

REQUEST FOR PROPOSAL NOTICE ISSUED: 6-17-2009

JEFFERSON COUNTY, MISSOURI

Department of Administrative Services
729 Maple Street
PO Box 100
Hillsboro, MO 63050
www.jeffcomo.org
636-797-5380

SPECIFICATION CONTACTS:

BETH MAHN
County Collector
636-797-6441

RANDY HOLMAN
County Assessor
636-797-5397

RANDY MULLER
Director of Info Technology
636-797-5592

REQUEST FOR PROPOSAL

ASSESSOR COLLECTOR SYSTEM

PROPOSALS SHALL BE ACCEPTED UNTIL:

TUESDAY, JULY 21, 2009, at 2:00 p.m. local time.

Thereafter, proposals shall be opened in the Assembly Room of the Jefferson County Administration Center.

THREE (3) COMPLETE COPIES OF SEALED PROPOSALS MUST BE DELIVERED TO:

Department of the County Clerk
Wes Wagner (636) 797-5478
Jefferson County, Missouri
729 Maple Street
Hillsboro, MO 63050

The outside of the envelope must contain the vendor's name, address and the following language:

SEALED PROPOSAL FOR: ASSESSOR COLLECTOR SYSTEM

**SUBMITTED PROPOSALS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS
PROPOSAL INVITATION AND SPECIFICATIONS.**

**The Agreement/Contract term is from:
08-03-2009 through 08-02-2010.**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

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PROPOSAL REQUIREMENTS

A. PROPOSAL SUBMISSION:

Submit proposal form in triplicate (three copies) with specification pages, if applicable. No facsimile proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected.

B. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within thirty (30) days following the opening of the proposal then all proposals will be deemed rejected.

C. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

E. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

F. PROPOSAL DEPOSITS:

Proposal Deposits are not required unless specified in the Specifications.

G. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

H. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

I. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are incorporated into the contract as if fully setout therein.

J. ADDENDA:

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

K. INSURANCE:

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at it's own expense, such insurance as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation.

THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED.

A. Required Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. Required Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. Required Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

L. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

M. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

C. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

D. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

E. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

F. INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

G. WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

H. PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

I. CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

J. DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

K. RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

L. SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

M. CHOICE OF LAW:

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

N. TERMINATION:

1. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. Default: County may terminate the whole Contract or any part in either of the following circumstances:
 - a. If supplier fails to deliver the items required by the contract within the time specified; or
 - b. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - c. In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

O. NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

P. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

Q. COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

R. ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

S. SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

T. APPROVAL:

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

U. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

**SPECIFICATION
CONTACTS**

BETH MAHN - COUNTY COLLECTOR - 636 797 6441

RANDY HOLMAN - COUNTY ASSESSOR - 636 797-5397

RANDY MULLER - DIRECTOR OF INFORMATION TECHNOLOGY - (636) 797-5592

AFFIDAVIT
(as required by Section 285.530, Revised Statutes of Missouri)

STATE OF _____)
) ss
COUNTY OF _____)

BEFORE ME, the undersigned Notary Public, _____

personally appeared who is _____ (Title) of _____

_____(Company Name), and after being sworn did depose and say:

1. that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and Jefferson County, Missouri for the _____ Project.
2. that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

The terms used in this affidavit shall have meaning set for in Section 285.525 RSMo, Et seq.

Signature (Person with Authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ day of _____, 2009

My Commission Expires: _____

Signature of Notary

Date

SPECIFICATIONS

FORMAT OF PROPOSAL RESPONSE:

The format of the proposal is assembled as follows:

- Section I Scope of Project**
- Section II Current Environment**
- Section III Business Requirements**
- Section IV Installation, Training, and Documentation**
- Section V Pricing**
- Section VI References**

Bidders are requested to complete each item/paragraph in this section by inserting:
(Yes or No) or Not Applicable (N/A), and may offer additional description where appropriate.

SECTION I. SCOPE OF PROJECT

When the Collector started discussing the new project with me, I told her that I wanted a system that is a “State of the Art” automated and fully integrated System for the County of Jefferson Missouri, not just the Assessor and Collector.

This system will integrate with almost every department in the county.

Recorder of Deeds – Deeds – Today a manual paper trail goes between the Assessor’s office and the Recorder of Deeds office. New system provides online parcel updates that will be done by both departments, (updating parcel numbers)

911 will interface to update SITUS addresses.

Today this is done manually.

Planning and Zoning, Building Department, Public Works.

This system becomes the nucleus for all other public service related systems.

Also, less manual intervention from IT to process tax files.

The most critical Information Technology issue is the existing system runs on an 18 year old AS 400. The AS 400 programs no longer support what needs to be done to meet our business requirements.

The AS 400 operating system is no longer supported by IBM.

Also, we have had three hardware crashes this year that we were able to find parts but it was difficult and it will continue to get more difficult.

Integrates across Assessment and Collection functions that share a common database.

Supports timely and efficient billing and collection of taxes levied within Jefferson County and the taxing entities supported by the County.

Interfaces with System Innovators Cashiering for Windows System to track aggregate receivables, collection activity, and distribute proceeds to appropriate funds.

Increases efficiencies through a single entry data capture.

Supports remote data collection devices to leverage fieldwork efficiencies.

Empowers the user with analytical tools and report writing capabilities.

Provides an intuitive, user-friendly interface.

Internet Self Service. The proposed solution must support customer inquiry on both assessment and account status via the Internet. The proposed solution must also support credit or debit card payments via the Internet. Interfaces with County’s GIS System to support data analysis.

SECTION II. CURRENT ENVIRONMENT

Following are some items that may be different between us and other counties.

1. Jefferson County tax year is based on the calendar year.

Therefore, some taxes are paid in January and February for the prior year without penalties if the postmarked date is prior to January 1.

2. Jefferson County is running the Assessor and the Collector's Systems on an old IBM AS 400. The AS 400 is using a proprietary database using primarily RPG as the development software language.
3. The Assessor System was developed in house over the last 20 years. Over the years, many modifications have been made. Some fields have names that no longer represent the data in the field while the others are named to represent what the field contains. For example, in personal property, there are specific dates that carry a meaning for a specific process to occur.
4. A copy of the Assessor's AS 400 file is downloaded and linked to TIFF images on a server based system for inquiries.
5. The Assessor's file is manually copied into the Collector's file where all taxes are computed.
6. The Collector's System was also developed over 20 years ago. It has also been modified many times over those years. Its field names are a good representation of what the field contains. However, there are some specific dates that carry a meaning for specific processing to occur.
7. The Collector's file is integrated with the System Innovation product, Cashiering for Windows. As payments are being made the Cashiering for Windows System uses HLLAPI to screen scrape the AS 400 processing. This process will be eliminated and the Cashiering System will need to access this new system in a real-time environment.
8. Every year in June, a file is created on 8 mm tapes that are sent to title companies. By September 1, the title companies identify the properties that they have titled. The title companies send to the County a file of only their records, parcels. These title company files are used to update the AS 400. Then in October after the new tax is calculated, an updated tape sent to the title companies. Finally, In December, the title companies send another file with the parcels that they are paying the taxes. This file is processed to update the AS 400.
9. Another unique process is called Prorating of Taxes. The Prorating process is ongoing in the Assessor's Office, and affects the Collector's Office beginning in September. The Assessor identifies those properties that have active building permits. When the tax bills are created in October the prorated parcels do not get a tax bill created. Then in December, all of these properties get tax bills created.

When prorating taxes, the vendor must provide the capability to add new construction residential property upon its occupancy and then have the taxes prorated to reflect the percentage of time the property is on the tax roll.

The vendor must be familiar with the Missouri Laws and regulations.

10. The Collector's end of year reporting is actually done at the end of February. It is during this time when the collector must balance their actual collections to the files stated collections.

SECTION III. BUSINESS REQUIREMENTS

System Features and Functionality

| | | Y/N | Comments |
|----|--|-----|----------|
| 1 | System provides real time information | | |
| 2 | System allows the option of real time processing or batch processing | | |
| 3 | Effective dating of transactions | | |
| 4 | System allows an unlimited number of accounts and monitors those accounts to prevent duplications. | | |
| 5 | Menus have drill-down capabilities for detailed inquiry. | | |
| 6 | Import/export data (including historical assessment and collection data) and reports to commonly used desktop application software. | | |
| 7 | Maintain all master files in real time, interactive status | | |
| 8 | System will support USPS zip code certification and third party zip code extension updates. | | |
| 9 | Maintain complete audit trails for the following: All data entered. All data deleted or records deactivated All adjusted data | | |
| 10 | Perform wildcard searches by: Name, account #, telephone #, address, physical address, legal description and all other existing data fields at the user level. The display of these searches must be in the format requested by the user. | | |
| 11 | Support the compatibility with ESRI software and features including shape files and /or personal geo-databases, and /or SDE geo-databases to perform inquiry, analysis and viewing of parcel data. | | |
| 12 | Associate OCR scanned documents or other electronic images/documents including property photos with the data collected by the system | | |
| 13 | Mass change capability to assign same function to multiple parcels simultaneously | | |

| | | | |
|----|--|--|--|
| 14 | Free form searchable comment screen with audit trail support available in all modules. These comments will need to be displayed as defined by the Assessor's Office. | | |
| 15 | Provide entry control by operator identification | | |
| 16 | Audit trails to differentiate between transactions taken by Assessment or Collections staff. | | |
| 17 | Attach imaged documents or files to the parcel. PP Accounts or billing record. | | |
| 18 | Enable the copying of record characteristics from one to another or to a group of records. | | |
| 19 | Enable query functions or "drill down" capabilities at the field level to support reporting and analysis at the desktop. | | |
| 20 | Support note, or memo, function with: | | |
| 21 | Table definition of note type. | | |
| 22 | Entry date of note. | | |
| 23 | Inquiry feature to sort notes by type, date, or both. | | |
| 24 | Create "pick lists" based upon query criteria (e.g. delinquent status, taxpayer type, owner, property type, etc.) to select records for processing Customer Internet Interface | | |
| 25 | Enable customer-initiated transactions (account maintenance) via the Internet. | | |
| 26 | Send electronic mail on IBM Lotus Notes, and Microsoft Outlook, e-mail software | | |
| 27 | Customer inquiry capabilities on all existing data fields. | | |
| 28 | Parcel and account numbers, with the ability to search a numeric range. | | |
| 29 | Parcel street name and PP account number | | |
| 30 | Property address number, with the ability to search a numeric range | | |
| 31 | Owner name | | |
| 32 | Enable customer to view all GIS information over the Internet | | |

PARCEL IDENTIFICATION PROGRAM

| | | | |
|----|---|-----|----------|
| 1 | Supports multiple street addresses assigned to one parcel (e.g. ownership of condo or apartment complex). | Y/N | Comments |
| | Parcel Code Tables | | |
| 2 | Store unlimited number of tabled parcel code types and maintain text description for each code, including the following examples, but not limited to: | | |
| | Parcel Record Maintenance | | |
| 3 | Maintains parcel sale history including | | |
| 4 | Previous owner history. | | |
| 5 | Deed of trust amount | | |
| 6 | Instrument of sale (table driven). | | |
| 7 | Type of financing: Sale Date, Sale Amount | | |
| 8 | Unlimited number of transactions including the above records. | | |
| 9 | Real property parcel characteristics to include fields: | | |
| 10 | Driveway type. | | |
| 11 | Ability to transfer structure or structures from one parcel to another | | |
| 12 | Supports parcel splits or subdivisions. | | |
| 13 | Support parcel parent/child history. | | |
| 14 | Record and track all changes to map reference numbers (i.e., as a result of a correction as well as from subdivisions and consolidations). | | |
| 15 | Prompt user to edit tax exemption codes when property changes ownership | | |
| 16 | Access and change historical data including multiple assessments each year, appeals, sales and property characteristics information | | |
| 17 | Provide method for automatically assigning a parcel to an appraiser (e.g., an appraisal assignment table) upon completion of construction, based on the following: on neighborhood, subdivision name or other geographic level. | | |

| | | | |
|----|--|--|--|
| 18 | Allow direct entry of area measurement (i.e., the dimensions are unknown). | | |
| 19 | Support separate property descriptions for outbuildings and improvements | | |
| 20 | Ability to clear parcel records en masse. | | |
| 21 | Enable the sketching of rounded surfaces and other curved areas, reversal / rotation of a sketch, and irregularly shaped areas. | | |
| 22 | Attach scanned images of building sketches and photos/files to the parcel record. | | |
| 23 | Automatically calculate property dimensions and square footage from existing and future sketches and use this calculation to value the improvements within the system. | | |
| 24 | Record detailed physical characteristics for a property, with the ability to describe each building on a property separately. | | |
| 25 | Copy sketches from one parcel to another by providing a template for property with similar new construction | | |
| 26 | Copy user defined parcel characteristics in batch at year-end, based upon user criteria, to new year parcel records. | | |
| 27 | Apply adjustments (e.g., corrected assessments) to current year records, prior year records or both, after taxes have been billed. | | |
| 28 | Apply adjustments in batch mode or on-screen in real time. | | |
| 29 | Track exemption requests and the dates associated with their approval or denial. | | |
| 30 | Record and view on-screen all changes made to a property's value. | | |
| | Real Property Assessment | | |
| 31 | Support online mass assessment, to assess multiple properties by several group types including: | | |
| 32 | Subdivision, Neighborhood, Location, Structure type/class, Property type, User defined group | | |

| | | | |
|----|---|--|--|
| 33 | Mass assessment will perform assessment-based percentage complete. | | |
| 34 | Supports fractional assessment based upon property type | | |
| 35 | Maintain assessment history by parcel, including Revised value Appraiser. | | |
| 36 | Assessment methodology (comment field per specifications in General tab). | | |
| 37 | Allow assessment exemptions to be applied and removed for individual parcels, and for user selected groups of parcels. | | |
| 38 | Provide ability to generate a "test" assessment certification, to perform quality assurance prior to final certification. | | |
| 39 | Support standard approaches for property valuation Cost approach. Income approach Market analysis approach (i.e., sales trend) Income approach (for commercial properties only) MRA (multiple regression analysis) approach. | | |
| 40 | Compute standard assessment statistical analysis including sales ratios, coefficient of dispersion, and price related differential, and other tests of the level and equity of assessments. | | |
| 41 | Unlimited field size to describe property dimensions | | |
| 42 | Allow appraisers to manipulate and override cost data and factors, including depreciation factors, class, class adjustment, and land values, to reflect local market conditions. | | |
| 43 | Store and display an assessment method code, from a table, to indicate how the property was valued for all property types. | | |
| 44 | Interface with the Marshall & Swift replacement cost system with depreciation tables. Allow cost tables to be calibrated by appraisers and support interpolation between areas in cost tables. | | |

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| 45 | Provide flexibility for appraisers to specify unique or tabled features to property when standard cost approach yields unsatisfactory results. | | |
| 46 | Flag properties for review where major departures from cost table standards have occurred. | | |
| 47 | Store sales information including tracking of remarks and listing the individual who provided the information | | |
| 48 | Support modeling functions based on the income approach for assessment | | |
| 49 | Support modeling functions based on the market approach for assessment. | | |
| | | | |
| | Personal Property Assessment | | |
| 50 | Track and view assessment history and waivers for each item of personal property by prior, current, and all future years. | | |
| 51 | Support flexible user defined depreciation, trending and condition schedules for application by property type and tax year. | | |
| 53 | Perform mass valuations for personal property of varying types in batch or in on-screen, real time mode. | | |
| | Reporting & Querying | | |
| 54 | Provide ability to view all real property owned by an individual entity, regardless of type (i.e., vehicles, computer equipment, furniture & fixtures, boat, etc.). | | |
| 55 | Produce a comparable sales query and report. | | |
| 56 | Query comparable neighborhoods and view neighborhood data on screen | | |
| 57 | Display (e.g., on a single screen) the assessed values for land, improvements, etc. for a parcel across multiple years. | | |
| 58 | Provide a "walk down the street" view of property records, displaying identifying information such as address, owner names, map reference number, etc. | | |

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| 59 | Flag difficult properties for special handling. Such as proration bills, non-billable, mobile home, penalty codes. | | |
| 60 | Provide ability to perform year-to-year comparisons, with as many as five years of values being compared. | | |
| 61 | Produce report that will summarize change in assessment, by property, by day | | |
| 62 | Query personal property by any field to check for duplicate records | | |
| 63 | Query personal property record and relate to data files available from Department of Motor Vehicles, Federal Aviation Administration, or other outside source in ASCII format to find discrepancies. | | |
| 64 | System will produce exemption renewal forms including existing taxpayer and parcel information. | | |
| 65 | System will produce a personal property statement for property owners to validate their assets of record. | | |
| 66 | System facilitates the printing color of assessment notices: On demand Semi-annually Annually. Other user-defined criteria | | |
| 67 | Allows inquiry into account information by entering a number or a range of number Parcel number Account number Account name Multiple parcel types (residential, multi-family, commercial, etc.). Legal description Mailing address Street address (house number, direction, and street name) | | |
| | Year End Processing | | |
| 68 | Freezes assessment valuations for the year once certified | | |
| 69 | Retains assessment certifications by year for each parcel for an indefinite period. | | |

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| 70 | Automatically create new year property records based upon the prior year records | | |
| 71 | Automatically create new year reference table records based upon the prior year records. | | |
| 72 | Provide the capability of exporting data files to loan companies. | | |
| 73 | Freeze collector's file at the end of a specified period. | | |
| 74 | Capable of processing partial payment and retaining proper balances | | |
| 75 | Provide the capability of printing tax bills in-house or out sourced to another vendor in a quick efficient manner | | |
| | Collector's Requirements | | |
| 76 | Ease of use – Must be very user friendly – use of drop down tables must be provided | | |
| 77 | One click of the mouse to print a bill | | |
| 78 | Must be able to accept partial payments and track outstanding balances | | |
| 79 | Must be able to print billings and waivers | | |
| 80 | Must be able to calculate Interest and Penalties on demand | | |
| 81 | Must be able to create a file for Department of Revenue – their format | | |
| 82 | Must be able to interface with our web site in viewing taxes owed and paying taxes | | |
| 83 | Must provide a comprehensive Point of Sale system with multiple collection points through the network. | | |
| 84 | When paying delinquent taxes, the oldest outstanding tax owed, must be paid first. | | |
| 85 | Must provide the capability of overriding all fields and calculations based on a security level | | |
| 86 | Must be able to provide the special processing and produce reports related to land sales | | |

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| | Monthly Distribution Report Requirements | | |
| 87 | a. Be able to spread interest earned across board to most entities with ability to lock out certain options | | |
| 88 | b. Same ability with interest charged | | |
| 89 | c. Be able to calculate commission and assessment deductions that vary from entity to entity (Schools vary and some entities do not have deductions) | | |
| 90 | d. Must provide the capability to hide lines and rows to reduce the final printing of the report. | | |
| 91 | e. Must have the capability to print individual reports for each entity with just their information on a single piece of paper that could fit in a window envelope. | | |
| | Surtax Report Requirements | | |
| 92 | Need the capability to compare valuations to previous months and years. | | |
| | Bankruptcy Payment Requirements | | |
| 93 | a. Needs to be able to accept partial payments and calculate interest and penalty on bills with a beginning and ending date. Interest must stop at a certain point and pick up again at another. | | |
| | Bad Checks Requirements | | |
| 94 | a. Needs same capabilities to accept partial payment and add or change a returned check charge amount. Interest and Penalties does not stop on these payments until the bill is paid in full. | | |
| 95 | Must be able to report on returns | | |

MISCELLANEOUS REQUIREMENTS

| | | Y/N | COMMENTS |
|----|--|-----|----------|
| 1 | Ability to query parcel records by geographic group through mapping an area in GIS system | | |
| 2 | GIS interface available on field hand-held units to assist field staff to locate and assess property. | | |
| 3 | Must be able to process and convert manufactured homes in either residential real-estate or in personal property with equal results. | | |
| 4 | Must be able to scan personal property declarations, recognize bar codes, OCR text fields, and associate scanned data matching accounts | | |
| 5 | Ability to print personal property declarations using multiple colors | | |
| 6 | Ability to provide a Property Record Card that indicates building computations, sketches, photos, land value, building value and other pertinent data. | | |
| 7 | Ability to obtain assessment totals at the user level in a quick efficient manner | | |
| 8 | Ability to create, identify, and track exempt abatements on individual parcels | | |
| 9 | Ability to process and address railroad/utility properties. | | |
| 10 | The system's processing efficiency must be of such to allow the annual preparation of the assessment roll in a timely manner | | |

REPORTING REQUIREMENTS

| | | Y/N | COMMENTS |
|---|--|-----|----------|
| 1 | Have the ability to print to: Local Printer Network printers with menu for user choice of printer. PDF file | | |

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| 2 | System capability to lay out and print forms such as tax bills, assessing notices, field inspection sheets, sales surveys, labels etc. on blank paper and card stock such capabilities to exist on demand and in batch format. | | |
| 3 | <p>Provide an export option feature for exporting data in the following formats:</p> <p>ASCII.</p> <p>Excel, Access, dBase and similar Desktop applications.</p> <p>OLE.</p> <p>DDE</p> <p>JPEG</p> <p>Generate bar-coded bills for internal use</p> <p>Generate bar-coded bills for USPS CASS.</p> | | |

SECURITY REQUIREMENTS

| | | Y/N | COMMENTS |
|---|--|-----|----------|
| 1 | <p>Security profiles can deny or allow access:</p> <p>By employee</p> <p>By employee group</p> <p>By screen.</p> <p>By field.</p> <p>By table</p> <p>By module or menu selection</p> <p>By direct reports</p> <p>By standard report</p> <p>By ad-hoc reporting</p> <p>By transaction type or command</p> | | |
| 2 | Security profile may be copied and then modified | | |
| 3 | Do security definitions apply to the reporting module? | | |

USER INTERFACE

| | | Y/N | COMMENTS |
|---|--|-----|----------|
| 1 | The system must have a Windows standard GUI with drop down menus. | | |
| 2 | Options to interface field data collection equipment (e.g. PDA, electronic tablet, laptop) available | | |
| 3 | Allow users the ability to “Cut and Paste” text from this program to any other Windows based program | | |

| | | | |
|---|--|--|--|
| 4 | Allow users the ability to “Cut and Paste” text from any other Windows based program to this program. | | |
| 5 | Allow user to correct errors without re-input of entire transaction. | | |
| 6 | Allow or user to override transaction warnings (e.g. invalid parcel number), as long as user has appropriate level of assigned security. | | |

SYSTEM INTERFACES

| | | Y/N | COMMENTS |
|---|--|-----|----------|
| 1 | Interface with IBM Lotus Notes | | |
| 2 | Interface with Jefferson County's current GIS system and data tables (Current software includes ArcView, Arc Editor, and ArcInfo). We also use Pictometry. | | |
| 3 | Ability to interact with our imaging system where all deeds are electronically stored. The software vendor for the Imaging system is Fidlar. | | |

CONVERSION OF DATA

| | | Y/N | COMMENTS |
|---|---|-----|----------|
| 1 | When converting the data from the Assessor or the Collector old system, a report must be generated and balanced to the AS 400 data and reports. NO EXCEPTIONS | | |
| 2 | Conversion of all data bases and files from both the Assessor and Collector cannot take more than 1 week. | | |
| 3 | Must be able to convert the existing sketches from Apex and PP declarations from file magic, and photos stored as jpgs into the new system format. If the sketches cannot be converted it is the responsibility of the vendor to redraw them if necessary. | | |

VENDOR PRESENTATIONS

| | | Y/N | COMMENTS |
|---|---|-----|----------|
| 1 | The final selection of vendors will require an on site visit to Jefferson County to present their system in detail to the Assessor and Collector Departments. | | |
| 2 | The vendor must be receptive to spending a minimum of 1 day for the presentation with the option of a second day. | | |
| 3 | Jefferson County does not require but does suggest that a well versed developer to be present at these presentations. | | |

SECTION IV - INSTALLATION, TRAINING, DOCUMENTATION

| | | Y/N | COMMENTS |
|---|---|-----|----------|
| | Following are the requirements for installation, training, and documentation: | | |
| 1 | Provide training materials and documentation for all aspects of the system implemented. | | |
| 2 | Vendor shall be responsible for providing detailed documentation on system operation and troubleshooting. | | |
| 3 | Provide end-user training for the system. Training must be on the system designed for Jefferson County using Jefferson County data. If the programs are not functioning without error, the time spent does not count towards training. All training will be conducted at Jefferson County. | | |
| 4 | The scope of the system training must include any and all functions for supervisor, maintenance and technical support procedures required for the installation and on-going operations for the daily operations of the system. | | |
| 5 | Training is to be done by qualified instructors and shall provide a "hands on" type of instructions. | | |

| | | | |
|---|--|--|--|
| 6 | <p>Vendor shall warrant that the system shall be free of defects from programming errors and shall confirm to the performance reliability standards and system requirements set forth in the License Agreement and that the services to be performed by the vendor shall be performed in a timely and professional manner by qualified personnel.</p> <p>Vendor shall respond to requests for warranty service promptly and shall remedy any programming errors, defects, or breach of warranty as soon as practical and with minimal downtime, at no charge. The terms of this warranty shall remain in active until the service is no longer required.</p> <p>In the event that this system, in whole or part does not perform in accordance with the contractual requirements, vendor shall promptly, and in no case any later than 20 days after notification, thereof, correct, modify, or improve the system, at vendor's expense, to ensure that the system complies with the agreed upon specifications and system requirements.</p> | | |
| 7 | The system warranty period must include toll-free calls for maintenance, software support, services, and software updates if released. | | |
| 8 | The vendor shall provide a service representative who will respond by telephone to failures within two business hours of notification. Hours of availability should be stated in the proposal. | | |
| 9 | The first year maintenance will not start until the beginning of the second year of the system being in production | | |

SECTION V PRICING

| | | Y/N | COMMENTS |
|---|--|-----|----------|
| 1 | Identify hardware components with pricing including all maintenance | | |
| 2 | In an effort to reduce risk, a money back guarantee from the vendor is required with no charge for de-installing the system. | | |
| 3 | List the costs for implementation including training. Include travel expenses and project management. | | |

Pricing Summary

| | Investment | Annual Maintenance Starting Date | Annual Maintenance Cost | Comments |
|--------------------------|------------|----------------------------------|-------------------------|----------|
| Hardware | | | | |
| | | | | |
| | | | | |
| | | | | |
| Processing Rates: | | | | |
| Credit Cards | | | | |
| Debit Cards | | | | |
| Checks | | | | |
| | | | | |
| | | | | |
| Training | | | | |
| | | | | |
| Travel Expenses | | | | |
| | | | | |
| Other Costs: | | | | |
| | | | | |
| Total | | | | |

SECTION VI: - REFERENCES

Please include a minimum of 3 government references

(Preferably in Missouri)

| | | Years Software Installed | Comments |
|-----------------------------|--|---|-----------------|
| Address: | | | |
| City, State, Zip | | | |
| Contact Name | | | |
| Telephone Number | | | |
| EMAIL Address | | | |

| | | Years Software Installed | Comments |
|-----------------------------|--|---|-----------------|
| Address: | | | |
| City, State, Zip | | | |
| Contact Name | | | |
| Telephone Number | | | |
| EMAIL Address | | | |

| | | Years Software Installed | Comments |
|-----------------------------|--|---|-----------------|
| Address: | | | |
| City, State, Zip | | | |
| Contact Name | | | |
| Telephone Number | | | |
| EMAIL Address | | | |