



TANEY COUNTY MISSOURI

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

SOLICITATION TITLE: Tax Management Software
RFP #202005-450

SOLICITATION TYPE:

- = Full / Formal Bid for Products or Materials *ONLY*.
- = Full / Formal Bid for Products *and* Services.
- = Full / Formal Bid for *Services ONLY*.
- = Full / Formal Request for Proposals.
- = Full / Formal Request for Qualifications.

SCHEDULE & DEADLINES:

May 16, 2020 – June 1, 2020

Proposal Release Date / Advertising Period

May 26, 2020 at 2:00 P.M.

Deadline for Submitting Questions.

June 1, 2020 at 5:00 P.M.

Closing Date / Time.

June 3, 2020 at 9:45 A.M.

Opening Date / Time.

Responding Vendor / Company Name

City / State

TOTAL PROPOSAL PRICE: _____

SECTION #	TABLE OF CONTENTS	Page #
	Cover Sheet: Solicitation Title & Type, Deadlines, and Table of Contents.	Page 1
	Commodity Title, Submission Locations, and Vendor Information Form.	Page 2
	Introduction & Basic Processing Information.	Pages 2-3
1	Instructions and General Conditions.	Pages 3-6
2	Scope of Services Compliance Requirements/Specifications.	Page 6-11
3	Standard Terms and Conditions.	Page 11-12
4	No Proposal Response Form.	Page 13
5	Final Compliance Checklist.	Page 13
	Sample Agreement (Reference ONLY.)	Pages 14-15

Commodity Title: **TAX MANAGEMENT SOFTWARE**
PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL
#202005-450"
RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Proposal Submission
Location / Mail Address: Taney County Purchasing Department (Second Floor)
P. O. Box 1630 (PO Box MUST be used for U.S.P.S. delivery.)
132 David St. (Physical Address MUST be used for Courier delivery.)
Forsyth, MO 65653

Proposal Opening
Location / Address: Taney County Commission Hearing Room (Old Courthouse)
132 David Street
Forsyth, Mo. 65653

The undersigned certifies their authority to bind this company in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein or to offer a "No Proposal." Type or print information below. Submitter is REQUIRED to complete, sign and return this form with their submittal to our solicitation as well as initial all pages. *An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

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

INTRODUCTION & BASIC PROCESSING INFORMATION:

A formal invitation for proposal is utilized when any total purchase estimate exceeds \$6,000. The County also uses this method when the life of a term and supply contract is valued more than \$6,000. A complete proposal request package will contain well-defined standard technical specifications for the nature of the service or product(s) requested. A formal closing date and time is specified. The Submitter must comply with this requirement in order to be considered for award.

The Purchasing Department is responsible for the proposal opening at the time and place noted in this solicitation. If a Vendor wants 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 U.S.P.S. (Please note U.S.P.S. concerns as listed in item #1.3 on the following page.)

All formal invitations for proposals are handled by the Taney County Purchasing Department. However, technical requirements and product specifications are the responsibility of the specific requesting department as listed in sections #2.

Read ALL solicitation documents closely - immediately upon receipt. Note any/all special dates and submit your response as soon as possible. See Items 1.21-1.27 for the process to submit questions. Pay close attention to the terms *must, will, shall, should or may*.

Section #1 includes instructions, conditions, guidelines, requirements and other key factors that must be understood. Using the checkmark system here will assist Vendors in participating correctly and limit the possibility of their response being disqualified due to a technicality. Use a checkmark (✓) to acknowledge each of the following items. We have found this method improves communications, limits the need for questions and thus Addendum, and helps to avoid other areas of confusion.

1.	INSTRUCTIONS AND GENERAL CONDITIONS:	(✓)
1.1	Delivery of: <i>Sealed Responses</i> , subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the solicitation closing date and time indicated herein for furnishing the County with goods, and or, services as detailed within the following pages.	
1.2	Closing: <i>Sealed Responses</i> must be delivered before “Closing Date / Time” as listed on page one, to the Taney County Purchasing Department as listed on page two.	
1.3	United States Postal Service WARNING: Due to the fact that there is no mail delivery service at our offices, we strongly discourage Bidders from using the U.S.P.S. If a Bidder elects to use the United States Postal Service do NOT send “return receipt requested” on our end as we do not have staff to wait in line at the Post Office <i>when their counter is open</i> to sign for a bid response package. ALSO...The Post Office only recognizes our P.O. Box address. Other delivery services require our physical address. Both addresses are listed on page #2. It is the Submitter’s responsibility, not the County, nor the Post Office, to ensure responses are delivered in time to the Purchasing Department. Courier or hand delivery works the best.	
1.4	Late Packages: The County will not accept any response received after the listed closing date/time. Late arrivals are considered “NON-RESPONSIVE”. They will not be opened or returned.	
1.5	Opening: Proposals will be opened publicly at “Opening Date / Time”, per page one, and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.	
1.6	Award / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete departmental review. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)	
1.7	Withdrawals: Responses may be withdrawn on written request from the Submitter at the address shown in this request prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Taney County Commission.	
1.8	Sealed & Marked: Responses must be submitted in a sealed envelope identified with the bid number and dates of closing & opening. List the bid number on the outside of the box or envelope and note “ <i>Response to Request for Proposal enclosed</i> ” with a return name & address. No fax or electronic transmitted responses will be accepted. Make sure your package indicates “PROPOSAL”, with the PROPOSAL NUMBER - on the final outside surface of your package.	
1.9	No PROPOSAL: If you elect not to submit a response, return the No Proposal Response Form in section #5 of this package, and note your reason. (Optional). An email is preferred for a “No Proposal” response.	

1.10	Submitter Expenses: This County is not responsible for any expenses which Submitters may incur in estimating, inspecting, nor preparing information to respond to this solicitation.	
1.11	Presentations / Inspections: The County reserves the right to conduct personal interviews or require presentations, inspections, of or from any / all Submitters prior to selection. The County will not be liable for any costs incurred by the Submitter in connection with such interviews, presentations, or inspections. (i.e. travel accommodations, etc.)	
1.12	Proposal Term: All Responses submitted shall be binding, and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing / Costs submitted within this response must be honored within that set timeframe. Submitters should not respond unless certain on this point. Submitted pricing to this request, once opened, cannot be changed for any reason. Any such changes, by law, will disqualify that full response.	
1.13	Proposal Rejection: The Taney County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.	
1.14	Multiple Awards: Responses may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.	
1.15	Payment Terms: Taney County standard payment terms are <i>Net 30</i> after receipt of an invoice. We can not, and will not, agree to any other payment terms. Once products, or services, are received and accepted Taney County will process payment in full. Invoices need to be issued, and mailed, correctly, to the requesting department - not Purchasing.	
1.16	Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.	
1.17	Any award agreement shall take effect upon the approval by the Taney County Commission.	
1.18	Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in said response being disqualified.	
1.19	Direct Email Address: An email address MUST be provided in order to receive award results. (Not a website.) We do not use U.S.P.S. for results only email. Final award results will be emailed to all responding Vendors. Please do not call for results.	
1.20	Results are always posted at: www.taneycounty.org .	
1.21	All questions for this solicitation must be submitted no later than 2:00 P.M. on Monday, May 26, 2020. Questions must be emailed to the department point of contact listed within this request as well as copied (cc) to the Purchasing Director at nikki.lawrence@taneycountymo.gov	
1.22	Aside from routine processing questions, if it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new / necessary modifications.	
1.23	Any /all solicitation impacting questions, causing the need for modifications, will be combined into one written Addendum with answers and explanations to cover any / all new issues.	
1.24	Any necessary Addendum is valid only if in writing and issued by the Taney County Purchasing Department.	
1.25	Any necessary Addendum will be emailed as close as possible to the day following the deadline listed in item #1.21 above, to all parties who had previously been part of the original DPI (Direct Proposal Invitation email), or had made email contact during the open questioning timeframe.	
1.26	When an Addendum is necessary it is a formal / legal process which Submitters are required to formally respond to. Follow the instructions as indicated in detail on the Addendum itself.	

1.27	Any necessary Addendum will also be posted on the Taney County website attached at the end of the solicitation there. An indication in red, placed at the end of the affected bid, will alert website visitors as to the presence of an Addendum – if / when one is needed.	
1.28	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 solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other suppliers. Always acting in the best interest of Taney County Missouri.	
1.29	Agreement: The entire contents of response documents submitted by the successful Submitter to this request shall include all proposal documents and will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Submitter shall initial all pages where the document denotes "Submitter's Initials: ____" at the bottom of each page after completing each page. Any responses not complying with this condition may be considered non-responsive. The Awarded Vendor(s), of this request, will follow up with a written agreement draft, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties working in harmony with this signed response.	
1.30	Our standard <i>Sample</i> agreement currently being used by Taney County, in most cases, is attached here to assist. It is not necessary to fill in the blanks of said " <i>Sample</i> ". This sample is for reference purposes only. The County reserves the right to use other agreement versions should our Legal Services Department decide another version would better serve the needs of Taney County Missouri as they pertain to those requested within this solicitation.	
1.31	Response Content: In order to enable direct comparison of competing responses, Submitters must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Submitter's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."	
1.32	Advice of Award: The County's Responses, Proposal Tabulations, and Proposal Award information may be viewed on our website at www.taneycounty.org . (Purchasing Department Page.)	
1.33	Response Clarification: The County reserves the right to request additional written or oral information from Submitters in order to obtain clarification of their responses.	
1.34	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 proposal conditions, may be waived at our discretion whenever it is determined to be in the best interest of Taney County Missouri.	
1.35	Evaluation Process: The County's sole purpose in the 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. Any final analysis does not imply that one Submitter is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.	
1.36	Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.	

1.37	Sunshine Laws: Per (Section 610.026, RSMo.) concerning public documents, all responses to this request will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of 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.
------	---

2. Scope of Services/Specifications:

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.

2.1 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:

- 2.1.1 Application software must be web based utilizing a web browser for cross platform interoperability.
- 2.1.2 Interface that allows all programs to be opened in multiple tabs.
- 2.1.3 All reports must be generated natively in PDF format with e-mail capability.
- 2.1.4 Ability to scan, retrieve, and mark returned Personal Property Sheets.
- 2.1.5 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.
- 2.1.6 Ability to print Personal Assessment Sheets with vehicles listed from prior year, generated natively in PDF format for initial and second mail out.
- 2.1.7 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.
- 2.1.8 Report of returned Assessment Sheets but not assessed.
- 2.1.9 Ability to roll all vehicles for New Year processing, from the Assessor's State supplied tables and/or user defined tables (minimum values).
- 2.1.10 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.
- 2.1.11 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.
- 2.1.12 Ability to maintain the Assessor's State supplied vehicle valuation tables and user defined minimum tables.
- 2.1.13 Ability to calculate reciprocity for heavy trucks and trailers.
- 2.1.14 Audit file of valuation changes.
- 2.1.15 Ability to mark records delete next year and delete second mail out.
- 2.1.16 Ability to enter and report increases and decreases of valuation by school district, after the un-extended books have printed.
- 2.1.17 *Personal property sheet online filing via the internet with live update, and with e-mail verification for the person filing.
- 2.1.18 Business Personal Property utilizing depreciation tables.
- 2.1.19 *Business Personal Property Sheet online filing via the internet, with e-mail verification and reporting of all account activity.
- 2.1.20 Ability to track which records have been filed online.
- 2.1.21 Waiver creation and tracking system.
- 2.1.22 Auto assignment of account numbers.

- 2.1.23 Ability to enter and track leased vehicles.
- 2.1.24 Ability to enter memos.
- 2.1.25 Ability to retrieve prior year un-extended tax books in PDF format.
- 2.1.26 Page totals on tax book.
- 2.1.27 *Offsite backup capabilities via internet.
- 2.1.28 Extensive search options by name, address, etc.

*These must be hosted and administered offsite.

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

- 2.2.1 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.
- 2.2.2 Bad – Option that shows all accounts scanned through the system, but not on the system. Such as bad scan or barcode read.
- 2.2.3 Corrected – Option that shows all bad records that have been corrected.
- 2.2.4 No Property – Option that shows all no property owned sheets.
- 2.2.5 Same as last year – Option that shows all sheets that are same as last year.
- 2.2.6 Deleted – Option that shows all deleted assessment sheets.
- 2.2.7 Livestock – Option that shows all scanned sheets that have livestock.
- 2.2.8 Historical – Option that shows all scanned sheets that have historical on them.
- 2.2.9 Farm Equipment – Option that shows all scanned sheets that have farm equipment.
- 2.2.10 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 |

2.3 TANEY COUNTY ASSESSOR REAL ESTATE PROPERTY Software Proposal 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

- 2.3.1 Utilize Hunnicutt costing method.
- 2.3.2 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.
- 2.3.3 Interface that allows all programs to be opened in multiple tabs.
- 2.3.4 All reports must be in PDF format, for cross-platform independence and e-mail.
- 2.3.5 Print parcel information sheet with, parcel number, associated sketches, and associated pictures, and must be in PDF format.
- 2.3.6 Print PRC with selected pictures and sketches in a PDF format.

- 2.3.7 Printing of sales letters on demand.
- 2.3.8 Printing map index cards, property record cards, subd. list with neighborhood code by Alpha & Numerical.
- 2.3.9 Print map maintenance log by tax year and date range and map maintenance summary. These are permanent records that must be stored electronically)
- 2.3.10 Printing of new construction letters.
- 2.3.11 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).
- 2.3.12 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).
- 2.3.13 Mass batch update of parcel valuations utilizing Hunnicutt Costing tables.
- 2.3.14 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
- 2.3.15 Audit trail capabilities.
- 2.3.16 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.
- 2.3.17 Utilize multiple methods of land pricing:
 - a. Front foot with depth factors.
 - b. Site value.
 - c. Acre Value.
 - d. Override.
- 2.3.18 Ability to change county wide index and recalculate all parcels.
- 2.3.19 Ability to selectively recalculate parcels.
- 2.3.20 Ability to interface with current GIS vendor.
- 2.3.21 Tracking of New Construction, detail and total reports.

2.4 Tax Administration:

- 2.4.1 Ability to scan, index, and retrieve PRCs.
- 2.4.2 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.
- 2.4.3 Interface that allows all programs to be opened in multiple tabs.
- 2.4.4 All reports must be generated natively in PDF format with e-mail capability.
- 2.4.5 Ability to enter and report increases and decreases of valuation after the un-extended books have printed.
- 2.4.6 Map sheet report.
- 2.4.7 Ability to retrieve prior un-extended tax books in PDF format.
- 2.4.8 Interface that allows all programs to be opened in multiple tabs.

2.4.9 Audit trail capabilities.

2.5. Mobile Office:

- 2.5.1 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.
- 2.5.2 Must be able to wirelessly transfer photos to appropriate structure while appraising that structure, utilizing pen based tablets or laptops, in the field.
- 2.5.3 Synchronizing of server CAMA database with new photos and sketches from pen based tablets.

2.6 TANEY COUNTY CLERK REAL ESTATE AND PERSONAL PROPERTY TAX ADMINISTRATION

Software Proposal 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:

- 2.6.1 All reports must be generated natively in PDF format with e-mail capability.
- 2.6.2 Interface that allows all programs to be opened in multiple tabs.
- 2.6.3 Maintain tax levies for all taxing entities. Must add new levies easily & remove levies.
- 2.6.4 Print Real Estate extended book.
- 2.6.5 Print Personal Property extended book.
- 2.6.6 Print form 11 and form 11A totals.
- 2.6.7 Tracking all increases, decreases, and abatements. Provide reports by assessed valuation and tax values.
- 2.6.8 Entry of court orders for Real Estate and Personal Property.
- 2.6.9 Report that distributes court order tax dollars by taxing entity for Real Estate and Personal Property by year with current, delinquent, and grand totals.
- 2.6.10 Printing of individual court order sheets. Must be able to print in excel so it may be sorted.
- 2.6.11 Tax Summary Report containing beginning balances, collections, additions, abatements, protests and ending balances for each taxing entity.
- 2.6.12 Aggregate valuation letters with county real estate and personal valuations, state and local railroad valuations and new construction valuations for each political subdivision.
- 2.6.13 Board of Equalization module:
 - a. Track written minutes and adjustments to create Board of Equalization Book.
 - b. Reports from Board of Equalization to examine totals.
 - c. Adjust tax program after Board of Equalization meeting.
 - d. Schedule appointments for Board of Equalization and to include an assignment of a Board of Equalization number to each scheduled appointment.
 - e. Ability to produce a notification letter to property owner and property owner's agent.
 - f. Ability to produce the Board of Equalization decision letter to the property owner and the property owner's agent.
 - g. Ability to scan proof provided by tax payer into each Board of Equalization record.
 - h. Ability to connect to real estate program to bring up current year assessment.
 - i. Must be able to review prior year adjustments from current Board of Equalization program.

2.7 Real Estate and Personal Property Local Railroad and Utilities:

- 2.7.1 All reports must be generated natively in PDF format with e-mail capability.
- 2.7.2 Interface that allows all programs to be opened in multiple tabs.
- 2.7.3 Maintenance programs that allow entry of all companies.
- 2.7.4 Maintenance program that allows entry of all tax records.
- 2.7.5 Un-extended and extended books and book totals.
- 2.7.6 Printing of tax statements.
- 2.7.7 Railroad & utility distribution worksheet
- 2.7.8 Maintain railroad & utility local & state valuations by entity.
- 2.7.9 Print reports 1310/1309.
- 2.7.10 Calculate railroad & utility taxes.
- 2.7.11 School worksheet distribution of railroad & utility taxes.

2.8 TANEY COUNTY COLLECTOR Software Proposal 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:

- 2.8.1 Bar coding of statements.
- 2.8.2 Abstracting of Real and Personal Property statements utilizing bar code on statement.
- 2.8.3 Abstracting reports by operator or combining all operators.
- 2.8.4 Abstracting reports by date range.
- 2.8.5 Abstracting totals must be distributed by taxing entity.
- 2.8.6 Monthly Settlement report that includes all collections (real, personal, surtax, railroad, all misc. collections).
- 2.8.7 Collector's YTD account book.
- 2.8.8 Printing of Real and Personal extended tax books
- 2.8.9 Printing of Real and Personal property tax statements or receipts on demand.
- 2.8.10 Capability to write and stamp for deposit, tax payer checks at time of abstracting with validation printer.
- 2.8.11 Printing of transaction journal by each operator distributing checks, cash, and credit card at time of abstracting. (Drawer report)
- 2.8.12 Create file of delinquent tax books, by entity, CID or TIF to print or email.
- 2.8.13 Printing of delinquent statements by business personal.
- 2.8.14 Create file of paid tax books with date paid and receipt number.
- 2.8.15 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.
- 2.8.16 Printing of court orders.
- 2.8.17 Tax sale program that allows functions of tax sale electronically.
- 2.8.18 Tax sale report for newspaper.
- 2.8.19 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.
- 2.8.20 Tax sale fee report showing publication, clerk fee separately.
- 2.8.21 Preparation of Certificate of Purchase for each property purchased at tax sale as required for Recorder's Office.
- 2.8.22 Print collector deed from tax sale data.
- 2.8.23 *Tax sale information updated on collector page on the internet also connecting to GIS site showing location.
- 2.8.24 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.
- 2.8.25 *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.
- 2.8.26 *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.
- 2.8.27 Ability to email tax receipts directly from screen without printing.
- 2.8.28 *Printing of tax statements or tax receipts by the public via the internet.
- 2.8.29 All reports and forms must be generated natively in PDF format with e-mail capabilities.
- 2.8.30 Court Order administration and tracking system.
- 2.8.31 Mortgage Companies - download, marking of records, statements, and auto abstracting.
- 2.8.32 Credit file of delinquent or current real estate to transmit to loan companies at any date.
- 2.8.33 Provide a seamless interface with the Collector's database for the Jaguar check processing system.
- 2.8.34 Digital creation of real and personal property statements for processing by third party mailing company.
- 2.8.35 Tax Summary report containing beginning balances, collections, additions, abatements, protested collections and balances for each taxing entity.
- 2.8.36 State and local railroad and utilities un-extended and extended books, statements, along with collections and monthly settlement report.
- 2.8.37 Merchant's License system – maintenance, tax collection, distribution, printing of statements and licenses.
- 2.8.38 Capability to interface address maintenance with assessor's office
- 2.8.39 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.

- 2.8.40 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.
- 2.8.41 Compatibility with “Jaguar” software.

*These must be hosted and administered off site

2.9 Real Estate and Personal State and Local Railroad and Utilities:

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

2.10 Computer Output to Disk Software:

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

2.11 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 correlating department contacts below:

<p>Mona Cope, Taney County Collector 417-546-7216 mona.cope@taneycountymo.gov</p>	<p>Chuck Pennel, Taney County Assessor 417-546-7241 chuck.pennel@taneycountymo.gov</p>	<p>Donna Neeley, Taney County Clerk 417-546-7203 donna.neeley@taneycountymo.gov</p>
---	---	--

3. STANDARD TERMS AND CONDITIONS:

Here please check (✓) off the appropriate box to indicate compliance or not. In this section, the County will always look for 100% COMPLIANCE. These “STANDARD TERMS and CONDITIONS” are absolutely critical to all County solicitations. We suggest that if after reviewing each of the following items if any potential participant feels they are not able to comply with ALL - they should probably not submit a bid response to our solicitation. All “D” check (✓) marks will be considered very strongly toward disqualification. Check every item. Any blank item in this section will be considered non-responsive and may disqualify.

C = Comply with. <i>(In some cases this will serve as a basic acknowledgement to that specific term or condition.)</i> D = Does not comply with. <i>(You or your firm cannot agree with or comply with that specific term or condition.)</i>		C	D
3.1	Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this solicitation.		
3.2	The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County.		
3.3	Taney County reserves the right to award on an item-by-item basis, or an “all or none” basis, whichever is in the best interest of the County.		
3.4	Submitters must use the proposal request forms provided for the purpose of submitting responses, must return the proposal and proposal sheets comprised in this proposal – in same order as received, give the unit price, extended totals (when asked for), and sign the proposal.		

3.5	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.		
3.6	Any submitted delivery date, when required, shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in the award phase.		
3.7	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.		
3.8	In case of delay, the Contractor must notify the department point of contact listed on page #11.		
3.9	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.		
3.10	Failure to deliver as guaranteed may disqualify Submitter from future participation.		
3.11	Prices must be as stated in units of quantity specified, and must be firm.		
3.12	The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered and is accepted by the County.		
3.13	Do not include Federal Excise Tax or Sales and Use Taxes in your response, as state law exempts the County from these taxes.		
3.14	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 as 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 bid should be directed to the Purchasing Department prior to bid response opening.		
3.15	In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.		
3.16	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.		

4. **NO PROPOSAL RESPONSE FORM:** Completion of this short form is totally optional and is included within our solicitations simply as an additional “tool” to assist us overall in improving future solicitation processes. If you, or your company, has decided not to participate by *not* offering a proposal, please complete the below form and return it to the Purchasing Department by email.

Thank you...

RFP #202005-450 Tax Management Software

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Submitting:	
Would you like to be removed from our list(s) for future proposals/bids? (____ Yes or ____ No.)	

5. **FINAL COMPLIANCE CHECKLIST:** By using the below table as a checklist you will help to insure that your proposal is fully compliant before you seal it for submission. Your full proposal response needs to comply with all of the below listed requirements or it may not be included for consideration. Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified. Please call me, at my office as listed right below, or email me with any questions pertaining to these requirements or any other written instructions. *Thank you...*

Nikki Lawrence, Director of Purchasing
Office: 417-546-7281 / FAX: 417-546-3931
nikki.lawrence@taneycountymo.gov

The below requirements apply to every solicitation we do.

(✓) = Acknowledged below item with intent to comply.

ITEM #	FINAL COMPLIANCE CHECKLIST	(✓)
6.1	The County will not accept any late proposals. Late packages will not be opened or returned.	
6.2	No fax or electronic transmitted proposals will be accepted. Proposal responses received via fax will disqualify that Vendor from any participation in this proposal.	
6.3	Please include a current/signed W-9 form with your company information. Taney County Accounts Payable Department cannot process payment(s) without a current W9. The name and address on your W9 will be used as the formal name/address on any subsequent Agreement post award.	
6.4	Remember to sign the proposal sheet as this is mandatory. Missing signature <u>WILL</u> disqualify.	
6.5	Un-readable responses, including an unreadable email address, <u>WILL</u> disqualify.	
6.6	Three <u>COMPLETE</u> copies of the bid response, with your original, are <u>REQUIRED</u> . Please indicate copies versus original. One sided copies <u>ONLY</u> . A double-sided response is not considered an acceptable “legal” document for our purposes.	
6.7	Include, in your response, ALL pages of the bid document initialed by hand, not typed, where asked for on each page bottom. Incomplete responses could possibly disqualify.	

AGREEMENT (*Sample*)
for
Tax Management Software

THIS AGREEMENT dated the _____ day of _____ 2020 is made between Taney County, Missouri, a political subdivision of the State of Missouri, (hereinafter "County") and _____ of _____ (hereinafter "Contractor").

NOW, THEREFORE IN CONSIDERATION of the mutual consideration and obligations of the parties contained herein, the parties agree as follows:

1. Contract Documents. The contract documents to this Product and Service Agreement to purchase tax management software ("Product") shall include the Contractor's bid response to County's Request For Bid # 202005-450 and any applicable addenda which are attached hereto and incorporated herein by reference. Services data, specifications and literature submitted may be permanently maintained in the County Purchasing Office. In the event of a conflict between any of the foregoing Contract Documents, and this Agreement, the terms and conditions of this Agreement shall prevail and control.

2. Contract Price. The County agrees to purchase the Equipment from the Contractor and the Contractor agrees to sell to the County the Equipment described in this Agreement. The Purchase Price shall not exceed \$_____. If certain unusual circumstances occur specific to Equipment availability, the County may consider all other options.

3. Contract Duration. This agreement shall commence on the date it is fully executed and extend for thirty-six (36) consecutive months and automatically renews for an additional thirty-six (36) months upon Order of Commission, unless either party sends a written notice of their intent not to renew, at least ninety (90) days in advance of original termination, subject to the pricing, and delivery clauses as agreed to, and offered by the Contractor's bid response.

4. Billing and Payment. All billing shall be invoiced with specific department information and include bid reference #202005-450 for tracking. No additional fees or extra services not included, or taxes, shall be included as additional charges in excess of the charges in this Agreement or the Contract Documents. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts, if any are available, when County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount.

5. Binding Effect. This Agreement shall be binding upon the parties hereto and their successors and assigns for so long as this Agreement remains in full force and effect.

6. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual Agreement. This Agreement may only be amended by a signed writing executed with the same formality as this Agreement.

7. Termination. This Agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. Due to material breach of any term or condition of this Agreement, or
- b. If in the opinion of the Taney County Commission Services are delayed or are not provided in conformity with specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

8. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Missouri. Venue for any dispute arising out of the formation, interpretation, or claims regarding a breach of this Agreement shall be solely and exclusively in the Circuit Court of Taney County Missouri.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this Agreement.

“Contractor” _____

Taney County Missouri
By: Taney County Commission

Authorized Person (PRINT)

Mike Scofield, Presiding Commissioner

Title

Date

Signature

Attest:

Date

Donna Neeley, County Clerk

Address:

AUDITOR CERTIFICATION

In accordance with 50.660 RSMo, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

_____ Signature	_____ Date	_____ Appropriation Account
--------------------	---------------	--------------------------------