



PORT OF OAKLAND

Purchasing Department
530 Water Street
Oakland, CA 94607

April 19, 2024

ADDENDUM No. 1

RFP No.: 23-24/19, Contract Compliance Monitoring Software as a Service

This Addendum modifies the original RFP Documents for the above-mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following questions were submitted by the deadline and are answered in this addendum.

1. **Question:** What is the approximate annual construction volume (in terms of dollar amount) for all projects that will be in the system for prevailing wage compliance?

Answer: Please see the scope of work in the RFP. The Port of Oakland's Capital Improvement Program, the airport's tenant improvement projects, and the seaport's tenant improvement projects will need to be included in the prevailing wage compliance system.

2. **Question:** Is there a requirement for the SaaS provider to be SOC2 Certified?

Answer: Please refer to Section II. Scope of Services, A. General Services, Item j): "System shall be hosted in a utilize modern and highly secure environment, and transaction must also be secure. Servers will be regularly patched and upgraded. System and data shall be backed up on a regular schedule." While SOC2 Certification is not explicitly required in the RFP, a proposer may highlight this or similar compliance in their Plan and Approach as part of addressing this requirement.

3. **Question:** Is there an expectation that the winning system will be migrating all active Port contracts? If yes, how many contracts does the Port anticipate need to be migrated into the winning system? Will the migration be summary information (e.g. rollup data) or details (e.g. every payment)? What is the average number of subcontractors tracked on a Port contract?

Answer: Please see the scope of work in the RFP. The Port uses Oracle, Elation Systems, and a proprietary system created by 2Plus2 software to handle the functions of monitoring workforce, hiring, wages, contract payment, and business utilization. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. This data may or may not be easily exportable from existing systems The Port of Oakland will require that the new SaaS will migrate existing data. The data currently

includes contracts, businesses and their employees subject to our Labor Pool Policy (21 businesses), businesses and their employees subject to our Living Wage Policy (36 businesses), Port certified businesses and their application materials (424 businesses), and certified payroll reports for construction projects (176 contracts).

4. **Question:** Is there an expectation that the winning system/provider will migrate all inactive and active certifications currently managed through the Port? If so, how many total vendor certifications do you anticipate needing migrated? Are we migrating over supporting documentation for all actively certified vendors? What document types are we migrating over? Where is the certification data currently housed, in what format, etc.?

Answer: Please see the scope of work in the RFP. The Port uses Oracle, Elation Systems, and a proprietary system created by 2Plus2 software to handle the functions of monitoring workforce, hiring, wages, contract payment, and business utilization. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. This data may or may not be easily exportable from existing systems The Port of Oakland will require that the new SaaS migrate all active and inactive local business certifications. There are currently 424 businesses. Document types include Word and Adobe pdf. The current certification system seems to operate from an Access database.

5. **Question:** How many active contracts does the port monitor annually?

Answer: Please see the scope of work in the RFP. Please also see Questions 1 and 3.

6. **Question:** How many applications for certifications do you anticipate processing through the new system annually?

Answer: Please see the scope of work in the RFP. The Port of Oakland operates a biannual business certification. Roughly half of the 424 certified businesses request recertification each year. There are roughly 40 new businesses seeking certification each year.

7. **Question:** How many badged and unbadged employees do you anticipate needing to be monitored for Labor Pool tracking annually?

Answer: Please see the scope of work in the RFP. There are approximately 7000 badged and unbadged employees subject to Labor Pool.

8. **Question:** What is the annual estimated construction budget of Port of Oakland? (eComply possible question)

Answer: Please see the scope of work in the RFP. The Port of Oakland's Capital Improvement Program can be found at the following website:

<https://www.portofoakland.com/port/board-of-commissioners/board-meetings/>

9. **Question:** Does Port of Oakland utilize both CA state prevailing wage and Federal prevailing wage determinations?

Answer: Please see the scope of work in the RFP. Yes. The Port of Oakland uses CA prevailing wages on non-federally funded contracts. On federally funded contracts, the Port uses both CA and federal wage determinations, whichever is highest.

10. **Question:** If the Port utilizes Federal prevailing wages, please identify which construction types: heavy, highway, building and/or residential.

Answer: Please see the scope of work in the RFP. All of the above, depending on the project.

11. **Question:** Would the Port of Oakland like to track Commercially Useful Functions Reviews through the winning system? If so, how many reviews (CUF, other) do you anticipate needing annually?

Answer: Please see the scope of work indicated in the RFP.

12. **Question:** Data Migration - Can the Port provide a data dictionary explaining the data that needs to be migrated and a sample of what it looks like?

Answer: Please see the scope of work in the RFP. The Port uses Oracle, Elation Systems, and a proprietary system created by 2Plus2 software to handle the functions of monitoring workforce, hiring, wages, contract payment, and business utilization. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. This data may or may not be easily exportable from existing systems The Port cannot provide a data dictionary of the systems it currently uses (e.g., Elation Systems, 2Plus2). The legacy systems' data dictionaries may be provided by current software providers to the selected SaaS team.

13. **Question:** Data Migration - How many years of contact data is required to be migrated?

Answer: Please see the scope of work in the RFP. The Port uses Oracle, Elation Systems, and a proprietary system created by 2Plus2 software to handle the functions of monitoring workforce, hiring, wages, contract payment, and business utilization. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. This data may or may not be easily exportable from existing systems

14. **Question:** What type of Single Sign-on (SSO) protocol does the port utilize for authentication of its employees?

Answer: Please see the scope of work in the RFP. Assume Azure Active Directory for Single Sign-On.

15. **Question:** Please confirm the total number of internal users for the proposed and provide a breakdown by group/department/unit of total number of users and roles. Please identify any applicable IT staff that will require access to the proposed solution.

Answer: Please see the scope of work in the RFP. Please see table below for answer:

Role	Number
Contract Compliance	5

Engineering	11
Consultants	6
Information Technology	3

16. **Question:** How much storage does the Port require in the proposed solution?

Answer: Please see the scope of work in the RFP. The Port uses Oracle, Elation Systems, and a proprietary system created by 2Plus2 software to handle the functions of monitoring workforce, hiring, wages, contract payment, and business utilization. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. This data may or may not be easily exportable from existing systems. It is unknown how much storage will be required. The selected SaaS provider will analyze the data and determine

17. **Question:** Contracting vehicles – Is the Port able to procure via NASPO or any other contracting vehicle?

Answer: Please see the scope of work in the RFP. Yes, the Port can utilize Cooperative Agreements as an option if they have been competitively solicited.

18. **Question:** General – Is this project currently funded? If so, please identify the budgeted project amount.

Answer: This contract is currently funded for one year at \$60,000.

19. **Question:** Will the Port have an IT resource available to export legacy data, documents, and/or metadata (if applicable)? Is the Port able to provide legacy data in an exportable format?

Answer: Please see the scope of work in the RFP. All data input by the Port, its contractors, consultants, and business partners belongs to the Port of Oakland, and consultant shall export data to non-proprietary formats upon request. Consultant shall fully cooperate with migration of data in its system to any future system within the contract term. The winning consultant shall import the data from the dates of January 1, 2000 to date of system activation. The new system will initially integrate with the following existing systems: Oracle, Elation Systems, a proprietary system created by 2Plus2, and bidnet. While these are the Port of Oakland’s current contract workforce, hiring, wage, contract payment, and business utilization data systems, there may be other systems that the Port of Oakland adopts that the selected SaaS will need to integrate with. This data may or may not be easily exportable from existing systems. Port IT resources will not be responsible for the export of legacy data, metadata, and documents. Selected SaaS team will determine required legacy export data and format based on proposed system requirements.

20. **Question:** Does the Port expect the awarded vendor to build out/develop the connectors and integrations with all the other listed software? Or, does the Port expect the awarded vendor to provide the Port with an Open API to the proposed solution and the Port’s resources will handle the connections/integrations?

Answer: Please see the scope of work in the RFP. The selected SaaS team is expected to work with Port staff to ensure the proper connectors and integrations with all existing

software. Port staff will provide integration or periodic interface from Port internal Business applications such as Oracle EBS (eBusiness Suites). Access to related periodic integration data from Oracle will be provided through periodic data interface data to the selected SaaS system based on interface data requirements for related data extracts. The Port Oracle team will provide requisite periodic interface data.

21. **Question:** Has the Port identified any legacy data conversion to the proposed solution? If so, please provide the following for source environments:

a) Name all software packages and versions.

Answer: Please see the scope of work in the RFP. Yes. The Port will need data from, among other potential systems, Elation Systems, 2Plus2, Excel, bidnet, and Oracle.

b) Describe any deployment customizations.

Answer: Please see the scope of work in the RFP. Software is expected to be configured to meet the needs of the Port. If custom programming is required, your proposal must include details of what is needed. The Elation Systems Living Wage and Labor Pool modules are customized. The 2Plus2 certification database and reports are customized. Excel documents are customized.

c) Data Hierarchy (How is the data stored in the source system? For example, documents are stored on the file systems, meta-data, security are stored in SQL).

Answer: Please see the scope of work in the RFP.

The Elation Systems software has its own storage data hierarchy (<https://www.elationsys.com/elationsys/Default.aspx>). The 2Plus2 system seems to be an Access database (<https://srd.portofoakland.com>). The bidnet system has its own data hierarchy (<https://www.bidnetdirect.com/>).

d) Total number and size of documents in repository.

Answer: Please see the scope of work in the RFP. Please see the following questions: 1, 3, 4, 6, 7, 16

e) Number and size of documents to be migrated.

Answer: Please see the scope of work in the RFP. Please see the following questions: 1, 3, 4, 6, 7, 16

f) Types of documents to be migrated (Include both file types and type of content).

Answer: Please see the scope of work in the RFP. All records

g) Number of non-document objects (folders, workspaces, database records, etc.) in repository.

Answer: Please see the scope of work in the RFP. The number is unknown.

- h) Number of non-document objects to migrate.

Answer: Please see the scope of work in the RFP. The number is unknown.

- i) Metadata profiles used for those documents to be migrated (Please include samples).

Answer: Please see the scope of work in the RFP.

22. Question: Has the Port identified any legacy migration to the proposed solution? If so, please identify:

- a) Source document selection (How will the source documents to be migrated be selected?)

Answer: Please see the scope of work in the RFP. The source data and documents will be provided by the legacy systems in an electronic format (csv, xml) available for the selected SaaS provider.

- b) Location mapping (How will the source system content be mapped to the proposed solution location? For example, how will the proposed solution site and folder location where content should be migrated be determined? Are folder hierarchy's to be maintained or created – Maybe based on attribute values?)

Answer: Please see the scope of work in the RFP.

- c) Metadata mapping (How will source metadata be mapped to the proposed solution metadata? What are the source profiles used and how will the target location be selected?)

Answer: Please see the scope of work in the RFP. This will be determined by the selected SaaS provider in collaboration with the appropriate Port of Oakland staff in conjunction with the selected system's mapping requirements

- d) Version Handling (How will the source versions be mapped to target versions?)

Answer: Please see the scope of work in the RFP. Please see answer above.

- e) Peripheral document Handling (What other types of information about documents – or part of document items in the source system – need to be migrated? For example, attachments, access history, related links, etc. How should those files be migrated to the proposed solution?)

Answer: Please see the scope of work in the RFP. Each proposer must address the scope based on their capabilities

- f) What are the non-document types that need to be migrated? How will they be migrated to the proposed solution?

Answer: Please see the scope of work in the RFP. Please see the following questions: 1, 3, 4, 6, 7, 16, and above

- g) Security Handling (Will security be part of the migration? If so, how will the source security (users and groups) be mapped to the proposed solution security?)

Answer: Please read the requirements within the RFP

- h) Data Conversion (Will documents or metadata be converted, changed, or added as part of the migration?)

Answer: Please see the scope of work in the RFP. Each proposer must address the scope based on their capabilities

- i) What is the target date for completed migration?

Answer: Please see the scope of work in the RFP. Each proposer must address the scope based on their capabilities. The customer service and HelpDesk hours must include Monday through Friday, 7:30 a.m. through 6:00 p.m. Pacific time. Proposal must specify Consultant's customer service hours. The proposal must also include a specific timeline for integration of the Software as a Service. Please note that the Port of Oakland does not currently have a software solution for monitoring contracts; contracts are monitored using Excel spreadsheets, populated with information from Oracle ERP. Moreover, payments to its vendors are made using SAP Concur.

- j) Services (Does the Port want to be trained on migration software and conduct the migration with internal resources or does the Port prefer that vendor services conduct the migration?)

Answer: Please see the scope of work in the RFP. Each proposer must address the scope based on their capabilities

23. **Question:** Integrations – Please confirm all products which require integration. Please identify for each:

- a) the requested use case for the integration;

Answer: Please see the scope of work in the RFP.

- b) what information needs to be transferred;

Answer: Please see the scope of work in the RFP.

- c) whether this is a one way or bi-directional integration;

Answer: Please see the scope of work in the RFP.

- d) If one-way, from which direction;

Answer: Please see the scope of work in the RFP.

e) the sync schedule/frequency rate;

Answer: Please see the scope of work in the RFP.

f) if the objects to sync are documents, is sync doc metadata required and how to treat versions of documents;

Answer: Please see the scope of work in the RFP.

g) Should sync rules be built manually (admin rules), or should the rules be created automatically with the proposed product?;

Answer: Please see the scope of work in the RFP.

h) If the objects are users or financial information, how many fields per object need to sync (i.e. how many columns per row)?

Answer: Please see the scope of work in the RFP.

i) any applicable program version

Answer: Please see the scope of work in the RFP.

24. **Question:** For the Port's certification process, are there onsite inspections that your team does? Some of our other customers require an inspection with the results to be documented.

Answer: Please see the scope of work in the RFP. There is indeed an on-site element within the Port of Oakland's certification process.

25. **Question:** Is it mandatory to open a field office with staff in Oakland/Alameda County for the successful Vendor to support this project?

Answer: Please see the scope of work in the RFP. The customer service and HelpDesk hours must include Monday through Friday, 7:30 a.m. through 6:00 p.m. Pacific time. Proposal must specify Consultant's customer service hours. The proposal must also include a specific timeline for integration of the Software as a Service. Please note that the Port of Oakland does not currently have a software solution for monitoring contracts; contracts are monitored using Excel spreadsheets, populated with information from Oracle ERP. Moreover, payments to its vendors are made using SAP Concur.

26. **Question:** What is the contract value - Total Contract Value & Annual Contract Value?

Answer: Please see the scope of work in the RFP. The contract value will depend upon the associated costs of the selected team. The RFP requires proposers to provide a cost for each of the elements in the scope of work.

27. **Question:** What is the estimated/proposed budget spend for this opportunity by the Port of Oakland?

Answer: Please see the scope of work in the RFP. Please see Question 26.

28. **Question:** Is this the first time this project has been put on for bid or were there previous Vendors as well?

Answer: This is the first time that the Port of Oakland has released a comprehensive SaaS solicitation. Several of the component parts have been part of distinct solicitations in the past.

29. **Question:** If Sr. No. (3) is yes, could we obtain details of the successful bid amount and the names of vendor who qualified/won the bid and the ones who did not?

Answer: This is the first time that the Port of Oakland has released a comprehensive SaaS solicitation for contract compliance functions.

30. **Question:** Would non California/foreign domiciled vendors (Texas, Georgia) be evaluated along with California entities and lack of presence will not be adversely considered?

Answer: Please review the scoring criteria and rubric in the RFP. The proposals are scored based on their merits. 85% of the total score is based on the content provided by the proposers. 15% of the score is based on the Port's Non-Discrimination and Small Local Business Utilization Policy (NDSLBU). The headquarters of a business does not adversely affect the scoring.

There are no other questions to RFP No. 23-24/19.