

COUNTY OF TANEY - MISSOURI



**Request for Qualifications
For
SOFTWARE for ASSESSOR AND COLLECTOR
Taney County, Missouri**

**RFQ #201103-121– Software for Assessor and Collector
Release Date:
March 16, 2011**

**Submittal Deadline:
March 30, 2011
Not later than 3:00 p.m. Central Time**

**Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, MO 65653**

**Linda Gifford, Purchasing Agent
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: lindag@co.taney.mo.us**

**Request for Qualifications for Software for Assessor and Collector
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of RFQ:** Sealed RFQ's, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for qualification.

- 2) **RFQ Closing:** All RFQ's shall be **delivered before 3:00P.M.**, Central Time, on March 30, 2011 to:

**Taney County Purchasing Office
Attn: Linda Gifford
132 David Street
P.O. Box 1086
Forsyth, MO 65653**

- 3) The County will not accept any RFQ's received after 3:00P.M and will return such late RFQ's to the Offeror.

- 4) Offerors must submit one (1) original and one (1) copy of the RFQ (total of two). **RFQ's will be opened publicly at 9:00a.m. on March 31, 2011 but only names of offerors will be read aloud.** All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Qualifications enclosed".

- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.

- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

**Request for Qualifications for Software for Assessor and Collector
Taney County, Missouri**

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for qualifications for Software for Assessor and Collector as set forth herein. The Taney County Commission is seeking a Statement of Qualifications from Vendors who can provide an integrated appraisal and tax billing and collections solution to serve the Taney County Assessor and Collector of Revenue offices.
- 2) Organization – This document, referred to as Request for Qualifications (RFQ), is divided into the following parts:
 1. Instructions and General Conditions
 2. Instructions and General Information
 3. Scope of Services

Guideline for Written Questions:

- 1) All questions regarding this Request for Qualifications shall be submitted in writing, **prior to the RFQ closing date** and no later than **3:00 p.m., Monday, March 28, 2011**. All questions must be mailed, faxed or emailed to the attention of Linda Gifford, Purchasing Agent. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Qualifications packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Submit questions to:

**Linda Gifford
Taney County Purchasing Agent,
PO Box 1630
132 David Street
Forsyth, MO 65653
lindag@co.taney.mo.us
417-546-7281**

- 2) In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any addendum to this RFQ is valid only in writing and issued by the Taney County Purchasing Department.
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **90 days from the RFQ opening date**. These dates are provided for informational purpose and may change as requirements dictate.
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

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SCOPE OF SERVICES

The Taney County Commission is seeking a Statement of Qualifications from Vendors who can provide an integrated appraisal and tax billing and collections solution to serve the Taney County Assessor and Collector of Revenue offices. For the Assessor, both Real and Personal Property appraisal systems are required. Preference will be given to real property appraisal solutions that fully integrate mapping, improvement sketches, document and image management, and Hunnicutt-based appraisal functions into a single software program. The proposed software products must fully support all Assessment and Tax Collections functions as well as provide tight integration and synchronization of business processes between the Assessor, Collector and Clerk's offices. The Collector's Tax Billing and Collections system must support all requirements as set forth in Missouri Statutes and fully automate the various functions of the Collector's office including Tax Billing and Collections, Disbursement Processing, Court Order Processing, Tax Sales, and On-Line Payment processing. Multi-vendor software solutions are not acceptable. Responses should be no more than 30 pages in length. Respondents are asked NOT include pricing or promotional literature. Responses are due no later than 3 pm on March 30, 2011 and should be delivered to the Taney County Purchasing Office at 132 David Street, Forsyth, Missouri.

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“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

RFQ: #201103-121 - Software for Assessor and Collector

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

TANEY COUNTY, MISSOURI
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ADDENDUM #1 - Issued March 25, 2011

This addendum is issued in accordance with the Request for Qualifications and is hereby incorporated into and made a part of the Request for Qualifications Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. CHANGE - Bid Opening Date to:

Day / Date: **MONDAY– April 4, 2011**

Time: **9:00 A.M. C.T.**

Location / Address: **Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653
Bid # 201103-121**

By: _____


Linda Gifford

OFFEROR has examined copy of Addendum #1 to Request for Qualifications # 201103-121 – Assessor and Collector Software, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____