include a work plan that identifies necessary resources and tasks. The work plan should include the following:

- Project scope
- Project schedule
- List of key activities
- Deliverables and dates (based from project kickoff)
- Implementation and testing dates and agenda
- Go-live date
- Ongoing support (problem reporting and resolution, upgrades, patches, etc.)

Pricing

- Cost of software purchase and installation
- Cost and options available for annual support agreement

Alabama State Port Authority
Terminal Operating System, Project# 10505 - Request for Proposal

- Provide costing options for SaaS, cloud, and on-premises solution
- Is a program available to extend discounts to our business partners for the purchase of their own TOS

Project Assumptions

- Vendors can make the following assumptions when responding to the proposal:
- ASPA will provide a project manager
- ASPA will provide a database administrator
- ASPA will provide a programmer/business analyst for each TOS functional area
- ASPA will provide a development and production environment

References

- Three (3) client references with current verified contact information.
- References are to include company name, contact, phone, and email address.
- Client references must have completed a successful breakbulk and implementation
- Client references must have completed a successful bulk implementation

Alabama State Port Authority
Terminal Operating System - Request for Proposal

Attachment A – Functional & Technical System Requirements

The following table provides a summary of requirements of a Terminal Operating System with the ability to allow vessel call management.

	Requirement	Meets Requirements	Does not meet Requirements	Description of How Requirement is Met, including Constraints and Exceptions
1.	Reporting Requirements:			
	Provides standard reports out of the box for all core system functions and activities.			
	Ability to develop custom reports.			
	Ability for users to perform ad-hoc queries.			
	Ability to report on all data fields within the system.			
	Full database schema and database access provided to allow reporting from third party applications.			
	Automate the dissemination of reports via email.			
	Historical reporting, For Example: vessel calls within a past date range, vessel calls year to year comparison			
	Provide the ability to download reports to other formats, For Example: Excel, PDF, etc.			
	Provide the ability to access data points using a third-party dashboard reporting in multiple media platforms such as iPhone and iPad.			
	Provide the ability to export data to allow integration to a business intelligence tool and dashboards			
2.	Inventory and Yard Management			
	Provide the ability to create a customizable yard layout for multiple terminals/yards and traffic patterns/routes.			
	Provide a graphical view of the yard			
	Provide the ability to track and manage inventory for breakbulk and bulk cargoes			
	Provide the ability to track/locate cargo as it moves throughout the terminal/yard.			
	Provide the ability to track and report damaged/inoperable cargo associated with a vessel voyage and booking number (exports) or BOL (imports). For Example: <ul style="list-style-type: none"> • Damage description. • Repaired or not repaired. 			

Alabama State Port Authority
Terminal Operating System - Request for Proposal

	<ul style="list-style-type: none"> • Cargo was sent out for repair (track cargo until it returns to the terminal). • Cargo returned to the supplier. • Upload/attach supporting photos of the damage. 			
3.	Imports			
	Provide the ability to record/confirm discharged cargo. For Example: commodity, quantity, marks.			
	Provide the ability to record damages on discharged cargo.			
	Provide the ability to record whether cleaning was required.			
	Provide the ability to notify terminal gate security personnel of pending truck arrivals after truck received at gate.			
	Provide the ability to notify longshore personnel of pending truck and railcar arrivals and cargo to be loaded after truck received at gate.			
	Provide the ability to notify Rail Car Coordinators of pending railcar arrivals.			
	Provide the ability to submit railcar dispatch and retrieval requests to Rail Car Coordinators.			
	Provide the ability to add cargo items to a bill of lading. For Example: a component of a unit has to be removed and added as a separate item before the Record of Delivery document is created for the truck driver.			
	Provide the ability to generate and print signed and timestamped Record of Delivery documents.			
	Provide the ability to capture railcar cargo inspection information. For Example: whether railcar cargo was inspected, when it was inspected, inspector's name, and how much time it took to complete the inspection.			
	Provide the ability to change the tariff item/billing rate for a specific delivery. For Example: engine on a drivable cargo unit will not start and the unit must be lifted onto the truck and, as a result, billed using a different tariff item/rate.			
4.	Export			
	System able to provide notifications of truck or railcar arrival to other parties in the process such as security, longshore, railcar coordinators			
	Provide the ability to record/confirm received cargo against the broker or freight forwarder dock receipt.			
	Provide the ability to record cargo damages.			
	Provide the ability to generate and print signed and timestamped Export Receipt documents.			
	Provide the ability to track cargo that was unable to be loaded onto the vessel. For Example: inoperable cargo needing repair.			
	Provide the ability to confirm vessel loading is complete.			
5.	Technical Requirements			

Alabama State Port Authority
Terminal Operating System - Request for Proposal

Provide the ability to upload/attach files For Example: pictures, documents and associate with a booking number, bill of lading, or cargo item.			
Provide the ability to log all activities performed in the system. I.e., who performed the activity and when. If data was changed by the activity, report the previous and current value.			
Date and time stamp all documents and reports produced from the system.			
Is a solution available for Software as a Service (SaaS), cloud based, or on-premises			
All solution components, including as applicable the code base, application, servers, web servers, databases, data at rest and in motion, and network infrastructure including firewalls, are developed, configured and maintained using industry standard cybersecurity best practices.			
Technical Support is available 24/7.			
System provides a Mobile capability accessible through Windows, iOS and Android mobile device app's or mobile browsers.			
System provides the ability to work offline and synchronize information when reconnected.			
All software components/modules can be used independently of other components/modules without compromising overall system functionality.			
Solution utilizes a role-based security authentication model.			
System transactions are available using hand held devices			
System provides monitoring and alert notifications for system security-related events including malicious network attacks, virus attacks, low disk, high CPU usage, unauthorized port access, unauthorized access to privileged accounts, etc.			
Provide approach and methodology to change management			
6. Data Management Requirements:			
Provides an integration facility for bi-directional automated data transfers between the proposed system and other Port databases that maintains business rules and application logic.			
Provides published API's to allow the Port to develop application integrations that maintain business rules and application logic.			
Automate the population of third-party data into or out of the system (including EDI types such as 301, 309, 350, 355, XLS, etc.). For Example: <ul style="list-style-type: none"> • Vessel schedule from the shipping line • Shipping line manifest • Shipping line export lineup (original and updates) • Broker and freight forwarder dock receipts • USCBP export cargo releases • Vessel and Voyage Information, Cargo class, etc. • Cargo discharge confirmations to shipping line • Delivery confirmations to shipping line 			

Alabama State Port Authority
Terminal Operating System - Request for Proposal

	Provide the ability to electronically receive authorizations or approvals from brokers, freight forwarders, truckers, etc.			
7.	Billing Requirements:			
	System automatically assesses storage charges for export and import cargo per applicable tariff item parameters and rates, as well as, customer specific parameters.			
	Provide the ability to add a customer and associated Port customer number for a BOL who is not the notify party or consignee.			
	Provide the ability to submit import/export cargo billing to system when cargo loading/discharge has been confirmed			
	Provide the ability to associate a Port customer number is with the booking including labor time/tracking			
	Provide the ability to bill customers for additional charges For Example: materials, special handling, and leased equipment.			
	Ability to handle Special billings.			
	Must have the ability to accumulate all costs associated with a billable transaction			
	Provide the ability to interface with the Port's existing financial system to transfer costs for final invoicing and billing.			
8.	Vessel Tracking/Scheduling			
	System tracks vessel time related data separately, For Example: ETA, ETD, actual arrival, actual departure, time anchored, time at berth etc., etc.			
	Provide the ability to establish additional data related to vessel voyages. For Example: berth, terminal name, number of projected shifts, stevedore, maintenance and security requirements, etc.			
	Provide the ability to flag certain voyages, For Example: military to not be included on reports or viewable in the system except by designated personnel			
	Provide configurable alert notifications, For Example: two hour delay in vessel arrival or departure, customs release has occurred, etc.			
	Provide the ability to designate some berths as 'lay berth'			
	Remote or mobile access to information for night and weekend on-call waterway coordination.			
	Provide the ability to define and invoice resources that vessels require: water, garbage collection, etc.			
	Provide ability for outside partners to view and email an update-to-date vessel schedule			
	Provide a graphical view of harbor/wharfs/berths			

Alabama State Port Authority
Terminal Operating System - Request for Proposal

Attachment B – State of Alabama Disclosure Statement



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

This form is provided with:

Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

Alabama State Port Authority
Terminal Operating System - Request for Proposal

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature Date

Notary's Signature Date Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

Attachment C – Insurance Requirements for Contract Work

ALABAMA STATE PORT AUTHORITY INSURANCE REQUIREMENTS FOR CONTRACT WORK

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies)(Required for this project)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

General Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$2,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Automobile Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation (Required for this project)

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law. Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

Professional Liability (Required)

The Contractor shall take out and maintain during the life of the contract Professional Liability insurance including design with limits not less than \$1,000,000 per occurrence.