



VIRGINIA INTERNATIONAL TERMINALS, LLC  
601 World Trade Center, Norfolk, VA 23510  
(757)683-8000

### ADDENDUM NO. # 3

Invitation For Bids: IFB-2022-43-VIT Port Community Planning Tool  
Closing Date: May 31, 2022 @ 2:00 p.m.

The following questions and answers are provided to all bidders:

- Q1. Are all the answers provided through Addendum No. 1 on October 11, 2019, to RFP #2020-07-VIT still valid? If not, then which responses are invalid?
- A1. This is a new Solicitation, any questions should have already been submitted by the deadline.
- Q2. Are users' terminal operator employees or port authority officials?
- A2. Because the unique structure in the Port of Virginia you should assume that BOTH operating people and port officials will use the system.
- Q3. Do you already use interfaces for automated schedule data input (i.e. DCSA, 3rd party service)?
- A3. No vessel schedule automation has been implemented as of this writing.
- Q4. Who is responsible for the customization of the API/interface on the N4-side?
- A4. You should assume that an automated interface to the TOS is an optional feature. If it has been developed and tested at another site – please specify that as part of your response. If it is an optional feature please make sure the cost associated with the implementation is clearly delineated.
- Q5. Are the implemented N4 instances in the three terminals identical and, therefore, does one API fit all terminals or are these three N4 instances with different customizations?
- A5. All three TOS instances are identical. The scheduling feature will be used on two of the three instances. IF in fact we choose to connect it to the TOS. That is still to be decided.
- Q6. What kind of data should be exchanged between N4 and the potential new solution?
- A6. From N4 you could expect to receive a list of vessels that are planned to come in some future time frame. To N4 you would probably update the Expected Time of Arrival.
- Q7. Are you using N4 on-premise (self-hosted) on each terminal, or did you already migrate to the N4 SaaS solution?
- A7. Strictly on premise.
- Q8. What kind of N4 version (release) do you use for the different terminals?

- A8. N4 version 3.8.8.3 at one terminal and 3.8.11.4 at the other. Both will migrate to 3.8.24+ by early 1Q23.
- Q9. Are the implemented N4 instances publicly accessible and therefore able to communicate with an external 3rd party cloud-based solution?
- A9. Connectivity to the cloud can be arranged on a controlled basis.
- Q10. What are the specific requirements for XPS integration?
- A10. No requirements for XPS integration
- Q11. Is there a direct data exchange with a "Port Authority System" for vessel traffic control? If yes, is this part of "integration with external systems"?
- A11. There is no requirement to deal with a separate Port Authority system at this time. You should assume that all information is supplied as an input to the decision process, as opposed to a decision making process in its own right.
- Q12. Does the migration of historical data from the legacy systems (i.e. historical vessel schedules and port calls) fall within this tender's scope of work?
- A12. Unless historical data will help the configuration of the solution, no historical data is required as part of the base bid. If your system can ingest historical data – please provide an estimated cost for the feature and the work associated with the task. For planning purposes you can assume that historical data will be supplied in an XML format consistent with your specifications to facilitate import.
- Q13. Are the consulting activities required to make the product ready for use also part of the proposal (change management, business process alignment, target operating model, data migration, cut-over planning etc.)?
- A13. Yes – you should assume that all costs associated with installation support, configuration, commissioning, training and launch are part of the base bid. You should state any assumed limitations regarding effort – should they exist.
- Q14. When a work package is considered "accepted"? And who at VIT is in charge of the decision?
- A14. A VIT project manager will be assigned who will be responsible for making the decision. Simply put – it will be accepted when it has been installed, proven to work, and our people are capable of using it.
- Q15. Do you have a preference on the project approach – waterfall vs. agile?
- A15. This question begs a whole series of added questions. We expect that this is a product. That means out of the box – ready to go. If that's not the case, please make sure your proposal identifies any development costs. And in turn any limitations regarding the assumed

development effort. All that said – agile is probably preferred because it's unclear our team will know enough from the outset to use a waterfall approach.

Q16. What is the availability of key users etc., from your side?

A16. This is a busy time in the industry. Please state any assumptions about the level of commitment as well as the planned duration. In addition, the cost of any extended time periods due to lack of resource availability.

Q17. Is a mostly remote project delivery an acceptable operating model for VIT?

A17. The goal is a working system. We are flexible on the installation methods.

Q18. Do you need an indication for operating costs from year 2 onwards?

A18. If the operating costs change from year to year – please make the costing method very clear in your response. In such a case – the expected variations in subsequent years should be clear in your response.

Q19. What NIST standards must be met?

A19. IF your application is cloud based – we will conduct a threat assessment on the application prior to launch. This assessment will be done by a third party. We will expect the cooperation of your company and development team in the assessment. The scope of the assessment will be determined based on the potential your application has to disrupt our operations. To the extent that your communication with our system is limited – the assessment will be easier. We expect you to include your costs to participate in the assessment as part of your response. For planning purposes assume 10 days of involvement.

Q20. Are there any other IT requirements from your IT architecture division, which need to be met?

A20. We prefer Microsoft Azure for cloud solutions. Your team will not be allowed hands on to any on-premise system. You should assume our people will do the installations under the supervision of your team. Cloud systems are OK – provided the interface is well defined and controlled.

Q21. Are there any other non-functional requirements which need to be fulfilled by a potential solution (i.e. reliability, performance, maintainability, scalability, and usability)?

A21. We expect the system to be robust enough that it does not require regular administrative attention. The system will manage the two terminals at the Port of Virginia. We do not expect that requirement will scale up. Assume 25+ vessel calls per week. This may decrease over time as call sizes get larger. If there are any limitations to scalability please make sure they are called out in the response.



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**Note:** A signed acknowledgement of this addendum must be received via email to [proposals@vit.org](mailto:proposals@vit.org) either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

A handwritten signature in black ink that reads "Meg Mergenmeier".

Meg Mergenmeier  
Procurement Manager

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Name of Firm

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Signature/Title

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Date