Request for Proposals
for
Lease Management Information System

ADDENDUM ONE

Below is clarification of items listed in the RFP for Lease Management Information System:

Clarification on Submission Requirements:
- No Proposal will be accepted via fax or electronic submission. All Proposals must be mailed via *sealed* envelope to the Brownsville Navigation District, Director of Finance, at 1000 Foust Road, Brownsville, Texas on or before **September 30, 2020 at 3 P.M.**

Clarification on Section II- Real Estate - General:
- The Port surveys and invoices its leases on a per acre/year (not square footage).
- The Port plans to use the proposed lease software to manage its active lease agreements for its 14,000 leased acres of the total 40,000 developed & undeveloped Port owned acres. The proposed lease software should also track vacant developed land parcels and Port leased improvements such as buildings/rail track leases (currently about 10 contracts). The Port has seen substantial industrial development including tank farms, liquid terminals, and steel fabrication and there is an expectation for additional new leased acres from prospective tenants.
- The Port currently leases about 20 pipeline easements with rates based on linear foot/year.
- The Port will implement GASB Statement No. 87, Leases (effective date has been postponed by 18 months). The Port will consider proposals with and without a GASB 87 implementation & compliance feature.

Clarification on Section II - General Lease Software Requirements:
- User Access – The Port estimates 5 to 15 employees will need access to the lease software of which 3 will be data entry users (lease administrators), 4 will be financial data users and the others may be limited/view only users.
- The Port plans to utilize the lease software for the calculation of all tenant AR charges such as recurring monthly, quarterly, semi-annual & annual lease billings. The lease software billing information (charges and if applicable tenant payments & receipts) should export to the Port's ERP/accounting software, Incode 10 - Tyler Technologies.
- The option for tenants to pay charges online through a customer portal is a preferred element. The Port will consider proposals with and without this feature.
- The selected Proposer will collaborate with Incode 10 Support during integration to format a CSV file (or other applicable files) to export the lease software billing information into the Port's ERP/accounting software.
- The lease software will not be used to manage Accounts Payable leases (the Port currently has one AP lease agreement).
- The Port does not anticipate using the lease software for Lease Accounting journal entries, as these are posted in the Port's ERP/accounting software, Incode 10 - Tyler Technologies.

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(continued)

Clarification on Section II - Port – IT Systems Compatibility Requirements:

- The Port is not intending to replace its Fixed Asset Depreciation & Work Order modules under its current ERP Accounting system, Incode 10 - Tyler Technologies (therefore not part of RFP request). No integration is needed.
- No integration is currently needed with the proposed lease software and the Port's current utilities software, Beacon Services- Badger Meter and its current vessel billing software, Klein Systems Group LTD.
- Proposed lease software shall be compatible with Windows 10 for proper installation. All Port environment is on Windows 10, no longer support older versions of windows.
- The Port's IT Department is responsible for all Data Management & SQL Integration.