



Solicitation &
Contract Documents
For

2025-1022 – Dynamics 365

May 01, 2025

Request for Proposal (RFP) RFP Number: 2025-1022 RFP Title: Dynamics 365 Release Date: May 01, 2025 Port Contracts Specialist: Hannah Ellis HannahE@portolympia.com 360-528-8040 Contract Manager: Brent Barnes BrentB@portolympia.com 360-528-8003 Proposal Due Date: June 04, 2025 @ 03:00 PM PDT	Submit Proposal to: Procurement Platform: https://portolympia.bonfirehub.com
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SECTION 1: CURRENT CONDITIONS/SCOPE OF SERVICES SUMMARY, BACKGROUND

Current Conditions/Scope of Services Summary

The Port has determined it is in its best interest to request outside assistance to migrate from current on-premises Dynamics SL to the Dynamics 365 cloud-based platform. The Port of Olympia will require the vendor to obtain, and maintain, Microsoft Dynamics 365 licenses.

The current Dynamics SL server is located on the Port of Olympia Marine Terminal in Olympia, WA.

The goal of this work is for the Port of Olympia (Port) to migrate from the 2018 version of the on-premises Dynamics SL server to cloud based Dynamics 365. This migration will enable the Port to: reduce IT costs by integrating systems and better utilizing application features; reduce manual entry of data integrating systems and thereby reducing errors; allow usage of financial, project and asset data across all the Port's business units; and, create, or redesign, processes to fully utilize efficiencies of Dynamics 365 architecture to free up staff capacity and reduce duplication of work at the Port.

Specifically, the scope will include: migrating historical data from the Port's Dynamics SL server to the Dynamics 365 cloud; onboarding of Dynamics 365; integrating existing Laserfiche, Manager+ and Molo systems into Dynamics 365; include an HR, payroll, asset management, property management, accounting, electronic payments, financial reporting, analytics, general ledger budgets, banks accounts, purchasing, accounts payable and accounts receivable functionality; and, create workflows for a minimum of journal entry approvals, HR to payroll, payroll and fixed asset to Manager+.

The Port requests the proposal breaks down the cost of each of the integrations and workflows to better understand how each body of work adds to the overall cost of the work and to make budgeting and phasing decisions for migration.

Background:

The Port of Olympia has a proud history in Thurston County. In operation since 1922, the Port serves the community in a wide variety of ways, leading the way for many of the area's economic development efforts.

From the commercial center at New Market Industrial Campus to the diversified specialty Marine Terminal to the vibrant Swantown Marina and Boatworks to the strategically located Olympia Regional Airport, the Port of Olympia is committed



to fostering economic growth of the South Puget Sound region and serving the needs of global customers.

The Port of Olympia's Mission is: *"Creating economic opportunities and building community for all of Thurston County through responsible resource use".*

SECTION 2: SCHEDULES

The Port reserves the right to revise the planned timeline below, as needed.

Solicitation

Solicitation Released	May 01, 2025
Required Site Visit <i>(if applicable)</i>	No Site Visit Required
Questions & Answer Period	May 01 – May 16, 2025
Addenda Issued No Later Than	May 21, 2025
Proposal Submission Due	03:00 PM June 04, 2025

Selection of Vendor

Review of Proposals Week of:	June 04, 2025
Interviews Week of <i>(if required)</i> :	June 09, 2025
Selection of Vendor <i>(or sooner)</i> :	June 16, 2025

Contract

Desired Start Date:	September 08, 2025
Initial Term Completion Date:	August 31, 2026

SECTION 3: VENDOR AND PROPOSAL REQUIREMENTS

Vendor Requirements:

- a. Must be a certified Microsoft Partner for the Dynamics 365 platform with expertise in integrating both third party and other Microsoft applications into Dynamics.
- b. Subject matter experts in building workflows, alongside customers end users, within Dynamics to enable full utilization of the platform's tools.
- c. Able to maintain licensing and provide assistance through a follow-on service level agreement.
- d. Certifications of the Vendor References.

Proposal Requirements:

a. Executive Summary

- Overview of your company, team, and qualifications
- Understanding of the project goals and objectives
- Summary of proposed approach and timeline
- Specify any foreseen challenges in meeting the Scope of Services and expectations of the Port.
- Describe fully any deviation from the Scope of Services. If none, so state.

b. Technical Solution & Architecture

- Detailed migration strategy from Dynamics SL 2018 to Dynamics 365
- Description of proposed Dynamics 365 modules and licensing (e.g. Finance, HR, etc.)
- System architecture and deployment plan (cloud hosting, security, scalability)
- Tools and methodologies for data cleansing, transformation, and migration

c. System Integration Plan

- Integration strategy for:
 - **Laserfiche**
 - **Manager+**
 - **Molo**
- APIs, connectors, middleware, or RPA tools proposed
- Data mapping and synchronization processes
- How system dependencies will be handled

d. Functional Requirements

- Proposals must detail how the solution will deliver the following business functions:

- **Human Resources**
- **Payroll**
- **Asset Management**
- **General Ledger, Budgets**
- **Accounts Payable / Accounts Receivable**
- **Bank Account Management**
- **Electronic Payments**
- **Financial Reporting and Analytics**
- **Purchasing and Procurement**
- **Property Management**

e. Workflow & Automation Requirements

- Vendors must describe how they will design and implement automated workflows for:
 - **Journal Entry Approvals**
 - **HR to Payroll**
 - **Payroll and Fixed Asset to Manager+**
- Preferred tools (e.g., Power Automate, native D365 workflow builder)

f. Experience and Qualifications

- Team bios and certifications (especially with Microsoft Dynamics)
- Case studies or examples of past Dynamics 365 implementations, especially with similar integration complexity
- At least three references from similar projects

g. Project Management & Timeline

- Implementation methodology (Agile, Waterfall, Hybrid, etc.)
- Project timeline with major milestones and deliverables
- Risk management approach
- Change control process

h. Cost Proposal

- Line-item pricing for:
 - **Licensing**
 - **Implementation**
 - **Data migration**
 - **Integration development**
 - **Support and training**

- Estimates of total cost of ownership (TCO) for 3–5 years

i. Support, Training & Documentation

- Plan for training end-users and administrators
- Support model post-implementation (e.g., SLAs, ticketing)
- Documentation deliverables (user guides, configuration records)

j. Security & Compliance

- Data protection and privacy measures
- Compliance with standards (e.g., GDPR, SOC 2, HIPAA if applicable)
- Access control and audit trail approach
- Backup, disaster recovery, and rollback plans

SECTION 4: SUBMITTAL PROCESS

Online Procurement Platform

Proposals for this RFP will only be accepted utilizing the Bonfire web portal located at <https://portolympia.bonfirehub.com/portal/?tab=openOpportunities>. Vendors that intend to respond must ensure that they have the necessary software to access and download the RFP and related documents through Bonfire. Vendors that intend to submit a Proposal must consult the portal on a regular basis through “Proposal Submission Due” date in Section 2 for any document updates and/or addenda. Proposals must be based on the most current version of the RFP available on the portal as of the “Addenda Issued No Later Than” date. As a registered Bonfire user, downloading the RFP will automatically trigger notifications of all RFP updates and addenda.

Vendors may contact Bonfire support via email at support@gobonfire.com or by phone at (800) 354-8010, Ext 2. Vendors shall not contact the Port for technical assistance as it relates to submitting their Proposals via Bonfire.

The Port will not assume any risk, responsibility, or liability whatsoever to any Vendor for ensuring that the Bonfire portal is in good working order or that the Vendors are able to download and upload documents or other material from or to the Bonfire portal, including, without limitations, delays caused by Bonfire when responding to the Vendor for requests for technical support. It is the Vendor’s responsibility to upload their Proposals in sufficient time prior to the Proposal Submission due date and time. The Port makes no representation, warranty, or condition that the Bonfire website will be uninterrupted, timely, secure, or error free.



Proposal Submissions received after the Proposal Submission due date and time will not be considered.

Unless Bonfire is technically unavailable for Proposal Submissions, the Port is not obligated to extend the Proposal Submission due date and time.

Upon Proposal Submission, each Vendor will receive an email confirmation receipt with a unique confirmation number as proof of submission. This will be the only confirmation notice received.

SECTION 5: EVALUATION PROCESS

Proposals will be evaluated using a best value approach, considering both technical and cost components. The contract will be awarded to the proposer whose proposal is determined to provide the most advantageous combination of technical expertise, relevant experience, implementation methodology, support, and total cost.

This is **not a lowest-bid procurement**. The awarding entity reserves the right to accept the proposal that offers the best overall value to the public agency.

Technical Solution & Architecture - Migration strategy for Dynamics SL data - Cloud architecture & environment setup - System design and performance expectations - Licensing model (D365 Finance, HR, etc.)	15 Points	15%
System Integration Capability - Integration approach for Laserfiche, Manager+, and Molo - Data mapping, transformation, and syncing - APIs, middleware, or RPA use	15 Points	15%
Functional Coverage & ERP Features - Full delivery of HR, payroll, asset management, accounting, electronic payments, financial reporting, general ledger, budgets, banks, purchasing, AP/AR - Microsoft ecosystem alignment	20 Points	20%
Workflow Automation & Customization - Ability to design & build workflows for: - Journal entry approvals - HR → Payroll - Payroll & Fixed Asset → Manager+ - Power Automate or native D365 tools use	10 Points	10%
Experience & Past Performance - Proven success with similar D365 + legacy integration projects - Sector knowledge - References and case studies	10 Points	10%
Project Management & Timeline	10 Points	10%

- Clear project plan - Milestones and deliverables - Agile or waterfall methodology - Change management processes		
Cost Proposal - Transparent breakdown of licensing, development, implementation, support - Clear TCO (total cost of ownership)	10 Points	10%
Training, Support & Documentation - End-user training plans - Admin/IT training - Ongoing support SLAs - Documentation quality	5 Points	5%
Security, Compliance & Risk Mitigation - Security of integrations and cloud data - Compliance with relevant standards (e.g. SOC, GDPR) - Backup, rollback, testing procedures	5 Points	5%
Total	100 Points	100%

The Port reserves the right to award the Contract to the Vendor whose Proposal is deemed to be in the best interest of the Port.

ORAL PRESENTATIONS MAY BE REQUIRED

Oral presentations, if considered necessary, will be utilized in selecting the winning Proposal. The Port, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for an oral presentation and final determination of Contract award. The Port reserves the right to award the Contract to the Vendor whose Proposal is deemed to be in the best interest of the Port.

SECTION 6: ADMINISTRATIVE REQUIREMENTS

Prevailing Wage

The Vendor shall comply with the requirements of RCW 39.12, if applicable, and shall pay each employee an amount not less than the Prevailing Rate of Wage, as specified by the Industrial Statistician of the Washington State Department of Labor and Industries (L&I) <https://secure.lni.wa.gov/wagelookup>. Before commencement and upon completion of work, the Vendor shall file all necessary forms and pay the filing fees required by L&I. The Vendor shall indemnify and hold the Port harmless from any claims related to the payment or non-payment of such wages by the Vendor.



For the purpose of this Contract the prevailing wage rate is set as the Proposal Submission date listed in Section 2. Unless otherwise noted, all work performed under this contract will take place in Thurston County, Washington.

Bonding

This RFP does not require a Bid Guarantee, Performance, or Payment Bond.

Retainage

This RFP and any contract resulting from it will not require retainage to be held from invoices submitted.