



LORI PARRISH
BROWARD
COUNTY
PROPERTY
APPRAISER

Request For Proposal

**Computer Assisted
Mass Appraisal System**

December 21, 2005

Broward County Property Appraiser's Office

115 S. Andrews Avenue, Room 111, Fort Lauderdale, Florida 33301 • (954) 357-6830 • Fax (954) 357-8474
www.bcpa.net

Notification of Intent to Propose

For

PROPERTY APPRAISER'S INTEGRATED CAMA SYSTEM

All vendors who wish to be considered for further evaluation and correspondence must be on the Department of Revenue pre-approved vendor list and shall, upon receipt, complete the following page and submit this information, by facsimile or U.S. Mail to:

Broward County Property Appraiser
Attn: Ron Gunzburger, General Counsel
115 S. Andrews Ave., Room 111
Fort Lauderdale, Florida 33301
FAX: (954) 357-8474

- Final Proposals (10 copies) must be received no later than 5:00 PM EST Thursday, January 12, 2006.

Broward County Property Appraiser's Office
Attn: Ron Gunzburger, General Counsel
115 S. Andrews Ave., Room 111
Fort Lauderdale, Florida 33301

Company Name: _____

_____ **Does not intend to respond to this RFP**

_____ **Intends to submit a proposal in response to this RFP**

Please send any addenda and all other related correspondence to the individual and location identified below:

Signature: _____ **Date:** _____

Point of Contact: _____

Title: _____

Company Name: _____

Address: _____

Phone: _____

SUMMARY

Lori Parrish, Broward County Property Appraiser (hereinafter the Property Appraiser), is seeking proposals for the purchase, installation and conversion of a new, fully integrated CAMA (Computer Assisted Mass Appraisal) system, which will be capable of mass appraising all real and tangible personal property in Broward County. Vendors or software developers responding to this Request for Proposal must be pre-approved and listed on the Florida Department of Revenue's qualified vendors list for this specific software application. The software offered must be fully compliant with the legal and reporting requirements of a Florida county appraiser's office.

The system will be capable of processing, at a minimum, the following information for multiple years:

- Real Property Appraisals and Assessment
- Tangible Personal Property
- Value Review and Correction
- Exemptions, Classifications and Save Our Homes calculations
- Building Permits and Deeds
- Historical Information and Date Manipulation
- Centrally Assessed Properties (e.g. Railroads)
- Tax roll creation and reporting
- TRIM notices

The Property Appraiser is currently using a 30+ year old mainframe system which was developed in house. The proposed application software should far exceed the capability of this current system in file handling, data base management, mathematical reliability of data and ease of user interface. A significant challenge will be the migration from this system to the new software. Vendors should specifically address how migration can best be accomplished with minimal disruption of workflow.

The GIS system used by the Property Appraiser is ESRI's Geodatabase Spatial Database Engine (ARCSDE) with an Oracle DBMS running in a Windows 2003 client-server environment. The new CAMA software must provide a seamless interface of tabular data with this GIS system and should be based upon software that supports ODBC compliance. The GIS data editor should be able to manipulate CAMA values from the GIS module without switching interfaces. The CAMA system should provide an API via objects that can be called from the GIS module or a compatible GIS module embedded in the CAMA package.

The new CAMA system should provide a seamless interface to our current scanned image files, including the ability to quickly store and retrieve the images by parcel.

The new CAMA system must seamlessly interface with our current home page on the internet, or provide a new home page with comparable features and options including our online homestead application.

The proposed system will be required to handle a minimum of 700,000 real estate parcels, 110,000 tangible personal property accounts and all centrally assessed properties. The new CAMA system will be expected to have the capacity to handle parcel growth indefinitely.

The Property Appraiser's Office currently has up to 240 in-house users who may run multiple sessions. At any given time there could be hundreds of people using our website to look up property information. The new CAMA system must be capable of handling this quantity of users and be planned to handle an additional 100 in house users. In addition, the in-house IT staff will need software update and development capability.

The proposed CAMA system should have built-in statistical analysis capability, preferably including regression analysis, or at minimum must seamlessly interface with off-the-shelf statistical analysis software, which can be proposed as part of this award.

The Property Appraiser expects that responses to this Request for Proposal (RFP) will be a complete solution, excluding hardware. The vendor must describe the hardware requirements for effectively and efficiently running the application software. The Property Appraiser will also consider proposals that include hardware in a turnkey solution. Generally, the proposal should address how the proposed solution will meet the Property Appraiser's stated and anticipated needs.

The following are Florida-required routines and reporting which should be included in the application software. This list is not intended to be all-inclusive:

Roll Processing:

Preliminary

- Certification reports
- DR-420s including non-ad valorem recaps
- File creation for the Department of Revenue
- Proof reports

Truth in millage (TRIM)

- Certification reports
- TRIM notice
- On-line Millage table changes, non ad-valorem tables
- Proof reports

Extended

- Certification reports
- On-line Millage table changes, non ad-valorem table changes
- Proof reports
- File creation for the Department of Revenue
- File creation for Revenue/Tax Collector
- Official corrections

Final

- Certification reports
- File creation for the Department of Revenue
- Proof reports
- Roll merge and purge

System Process and Handling:

General

- Multiple Tax Districts/Areas per parcel, Ad Valorem and NON-Ad Valorem

Exemptions

- Fractional/Multiple
- Homestead
- Agricultural (Greenbelt)
- Widow
- Widower
- General disability
- Disability for ex-service members
- Blind person

- Blind and deaf
- Granny Flats
- Service connected total and permanent disability
- Total quadriplegic disability
- Total and permanent disability
- Seniors
- Homes for the aged
- Any future exemptions
- Historical improvements (For 10 years, per tax authority)
- Amendment 10
 - Calculate from changed year through current/future
 - Homestead established
 - Cap processing
 - Partial Exempt
 - Prior year adjustment
 - Split values
 - Join values
 - Missing improvements
 - Material mistakes
 - Demolition
 - New construction
 - Reassessment
 - Damage values
 - Commercial Use
 - Future Portability

- Review tracking
 - Field information change
 - Value information change

- Form Printing
 - Property Record Card (On-line/Batch)
 - TRIM Notice (On-line/Batch) including Non-Ad Valorem
 - Tangible Tax Return (On-line/Batch)
 - Homestead Application (On-line/Batch)
 - Homestead Renewal
 - Greenbelt Application (DR499)
 - Income
 - Denial
 - Institutional (DR498)
 - Senior Renewal
 - Sales Verification Letter
 - New Home Owner Letter

The required format for proposals as well as the method by which proposals will be evaluated is outlined in the RFP. **The section of the RFP that contains the system specification checklist must be returned as part of the proposal.**

If this RFP contains any ambiguity, conflict, discrepancy, omission or other error, the vendor shall submit its proposal at the vendor's own risk. If awarded the contract, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction. Vendors are expected to already know the Florida statutes and the Florida Department of Revenue's requirements.

The deadline for submitting proposals is 5:00 PM EST Thursday, January 12, 2006. Please submit one original and ten copies.

KEY RFP ACTION DATES

Release of RFP to interested Vendors	On or about December 21, 2005
Vendor proposal submission deadline	January 12, 2006 @ 5pm
Short list selection by committee	January 18, 2006 @ 9:30am
Vendor final presentations (Short list)	January 31, 2006 @ 9:30am

End of Summary

1.0 INTRODUCTION

1.1 STATEMENT OF PURPOSE

The purpose of this Request for Proposal (here in "RFP") is to solicit from pre-qualified proposers (herein "VENDOR") proposals for the acquisition, installation, integration, training, technical support and required hardware configuration of a Computer Assisted Mass Appraisal system, (herein "CAMA") to be purchased by the Broward County Property Appraiser (herein "Property Appraiser").

1.2 PROJECT MANAGEMENT

The VENDOR shall designate a project manager and all coordination between the Property Appraiser and the VENDOR shall be the responsibility of this project manager.

The Property Appraiser, at her sole discretion with due notice, may elect to conduct required project management meetings after the award of the contract and until completion of the successful performance period.

1.3 LOBBYING

All vendors must comply with the Property Appraiser's rules regulating lobbying. A copy of lobbying rules may be obtained at www.bcpa.net.

1.4 PROPRIETARY INFORMATION

VENDORS are advised that all information disclosed as part of this RFP process is considered part of the public domain by the laws of the State of Florida and is subject to inspection by the public pursuant to the terms of Chapter 119, Florida Statutes (1991). VENDORS should not therefore submit pages marked "proprietary" or otherwise restricted. The Property Appraiser reserves the right to reproduce the submitted RFP documents.

1.5 COMPENSATION

1.5.1 FEES

The Property Appraiser shall pay the successful VENDOR, as consideration for materials and services rendered pursuant to this Agreement, a fixed fee for the performance of the Agreement that shall constitute full compensation for all services to be performed and all materials to be furnished, fabricated, delivered and installed. The contract awarded pursuant to this RFP will include statements of maximum indebtedness for all amounts to be paid to VENDOR.

1.5.2 METHOD OF PAYMENT

The Property Appraiser shall pay the successful VENDOR a fixed fee for performance of the Agreement. Installments will be paid over THREE fiscal years, 2005-2006, 2006-2007 & 2007-2008 not to exceed 33.33% of the total Agreement per year assuming all requirements are met. Each installment represents full and final payment for all materials and services provided prior to payment thereof.

The final installment (amount to be determined in contract) will be held until successful completion of a full tax roll cycle on the new system.

1.6 COSTS

VENDOR shall submit itemized costs for all system components, including software and training, as part of the RFP response.

1.7 SYSTEM IMPLEMENTATION

The CAMA system shall be completely installed by VENDOR, assistance will be provided by Property Appraiser's staff but the responsibility for success falls on the VENDOR.

1.7.1 IMPLEMENTATION PLAN

An implementation plan for the project shall be provided for each proposal submitted as part of the RFP response. It shall include a schedule of activities that will be completed to achieve full implementation of the proposed system.

Proposal shall include detailed information describing the installation procedures to be employed, technical approach and work plan as part of the RFP response.

VENDOR shall present the site preparation requirements for the system configuration(s) proposed as part of the RFP response.

1.7.2 TIME LIMITATIONS

Time is of the essence for the completion of this project. VENDOR shall be able to commence installation immediately after award of contract.

1.7.3 DISPOSITION OF TECHNICAL CONFLICTS

The VENDOR shall be responsible at its sole expense for the resolution of problems arising from interfacing all equipment and systems. Agreements between the VENDOR and its subcontractors/suppliers will include: specific diagnostic procedures, joint corrective procedures, and problem escalation procedures and this information must be submitted to the Property Appraiser immediately. All vendors must list all of their subcontractors/suppliers in their responses. All proposed technical resolutions must meet or exceed the Property Appraiser's technical standards defined herein.

1.7.4 SERVICE INTERRUPTIONS

Unless approved in writing, the VENDOR shall not cause any service interruptions during the installation and operation of the new system. VENDOR must follow the implementation plan provided as part of the RFP response.

1.7.5 NOTICE AND RIGHT TO CURE

The Property Appraiser, at her option, may unilaterally terminate this Agreement for non-compliance by giving ten (10) days written notice to the VENDOR specifying the default. VENDOR shall have twenty (20) days after receipt of the notice to cure the default. If the default is not cured, or the time to cure is not extended by the Property Appraiser, the Agreement shall automatically terminate upon expiration of the time to cure.

1.7.6 NOTICES

All formal or legal notices must be in writing and served upon the Property Appraiser or her General Counsel in person with proof of delivery or by certified mail return receipt.

1.8 RIGHTS OF THE PROPERTY APPRAISER

Existing state or local contracts may offer government pricing structures that are beneficial to the Property Appraiser. In the interest of saving public funds, the Property Appraiser encourages VENDORS to offer market prices on hardware that reflect purchase prices comparable to State or local contracts. An RFP which includes proposed hardware must itemize any and all hardware with a unit cost over two hundred dollars (\$200.00). Evaluation of such RFP responses will be subject to a competitive analysis of hardware prices.

The VENDOR shall be responsible for integrating all components specified in the RFP response.

The Property Appraiser reserves the right to require VENDORS to respond to a request for "Best and Final" proposal. VENDORS who fail to respond to the request for "Best and Final" proposal may be considered as no longer participating in the RFP process and may have their proposal removed from further consideration.

The Property Appraiser reserves the right to request additional information and clarification of any information submitted, including any omission from the original response. The Property Appraiser, at her sole discretion, may elect to interview any or none of the respondents. The Property Appraiser reserves the right to reject any or all responses; to postpone or cancel this process; to waive minor irregularities in the RFP process or in responses thereto; and to change or modify the project schedule at any time.

1.9.0 CONTRACT

The Property Appraiser will negotiate a contract with the successful VENDOR, based on the RFP and subsequent negotiations with the VENDOR. The contract will include the terms of the RFP, and any additional terms negotiated between the Property Appraiser and the VENDOR. In the event the Property Appraiser and the selected vendor fail to come to terms on a contract, the Property Appraiser, at her sole discretion, may choose another VENDOR without re-bidding or may rebid the RFP.

1.9.1 TERM OF CONTRACT

The period of the contract shall be from the award date until the end of the technical/maintenance support period discussed in Configuration Management and Application Maintenance.

Ownership of all installed software products, documentation and other deliverables specified in the contract will immediately revert to the Property Appraiser in the event of the financial default of the VENDOR. In order to protect the Property Appraiser from VENDOR default prior to the completion of the project, and pursuant to Section 195.095(2), Florida Statutes, the VENDOR will post a performance bond naming the Property Appraiser as beneficiary, equal to the amount of the contracted deliverables, or an alternative agreeable solution equal to the amount of the contracted deliverables written in the final contract.

2.0 THE PROPOSAL

2.1 REQUIREMENTS OF PROPOSAL

All instructions described in this document are required. Failure to comply fully with these instructions may result in the proposal being rejected. The Property Appraiser does not require or desire that expensive publication and packaging be used in the preparation of your proposal. The proposal should be concise and complete. The proposal shall satisfy the requirements of the System Specifications to the greatest possible and practicable degree. If there are requirements that are major cost drivers, you shall identify them in your proposal.

Upon negotiation, it is anticipated that the specification, the proposal, and the service agreement shall become part of the signed contract.

2.2 PROPOSAL STRUCTURE

The proposal shall consist of the following format:

Title

Cover Letter

Executive Summary

Technical Section

Cost Section

Vendor Section

Please provide 1 original and 10 copies of the proposal. The proposal shall be tabbed for easy identification of the subject matter.

Your cover letter must certify the cost of your proposal and the terms of its validity (e.g., 2 years, 3 years, etc.). It must be signed by an individual with the authority to commit the VENDOR to these terms.

2.2.1 EXECUTIVE SUMMARY

The Executive Summary shall include:

1. A "road map" into the proposal. This road map shall provide the reader with a point into each proposal requirement and provide a cross-reference matrix between the specification and the proposal.
2. A brief overview of your system solution.
3. Key features of the proposed system
4. A list of customers and contact information where the basic system proposed is installed. Government references are required. Information shall contain at a minimum the company address, phone number, point of contact, and date of installation.

5. Specific hardware and software environments which can run the proposed system.
6. Identification of System Cost Drivers and how they can be addressed

Discuss related projects your team has implemented for other customers. Include all references to local government installations. Include any problems, risks, and successes on these projects. Report in detail any of your existing CAMA systems in use by government agencies in the State of Florida.

2.2.2 TECHNICAL SECTION

2.2.2.1 System Architecture

The VENDOR shall describe the software architecture proposed for this program. The VENDOR shall describe the application programming environment used in the development of the proposed solution. Include details on all specific programming languages, compilers, etc. The VENDOR shall explain the adaptability of the proposed solution to future system growth and functionality.

The VENDOR shall describe the software control elements and the basic functional components. The VENDOR shall provide a list and description of the key features of the proposed solution. The VENDOR shall state which components will be purchased and which will be developed.

The VENDOR shall describe any tools recommended for use with the proposed system. This shall include any ad hoc query and reporting tools, graphics tools, and any other user interface tools. If any commercial products are required for use with the system, describe these products. The VENDOR shall state why the specific products were chosen and any performance issues. The VENDOR shall describe the capabilities and performance of each component. Include details of system resources needed for the system to operate. The VENDOR shall describe any critical resources and the impacts of these resources.

The VENDOR shall describe in detail the expected average response time per transaction, e.g. real time database updates for name/address changes, exemption calculation, appraisal parameter changes, etc. The VENDOR shall describe the expected storage needs for this solution. The VENDOR shall describe and graph the expected response degradation as each interactive user is added to the system. The VENDOR shall also describe the logical routes available to improve response time as users are added.

The VENDOR shall take into consideration that the new system should cause no appreciable degradation to other network traffic currently existing in the ethernet topology. If the VENDOR suspects the implementation of the system will cause such degradation, the VENDOR should also recommend a solution for preventing such a conflict.

2.2.2.2 Functional Requirements

Responses to the requirements listed in the System Specification of this RFP must be provided in this section of the proposal. The rules for responding to this portion of the document are provided below.

The System Specification is divided into several sections. The response to the first section, the Software Module Requirements, involves filling out a checklist. This

checklist must be returned as part of the proposal. The VENDOR is welcome to supply further detail to the checklist as an addendum. The response items are presented as incomplete declarative sentences that can assume the prefix “The system shall ...” or “The VENDOR shall ...”

The remaining sections identify a critical set of response items allowing the office to verify appraisal system functionality, the recommended hardware/software configuration that would be needed to support the proposed system, the warranty specifications, etc. This section is to be answered in narrative form and may include reference to corporate literature.

2.2.2.3 Software Design

The VENDOR shall describe each software module of the system; include the functionality of each module and how the individual modules interface. Define these modules in terms of their size, complexity, and language to be used in the development, as well as the description of all data elements within each module. For each module proposed, provide a list of all system generated reports and provide examples of these reports.

The VENDOR shall describe any modules not specified in this proposal that are available for integration into such a CAMA system (i.e. Tax Collection). The VENDOR shall explain how the proposed solution can best suit the needs of the Property Appraiser in her role as administrator of the ad valorem tax roll. The Property Appraiser is responsible for all real and personal property appraisals, property exemptions, agricultural exemption classifications, and reporting to the Department of Revenue.

With this understanding in mind, the VENDOR shall explain the understanding of these responsibilities of the Property Appraiser and how their solution is best suited to meet these requirements.

The system requires the implementation of an ad hoc query and reporting tool. Describe the ad hoc query and reporting tool to be proposed with the modules of the system. Provide details on these tools and how they interface into your system and why they are the tools of choice.

The system requires the implementation of bar coding and image storage tools. Describe the bar coding and image storage tools to be proposed with the modules of the system. Provide details on these tools and how they interface into your system and why they are the tools of choice.

The system requires the implementation of hand held data recording and transmission tools for field data collection, and electronic signature capture pads for customer service use in office. Describe the digital recording device to be proposed with the modules of the system. Provide details on these tools and how they interface into your system and why they are the tools of your choice.

2.2.2.4 Configuration Management and Application Maintenance

Describe how you will provide system maintenance. The discussion shall include any technical support available and on site support available. Maintenance shall be specifically addressed in the VENDOR'S Cost Section. Maintenance costs shall not increase during the initial three-year period of this contract.

Describe your version control and configuration management procedures. Describe the process you use for handling a customer trouble and deficiency report. Describe the process you use for handling customer request for added functionality. Describe the amount of time required to handle customer complaints from a help desk standpoint.

The VENDOR shall describe how all systems shall be maintained through the system life. Address the warranty period and the post warranty approach. Describe how you will handle the VENDOR host system. If you use commercial products within your system, discuss the issues of licensing. Discuss how you maintain backward compatibility with these products. At a minimum, this must include a discussion of operating system changes. The VENDOR shall describe any potential changes to your maintenance policy for the described system. The VENDOR shall describe the length of time support can be expected if continuing upgrades to the system are discontinued. In the event of VENDOR or product dissolution, the VENDOR will describe a satisfactory method of maintaining the application product without source or provide the same.

2.2.2.5 User Interface

The VENDOR shall describe the user interface proposed for the system. The VENDOR shall describe all navigational systems (menus, windows, etc.) that are used to run the proposed software system. This shall include a description of the screens that are part of your solution and how you implement these screens. If you are providing commercial user tools, discuss them here.

The VENDOR shall describe any public access mechanism the system provides such as touch-screens for customer service areas or web-site capabilities for Internet access.

2.2.2.6 Installation

System installation, testing, and certification of the system as an integrated whole is required. The VENDOR shall be responsible for preparation, configuration, installation, and integration with existing equipment, of each hardware and software component proposed. An "as-built" schematic of the physical configuration of all the Property Appraiser sites shall be provided at the time the VENDOR has tested the system. The "as-built" shall identify all hardware components, cabling infrastructure, and other relevant information.

The VENDOR shall describe its installation approach. The VENDOR shall describe the minimum software modules required for the system. The VENDOR shall discuss any unique hardware or system constraints. The VENDOR shall discuss any network constraints and capabilities.

2.2.2.7 Testing

The VENDOR shall discuss how they test the system for specification compliance and acceptance. The VENDOR shall describe the approach to test planning and test conduct in your maintenance activity. The VENDOR shall show how they test system requirements. The VENDOR shall show how they track errors found during the test and how they intend to correct and re-test. The VENDOR shall discuss how they perform Beta testing and frequency of system updates. The VENDOR shall discuss how end users of the proposed system are involved in the testing process.

The VENDOR shall discuss testing and training for future releases of software, to include: testing > staging > production.

2.2.2.8 Documentation/On Line Help

The VENDOR shall describe all forms of documentation and on line help included with the system proposed, including supporting screen dumps and examples of each. Include examples of all hard copy system, user, operations, and other guides developed for the system. The VENDOR shall state any copyright restrictions to the documentation.

2.2.2.9 Training

The Property Appraiser requires training for staff members, not to exceed three-hundred (300) employees, in the operation and use of the proposed system. All training shall be conducted at a Property Appraiser specified site within Broward County. The Property Appraiser will identify all personnel requiring training. The Property Appraiser reserves the right to determine if staff is sufficiently trained. Those persons deemed by the Property Appraiser to require additional training shall be trained at the sole expense of the VENDOR.

Proposal shall include a curriculum outline for all end-user, operational, technical support, etc. training which defines sufficient training for Property Appraiser personnel to enable proper operation of the proposed system as part of the RFP response. The curriculum should be suitable for utilization for Property Appraiser conducted in-house training of additional users. The VENDOR shall specify the per person average training requirements to be conducted for each staff member. The VENDOR shall identify who will conduct the training.

The VENDOR shall provide all materials necessary to facilitate and complete the necessary initial training at no additional cost to the Property Appraiser, as part of the lump sum cost of the system.

The Property Appraiser shall have the right to reproduce and distribute the training materials without limitation for utilization in connection with other Property Appraiser sponsored training sessions.

Upon contract award, the VENDOR shall provide the Property Appraiser with several complete sets of operating instruction guides for the proposed system. This documentation shall include user guides and technical guides.

2.2.2.10 Conversion

The VENDOR shall describe in detail as part of the RFP response, how the existing Property Appraiser data will be converted and the validation process that will be used to verify successful conversion and transfer of current data. A description of how existing records and transactions will be migrated to the new system shall be included as part of the RFP response. Existing records and transactions is meant to describe not only the current year's data but also previous years. The conversion and migration of existing data shall be included at no additional cost to the Property Appraiser, as part of the lump sum cost of the system. Failure to provide this feature may result in this proposal being disqualified.

The VENDOR shall be responsible for providing all equipment, software, and staffing necessary to identify/convert the existing data and the actual conversion and transfer of the existing database to the new system and shall indemnify the

Property Appraiser. The VENDOR shall provide qualifications for individual(s) performing the data conversion of the Property Appraiser's records as part of the RFP response.

The VENDOR shall bear full responsibility for and indemnify the Property Appraiser for all losses, damages and expenses allegedly caused or incurred, in whole or in part, as a result of the data conversion process including but not limited to damage to the new or existing system, loss of data, and/or the capture and dissemination of proprietary information. The VENDOR'S indemnification shall extend to any and all liabilities, losses, claims, damages, demands, expenses or actions either at law or in equity, including court costs and attorneys' fees that may hereafter at any time be made or brought by anyone against the Property Appraiser, its agents and/or employees, resulting from injuries suffered as a result of the data conversion.

2.2.3 COST SECTION

NOTE: The Vendor's Cost Section shall be SEPARATE from the remaining proposal sections upon delivery to the Property Appraiser.

Costs shall be specified for each item and each component, including brand, model, purpose, unit price, quantity, extended pricing, etc. Any and all costs which comprise the VENDOR'S CAMA system solution will be identified, as well as a listing of any miscellaneous materials deemed necessary by the VENDOR, including environmental costs.

The following sections describe the various anticipated components of the Property Appraiser's system for which the VENDOR will provide a detailed cost sheet, which the Property Appraiser may or may not purchase through the VENDOR.

2.2.3.1 HARDWARE COSTS

The VENDOR will provide the Property Appraiser with a detailed cost sheet for all the hardware components, and hardware specifications which it will supply or recommend, including any or all of the following: brand, model number, processor, processor speed in megahertz or instructions per second, expansion slots, drive storage capacity, ports, wait state(s), ability to expand or upgrade and method of upgrading, hard drive access time (in milliseconds), unit price, quantity, extended pricing, and hardware parts detailed cost sheet. In addition, the labor cost for wiring will include the number of hours, or fraction thereof, required for an average site, and the price per hour.

2.2.3.2 SOFTWARE LICENSING COSTS OR FEES

The VENDOR will provide the Property Appraiser with a detailed cost sheet for all software components the VENDOR will supply, including any or all of the following: brand, title, revision level, description and purpose, component modules, unit price, quantity, extended pricing, and fees.

2.2.3.3 SYSTEM INSTALLATION AND START-UP COSTS

The VENDOR will provide the Property Appraiser with a detailed cost sheet listing system installation and start-up steps, indicating the work hours necessary to accomplish each step and the cost of each step.

2.2.3.4 TRAINING COSTS

The VENDOR will provide the Property Appraiser with a detailed cost sheet that identifies courses, prerequisites, class duration (in hours/minutes) and costs to train Property Appraiser staff. Any additional training the VENDOR deems necessary will be identified and the costs listed. The VENDOR will also include a detailed listing of all documentation (technical hand books, reference books, training materials, user documentation, etc.) with unit prices, quantities, and extended pricing.

2.2.3.5 TECHNICAL SUPPORT COSTS

Technical support both by telephone and on-site must be covered under the maintenance costs. No proposal will be accepted that charges “by the hour” or “by the call” for support.

2.2.3.6 MAINTENANCE AND EXTENDED WARRANTY COSTS

The VENDOR will provide the Property Appraiser with a detailed cost sheet listing the cost for providing maintenance to the CAMA system as specified in Section 2.2.2.4 (Configuration Management and Application Maintenance). If extended warranties are available, those warranties will be identified and the costs listed. If costs are unknown, the VENDOR shall give anticipated costs and include the basis for estimation. If the VENDOR intends any subcontractors to be responsible for maintenance and/or warranty work, the VENDOR will so indicate.

2.2.4 VENDOR SECTION

2.2.4.1 CORPORATE BACKGROUND AND EXPERIENCE

The VENDOR'S background and its experience with the specific products in the proposal, number of similar installations performed by VENDOR (size and complexity), as well as a discussion of any special considerations and constraints are needed. The following information will be included:

- Corporate background, including the date established, type of ownership, location of corporate headquarters and major offices, number of employees engaged in systems support, and hardware resources.
- Offer a statement of financial condition to demonstrate the current financial stability of your company.
- Past performance in similar contracts and projects, including timeliness of completion and customer satisfaction. Include the number of similar (with regard to multi-location) contracts completed with a list of three (3) contact names (each name from different customers/projects) and telephone numbers who may be contacted for reference purposes.
- Specific experience in similar contracts and projects where the VENDOR converted existing CAMA data.
- Specific experience with integration of CAMA and GIS.

2.2.4.2 PROPOSED SERVICE AGREEMENT

Provide copies of the service agreement, contract, or other legal vehicle you suggest for implementing this business agreement. This agreement must address availability of source code, and protection of source code using avenues as escrow.

It is necessary to include the following elements at a minimum:

1. Software ownership passes to the County in the case of the VENDOR'S default
2. System warranties
3. A discussion of the responsiveness and liability of the VENDOR in the case of the dissolution of the VENDOR'S third party product supplier. Dissolution is described as the supplier going out of business and/or taking its products off the market.

2.2.4.3 PROJECT STAFFING AND QUALIFICATIONS

This section will identify the personnel the VENDOR intends to utilize. VENDORS shall submit a resume and educational background summary for all persons who will be working on the project, including subcontractors. This section will contain, but is not limited to:

- Experience (in months/years) with, and number of, similar sized CAMA system environments;
- Experience (in months/years) in conversion of CAMA data from similar systems to the proposed system;
- Experience (in months/years) in the management, planning, and organization of data processing systems projects;
- Experience (in months/years) in the design of communications networks;
- Experience (in months/years) training staff and/or end users in proposed system operations and use;
- Experience (in months/years) providing technical support for proposed system;
- Experience (in months/years) providing maintenance support for proposed system; and
- Other relevant and related work experience.

3.0 SYSTEM SPECIFICATIONS

3.1.1 SOFTWARE MODULE REQUIREMENTS

GENERAL REQUIREMENTS

1. Web based connectivity.
 Supports No Support Future Support

2. Online Homestead Application & verification of driver's license and voter registration.
 Supports No Support Future Support
3. Integrate with the GIS system (ArcSDE/ArcInfo based), providing the ability to generate GIS maps from CAMA queries and reports.
 Supports No Support Future Support
4. Provides on-line access to the system through graphical user interface (GUI).
 Supports No Support Future Support
5. Provides the ability to support multi-year files (including table files).
 Supports No Support Future Support
6. Provides menus showing screen selection options.
 Supports No Support Future Support
7. Provides help on individual screens.
 Supports No Support Future Support
8. Provides help on individual fields.
 Supports No Support Future Support
9. Provides the ability to easily change or customize screen layouts as needed without changes to source code.
 Supports No Support Future Support
10. Provides variable tables for controlling system behavior.
 Supports No Support Future Support
11. Provides security at various levels for controlling system access.
 Supports No Support Future Support
12. Provides full auditing capability for tracking all changes to data.
 Supports No Support Future Support
13. Provides a quick copy feature for ease of entering data.
 Supports No Support Future Support
14. Provides a method for having mock data (files and tables) on the system that will allow for testing and "what if" scenarios.
 Supports No Support Future Support
15. Provides a variety of on-line searching capabilities such as account number, name, address, subdivision, etc.
 Supports No Support Future Support
16. Provides on-line printing of queries, property records cards, screen prints, etc. to either laser or impact printers.
 Supports No Support Future Support
17. Provides batch printing of reports, property records cards, forms, etc. to either laser or impact printers.
 Supports No Support Future Support

18. Provides the ability to accept data (tape, diskette, etc.) from outside entities for update to system.
 Supports No Support Future Support
19. Provides the ability to issue data (tape, CD, diskette, etc.) to outside agency.
 Supports No Support Future Support
20. Maintains account number (i.e., folio number, parcel number) when moving between screens.
 Supports No Support Future Support
21. Provides full backup and recovery capabilities.
 Supports No Support Future Support
22. Provides validity checks to keyed or imported data and restricts the entry of invalid data.
 Supports No Support Future Support
23. Provides range and consistency edits that can be modified without changes to source code.
 Supports No Support Future Support
24. Provides the capability for creating user-defined queries that can be output to screen, printer, magnetic media, etc.
 Supports No Support Future Support
25. Provides the ability to interface/integrate with existing imaging software, should be able to have capability such as a button defined that would launch application and carry forward index (i.e. parcel number, account number, etc.), and be able to view all associated images.
 Supports No Support Future Support
26. Provides total and complete parcel record cards (batch and on-line cards must be identical).
 Supports No Support Future Support
27. Provides total and complete on-line parcel card information.
 Supports No Support Future Support
28. Provides the capability for on-line cross reference field editing.
 Supports No Support Future Support
29. Provides the capability to CASS certify name and address mailing information against post office information.
 Supports No Support Future Support
30. Provides the capability for full post office zip codes, and barcoding of same.
 Supports No Support Future Support
31. Provides support for interfacing with third party products to verify the integrity of name and address information in order to eliminate duplicate addresses for mass mailings e.g. homestead receipts & intent to deny letters.
 Supports No Support Future Support
32. Provides the capability for system and PC virus inhibitors.
 Supports No Support Future Support

33. Provides the capability for universal tracking of parcels related to actions performed, fields, etc.
 Supports No Support Future Support
34. Provides the capability for automatic identification of parcels out of value range related to varied fields.
 Supports No Support Future Support
35. Provides the capability to set and identify all types of parcels for varied fields, flags etc.
 Supports No Support Future Support
36. Provides the capability for photo capture on system and parcel cards.
 Supports No Support Future Support
37. Provides the capability for deleted parcel recovery.
 Supports No Support Future Support
38. Provides the capability for on-line/batch universal comparable analysis on varied fields.
 Supports No Support Future Support
39. Provides the capability for on-line TRIM print.
 Supports No Support Future Support
40. Provides the capability for notes with no size restrictions.
 Supports No Support Future Support
41. Provides the capability for creating user-defined queries that can be output to screen, printer, magnetic media, etc.
 Supports No Support Future Support
42. Provides the ability of colors depicting additions, fields, etc.
 Supports No Support Future Support
43. Provides the ability to produce all DOR certification reporting.
 Supports No Support Future Support
44. Provides the ability to produce all DOR AVR reporting.
 Supports No Support Future Support
45. Provides the ability to auto calculate doc stamps/undivided interest etc.
 Supports No Support Future Support
46. Provides the ability to produce parcel letter depending on varied information and fields.
 Supports No Support Future Support
47. Provides the ability to conceal fields (by user) including but not limited to name, address, social security number, income, expense, TPP-information, etc.
 Supports No Support Future Support
48. Provides the ability to update records in mass by various fields, information etc.
 Supports No Support Future Support

49. Provides the ability to bundle notes by (function, type, fields, etc).
 Supports No Support Future Support
50. Provides the ability to produce a real-time snapshot of the tax roll (Preliminary, TRIM, Extended) at any point for each year.
 Supports No Support Future Support
51. Provides the ability to produce all forms required by the State.
 Supports No Support Future Support
52. Provides the ability to have a variety of summary screens to group like data together at an account level.
 Supports No Support Future Support
53. Provides the ability to have the option to alter any of the file indexes from any given screen.
 Supports No Support Future Support
54. Provides the ability to make parcel records confidential.
 Supports No Support Future Support
55. Provides the ability to automatically calculate all Amendment 10 adjustments on multiple homestead parcels.
 Supports No Support Future Support
56. Provides the ability to scroll through parcel records by legal description.
 Supports No Support Future Support
57. Provides the ability to update non-ad valorem assessments.
 Supports No Support Future Support
58. Provides for barcoding returns with account number and ownership information on all documents.
 Supports No Support Future Support
59. Provides for barcoding returns with account number and ownership information on all documents in a format suitable for window and double window envelopes meeting US Postal mailing requirements.
 Supports No Support Future Support

3.1.2 REAL PROPERTY REQUIREMENTS

APPRAISAL SECTION

1. Provides the ability to capture all classes of real property (i.e. vacant land, residential, multi-residential, commercial, industrial, government, condominium, etc.).
 Supports No Support Future Support
2. Provides for the implementation of the Florida Uniform Market Area Guidelines.
 Supports No Support Future Support
3. Provides a menu screen that presents the titles and description of all screens available in the appraisal module.
 Supports No Support Future Support

4. Provides a real property main screen that shows the most commonly reviewed elements in a real property record.
 Supports No Support Future Support
5. Provides various supporting screens (land, sketch, etc.) which can have multiple entries for a single parcel in a parent/child relationship.
 Supports No Support Future Support
6. Ensures that no child record is without a parent.
 Supports No Support Future Support
7. Provides for the assignment of 4 character Department of Revenue use code.
 Supports No Support Future Support
8. Provides documentation of most current inspection date, which appraiser performed inspection by initials, and reason code for both land and market review inspection.
 Supports No Support Future Support
9. Provides a general value control option that supports the selection of appraisal method for a parcel: Cost, Market, Income and blended.
 Supports No Support Future Support
10. Provides a screen for free form notes and/or miscellaneous comments.
 Supports No Support Future Support
11. Provides a real property report detailing all relative information comprising an appraisal which can be customized.
 Supports No Support Future Support
12. Provides for the "tracking" of records when they are split or combined.
 Supports No Support Future Support
13. Provide the ability to collect data electronically in the field to be up-loaded to the main appraisal system utilizing the latest innovations in wireless communications.
 Supports No Support Future Support
14. Provides for On-line/Batch universal comparable sales with variable search/filter criteria.
 Supports No Support Future Support
15. Provides for ease in traversing the entry of additions, insertions, changes etc.
 Supports No Support Future Support
16. Provides a method of multiplying total gross income by factors.
 Supports No Support Future Support
17. Provides a market approach module with ability to make adjustments.
 Supports No Support Future Support
18. Provides the ability to apply adjustments (land, miscellaneous, & building) in mass by neighborhood codes.
 Supports No Support Future Support

LAND

1. Provides for unlimited land records for a single parcel.
 Supports No Support Future Support
2. Provides a screen including a standard land calculation for a property.
 Supports No Support Future Support
3. Provides for the assignment of individual land records to specific classes (i.e. land use code). This would mean multiple land classifications per parcel.
 Supports No Support Future Support
4. Support the assignment of specific cost value calculation functions for individual classes of land.
 Supports No Support Future Support
5. Provides a method for assigning various, table-driven adjustment factors to land pieces including standard adjustments for depth factor, front factors, and size factors.
 Supports No Support Future Support
6. Provides for multiple adjustment types (i.e. percentage, rate, and dollar).
 Supports No Support Future Support
7. Provides for multiple adjustments per land record.
 Supports No Support Future Support
8. Provides a screen that supports assigning specific parcel acreage to a crop use class associated with agricultural exemptions.
 Supports No Support Future Support
9. Provides for the assignment of adjustments to agricultural assessments based on the planting year, condition and yield codes.
 Supports No Support Future Support
10. Provides for override value.
 Supports No Support Future Support
11. Provides for documenting zoning codes.
 Supports No Support Future Support
12. Provides for a summary screen of individual land records showing critical factors affecting land value such as location, neighborhood, and overall parcel size, etc.
 Supports No Support Future Support
13. Provides the ability to maintain major artery and waterway codes for each land record.
 Supports No Support Future Support
14. Provides the ability to seamlessly integrate CAMA & GIS data, allowing records to be added, deleted, and altered based on GIS map edits and data entry.
 Supports No Support Future Support

IMPROVEMENTS

1. Provides for an unlimited number of improvements for each parcel.
 Supports No Support Future Support
2. Provides a screen that supports the entry of sketch details for an improvement.
 Supports No Support Future Support
3. Provides the ability to sketch multiple story improvements as well as detached improvements.
 Supports No Support Future Support
4. Provides for the assignment of area codes associated with each piece of a sketch.
 Supports No Support Future Support
5. Provides the ability to define area codes with features (i.e. non-calculating, heated area, effective area factor, etc.).
 Supports No Support Future Support
6. Provides a simple method for closing a piece of a sketch using squaring options to ensure accuracy, including the option to identify sketches that are incorrect e.g. when the sketch doesn't square.
 Supports No Support Future Support
7. Provides the ability for an incomplete sketch to be saved to the system and have it identified as such for follow-up review.
 Supports No Support Future Support
8. Provides options for angular calls in a sketch.
 Supports No Support Future Support
9. Provides options for circular arc calls on a sketch.
 Supports No Support Future Support
10. Provides a screen for the graphic review of a sketch and an indication of problems in its definition.
 Supports No Support Future Support
11. Provides for the calculation of actual square footage for individual areas of a sketch, including air conditioned square footage, and total actual square footage.
 Supports No Support Future Support
12. Provides for the calculation of effective square footage for individual areas of a sketch, including heated square footage, and total effective square footage.
 Supports No Support Future Support
13. Provides the ability to track what year either entire improvement or portion thereof was added to system for purposes of properly calculating Amendment 10 assessment.
 Supports No Support Future Support
14. Provides a building construction screen that supports assignment of classifications to a structure.
 Supports No Support Future Support

15. Provides structural element information for each building (e.g. bedrooms, exterior wall, HVAC), and construction component information used to apply adjustments to the cost value of an improvement.
 Supports No Support Future Support
16. Provides for the assignment of depreciation and base rate values for each classification of a structure.
 Supports No Support Future Support
17. Provides a comprehensive building cost screen that supports the assignment of variables to a specific improvement as well as a review of the cost valuations for individual areas of an improvement.
 Supports No Support Future Support
18. Provides a method for associating extra features (a.k.a. miscellaneous or yard items) and their sizes to an improvement record. Screen should also provide for reviewing cost and adjusted values for extra features.
 Supports No Support Future Support
19. Provides classes of extra features and value control information for extra features by improvement and construction types.
 Supports No Support Future Support
20. Provides the ability to assign depreciation and base rate values for each class of extra feature.
 Supports No Support Future Support
21. Provides a cost value review for each improvement on the value control function.
 Supports No Support Future Support
22. Provides a replacement cost version of the building cost screen that presents current year replacement cost values with no adjustments.
 Supports No Support Future Support
23. Provides a view of replacement cost data that is similar to that provided for adjusted building costs.
 Supports No Support Future Support
24. Provides the ability to place an individual adjustment category for a Market factor on the building value only.
 Supports No Support Future Support
25. Provides the ability to place an individual adjustment category for size on the building value only.
 Supports No Support Future Support
26. Provides for the assignment of individual additional depreciation codes and percentage for Economic Obsolescence, Functional Obsolescence, and Additional Physical Depreciation.
 Supports No Support Future Support
27. Provides the ability to input census track information.
 Supports No Support Future Support
28. Provides the ability to apply economic depreciation in mass by neighborhood.
 Supports No Support Future Support

29. Provides the ability to copy a sketch from plans or other drawings into the system.
 Supports No Support Future Support

INCOME

1. Provides a screen that lists the basic screens/functions available in the income and expense module of the CAMA system.
 Supports No Support Future Support
2. Provides a basic screen to enter income data associated with a parcel.
 Supports No Support Future Support
3. Provides for the documentation of multiple income sources for a single parcel.
 Supports No Support Future Support
4. Provides the ability for income entry based on use classes and various periods.
 Supports No Support Future Support
5. Provides a basic screen for the entry of expense data associated with a parcel.
 Supports No Support Future Support
6. Provides for the assignment of expenses based on categories that control how the expense will be calculated.
 Supports No Support Future Support
7. Provides a screen that supports the review of all income and expense calculations as an operating statement.
 Supports No Support Future Support
8. Provides for entry of information on person providing income and expense data.
 Supports No Support Future Support
9. Provides a screen that depicts the various income valuation methods available in the module and presents the income value calculated for each method (list all methods provided).
 Supports No Support Future Support
10. Provides a strategy to select a specific valuation method to use as the final income appraised value.
 Supports No Support Future Support
11. Presents a breakout of land and building values resulting from land residual calculation.
 Supports No Support Future Support
12. Provides a screen that presents a building residual calculation table based on present worth of the improvements.
 Supports No Support Future Support
13. Provides a screen that presents a building residual calculation based on a straight line evaluation.
 Supports No Support Future Support

14. Provides a screen for the calculation of an overall property residual associated with the selected income valuation method.
 Supports No Support Future Support
15. Provides a method for the review of cost and income valuation methods on the property residual calculation screen.
 Supports No Support Future Support
16. Provides an income evaluation screen that supports the calculation of mortgage and equity values for a property.
 Supports No Support Future Support
17. Provides for the evaluation of multiple mortgages to be used in a band of investment calculation.
 Supports No Support Future Support
18. Provides a screen to evaluate discounted cash flow associated with an income property.
 Supports No Support Future Support
19. Provides for percentage growth factor calculations in the cash flow calculation function.
 Supports No Support Future Support
20. Provides a screen that presents critical capitalization detail information such as income or rent multipliers, mortgage equity data, property residual calculations, recapture and tax rates.
 Supports No Support Future Support
21. Provides discounted cash flow information on capitalization review screen.
 Supports No Support Future Support
22. Provides for the ability to have real estate income tied to tangible.
 Supports No Support Future Support
23. Provides for the ability to identify properties in mass requiring the batch mail out of an income and expense forms.
 Supports No Support Future Support

CONDOMINIUM

1. Provides a condominium main screen that includes common characteristics for all parcels associated.
 Supports No Support Future Support
2. Provides for defining different condominium unit types, sizes, floor level and locations, amenities, upgrades and views within a building.
 Supports No Support Future Support
3. Provides the ability to automatically create multiple folios for new condominiums.
 Supports No Support Future Support

CO-OP

1. Provides a co-op main screen that includes common characteristics for all parcels associated.
 Supports No Support Future Support
2. Provides for defining different co-op unit types, sizes, floor level and locations, amenities, upgrades and views within a building.
 Supports No Support Future Support
3. Provides the ability to automatically create multiple folios for new co-ops.
 Supports No Support Future Support
4. Provides for defining percentage of leasehold interests.
 Supports No Support Future Support

COMPARABLE SALES

1. Provides a basic entry screen choosing criteria for comparable sales selections.
 Supports No Support Future Support
2. Provides a screen for reviewing the results of a comparable sales search for a particular parcel.
 Supports No Support Future Support
3. Provides a set of basic parcel characteristics in a screen with a selected comparable sale.
 Supports No Support Future Support
4. Provides a sales selection function that chooses an ordered list of comparable sales based on similarity to one particular sale.
 Supports No Support Future Support
5. Provides a sales selection function that chooses an ordered list of sales based on general selection criteria based on parcel or sale characteristics.
 Supports No Support Future Support
6. Provides a sales selection function that chooses an ordered list of sales based on a selected list of sales.
 Supports No Support Future Support
7. Provides sales selection criteria that may include any characteristics of a parcel.
 Supports No Support Future Support
8. Provides a sales criteria weighting strategy that provides a modeling environment for choosing either most comparable sales or priority sales lists.
 Supports No Support Future Support
9. Provides a sales selection modeling environment based on a priority list of parcel characteristics.
 Supports No Support Future Support
10. Provides for the assigning of weights to parcels characteristics as a basis for increasing importance of a characteristic.
 Supports No Support Future Support

11. Provides ability to assign priorities and weights to any of many variables.
 Supports No Support Future Support
12. Provides for a coordinate location of parcel or location of neighborhood to be used as basis for comparable sales selection.
 Supports No Support Future Support
13. Provides for the use of factor or regression analysis as the basis for modeling comparable sales selections.
 Supports No Support Future Support

HISTORY

1. Provides an appraisal history screen that shows critical value information for previous years going back ten years through the present year's assessments.
 Supports No Support Future Support
2. Provides a function that can review appraisal data for a number of years (detail the number of historical years that can be stored for a parcel in the appraisal module).
 Supports No Support Future Support
3. Provides for an ability to retrieve historical records for parcels no longer on the tax roll.
 Supports No Support Future Support
4. Provides for a complete history of changes. User IDs associated with each change. History file from our mainframe must be imported into new system.
 Supports No Support Future Support

BATCH

1. Provides for the batch printing of individual real property reports detailing all relative information that comprises the appraisal.
 Supports No Support Future Support
2. Provides for the ability to mass update values by variable criteria including mass income updates.
 Supports No Support Future Support
3. Provides reports that mimic or mirror Department of Revenue standard AVR reports.
 Supports No Support Future Support
4. Provides for hard copy or electronic file of correction certificates for Revenue/Tax collector.
 Supports No Support Future Support

OWNERSHIP/SALES/LEGAL DESCRIPTION SECTION

1. Provides an owner screen that provides method for reviewing, changing, and adding owners, mailing address, site address.
 Supports No Support Future Support
2. Provides an owner screen that shows all owners for the property, their percentages, and exemption status.
 Supports No Support Future Support
3. Provides search capability by ALL owner's names.
 Supports No Support Future Support
4. Provides search capability by site address.
 Supports No Support Future Support
5. Provides search capability by subdivision/lot/block and O/R book & page.
 Supports No Support Future Support
6. Provides for a minimum of at least 5 sales to be associated with each parcel.
 Supports No Support Future Support
7. Provides for documenting sale Official Record Book and Page and/or instrument number.
 Supports No Support Future Support
8. Provides for documenting sale date, price, instrument, deed type, vacant/improved status, grantor, and grantee.
 Supports No Support Future Support
9. Provides full screen text editing option for legal descriptions.
 Supports No Support Future Support
10. Provides a legal description function that allows for highlighting, cutting, pasting, searching and replacing.
 Supports No Support Future Support
11. Provides a screen for multiple sale folios.
 Supports No Support Future Support
12. Provides for the ability to auto calculate new subdivision values.
 Supports No Support Future Support
13. Provides for the ability to enter notes for each sale item.
 Supports No Support Future Support
14. Provides an interface to county recording to automatically pull and process deed information.
 Supports No Support Future Support

ASSESSMENT/EXEMPTIONS/CLASSIFICATION SECTION

1. Provides an assessment main screen that portrays all relevant values associated with a parcel going back ten years.
 Supports No Support Future Support

2. Provides a detailed assessment review screen that depicts all individual values that make up a complete assessed value going back ten years.
 Supports No Support Future Support
3. Provides for assigning multiple tax district codes to any parcel.
 Supports No Support Future Support
4. Provides for assigning multiple millages to a tax district code.
 Supports No Support Future Support
5. Provides a screen that shows values and all associated taxes on a single screen.
 Supports No Support Future Support
6. Provides an assessment review screen that shows value and tax history with supporting information.
 Supports No Support Future Support
7. Provides for the update of exemption information from value/assessment review screens.
 Supports No Support Future Support
8. Provides all information necessary to explain Amendment 10 and agricultural exemption assessments for parcels from review screens.
 Supports No Support Future Support
9. Provides a screen that shows details of individual elements that make up final assessment value and supports the absolute override of these values from review screen.
 Supports No Support Future Support
10. Provides a screen that assigns a specific mix of exemptions to all parcels listed in the screen.
 Supports No Support Future Support
11. Provides mass exemption entry function that supports assignment of each major exemption category including homestead, wholly exempt, agricultural, and Amendment 10, historical.
 Supports No Support Future Support
12. Provides for the mass exemption Amendment 10 auto calculation of values from a prior year's information change through current and future year, updating all years' appropriate information.
 Supports No Support Future Support
13. Provides a mass update screen that assigns absolute tax values to a specified tax code for each parcel in a list.
 Supports No Support Future Support
14. Provides for the ability to handle historical properties non-taxable renovation assessments for 10 years for each instance and tax agency.
 Supports No Support Future Support
15. Provides the capability to enter future year exemptions that do not become effective until a user specified date.
 Supports No Support Future Support

16. Provides for the ability to have mailing address and sale characteristics fields on the ownership review screen.
 Supports No Support Future Support
17. Provides for the ability to have multiple homestead properties on one parcel. (e.g. John Knox Village)
 Supports No Support Future Support
18. Provides for the ability to have a fractional homestead exemption established for current and succeeding year(s).
 Supports No Support Future Support
19. Provides for the ability to print on-line homestead, senior and all other exemption applications.
 Supports No Support Future Support
20. Provides for retrieving parent parcel(s) associated with any active parcel on the system.
 Supports No Support Future Support
21. Provides a function to create a list of original record references associated with a group of related parent/child parcels.
 Supports No Support Future Support
22. Provides for exemption status changes that support the removal of all exemptions during the next rollover.
 Supports No Support Future Support
23. Provides an exemption status that immediately removes all exemptions.
 Supports No Support Future Support
24. Provides a secondary owner screen to depict additional owners not shown on primary ownership/sale screen.
 Supports No Support Future Support
25. Provides for the assignment of owner classes, percentages, exemption status, and social security numbers.
 Supports No Support Future Support
26. Provides a system note or audit that documents the most recent transactions against a parcel.
 Supports No Support Future Support
27. Provides a screen for entering all secondary addresses associated with a parcel.
 Supports No Support Future Support
28. Provides for any number of secondary addresses associated with a parcel.
 Supports No Support Future Support
29. Provides a function that allows for errors in assessments to be corrected.
 Supports No Support Future Support
30. Provides for functions to recalculate taxes for any or all previous years.
 Supports No Support Future Support

31. Provides a screen that performs a logical split of one parcel to another for the current and future years.
 Supports No Support Future Support
32. Provides the ability to copy critical variables from parents to new child parcel as required accomplishing split simulation current and future years.
 Supports No Support Future Support
33. Provides a method to assign current and previous year values to new child parcel through split screen.
 Supports No Support Future Support
34. Provides for the optional use of parent parcel exemptions and legal description for the new child.
 Supports No Support Future Support
35. Provides a screen to oversee all changes associated with a new sale.
 Supports No Support Future Support
36. Provides for the entry of ownership information from the sale transaction screen.
 Supports No Support Future Support
37. Provides for a sale note to be entered into the note environment from the sale transaction screen.
 Supports No Support Future Support
38. Provides for the entry of all critical sale data including initial qualification codes and deed document type.
 Supports No Support Future Support
39. Provides a screen for the documentation, review, and update of special assessment data associated with a parcel.
 Supports No Support Future Support
40. Provides a method to assign tax codes, year of assessment, dates, and amounts associated with special assessments on a review screen.
 Supports No Support Future Support
41. Provides for the creation of compact disks for large report files, and files that interface with other systems.
 Supports No Support Future Support
42. Provides for a recapitulation summary that meets state DOR requirements (send sample of format).
 Supports No Support Future Support
43. Provides for the creation of compact disks and reports that meets state DOR requirements.
 Supports No Support Future Support
44. Provides for the creation of TRIM notices that meet DOR standards.
 Supports No Support Future Support
45. Provides the ability to change the TRIM notice format to meet alternative forms as needed by Property Appraiser.
 Supports No Support Future Support

46. Provides the ability to generate a personal property return form that meets DOR and Broward County standards.
 Supports No Support Future Support
47. Provides the ability to change the personal property return form as needed by Property Appraiser.
 Supports No Support Future Support
48. Provides for the generation of a property record report meeting DOR standards (Send sample of format).
 Supports No Support Future Support
49. Produces a field worksheet report that contains all of the important data for field review.
 Supports No Support Future Support
50. Provides a standard ownership change notification for new sales.
 Supports No Support Future Support
51. Generates a homestead renewal report that meets DOR guidelines.
 Supports No Support Future Support
52. Provides a Homestead Application form that conforms to DOR standards (Send sample of format).
 Supports No Support Future Support
53. Provides the ability to change the Homestead and all other exemption and classification application forms as needed by Property Appraiser.
 Supports No Support Future Support
54. Provides for the annual rollover process that performs all appropriate moves of appraisal and assessment data to begin a new roll year.
 Supports No Support Future Support
55. Provides a special roll production function that allows for production of special printed tax rolls for various agencies.
 Supports No Support Future Support
56. Provides a screen to enter all secondary or multiple locations associated with a parcel.
 Supports No Support Future Support
57. Provides a clear understanding of each report's information and purpose.
 Supports No Support Future Support
58. Provides a screen to include title information and history.
 Supports No Support Future Support
59. Provides the ability to store dates needed such as permit issue, printed permit, field inspection, signed off, etc.
 Supports No Support Future Support
60. Provide the ability to send exemption or classification denial notice to parcel owners, either by producing the individual notice by hand or by identifying the parcels being

- denied in mass, and producing a file that can be used to generate these notices in mass.
 Supports No Support Future Support
61. Provide the ability to display and enter the data required to process all exemption and classification applications on a single data entry screen.
 Supports No Support Future Support
62. Provide the ability to display the status of the application (e.g. late file, pending, etc.) directly on the form and receipt.
 Supports No Support Future Support
63. Provide the ability to display the existing building use code, notes, and exemption codes found on the parcel on the Homestead Application data entry screen.
 Supports No Support Future Support
64. Provide the ability to display fields that give a list of options to choose from that explain why an exemption has a particular status e.g. pending, denial, etc.
 Supports No Support Future Support
65. Provide the ability to enter additional comments with regard to the option chosen from the previous item.
 Supports No Support Future Support
66. Provide the ability to generate online letters based upon the status of the pending exemption and classification applications and the option to generate the letters in mass.
 Supports No Support Future Support
67. Provides a screen that performs a logical tie of one parcel to another for the current and future years.
 Supports No Support Future Support
68. Provides a method to assign current and previous year values to new child parcel through tie/split screen.
 Supports No Support Future Support
69. Provides the optional use of parent parcel exemptions and legal description for the new child parcel.
 Supports No Support Future Support
70. Provides the ability to store document images associated with parcels for document management, storage, and retrieval by parcel.
 Supports No Support Future Support
71. Provides the ability to continue the process of document storage of imaging documents required for approving exemptions and classifications.
 Supports No Support Future Support
72. Provides the ability to provide an online customer request form.
 Supports No Support Future Support
73. Provides the ability to track the online customer request document via an automated work flow module.
 Supports No Support Future Support

74. Provides the ability to audit an employee's work that will automatically identify the number of applications taken by an employee (productivity reporting).
 Supports No Support Future Support
75. Provides the ability to work an application for exemption without the deed being posted and be able to hold the application in a "pending file" in this case.
 Supports No Support Future Support
76. Provide the ability for pending applications to be identified via query or audit report by day or week for reinvestigation and final approval to occur.
 Supports No Support Future Support
77. Provides for the ability to identify and flag duplicate social security, driver's license and voter registration numbers at the time of application entry.
 Supports No Support Future Support

VALUE REVIEW/CORRECTIONS SECTION

1. Provides a review screen for reconciliation value data for each parcel changed during review period.
 Supports No Support Future Support
2. Provides functions that support documenting review data as value changes are made during standard review period.
 Supports No Support Future Support
3. Provides a review screen to display the original and current value associated with a parcel.
 Supports No Support Future Support
4. Provide a review screen to display the original and current exemptions associated with a parcel.
 Supports No Support Future Support
5. Provide the ability to send tax correction notices to parcel owners. Either by producing the notices themselves or by producing a file that can be used to generate notices.
 Supports No Support Future Support
6. Provide the ability to send corrections electronically to the revenue collector.
 Supports No Support Future Support

3.1.3 CENTRALLY ASSESSED (RAILROAD) REQUIREMENTS

1. Provides for Railroad assessments by DOR for real estate, land, train tracks, buildings, etc.
 Supports No Support Future Support
2. Provides for Railroad assessments by State Board for private line rail cars, cabooses, tankers, engines, etc.
 Supports No Support Future Support

3. Provides for separate processing for centrally assessed tax roll.
 Supports No Support Future Support
4. Provides for separate TRIM Notice processing for centrally assessed tax roll.
 Supports No Support Future Support

3.1.4 BUILDING PERMIT REQUIREMENTS

1. Provides building permit review screens presenting basic information associated with all permits requiring inspection by field appraisers.
 Supports No Support Future Support
2. Provides permit fields supporting documenting the date a permit was issued/reviewed/completed and the full name of the field appraiser performing the inspection.
 Supports No Support Future Support
3. Provides re-check date fields or a re-check box to provide for future ticket (reminder) functions to identify potentially finished permits.
 Supports No Support Future Support
4. Provides a neutral format for directly importing permit records from various municipal and county Building & Zoning Department systems into the CAMA system permit module.
 Supports No Support Future Support
5. Provides fields for estimated value of permit.
 Supports No Support Future Support
7. Provides the ability to print permit information, both on-line and batch, to a defined permit report format and/or as part of the parcel report.
 Supports No Support Future Support
8. Provides the ability to retrieve permit information using variable criteria (i.e. to print all permits that are active in a specific area of the county).
 Supports No Support Future Support

3.1.5 TANGIBLE PERSONAL PROPERTY REQUIREMENTS

1. Provides for the assignment of current and future North American Industry Classification System codes.
 Supports No Support Future Support
2. Provides a personal property menu screen that allows users to review the names and descriptions of all personal property screens.
 Supports No Support Future Support
3. Provides a simple method for moving between real and personal property systems and records within each system simultaneously.
 Supports No Support Future Support
4. Provides a search for real or personal property using an owner's browse screen.
 Supports No Support Future Support

5. Provides a search for real or personal property using a site address browse screen.
 Supports No Support Future Support
6. Provides a search for real or personal property using an account number browse screen.
 Supports No Support Future Support
7. Provides for barcoding returns with account number and ownership information.
 Supports No Support Future Support
8. Provides for OCR recognition of returns for automatic data input to the database.
 Supports No Support Future Support
9. Provides for a search of real or personal property records using a browse based on a DOR use code.
 Supports No Support Future Support
10. Provides for record browse functions that reflect the current status of a parcel including property exemption codes, ownership information.
 Supports No Support Future Support
11. Provides for searching of current or previous owner when browsing for particular records.
 Supports No Support Future Support
12. Provides a strategy for storage and reporting of reconciliation data required by standard DOR procedures.
 Supports No Support Future Support
13. Provides a reconciliation status review screen that reflects preliminary and changed values and exemptions for any parcel during reconciliation period.
 Supports No Support Future Support
14. Provides an indication that reconciliation is active for a parcel on one or more other real and personal property assessment screens.
 Supports No Support Future Support
15. Provides a personal property main screen that shows the most commonly reviewed tax roll information in a personal property record.
 Supports No Support Future Support
16. Provides a review and entry screen that depicts the status of a personal property account. This includes account review dates, status flags, tax status codes, penalties, and counts of important record types.
 Supports No Support Future Support
17. Provides a value review screen that depicts multiple years of values along with other supporting information.
 Supports No Support Future Support
18. Provides an assessment review screen that shows value and tax history with supporting information.
 Supports No Support Future Support

19. Provides for the update of exemption information from value/assessment review screens.
 Supports No Support Future Support
20. Provides for the update of exemption information from value/assessment review screens.
 Supports No Support Future Support
21. Provides a screen that shows details of individual elements that make up final assessment value and supports the absolute override of these values from review screen.
 Supports No Support Future Support
22. Provides a mass update function that allows specific exemptions to be assigned to a list of parcel numbers.
 Supports No Support Future Support
23. Provides a mass update personal property return filed date entry procedure that allows a number of parcels to be updated from a single screen or OCR barcode reader entry system.
 Supports No Support Future Support
24. Provides functions that detect, report, and appraise personal property non-filers.
 Supports No Support Future Support
25. Provides an understanding that the notion of a non-filer relative to DOR requirements and provides reporting and review procedures that act on those rules.
 Supports No Support Future Support
26. Provides an option to enter accounts numbers for mass filing or non-filer entry using OCR or barcode entry of account numbers.
 Supports No Support Future Support
27. Provides a principle ownership review screen that allows for the update of critical ownership data including name, business name, address, mailing address, telephones, basic information about the business, and tax information including the federal ID.
 Supports No Support Future Support
28. Provides for current owner changes and new owner additions from principal ownership review screen.
 Supports No Support Future Support
29. Provides for the ability to create a new account using principal ownership review screen.
 Supports No Support Future Support
30. Provides for the ability to create a 'next year' (concurrent) account for any parcel.
 Supports No Support Future Support
31. Provides for the ability to create 'next year' (concurrent) account information to be entered by date stamping account change information on the current year record.
 Supports No Support Future Support

32. Provides for the automatic assignment of the next account number associated with a particular account neighborhood as new accounts are added.
 _____ Supports _____ No Support _____ Future Support
33. Provides the ability to review and update the previous ownership information on accounts that are sold.
 _____ Supports _____ No Support _____ Future Support
34. Provide the ability to move any active account to a “void” (inactive) status that can retain information for at least four years.
 _____ Supports _____ No Support _____ Future Support
35. Provides for the reactivation of an inactive account.
 _____ Supports _____ No Support _____ Future Support
36. Provides for the automatic validation of data fields when entering or changing records (describe your strategy for element validation).
 _____ Supports _____ No Support _____ Future Support
37. Provides a note system that allows staff to document transactions and situations with an account.
 _____ Supports _____ No Support _____ Future Support
38. Provides for long, variable length notes that can be edited with a text editing procedure.
 _____ Supports _____ No Support _____ Future Support
39. Provides a screen that outlines all cost information and values associated with individual property records.
 _____ Supports _____ No Support _____ Future Support
40. Provides a screen that allows the entry and update of individual assets (details) for a personal property account and critical variables for each detail that supports proper valuation.
 _____ Supports _____ No Support _____ Future Support
41. Provides classes of detail records that conform to state DOR guidelines.
 _____ Supports _____ No Support _____ Future Support
42. Provides the ability to handle an unlimited number of detail records for any account.
 _____ Supports _____ No Support _____ Future Support
43. Provides calculation functions for detail that appraises based on prudent costing procedures or flat value appraisal.
 _____ Supports _____ No Support _____ Future Support
44. Provides for re-indexing (reordering) of personal property assets by line type and year of acquisition within a detail record.
 _____ Supports _____ No Support _____ Future Support
45. Provides for the storage and review of at least four years of history of account asset records.
 _____ Supports _____ No Support _____ Future Support

46. Provides a screen that documents equipment owned and leased to others.
 Supports No Support Future Support
47. Provides for documenting the lessee and address of lessee for each piece of leased equipment.
 Supports No Support Future Support
48. Provides fields and appraisal procedures for leased equipment similar to those available to personal property details.
 Supports No Support Future Support
49. Provides for cross-referencing between lessor's records and the personal property account of the lessee.
 Supports No Support Future Support
50. Provides a screen to document equipment leased by the account owner.
 Supports No Support Future Support
51. Provides for cross referencing between lessee's equipment records and the personal property account of the lessor.
 Supports No Support Future Support
52. Provides the same sketch utilities to real property system for documenting appropriate personal property attachments or extra features, e.g. mobile homes.
 Supports No Support Future Support
53. Provides sketch review and plotting screens similar to those in the real property system for mobile homes.
 Supports No Support Future Support
54. Provides a screen to document attachments for mobile home records.
 Supports No Support Future Support
55. Provides for the entry of attachment information independent of sketch entry for mobile home records.
 Supports No Support Future Support
56. Provides for the entry of extra feature information for personal property mobile home records similar to the functions available in real property system.
 Supports No Support Future Support
57. Provides a screen where secondary owners of an account may be documented.
 Supports No Support Future Support
58. Provides for the ability to assign percentages of ownership associated with each owner of a personal property account.
 Supports No Support Future Support
59. Provides for the entry of any number of secondary owners for each account.
 Supports No Support Future Support
60. Provides screens used to document, review, and update error and insolvency information associated with personal property accounts for at least four years.
 Supports No Support Future Support

- 61. Provides for the generation of DOR standard Certificates of Correction from error and insolvency review screens for Tax Collector.
 Supports No Support Future Support
- 62. Provides the ability to update a previous year’s assessment record based on corrections entered into error and insolvency screens.
 Supports No Support Future Support
- 63. Provides control of error and penalty documentation that understands the administration of error reporting, penalty assessment, and back tax assessment for Florida.
 Supports No Support Future Support
- 64. Provides the ability to mass update with ASCII text files created from image/data extraction software OCR for Forms (OCRFF).
 Supports No Support Future Support
- 65. Provides the ability for electronic tangible tax return filing.
 Supports No Support Future Support

3.1 HARDWARE REQUIREMENTS (if new hardware is needed)

The Property Appraiser minimum hardware requirements proposed are to perform as well or better than the current system in all areas.

VENDOR shall specify CENTRAL SITE hardware configurations, indicating quantity and line item cost for each hardware component as part of the RFP response.

VENDOR shall have the capability of mechanically benchmarking the system to verify response times of the proposed hardware. The proposed system shall meet or exceed the performance standards described herein in section 3.3.1. Proposed acceptance tests shall be described and samples of test results documentation included as part of the RFP response.

The VENDOR shall describe alternative backup methods for system downtime as part of the RFP response. The VENDOR shall also indicate the recommended frequency of file saves and the time required to perform them, on the proposed system as part of the RFP response. The proposed system shall have the ability to recover any and all transactions from a backup system such as a log tape or another industry accepted backup system. The VENDOR shall describe the recovery abilities as part of the RFP response.

3.2.1 HARDWARE EXPANDABILITY

The system shall be capable of expanding to accommodate more main memory, disk storage, terminals, or functions for three (3) years after final acceptance without replacement of existing hardware or with full-value trade-in of original hardware at time of upgrade.

3.2.2 SECURITY

The VENDOR shall describe security features available on the proposed system as part of the RFP response.

Security in the application program shall provide safeguards against inadvertent and/or determine unauthorized access to the system. The system shall provide password access and should maintain a security log for review by the system administrator. The VENDOR shall provide a sample of the security log as part of the RFP response.

Security should provide separate identification for the following:

- Individual users
- Terminals/agencies
- Access to individual modules

At a minimum, access for screens and files should incorporate blocking by these privilege types or any combination of these types:

- Read access only
- Write access
- Modify data/screens
- Add records
- Delete records
- Grant permission to other users

The system should incorporate user profiles to determine access to different functions, menus and screens. The System Administrator should have the ability to control access to each function, menu and screen each user's specific need.

The system should also provide a means for producing reports (even if ad hoc) which show current security parameters (i.e. a report that shows who has update ability to the tax millage table).

All security features shall be fully documented for use by the system administrator.

3.3 WARRANTY REQUIREMENTS

3.3.1 PERFORMANCE STANDARDS

The proposed system (hardware and software) shall meet or exceed the performance standards specified in the proposal at the activity and data storage capacity levels described therein. The Property Appraiser requires an average response time for charge and discharge functions, input functions, item updates, index searches of 1 second and simple queries of 2-3 seconds.

In the event projected growth is not exceeded and the system fails to perform at the levels specified within the contract agreement, the VENDOR shall furnish, at no additional cost and to the satisfaction of the Property Appraiser, the additional hardware, software, and labor necessary to allow for system expansion as provided for elsewhere in this agreement.

The VENDOR shall describe as part of the RFP response, the response time test to be used to determine whether or not the system meets the required performance standards.

3.3.2 OTHER WARRANTIES

The VENDOR must warrant by sworn affidavit prior to final acceptance of the system that the VENDOR has the right to license the software and to sell the equipment that is described in the proposal.

The VENDOR warrants that the software delivered shall satisfy the proposal requirements and functions as described in the proposal.

The VENDOR warrants that all of the equipment provided in connection with the proposal and utilized by VENDOR shall be delivered new and not as used, refurbished, or reconditioned equipment.

The VENDOR warrants that it has or shall obtain the requisite certifications for servicing and maintaining all equipment provided in connection with the proposal and shall provide proof of certifications upon request of the Property Appraiser.

The VENDOR warrants that the VENDOR, at the VENDOR'S expense, will maintain all equipment provided in connection with the proposal and utilized by the VENDOR until the maintenance agreement in the proposal takes effect. The VENDOR shall bear the full risk of loss to the equipment attributable to the VENDORS actions or in-actions.

The VENDOR warrants by sworn affidavit, that it is an authorized distributor for the sublicensed software and that upon execution of the sublicense agreement in the proposal, the Property Appraiser will have the right to use the sublicensed software needed for the proper operation of the system. In addition, VENDOR shall provide to the Property Appraiser upon request, copies of any and all certifications and/or licenses to substantiate this warranty.

The warranties and damages set forth herein are not exclusive. The same or any warranties of additional scope given by the VENDOR, manufacturer, or developer shall ensure to the Property Appraiser's benefit or other similarly situated users. Further, the Property Appraiser may avail all other remedies available at law or equity. The VENDOR'S warranties shall commence upon full acceptance of the system.

3.3.2.1 ORIGINAL MANUFACTURER'S WARRANTIES

The VENDOR shall provide all original manufacturer's recommended or required maintenance/repair service and other necessary or required service during the warranty or guarantee period for all software and hardware provided to the Property Appraiser under this contract at no additional cost to the Property Appraiser. This shall include any and all preventative maintenance as defined and/or recommended by the manufacturer. Such warranty or guarantee maintenance/repair services and other necessary maintenance services shall be provided by trained, qualified technicians using the most modern equipment and techniques, and in the manner and at the time intervals specified by the original manufacturer. Any warranty provided in connection with this proposal shall not include coverage for any components that have been damaged, changed or rendered unserviceable due to negligence by the Property Appraiser or intentional acts of persons using the system. The VENDOR'S obligation under its warranty is limited to costs (including shipping, insurance and installation) of repairing or replacing the warranted item at the VENDOR'S option.

3.3.2.2 COPYRIGHT INFRINGEMENT

The VENDOR shall warrant that the work covered by this proposal shall be the result of the sole effort of the VENDOR, its employees, agents, subcontractors and/or assigns and unless otherwise stipulated herein, shall in no way infringe upon the copyright or violate any proprietary right, of any person, party or entity whatsoever.

The VENDOR shall indemnify, hold harmless, and defend against any claim, demand or suit which may be brought against the Property Appraiser, including attorneys' fees and all other costs incurred by the Property Appraiser in connection with defending against claims, demands or suits incurred by reason of an alleged or actual violation of any proprietary right, copyright, lien, claim or encumbrance, arising out of or in connection with the work covered by this proposal and/or for breach of any of the warranties contained herein.

3.4 ACCEPTANCE REQUIREMENTS

In the event of major deficiencies that can not be cured by VENDOR, the Property Appraiser at her sole option may declare the VENDOR to be in default.

3.5 DISASTER RECOVERY REQUIREMENTS

The VENDOR shall define, in detail as part of the RFP response, a complete disaster recovery plan to include total cost for the proposed CAMA system, specific to the Property Appraiser. The VENDOR should state the projected preferential priority for support and recovery that the Property Appraiser might expect from the VENDOR if an unexpected disaster should occur.

4.0 EVALUATION OF PROPOSALS

The Property Appraiser will use a "CAMA selection committee" to evaluate each proposal and presentation. With the input of this committee the Property Appraiser will make her decisions.

4.1 ADDITIONAL RIGHTS RESERVED BY THE PROPERTY APPRAISER

THE PROPERTY APPRAISER RESERVES THE RIGHT TO WAIVE NON-SUBSTANTIVE TECHNICALITIES AND IRREGULARITIES AND TO REJECT ANY OR ALL PROPOSALS.

4.2 CONTACT PERSON DURING RFP PROCESS

A cone of silence applies to all members of the "CAMA selection committee", all communications must be channeled through Ron Gunzburger the Property Appraiser's General Counsel.

Broward County Property Appraiser
Attn: Ron Gunzburger, General Counsel
115 S. Andrews Ave., Room 111
Fort Lauderdale, Florida 33301

Fax: (954) 357-8474
Phone: (954) 357-6934
Email: ron@bcpa.net

5.0 INDEMNIFICATION:

The Property Appraiser will require the following indemnification clause to be made part of the Contract Agreement entered into with the selected vendor:

The VENDOR's firm and any of its sub-contractors shall indemnify and save harmless and defend the Property Appraiser, her employees, representatives and agents, and the Broward County Board of County Commissioners, against any claim action, loss, damage, injury liability cost and expense of whatsoever kind of nature (including but not by way of limitation, attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property (including destruction) arising out of or incidental to the performance of this contract, or work performed thereunder. This indemnification agreement is separate and apart from, and in no way limited by, any insurance provided pursuant to this agreement or otherwise.

6.0 INSURANCE REQUIREMENTS

VENDOR and its sub-contractors shall procure and maintain during the term of the project, insurance of the type and in the minimum amount stated below:

SCHEDULE	LIMITS
Workers Compensation Employer's Liability (including appropriate Federal Acts)	Florida Statutory Coverage \$100,000 Each Accident \$500,000 Disease Policy Limit \$100,000 Each Employee/Disease
Commercial General Liability (including premises operations, and blanket contractual liability)	\$2,000,000 General Aggregate \$2,000,000 Products/Comp.Ops Agg. \$1,000,000 Personal/Advertising Injury \$1,000,000 Each Occurrence \$ 50,000 Fire Damage \$ 5,000 Medical Expenses

Property Appraiser shall be named as an additional insured under all of the above Commercial General Liability coverage.

Automobile Liability (all automobiles-owned, hired or non-owned)	\$1,000,000 Combined Single Limit
Professional Liability (Errors & Omissions)	\$1,000,000

Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date equal to at least the first date of this agreement and with a three year reporting option beyond the annual expiration date of the policy.

Said insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes. Such insurance shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the Property Appraiser. Such insurance shall be written by an insurer with an A.M. Best Rating of A or better. Prior to commencing any work on the project, Certificates of Insurance shall be furnished to the Property Appraiser. The certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by the Property Appraiser.

Anything to the contrary notwithstanding, the liabilities of the VENDOR under this Agreement shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage. Neither approval nor failure to disapprove insurance furnished by the VENDOR

shall relieve the VENDOR or its sub-contractors from responsibility to provide insurance as required by the contract.

7.0. STATE OF FLORIDA CONVICTED VENDOR (PUBLIC ENTITY CRIMES):

A person or affiliate who has been placed on the State of Florida Convicted Vendor List following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the Convicted Vendor List.

8.0. CONFLICT OF INTEREST:

A public official who has a financial interest in a proposal or contract must make a disclosure at the time that the proposal or contract is submitted or at the time that the public official acquires a financial interest in the proposal or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder.

9.0 CONFORMITY TO APPLICABLE LAWS:

The VENDOR must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to, the Public Records Laws, Chapter 119, Florida Statutes (the Public Records Act) and Section 286.011, Florida Statutes, (the Florida Sunshine Law). If any of the obligations of this Agreement are to be performed by a Subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.

9.1 NON-DISCRIMINATION

The Property Appraiser may provide a preference for a contractor providing for nondiscrimination of benefits for domestic partners.

9.2 LOCAL PREFERENCE

The Property Appraiser may also provide a local preference to local versus non-local businesses.

10. CONTINGENT FEES PROHIBITED:

The VENDOR must warrant that it has not employed or retained a company or person, other than a bona fide employee or subcontractor, working in his/her employ any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of making a contract with the Property Appraiser.

11. TRUTH IN NEGOTIATION:

The VENDOR understands and agrees that execution of the Agreement shall be deemed to be a simultaneous execution of a Truth-in-Negotiation Certificate under this provision to the same extent as if such certification had been executed apart from this Agreement, such certificate being required by Section 287.055, Florida Statutes. Pursuant to such certificate, the VENDOR hereby states that the wage rates and other factual unit costs supporting the compensation hereunder are accurate, complete and current at the time of contracting. Further, the VENDOR agrees that the compensation

hereunder shall be adjusted to exclude any significant sums where the Property Appraiser determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs, provided that any and all such adjustment shall be made within one (1) year following the completion date of this Agreement.

12. ACCURACY OF WORK:

The vendor shall be responsible for the accuracy of its work, including work by any subcontractors, and shall promptly make necessary revisions or corrections resulting from errors and omissions of the part of the Advisor or subcontractors without additional compensation. Acceptance of the work by the Property Appraiser shall not relieve the vendor of the responsibility for subsequent corrections of any such errors and the clarification of any ambiguities.

13. LAW AND VENUE:

Florida law shall govern all disputes arising from this proposal and subsequent agreement. Exclusive venue for all disputes shall be in the County or Circuit Courts in and for Broward County, Florida.

14. MINIMUM QUALIFICATION STANDARDS:

Vendors or software developers responding to this proposal must be listed on the Florida Department of Revenue's approved bidder's list for this specific software application. The software offered must be fully compliant with the legal and reporting requirements of a Florida county appraiser's office.

15. IN CONCLUSION

Furnish any additional information or material you may have that would be helpful to us in evaluating your firm. Submit one (1) original and ten (10) copies of your complete proposal.