



REQUEST FOR PROPOSAL No. 201401-249

TANEY COUNTY MISSOURI
Purchasing Department
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **PROPERTY TAX ADMINISTRATION SOFTWARE**

PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201401-249"
RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY, or THREE (3) HARD COPIES.
(Failure to submit copies, as indicated here MAY result in being declared "Non-Responsive" disqualifying your entire Response.)

Proposal Submission Address and Deadline

Day / Date: **Monday February 24, 2014**
Time: **2:00 P.M. C.S.T. (No late Proposals will be accepted)**
Location / Mail Address: Taney County Purchasing Department
132 David St. / P. O. Box 1630
Forsyth, MO 65653
Directions: The Purchasing office is located on the second floor of the old courthouse building in downtown Forsyth, between the Commission Offices and the Recorder of Deeds Offices.

Proposal Opening

Day / Date: **Tuesday February 25, 2014**
Time: **10:00 A.M. C.S.T.**
Location / Address: Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Proposal." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Proposal as well as all pages initialed. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org. Please do not call for results.

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/County/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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MISCELLANEOUS PROPOSAL PROCESS INFORMATION

The Purchasing Department is responsible for the Proposal opening at the time and place noted in the request. If a Vendor is interested in a copy of the Proposal tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Proposals cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #3.)

A formal invitation for Proposal is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Proposal Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Proposal are handled by the Taney County Purchasing Department Technical specifications are the responsibility of the specific requesting department.

Proposal Response Tips:

1. Read ALL Proposal documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Proposal prior to the Proposal opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Proposal **will** be rejected.)
4. PER PAGE #1 - COPIES ARE REQUIRED, marking copies vs. original. (*Failure to submit copies, as requested, MAY result in being declared "Non-Responsive" disqualifying your entire Response.*)
5. Turn your Proposal in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Proposals. In the event of only one response the County may reject the entire Proposal and re-let it.
6. Attend pre-Proposal conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Proposal.
10. Remember to sign the Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Proposal. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Proposal, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,





RON ERICKSON
Director of Purchasing
Taney County Missouri

Instructions and General Conditions

1. **Delivery of:** Sealed Proposals, 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 goods, and or, services as detailed in the following Request for Proposal.
2. **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies. (Copies are required – NOT optional.)
3. **Closing:** Sealed Proposals must be delivered before **2:00 P.M.** central time on **Monday February 24, 2014** to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Proposal not arriving in time when electing to mail in Proposals too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. U.S.P.S. does NOT deliver to the courthouse. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Proposals are **delivered** in time to the Purchasing Department. (Be extra careful when your Proposal response involves a large package or box.)
4. **Late Packages:** The County will not accept any Proposals received after the above listed closing date/time and will consider such late Proposals as **NON-RESPONSIVE**. They will remain on file un-opened.
5. **Opening:** Proposals will be opened publicly at **10:00 AM** on **Tuesday February 25, 2014** and read aloud. Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Bidders will be read aloud.
6. **Award.** Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Proposal opening.
7. **Withdrawals:** Proposals may be withdrawn on written request from the Bidder at the address shown in this RFP prior to the time of acceptance of the Proposal.
8. **Sealed & Marked:** Proposals **must** be submitted in a single sealed envelope identified with the Proposal number and dates of closing & opening. List the Proposal number on the outside of the box or envelope and note “Response to Request for Proposal enclosed”. Also include a return name & address. **No fax or electronic transmitted Proposals will be accepted.** (NOTE: Please make sure your package indicates “PROPOSAL” on the final outside skin. All copies can be within the same envelop / package.)
9. **No Proposal:** If you do not want to submit a Proposal, please return the *No Proposal Response Form* on page #10 of this package, and note your reason.
10. **Bidder Expenses:** This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting Proposals called for in this Request for Proposal.
11. **Presentations:** The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews or presentations (i.e. travel accommodations, etc.)
12. **Proposal Term:** All Proposals submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe. Bidders should NOT respond unless certain on this point.
13. **Proposal Rejection:** The Taney County Commission reserves the right to reject any or all Proposals, when such rejection is in the best interest of the County.
14. **Multiple Awards:** Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
15. **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice.
16. **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.
17. **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Proposal and thus be disqualified.

Guidelines for Written Questions:

1. All questions regarding this Request for Proposal shall be submitted in writing, **prior to the RFP opening** and no later than **2:00 P.M. Monday February 17, 2014**. All questions must be emailed to; Ron Erickson, Director of Purchasing. (rone@co.taney.mo.us) ALSO: Any / all questions concerning specifications / requirements of this RFP go to Sheila Wyatt as detailed on page #9.
2. All such questions will be answered in writing, and such answers will be emailed to all parties who had previously been part of the original DBI (Direct Bid Invitation email.), or had made email contact during the open RFP questioning timeframe. Any given addendum will also be posted on the Taney County Web site at: www.taneycounty.org prior to RFP opening date. (See #3 below...)
- 
3. Once at our website click on: _____ . Any/all addenda will be attached at the end of the posted RFP. An indication, in red, will alert visitors as to the presence of any addenda.
4. In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.
5. **Timeline:** The County anticipates a contract award following the evaluation of all responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Proposal responses will be considered public information after award and become a part of public record once a contract is issued. At that point releasable to any person or firm that requests it. Requests for copies, of Proposal responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

Procedures:

- 1 **Award of Contract:** The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFP will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.
- 2 **Response Content:** In order to enable direct comparison of competing Responses, Bidders must submit Responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the forms provided herein. Every question must be answered and if not applicable, the section must contain "N/A."
- 3 **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.taneycounty.org. View information under *Purchasing*.
- 4 **Response Clarification:** The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 5 **Rejection or Correction of Responses:** The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with this RFP conditions, may be waived at our discretion when determined to be in the County's best interest.
- 6 **Evaluation Process:** The County's evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. An evaluation review panel will be set up consisting of the Assessor, Collector, and County Clerk (or their Designee) to review / determine a recommendation for the best overall solution for our current and anticipated needs at the lowest possible cost.
- 7 **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

SCOPE OF SERVICES

The Taney County Purchasing Department is seeking proposals 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, as well as the County Clerk. 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. Respondents **MUST** include pricing in their response. See all specifications / requirements below.

1. TANEY COUNTY ASSESSOR PERSONAL PROPERTY TAX ADMINISTRATION Software RFP Specifications & Requirements:

The Taney County Assessor's Office requires a Personal Property Tax Administration System which has been approved by the Missouri State Tax Commission. The following software must meet all Missouri State Tax Commission requirements and must be provided, maintained, and supported by one vendor in one common database utilized by the assessor, and collector; with the following requirements:

- 1.1 Application software must be web based utilizing a web browser for cross platform interoperability.
- 1.2 Interface that allows all programs to be opened in multiple tabs.
- 1.3 All reports must be generated natively in PDF format with e-mail capability.
- 1.4 Ability to scan, retrieve, and mark returned Personal Property Sheets.
- 1.5 Ability to update vehicles as Assessment Sheets are scanned for new Personal Year, using the Assessor's State Vehicle value book for sheets marked same as last year.
- 1.6 Ability to print Personal Assessment Sheets with vehicles listed from prior year, generated natively in PDF format for initial and second mail out.
- 1.7 Print Personal Assessment Sheets on demand with vehicles listed from prior year, natively generated in a PDF format. Print postcard and 2nd mailing for those not filed.
- 1.8 Report of returned Assessment Sheets but not assessed.
- 1.9 Ability to roll all vehicles for New Year processing, from the Assessor's State supplied tables and/or user defined tables (minimum values).
- 1.10 Ability to mark all records that have livestock, when rolling records for New Year, thus allowing for verification of livestock after Assessment Sheets have been scanned into system.
- 1.11 Ability to mark all records that have historical vehicles, when rolling records for New Year, thus allowing for verification of historical vehicles after Assessment Sheets have been scanned into system.
- 1.12 Ability to maintain the Assessor's State supplied vehicle valuation tables and user defined minimum tables.
- 1.13 Ability to calculate reciprocity for heavy trucks and trailers.
- 1.14 Audit file of valuation changes.
- 1.15 Ability to mark records delete next year and delete second mail out.
- 1.16 Ability to enter and report increases and decreases of valuation by school district, after the un-extended books have printed.
- 1.17 *Personal property sheet online filing via the internet with live update, and with e-mail verification for the person filing.
- 1.18 Business Personal Property utilizing depreciation tables.
- 1.19 *Business Personal Property Sheet online filing via the internet, with e-mail verification and reporting of all account activity.
- 1.20 Ability to track which records have been filed online.
- 1.21 Waiver creation and tracking system.
- 1.22 Auto assignment of account numbers.
- 1.23 Ability to enter and track leased vehicles.
- 1.24 Ability to enter memos.
- 1.25 Ability to retrieve prior year un-extended tax books in PDF format.
- 1.26 Page totals on tax book.
- 1.27 *Offsite backup capabilities via internet.
- 1.28 Extensive search options by name, address, etc.

*These must be hosted and administered offsite.

2. The Scanning Software Must Meet the Following Requirements: (Ability to Review By...)

- 2.1 All – option to pull all sheets scanned by the system. Includes date, type (no property, deleted, same as last year), batch, page number, account number, and verification flag.
- 2.2 Bad – Option that shows all accounts scanned through the system, but not on the system. Such as bad scan or barcode read.
- 2.3 Corrected – Option that shows all bad records that have been corrected.
- 2.4 No Property – Option that shows all no property owned sheets.
- 2.5 Same as last year – Option that shows all sheets that are same as last year.
- 2.6 Deleted – Option that shows all deleted assessment sheets.
- 2.7 Livestock – Option that shows all scanned sheets that have livestock.
- 2.8 Historical – Option that shows all scanned sheets that have historical on them.
- 2.9 Farm Equipment – Option that shows all scanned sheets that have farm equipment.
- 2.10 Override – Option that shows all accounts with an override on the account, for manual verification.

Ability to Obtain All PERSONAL PROPERTY REPORTS:

- | | |
|---------------------------|---------------------------------|
| -Current Summary Report | -Additions/Abatements Report |
| -Form 11 Summary Report | -Print Personal Property List |
| -Form 11A Summary Report | -Print Top Ten List |
| -Collector Summary Report | -Name/Address Change Report |
| -Return/Penalty Report | -Livestock Owners Report |
| -Business Report | -Livestock Owners/Values Report |
| -Auto File Report | -Mobile Owners Report |
| -Processed Report | |

Data Integrity:

- | | |
|---------------------------|-----------------------------|
| -Tax Entity Edit Report | -Check Current Accounts |
| -Zero Values List | -Unprocessed Returns Report |
| -Questionable Values List | -Unreported Mobiles List |
| -Multiple Returns List | -Edit Property Data |
| -Unreturned List | -Late Flag Edit |

3. TANEY COUNTY ASSESSOR REAL ESTATE PROPERTY Software Bid Specifications & System Requirements:

The Taney County Assessor's Office requires a Real Estate CAMA and Tax Administration System which has been approved by the Missouri State Tax Commission. The software must meet all Missouri State Tax Commission requirements and must be provided, maintained, and supported by one vendor in one common database utilized by the assessor, and collector; with the following requirements:

• **CAMA SYSTEM**

- 3.1 Utilize Hunnicutt costing method.
- 3.2 Must be Web Based utilizing a Web Browser for cross platform interoperability, and be able to run remotely, accessing the main server, including remote sketching, remote scanning of pictures, and remote photo indexing.
- 3.3 Interface that allows all programs to be opened in multiple tabs.
- 3.4 All reports must be in PDF format, for cross-platform independence and e-mail.
- 3.5 Print parcel information sheet with, parcel number, associated sketches, and associated pictures, and must be in PDF format.
- 3.6 Print PRC with selected pictures and sketches in a PDF format.
- 3.7 Printing of sales letters on demand.
- 3.8 Printing map index cards, property record cards, subd. list with neighborhood code by Alpha & Numerical.
- 3.9 Print map maintenance log by tax year and date range and map maintenance summary. These are permanent records that must be stored electronically)
- 3.10 Printing of new construction letters.
- 3.11 Sketch software requirements:
 - a. Utilize APEX sketch software.
 - b. Automatic indexing software for sketches.
 - c. Full integration with the CAMA System of sketches, by structure per parcel.
 - d. The CAMA system must flag structures of split parcels so the associated sketches may be transferred by the sketch software without operator intervention.
 - e. Multiple sketches per structure (revisions).

3.12 Digital photo software requirements:

- a. Photos may be loaded via camera diskette, download, or scanning.
- b. Automatic indexing software for photos.
- c. Full integration of photos, by structure per parcel, with the CAMA System.
- d. The CAMA system must flag structures of split parcels so the associated photos may be transferred by the photo software without operator intervention.
- e. Multiple photos per structure (revisions).

3.13 Mass batch update of parcel valuations utilizing Hunnicutt Costing tables.

3.14 Sales History software requirements:

- a. Multiple sales occurrences per parcel.
- b. Sale date
- c. Consideration
- d. Name
- e. Deed Book & Page
- f. Notes
- g. Vacant Land Flag

3.15 Audit trail capabilities.

3.16 Market study must be integrated within the CAMA system with the following requirements:

- a. Sales Ratio study.
- b. Stratified summary statistics by: sales price strata, neighborhood area strata, building type strata, by parcel township strata.
- c. Must be able to re-evaluate on selected criteria using a test index without doing a recalculation on live data.
- d. Land study.
- e. Depreciation Study.
- f. Index Study.
- g. All of the above studies must have capability to display parcel information for each parcel selected with capability to view photos or sketches of a selected parcel directly from that screen.

3.17 Utilize multiple methods of land pricing:

- a. Front foot with depth factors.
- b. Site value.
- c. Acre Value.
- d. Override.

3.18 Ability to change county wide index and recalculate all parcels.

3.19 Ability to selectively recalculate parcels.

3.20 Ability to interface with current GIS vendor.

3.21 Tracking of New Construction, detail and total reports.

4. Tax Administration:

- 4.1 Ability to scan, index, and retrieve PRCs.
- 4.2 Must be Web Based utilizing a Web Browser for cross platform interoperability, and be able to run remotely, accessing the main server, including remote scanning capabilities.
- 4.3 Interface that allows all programs to be opened in multiple tabs.
- 4.4 All reports must be generated natively in PDF format with e-mail capability.
- 4.5 Ability to enter and report increases and decreases of valuation after the un-extended books have printed.
- 4.6 Map sheet report.
- 4.7 Ability to retrieve prior un-extended tax books in PDF format.
- 4.8 Interface that allows all programs to be opened in multiple tabs.
- 4.9 Audit trail capabilities.

5. Mobile Office:

- 5.1 Must be able to sketch new structures or sketch revisions utilizing pen based tablets, updating the associated parcels in the CAMA database, in the field.
- 5.2 Must be able to wirelessly transfer photos to appropriate structure while appraising that structure, utilizing pen based tablets or laptops, in the field.
- 5.3 Synchronizing of server CAMA database with new photos and sketches from pen based tablets.

6. TANEY COUNTY CLERK REAL ESTATE AND PERSONAL PROPERTY TAX ADMINISTRATION

Software Bid Specifications & System Requirements:

The Taney County Clerk's Office requires a Real Estate and Personal Property Tax Administration System. The software must meet all Missouri State Tax Commission requirements and must be provided, maintained, and supported by one vendor with the following requirements:

- 6.1 All reports must be generated natively in PDF format with e-mail capability.
- 6.2 Interface that allows all programs to be opened in multiple tabs.
- 6.3 Maintain tax levies for all taxing entities. Must add new levies easily & remove levies.
- 6.4 Print Real Estate extended book.
- 6.5 Print Personal Property extended book.
- 6.6 Print form 11 and form 11A totals.
- 6.7 Tracking all increases, decreases, and abatements. Provide reports by assessed valuation and tax values.
- 6.8 Entry of court orders for Real Estate and Personal Property.
- 6.9 Report that distributes court order tax dollars by taxing entity for Real Estate and Personal Property by year with current, delinquent, and grand totals.
- 6.10 Printing of individual court order sheets. Must be able to print in excel so it may be sorted.
- 6.11 Tax Summary Report containing beginning balances, collections, additions, abatements, protests and ending balances for each taxing entity.
- 6.12 Aggregate valuation letters with county real estate and personal valuations, state and local railroad valuations and new construction valuations for each political subdivision.

7. Real Estate and Personal Property Local Railroad and Utilities:

- 7.1 All reports must be generated natively in PDF format with e-mail capability.
- 7.2 Interface that allows all programs to be opened in multiple tabs.
- 7.3 Maintenance programs that allow entry of all companies.
- 7.4 Maintenance program that allows entry of all tax records.
- 7.5 Un-extended and extended books and book totals.
- 7.6 Printing of tax statements.
- 7.7 Railroad & utility distribution worksheet
- 7.8 Maintain railroad & utility local & state valuations by entity.
- 7.9 Print reports 1310/1309.
- 7.10 Calculate railroad & utility taxes.
- 7.11 School worksheet distribution of railroad & utility taxes.

8. TANEY COUNTY COLLECTOR Software Bid Specifications & System Requirements:

The Taney County Collector's Office Requires a Tax administration and Collection System. The following software must be provided, maintained, and supported by one vendor in one common database utilized by the collector, and assessor; with the following requirements:

- 8.1 Bar coding of statements.
- 8.2 Abstracting of Real and Personal Property statements utilizing bar code on statement.
- 8.3 Abstracting reports by operator or combining all operators.
- 8.4 Abstracting reports by date range.
- 8.5 Abstracting totals must be distributed by taxing entity.
- 8.6 Monthly Settlement report that includes all collections (real, personal, surtax, railroad, all misc. collections).
- 8.7 Collector's YTD account book.
- 8.8 Printing of Real and Personal extended tax books
- 8.9 Printing of Real and Personal property tax statements or receipts on demand.
- 8.10 Capability to write and stamp for deposit, tax payer checks at time of abstracting with validation printer.
- 8.11 Printing of transaction journal by each operator distributing checks, cash, and credit card at time of abstracting. (Drawer report)
- 8.12 Create file of delinquent tax books, by entity, CID or TIF to print or email.
- 8.13 Printing of delinquent statements by business personal.
- 8.14 Create file of paid tax books with date paid and receipt number.
- 8.15 Additions and court ordered abatements report by month, for each year and property type with distribution to each taxing entity totaling current and delinquent years.
- 8.16 Printing of court orders.
- 8.17 Tax sale program that allows functions of tax sale electronically.
- 8.18 Tax sale report for newspaper.
- 8.19 When signing up Bidders, on day of sale, their name and Bidder number will automatically transfer to all documents. Give report of parcels sold with totals and report of no sale.
- 8.20 Tax sale fee report showing publication, clerk fee separately.

- 8.21 Preparation of Certificate of Purchase for each property purchased at tax sale as required for Recorder's Office.
 - 8.22 Print collector deed from tax sale data.
 - 8.23 *Tax sale information updated on collector page on the internet also connecting to GIS site showing location.
 - 8.24 Program to pay taxes under Protest for real, personal, railroad. Print reports or paid and resolved showing amounts abated out of protest separate from other abatements.
 - 8.25 *Online payment software for online payment of real estate taxes, personal property taxes, state and local railroad and utilities property taxes, and merchant's license, via internet, that seamlessly interfaces with the collector's abstracting software, for automatic abstracting and printing of receipts, with e-mail verification payable with E-CK, credit or debit card.
 - 8.26 *Face to face credit card or debit card tax payment and collection that seamlessly interfaces with the collector's abstracting software, for automatic abstracting and printing of receipts.
 - 8.27 Ability to email tax receipts directly from screen without printing.
 - 8.28 *Printing of tax statements or tax receipts by the public via the internet.
 - 8.29 All reports and forms must be generated natively in PDF format with e-mail capabilities.
 - 8.30 Court Order administration and tracking system.
 - 8.31 Mortgage Companies - download, marking of records, statements, and auto abstracting.
 - 8.32 Credit file of delinquent or current real estate to transmit to loan companies at any date.
 - 8.33 Provide a seamless interface with the Collector's database for the Jaguar check processing system.
 - 8.34 Digital creation of real and personal property statements for processing by third party mailing company.
 - 8.35 Tax Summary report containing beginning balances, collections, additions, abatements, protested collections and balances for each taxing entity.
 - 8.36 State and local railroad and utilities un-extended and extended books, statements, along with collections and monthly settlement report.
 - 8.37 Merchant's License system – maintenance, tax collection, distribution, printing of statements and licenses.
 - 8.38 Capability to interface address maintenance with assessor's office
 - 8.39 IVR – Voice recognition software that allows payment of real and personal property taxes that seamlessly interfaces with the collector's abstracting software, for automatic abstracting and printing of receipts.
 - 8.40 Installment program that allows payment per RSMo 139.052, printing of installment notices, and calculate final payment. Code the accounts in the collector program that the account is in the installment program.
 - 8.41 Compatibility with "Jaguar" software.
- *These must be hosted and administered off site

9. Real Estate and Personal State and Local Railroad and Utilities:

- 9.1 All reports must be generated natively in PDF format with e-mail capability.
- 9.2 Interface that allows all programs to be opened in multiple tabs.
- 9.3 Extended tax book and book totals.
- 9.4 Printing of statements.

10. Computer Output to Disk Software:

- 10.1 Must be able to archive Real Estate and Personal Property Tax Books to disc, in actual book format.
- 10.2 Retrieval of Real Estate and Personal Tax Books by the following criteria:
 - a. Parcel number, account number, name, address, or legal description.
- 10.3 Must be able to burn CDs or DVDs for archiving.
- 10.4 Must be able to set up a scheduled job at user's request, to FTP archived Tax Books for microfilming.

11. Liquor License Administration:

- 11.1 Entry of Liquor Licenses.
- 11.2 Printing of bills.
- 11.3 Printing of licenses.
- 11.4 Collection of license fees.

Any / all questions concerning specifications / requirements of this RFP must be directed to:

Sheila Wyatt,
Taney County Collector
417-546-7216
swyatt@co.taney.mo.us

BID PAGE

Bidder must complete the following section in its entirety, and sign and date where indicated on page #1. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice. (May be negotiable.)
State any discounts offered: _____
- C. Response time/delivery: _____
(After receipt of order)
- D. Submittals - The following must be submitted with proposal:
 - 1. References and experience
 - 2. Key personnel
 - 3. Warranty
 - 4. Descriptive literature
 - 5. Include an updated **W-9** form completed with your company information and signature.
- E. Grand Total Price: \$ _____ (Must include delivery, set up, and training as it may/may not apply.)

NO PROPOSAL RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a Proposal. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP# 201401-249 Property Tax Administration Software

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

See the following page for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Proposal.



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Proposal and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all Proposals, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this Proposal on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the Proposal forms provided for the purpose of submitting Proposals, must return the Proposal and Proposal sheets comprised in this Proposal, give the unit price, extended totals, and **sign the Proposal**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the Proposal.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** Bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No Proposal transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular Proposal should be directed to the Purchasing Department prior to Proposal opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.



Taney County, Missouri
RFP# 201401-249 Property Tax Administration Software
Addendum #1

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Proposal and is hereby incorporated into and made a part of the RFP Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFP 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:

PLEASE TAKE NOTE... This office has received the following questions, answers provided by Sheila Wyatt, in red...

1. Item 1.1 of RFP - Will the County consider a solution that is not web-based? *(We prefer to stand on the specs / requirements as listed within the initial / current RFP. Must means must.)*
2. Item 1.27 – Offsite backup capabilities via the Internet. The County notes that these must be hosted and administered offsite. For possible issues of liability associated with the data, we find that most localities prefer to manage these themselves. Will the County consider managing these backups using County staff and resources? *(We prefer to stand on the specs / requirements as listed within the initial / current RFP.)*
3. Section 2 - The County notes the need for scanning functionality. Does the County already have a Document Management System (DMS) in place, or is this to be provided by the selected vendor for this project? *(Yes. Docuware.)*
4. Please identify the email solution in use at the County. *(We use Outlook / Microsoft Exchange Mail Server.)*
5. In Item 3.1 the County notes the use of the Hunnicutt costing method. Does the County intend for the selected vendor to convert these data? If so, please describe the current database and file format. *(All the data in the Assessor Office/GAMA is in "My SQL".)*
6. Regarding the Hunnicutt costing model – is the County considering migrating to a different approach, i.e., Marshall & Swift? *(We prefer to stand on the specs / requirements as listed within the initial / current RFP. The Assessor prefers Hunnicutt.)*
7. Does the County have resources available for this project that are able to configure reports based on a transfer of knowledge and provided the proper tools? *(Taney County has resources.)*
8. Please identify the County's current GIS provider. *(We currently run ESRI ARC GIS server& use Beacon to share our GIS info on the web.)*
9. Has the County had software presentations related to this project within the last 12 months?, if so, by which firm(s)? *(N/A)*
10. Please identify the total number of potential users broken down by department or function. *(Collector – 5, County Clerk – 2, Assessor – 14.)*
11. Will the County need an interface to the DMV? *(Yes.)*
12. Will the County need an interface to NADA? *(Already in place in Assessor's Office.)*
13. For Business Personal Property, does the County bill without an Assessment List?, that is, does the County rollover existing data to succeeding years? *(Yes – both.)*
14. So that vendors can provide a thorough and concise proposal, will the County consider extending the proposal deadline by 2 weeks? *(We prefer to allow the current timeframe to stand.)*
15. What is the targeted budget amount and does the budget still need to be approved? *(Generally this question, which although rare has come up with other projects, is not applicable to us as a governmental entity. We have estimated the cost to exceed the Bid limit of \$4500.00 but will not estimate final totals in order not to limit participation in a sealed Bid process. The project, if awarded, will be funded.)*
16. Which software solution, and by which firm, has the County been using, and for how long, for the automation of functions described in your RFP? *(Travis Software Service since 2000 for the Collector & Clerk. Intrinsic Corp for the Assessor's Office, but not a complete service thus this RFP to advance & improve.)*
17. Section 1.27: Will the County consider software as a service whereby the vendor hosts the Property Tax solution for the County? *(We prefer to stand on the specs / requirements as listed within the initial / current RFP.)*
18. Section 2: What is the extent of scanning the County is referring to here, scanning bar codes or something else? *(The assessor's personal property scanning part is simply to scan in the assessment forms. 2.3 down is referring to reports that can be processed from the assessment software.)*

19. Section 8.17: Can you provide more detail on the County's current tax sale processing? (Presently, the county's program creates a file of all property subject to the tax sale as required per state statute RSMo 140. The file is updated as the parcels are paid for – via our website and newspaper. The file can be transported to another program to electronically create certified mail through the post office. The program for the day of the sale, and after, has an excel spreadsheet to sign up Bidders. The day of the sale, as the parcels are sold, a clerk from the Taney County Clerk's Office types in the Bidder# which then brings up all information of the Bidder that will then attach to a bidder receipt and the certificate of purchase. All reports for the sale can be processed from the tax sale program.)
20. Section 8.26: Is the collector's abstracting software the same Jaguar package? (Travis Computer Software.)
21. Section 8.30: Can you provide additional information on what the County specifically wants to track within a Court Order administration package?
- A.) Auto Numbering of Court Order.
 - B.) Date.
 - C.) Beginning Assessment Value.
 - D.) Ending Assessment Value.
 - E.) Process allowing Commission review and approval before Collectors Tax Book is adjusted.
 - F.) Clerk must have ability to adjust Collectors Tax Book.
 - G.) Must have distribution tracking - i.e., pending in Clerk's office, approved, distributed to Collector.
 - H.) Reports that we can present to Commission that can be filtered and sorted by fields.
 - i. Type, Personal or Real.
 - ii. Occupancy.
 - iii. Refunds.
 - iv. etc.
 - I.) Name.
 - J.) Address.
 - K.) Property Number or Account Number.
 - L.) Tax Code.
 - M.) After Tax Book Adjusted, need report showing original assessment, changed assessment and individual political subdivision values adjusted.
22. Sections 8.33/8.41: Is the Jaguar Software simply a check processing application? Can more information be supplied about this product/service? (Yes Jaguar Software is a check processing application and works with the collector software to scan all checks and statements then pay the statements.)
23. Is the County looking to procure a full featured Electronic Document Management Solution within the confines of this RFP or does the County want the new solution to, simply, allow for the upload of documents, pictures, etc. within the new product? (Overall - we prefer to stand on the specs / requirements as listed within the initial / current RFP, however the new software should be able to upload documents, pictures, etc.)

Thank you.

By,

Ron Erickson, Director of Purchasing
 132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
 Phone: 417-546-7281 Fax: 417-546-3931
 E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to RFP# 201401-249 Property Tax Administration Software receipt of which is hereby acknowledged:

Company Name: _____
 Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFP# 201401-249 Property Tax Administration Software
Addendum #2

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Proposal and is hereby incorporated into and made a part of the RFP Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFP 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:

PLEASE TAKE NOTE... This office has received the following questions, answers provided by Sheila Wyatt, in red...

1. Our software is a Microsoft desktop application that runs on SQL server. We additionally provide a web based solution that integrates with the desktop application. Please identify if this is an acceptable platform as it is referenced throughout the RFP that the application software must be a web based solution utilizing a web browser. **(ANSWER: As mentioned in Addendum #1 "MUST means MUST". However this is an RFP meaning that we are asking for proposals to consider. If you can offer a proposal that meets all of the requirements being asked for – including all of the "MUSTS", but think you might have a better solution – propose it as well – perhaps as an "Option B"....? RFPs allow us the flexibility to consider options, adjust specs, and even negotiate in order to make the best possible choice for the county. An RFB – true Bid is more "black & white".)**
2. Of the 14 individuals that comprise the Assessor's staff, please identify how many will be required to sketch utilizing APEX Sketch? **Six (6).**
3. What format will the current sketch files be provided in? **Saved in data base.**
4. How many sketches will need to be converted? **24,968.**
5. Has the county established a date that they would like to have a contract in place by? **ASAP**
6. Has a preferred go live date been established? **ASAP**
7. How many years of historical data will need to be converted? **For the collector all on current program 1999 forward—for the assessor it is around seven years.**
8. How many years of pricing should be included as part of the proposal? **Quote what you will do.**

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to RFP# 201401-249 Property Tax Administration Software receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____