

COUNTY OF TANEY - MISSOURI



**Request for Proposals
For
SOFTWARE for ASSESSOR, COLLECTOR and CLERK
Taney County, Missouri**

**RFP #201104-131– Software for Assessor, Collector and Clerk
Release Date:
April 16, 2011**

**Submittal Deadline:
April 26, 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 RFP:** Sealed RFP'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) **RFP Closing:** All RFP's shall be **delivered before 3:00P.M.**, Central Time, on April 26, 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 RFP's received after 3:00P.M and will return such late RFP's to the Offeror.

4) Offerors must submit one (1) original and one (1) copy of the RFP (total of two). **RFP's will be opened publicly at 9:00a.m. on April 28, 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 Proposals 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 proposals for Software for Assessor and Collector as set forth herein. The Taney County Purchasing Department is seeking proposals from qualified vendors who can provide an integrated appraisal and tax billing and collections solution to serve the Taney County Assessor, Collector of Revenue and the Clerk's offices.
- 2) Organization – This document, referred to as Request for Proposals (RFP), 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 Proposals shall be submitted in writing, **prior to the RFP closing date** and no later than **3:00 p.m., Wednesday, April 20, 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 RFP, written addenda will be issued. Any addendum to this RFP 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 RFP 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 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. 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. Respondents are asked to include pricing in the response including any third party pricing as well. Responses are due no later than 3 pm on April 26, 2011 and should be delivered to the Taney County Purchasing Office at 132 David Street, Forsyth, Missouri.

RFQ's – Request for qualifications were submitted for this project. They were awarded in the following order:

1. Villa GIS
2. Devnet, Incorporated
3. Vanguard Appraisals, Inc.

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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.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:
