

Item #: 6D

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Enterprise Resource Planning Project Approval

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Port of Tacoma Regular Commission Meeting

March 21, 2023



Enterprise Resource Planning Project Approval

- In the June 16, 2022, Commission Meeting, Commissioners were briefed on the Port Enterprise Application Strategy and Planned Enterprise Resource Planning (ERP) Application Implementation.
- In the January 17, 2023, Commission Meeting, Commissioners were briefed on the Port's enterprise application history and strategy, reviewed ERP software platforms and the progress of the Port's ERP implementation project planning.
- Today, we present the recommendation for a Microsoft Dynamics 365 implementation partner and seek Commission approval to proceed with the Planning and Design Project.

ERP Strategy:

	Strategic Enterprise Platform	Description
1	Microsoft Dynamics 365	Cloud Enterprise Resource Planning (ERP) Platform for Accounting, Financial Planning, Contracts & Purchasing

As a component of the Enterprise Application Strategy, Port staff intend to replace the current core financial application, Microsoft Dynamics GP, with Microsoft Dynamics 365 ERP platform:

- Separate applications are currently used for Accounting, Financial Planning, and Contracts & Purchasing. Replacing these applications with one integrated software platform will improve efficiency.
- Implementing an Enterprise Resource Planning (ERP) platform will simplify the application environment
- The Dynamics 365 project has been included in the CIP for 2023 and 2024 since approval by the IT Steering Committee in 2020.

ERP System Project – Request for Proposal (RFP):

- Based on RFI responses, the Port's Information Technology Steering Committee approved proceeding with Planning and Design Phase
- Competitive Request for Proposal (RFP) for an Implementation Partner closed in November 2022
- Responses were received from four implementation partners
- Crowe and RSM were selected as finalists
 - ✓ Both are industry leading Accounting & IT Services firms
 - ✓ Demonstrations and interviews were held with the two finalists
 - ✓ Implementation cost estimates from both partners were \$2.0M-\$3.0M
 - ✓ Implementation schedule estimates from both partners were 15-18 Months
- Crowe was unanimously selected by the five person staff management evaluation team based on the following:
 - ✓ Depth of experience in public sector Dynamics 365 deployments
 - ✓ Very positive customer references
 - ✓ Strong proposed project manager candidates

Plan and Design Phase:

- Project planning meetings with Crowe Client Principal and Project Manager have been initiated
- The Personal Services Agreement has been finalized by Contracts/Purchasing and Port of Tacoma General Counsel
- The Planning and Design Statement of Work has been finalized by Contracts/Purchasing and project leaders
- The project Steering Committee has been identified
- The Planning and Design project schedule: April 2023 – August 2023
- The Port of Tacoma/NWSA Executive IT Steering Committee has approved the project
- The 2023 Approved Port of Tacoma IT Budget includes \$700,000 for the project

Authorization:

- Request Commission approval to authorize the Executive Director to execute a Statement of Work with Crowe LLP for Microsoft Dynamics 365 Enterprise Resource Planning (ERP) Planning and Design Project services up to \$400,000 for 2023
- The Project Leaders will seek Commission approval for the Financial Systems Replacement Implementation Project in August or September of 2023. The estimated cost for the development and implementation phase is \$2.0 Million.

Questions & Discussion



Erin Galeno – Chief Financial & Administrative Officer
Mark Miller – Director, Informational Technology
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