

# **REQUEST FOR PROPOSAL**

**By the**

**COUNTY AUDITOR  
&  
COUNTY TREASURER**

**BEN E. DIEPENBROCK, CPA  
ALLEN COUNTY AUDITOR**

**For an**

**INTEGRATED REAL ESTATE TAX ACCOUNTING,  
CAMA, MANUFUCATURD HOMES AND PERSONAL  
PROPERTY SYSTEM**

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June 7, 2007

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## **1.0 Background and Nature of the Project**

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Request for Proposal for an Integrated Real Estate Tax Accounting, CAMA, Manufactured Homes and  
Personal Property System for Allen County, Ohio.

June 7, 2007

**1.1 Allen County Background**

Allen County is located in northwest Ohio and has a total land area of 462 square miles. There are approximately 54,057 parcels of the following types:

Residential	41,715
Agricultural	4,040
Commercial	4,402
Industrial	799
Exempt	2,333
Public Utility	768

**1.2 Purpose and Desired Outcomes of the Request for Proposals**

It is the desire of Allen County to obtain an Integrated Computer Assisted Mass Appraisal (CAMA), Real Estate Tax Accounting, Manufactured Homes and Personal Property system in accordance with the attached specifications. This system will replace the county’s existing CAMA, Real Estate Tax, Manufactured Homes and Personal Property systems. The county will complete the new construction on the current system for the 2007 tax year.

The Allen County Auditor will assign a Project Manager to assist the selected contractor with the performance of their duties. The Allen County Project Manager will be the contact person for all communications with Allen County.

**2.0 Calendar of Events and RFP Communications**

**2.1 Calendar of Events**

The following milestones are proposed and are subject to change at the County's discretion.

<u>ACTION</u>	<u>DATE</u>
Issue the RFP	June 15, 2007
RFP Advertisement	June 15 & June 22, 2007
Written questions due	June 25, 2007
Answers to questions due	June 29, 2007

Proposals Due July 6, 2007 at 11:00 A.M. EST at  
Allen County Commissioners Office  
301 N. Main Street, Room 300  
Lima, OH 45801

Intent to Award July 26, 2007  
Expected implementation date  
CAMA "Live" November 1<sup>st</sup>, 2007  
Real Estate Tax Accounting "Live" November 1<sup>st</sup>, 2007  
Manufactured Homes "Live" November 15<sup>th</sup>, 2007  
Personal Property "Live" December 15<sup>th</sup>, 2007

## **2.2 RFP Submittal Process**

One original copy and three (3) identical copies of each proposal must be signed and submitted for evaluation. An electronic copy of the proposal on 3.5" floppy disk or CD-ROM using MS Word Version 97 or higher shall also be submitted. The electronic copy must include all additional documents. Contractor submissions shall be clearly marked "Allen County Integrated Real Estate Accounting, CAMA, Manufactured Homes and Personal Property System" on the outside of the submission. Proposals as well as the Bid Bond must be received before/at 11:00 AM EST on Friday, July 6, 2007. Proposals or unsolicited amendments to proposals received after 11:00 AM EST, SHALL NOT BE CONSIDERED. Proposals must be either mailed or delivered to:

Allen County Commissioners Office  
301 N. Main Street, Room 300  
Lima, OH 45801

Proposals will be opened on Friday, July 6, 2007 at 10:00 A.M. EST at the Allen County Commissioners Office at the above address.

IT IS ABSOLUTELY ESSENTIAL THAT CONTRACTORS CAREFULLY REVIEW ALL ELEMENTS IN THEIR FINAL PROPOSALS. ONCE OPENED, PROPOSALS CANNOT BE ALTERED; HOWEVER ALLEN COUNTY RESERVES THE RIGHT TO REQUEST INFORMATION OR RESPOND TO INQUIRIES FOR CLARIFICATION PURPOSES ONLY.

All materials submitted to and accepted by Allen County in response to this RFP shall become the property of Allen County and will be retained by Allen County in accordance with the Ohio Public Records Act and the Ohio Records Retention Act. The contents of the

proposal are subject to the Ohio Public Records Act, Section 149.43 of the Ohio Revised Code, unless otherwise excepted by law. The contractor should note within its proposal whether it considers any part of the proposal as proprietary or trade secret. Allen County will attempt to keep, to the best of its ability, proprietary or trade secret material confidential but only to the extent permitted by law. Notwithstanding the foregoing, Allen County shall have sole discretion in determining whether any part(s) of the contractors' proposals contain information, which is excepted from Ohio Public Records law.

All bid pricing must be valid for no fewer than one hundred twenty (120) calendar days from the bid opening date to permit an adequate evaluation of the bid responses.

A proposed bid may be withdrawn by the vendor that submitted it at any point before the bid opening date and time. After the bid opening, a bid may be withdrawn only as directed in Section 9.31 of the ORC.

### **2.3 Inquiries / Communications**

Allen County will accept questions via email regarding the RFP through 4:00 PM., June 26, 2007. Questions received after this date and time will not be answered. Email should be sent to [bdiepenbrock@allencountyohio.com](mailto:bdiepenbrock@allencountyohio.com) with a cc: to [jwright@allencountyohio.com](mailto:jwright@allencountyohio.com) and [msmith@allencountyohio.com](mailto:msmith@allencountyohio.com).

The auditor will respond to email and will send a copy of his response to all bidders.

Modification to this RFP will be by written addendum issued by Allen County only.

### **2.4 Communications Restrictions**

From the release of the RFP until a contractor is selected and a contract executed, contractors shall not communicate with any Allen County official or staff concerning the RFP, except using the methods described in Section 2.3. Contractors that attempt any unauthorized communications could be disqualified.

Allen County reserves the right to contact contractors after receipt of proposals for clarification of any items within the proposal.

### **2.5 Changes to the Request for Proposals by Allen County**

Allen County may amend specific sections of this RFP at any time during the bidding process. Allen County will furnish amendments to prospective contractors who have requested a copy of the RFP. Should Allen County issue an addendum to this RFP, the

submission deadline may be extended, if appropriate, to accommodate changes in proposal content.

### **3.0 Functional and Technical Requirements**

#### **3.1 General Functional Requirements**

- A. The County will begin its Revaluation project in 2007 (to be completed in 2009). The system's implementation schedule must factor in and ensure timely and accurate completion of the 2009 Revaluation project.
- B. The system must be designed to allow seamless access to both the real estate tax, CAMA, Manufactured Homes and Personal Property systems. The system must allow for immediate on-line processing of parcel transactions and tax payments and eliminate any duplication of entry or processing either within or between the Auditor and Treasurer departments.
- C. The system should functionally meet the Ohio Revised Code and Ohio Administrative Code requirements associated with real property, manufactured homes, and personal property taxation as currently implemented in Allen County.
- D. The total operational environment must support a minimum of 40 users (up to 4-5 concurrent sessions per user). This total is comprised of 20 power users and 20 end users (this figure includes public access terminals in several departments) within the County. The vendor must determine if multiple concurrent sessions count as one user and state such in RFP.
- E. The Vendor must provide additional pricing for added licenses.
- F. The system provided by the vendor must include complete functionality as defined by this proposal.
- G. The proposed system must be a true multi-year system with endless history.
- H. Vendors must include in their proposal how legislative changes will be incorporated into their software. This discussion must include any costs that Allen County will incur. These costs must be included in the vendor's warranty that will run concurrent to the length of the contract.
- I. Vendor must include Internet access software and support greater than or equal to the current local access of the Auditor at [allencountyauditorohio.com](http://allencountyauditorohio.com). Web services offered

must allow for the County to choose Local or Vendor Internet hosting. Local hosting with a daily update is the current method and the expected method for the future. The Internet must have an automatically extracted daily update or to be based on a Real Time replication. The current access to data by GIS products of ESRI and TDC's Freeance Package must be continued at the current level or be improved. Any underlying databases must support ODBC.

- J. Systems must have ability to print ALL types of tax bills on-line in a laser format similar to mass produced bills.

### **3.2 General Technical Requirements**

- A. Provide detailed and complete acquisition, installation, and configuration for all software required to run the proposed system in the County.
- B. Provide detailed and complete acquisition, installation, and configuration for all hardware (servers and desktops) required to run the proposed system in the County, both for power users as well as end users. Software that would allow end users running on Microsoft Terminal Server would be plus to our operation. Even though a hardware cost is included in the cost form in Appendix A. The County intends to purchase hardware and operating software indicated from actual hardware or software vendors under state pricing. The County retains the option to buy these items from the successful bidder.
- C. Provide for estimated parcel and associated record file growth of Nine percent (9%) per year for ten (10) years after implementation.
- D. The vendor must provide detail on the system's data security at all levels, from system administrator to power users and end users, including remote access security. The system must include extensive system security features and options to function in a multi-user environment.
- E. Provide an activity audit trail for daily updates either on-line or hard copy that identifies each change by date, time, user, field changed, data before change, and data after change. This product must provide daily reports and custom data queries.
- F. Currently, Allen County utilizes Manatron's software programs for real estate tax, CAMA, manufactured homes, and personal property systems. These software programs operate on an Alpha server (OVMS operating system). CAMA is currently on a Window

- NT server using a Foxpro Version 2.6a of CAMA which is before Manatron's current MVP product. The system must provide complete data conversion and verification of all the above-mentioned datasets.
- G. The selected Vendor must be capable of converting data electronically from the current system to the proposed system. The Vendor must indicate the time required to convert data from the current system to the proposed system AND indicate the number of person-days of County resources required to support data conversion. The Allen County data is to be provided to the Vendor on a Vendor provided FTP site. Allen County requires that the new system be loaded with data from the existing systems.
  - H. The system's interface must provide all necessary information in an easy-to-use format. That means, what is retrievable from one screen today, should not exist in multiple screens in the new system.
  - I. Each on-line screen must have add, inquire, and update capabilities (security controlled) for maintenance type screens involving multiple user modes.
  - J. General parcel information such as parcel identification number, tax district, owner name(s), location address, and mailing address will be entered into the system once and utilized by all modules and applications.
  - K. The system must allow for field validation for entering standardized items such as zip codes, address fields, tax districts, neighborhood codes, and etc.
  - L. Components of existing location and mailing addresses must be parsed out and then converted to a new set of fields compatible with County's address standards. Must provide on-line, real-time update, add, delete, and inquire capability from any authorized workstation as defined by security for the particular screen.
  - M. Must provide the ability to move from one screen to related screens and return without losing data that was input or retrieved on the original screen.
  - N. Allen County's parcel number is comprised of eighteen (18) characters. These parcel numbers conform to the Mapping numbers and are unique without the inclusion of the tax district. Four (4) of the characters are standardized delimiters. Parcels are displayed with the leading three digits for tax district followed by a delimiter. This would make the displayed parcel number size 22 characters when the district is included. Note the following example (i.e. G26-36-0712-07-008.000 ). The last three (3) digits after the period delimiter are designated for various uses (i.e. abated parcels, split parcels,

- combined parcels etc.). The current parcel numbering system cannot be altered. The system must provide a look-up table of all sub-parcel codes for accurate and easy data entry (the list will be provided to the vendor).
- O. Ability to export selected records and selected fields from within any of the modules to Microsoft Office software packages.
  - P. The system must support an unlimited number of legal/parcel description lines.
  - Q. The system must retain the identification of the parent parcel on each descendant parcel record when a split is processed.
  - R. The system must allow access to deactivated parcels for historical purposes.
  - S. HTML On-line Help at the module, screen, and field levels.
  - T. Parcel masking must format the parcel number into an easily read format.
  - U. Drop-down lists allow the user to lookup allowable field entries by code or description.
  - V. The system must operate in Microsoft Windows 2000 or higher.
  - W. Embrace a client-server design. Application programs load from the local workstation client hard drive and access a network database server for property information that is shared by all client workstations. End users access via Microsoft Terminal Server would be a considered a plus.
  - X. Built-in record locking feature independent of any database or operating system record locking.
  - Y. Easy report creation tools must be available from within each module. The resulting report must be printable and exportable to industry standard formats such as tab delimited, comma delimited, and DBF. Integration with Microsoft Office software programs is preferable.
  - Z. Operators must be able to create reports independent of system's status and at any time and without any interruptions.
  - AA. Source code should either be provided, or should be provided in the event the vendor abandons the application or ceases operation.
  - BB. The underlying database must support ODBC.

### **3.3 CAMA Requirements**

#### 3.3.1 PARCEL MAINTENANCE

- A. The system must perform user-definable data and logic edits as information is entered into the system.
- B. The system must perform data and logic edits real-time as information is entered into the system.
- C. The system must have the ability to enter unlimited notes about a property.
- D. The system must have the ability to delineate and maintain an unlimited number of neighborhoods.
- E. The system must provide an export file of information from CAMA to be used in our GIS system and with our internet provider.
- F. The system must allow the user to drag-and-drop, copy, or move card data, improvement data, sketch data, and land data from one parcel to another or itself.
- G. The system must support a parcel that is partially taxable and partially exempt without creating multiple parcel records.
- H. The system must allow for the storing of both agricultural use value and market value for the same land.
- I. Must provide support for parcel-to-parcel paging on all levels of parcel characteristics.
- J. Allow multiple property classifications on a single parcel (residential, commercial, and exempt) and be able to properly value and store valuation data for an unlimited number of classifications without creating additional parcel records.
- K. Allow user-defined statutory grouping category to each one of multiple land segments and each one of multiple improvement records on a single parcel and extract value detail by all such categories for interface to the tax administration system.
- L. Handle multiple sites (example, a house and a store on one parcel), estimating value for each individually, without the need to create additional parcel records.
- M. Immediately update of parcel database when a parcel is split or transferred.
- N. Support the specification of exact size in square feet for partial basement and to specify exact size of basement finished area.
- O. Specify unfinished area on any floor and have the computer automatically adjust its value.
- P. Capacity to describe both half-story area and attic areas and specify the exact size (square feet) of finished areas.

- Q. Support multiple types of land on one parcel and value each type by the independent method and rate selected for that land type.
- R. The system must maintain land-pricing rates in a separate table by defined neighborhood. This feature allows land to be revalued in mass by only changing the rates in the land table.
- S. Provide the ability to enter and store all necessary data to automatically value agricultural land from land type tables according to its productive capability.
- T. Provide the capability to classify land differently from the improvements.
- U. Support an unlimited number of land types and land valuation methods on a single parcel without the need to create additional parcel records.
- V. Perform agricultural use valuation based upon land productivity for an unlimited number of land segments on one parcel.
- W. Retain an unlimited number of detailed records on one parcel for land type (soil ID, etc.) acreage, productivity factor, rate, and agricultural valuation.
- X. Separately describe, compute, and store "homesite" value on agricultural parcels that represents the residential portion of a farm's land and value it in the same manner as other rural residential land in the vicinity.
- Y. Ability to describe a wide variety of agricultural outbuildings in a manner, which permits computer valuation.
- Z. Ability to maintain detailed information on a commercial or industrial building at the use/occupancy level by floor, including wall height, framing, finish, sprinkler system, etc.
- AA. Ability to enter addresses for commercial establishments (in a retail center) and rental apartments.
- BB. Capability to include certain residential and agricultural features with commercial structures.

### 3.3.2 SKETCH MAINTENANCE

The system must allow for user control over the location and size of sketch annotations such as dimensions, labels, and square feet.

- A. The sketch module must support multiple scales from 40' X 40' to 2,500' X 2,500'.

- B. The user must be able to change the scale without reentering the vectors.
- C. The sketch module must provide support for drawing angles.
- D. The sketch module must provide support drawing compound arcs.
- E. The system must support area calculation for simple and complicated shapes.
- F. The sketch module must provide support vector drawing of sketch segments.
- G. The sketch module must provide for auto-closure of a sketch segment.
- H. The sketch graphics and related tabular data of a parcel must be integrated so that when the sketch is changed the related tabular data is changed automatically to reflect the change in the sketch.
- I. The system must support the rotating of the sketch.
- J. The system must be able to move part of sketch to correct position without deleting and resketching.
- K. The system must support flipping (mirror image) the sketch.
- L. The system must support an unlimited number of sketch notes.
- M. Option to either sketch or "spot" outbuildings according to the user's choice on each parcel.

#### 3.3.3 SALES MAINTENANCE

- A. The system must provide for the ability to create and maintain a sales file for comparable sales selection, multiple regression analysis, and sales ratio studies.
- B. The system must lock the property characteristics at the time of the sale.

#### 3.3.4 INCOME MAINTENANCE

- A. The system must provide for the maintenance of income and expense data.
- B. The system must provide the ability to enter income/expense information into the system to develop income models for commercial properties.
- C. The system must provide for the ability to enter the gross or net income into the system or if the actual operating statement is not available, the calculation of the

estimated income for the property based on use, size, condition, location, and quality rating.

- D. Record apartment characteristics on a parcel level such as number of units, rent, amenities, items furnished, and apartment type detail information.

### 3.3.5 VALUATION

- A. The system must have the ability to concurrently handle multiple sets of detailed value information on active parcel records. For example, duplicate values, work in progress values (new construction, etc.), and future values.
- B. The system must provide for the cost, comparable sales, and market approaches to value.
- C. The system must allow for the pricing of land by square footage, front footage, acreage, site value, and use value.
- D. The system must allow for the use of computer-assisted land pricing in valuing land.
- E. The system must support the Marshall & Swift Commercial and Industrial costing methodologies.
- F. Income approach handles appraisal of each use/occupancy area not just the entire parcel.
- G. The system must have the ability to export data for use in statistical/ analytical packages, such as SPSS, SAS, NCSS, and AEP, and import the result back into the database.
- H. The system must have the capability to update values through factoring/trending for all classes of property and can be stratified by land and building separately.
- I. Comparable sales approach permits user control over weighting of search criteria and automatic adjustment of sale prices to the subject with user-specified unit rates. Details about comparable properties used to determine value are retained in the database.
- J. Value results of all approaches are retained permanently in a reconciliation table.
- K. Residential and commercial and industrial cost ladders must be readily available on the client workstation.

### 3.3.6 REPORTING

- A. The system must have the capability to provide a tentative abstract of value reporting totals by taxing district, class, improved and unimproved values and counts, and acreage for a user-supplied tax year.
- B. Provides for the Ohio DTE 93T reporting totals by taxing district, class, improved and unimproved values and counts, and acreage for a given tax year.
- C. The system must provide for a partial value report.
- D. The system must provide for a new construction report listing parcels with new construction by taxing district.
- E. The sales ratio study must provide the following statistics: Aggregate sales ratio, mean ratio, standard deviation, average deviation, and coefficient of dispersion.
- F. The system must provide value impact analyses reporting by tax district and neighborhood for any pair of years.
- G. The software must be designed to handle printing of all classes of property on a user-defined property record card format. Property card generation must be table-driven and easy to use.
- H. Provide for a political subdivision report reporting summary totals for each political subdivision for a given tax year.
- I. Provide for a class-changed report that reports the present (previous) and proposed (current) values for parcels that changed class types from the previous year for any pair of years.
- J. The system must generate an Ohio DTE value tape reporting State-required parcel and sales characteristics to a flat ASCII file.

### 3.3.7 UTILITIES

The system must provide the ability to extract subsets of data to perform analysis without affecting the live database.

## **3.4 Real Estate Tax Requirements**

### 3.4.1 GENERAL REQUIREMENTS

- A. A parcel must be accessible by conducting search on the following data fields: Location Address, Mailing Address (with or without dashes or apostrophes), Owner names (primary and secondary owners or parts of name), Parcel Number, Map Number, Lot Number, Plat name, and subdivision name.
- B. The system must provide on-line update capability of any data field such as valuation changes, name, address, date, update initials, parcel identifications, property class, bank code with the date and update initial, and change code.
- C. In addition to having the capability to enter unlimited notes, a separate date field must exist.
- D. Ability to adequately handle taxation of appropriation cases.
- E. The system must provide for data request from outside agencies and or businesses in a format that is compatible with those agencies request e.g. (CDROM).
- F. Validation tables for Zip codes, street names, street types, tax districts, and etc. must be available in drop down format.
- G. Maintain all inquiry data currently used on the master file for viewing, updating, and printing and provide access to all divisions. This includes tax amounts, appraised and assessed values, tax rates, special assessments, recoupments, mortgage codes, adders and remitters, audit trail of create with on-line tracking, transfer, alter, tax year effective annex, and void dates, property class codes, current mailing address, history of address changes with names and dates, payment amounts, paid dates.
- H. System must provide for taxation for each parcel as required by ORC and Allen county requirements.
- I. Provide estimated tax module for calculating taxes by entering parcel number and market value.
- J. Pre-calculate penalty and interest before projection with print bill feature to eliminate the need to hand-correct bills.
- K. Put future assessments and recoupments on the computer, making it unnecessary to create books and/or files.

- L. Produce tax duplicate by district/parcel and alpha order depending on tax cycle and maintain on-line displaying parcel number, ownership name and address, legal description, valuation, prior delinquency, interest charged on December 1 and August 1, gross taxes, reductions, subtotals, rollbacks and net due by installment, special assessments by project, nonpayment of penalty adders, remitters, posted cash, and paid dates.
- M. Provide ability to define TIF, CRA and enterprise zones and track taxes within each zone. Also, define location of zone by class code.
- N. Provide industry standard interface capabilities to other systems such as a building permit system
- O. Provide the ability to integrate with desktop tools, including imaging, word-processing, spreadsheets, and other enabling technology.
- P. Provide the ability to retrieve data for an unlimited number of prior tax years dating back to 2006. Other histories must be retrieved to the limit of the current data history. The following are some of such histories (ie. payment history, value history, owner history, transfer history, and perhaps others). Provide on-line history of changes to property, taxpayer, billing, and collection records.
- Q. Provide for true Windows-based structures and operations, including full "point and click" push button and click "checkboxes", integrated textboxes and labels, full tab index functions, bit map and picture file object frames and controls.
- R. Create an interface to record daily transactions making it unnecessary to maintaining those records on hard copies.
- S. Provide an automated; fully integrated real, personal, and manufactured homes tax system capable of performing property billing and collection. Billing data must be created in a manner that is adaptable to the current Pitney Bowes tax bill printing and mailing system
- T. Provide the ability to enter unlimited notes.
- U. Provide the ability to upload billing information to the Internet.
- V. Provide for changes to be date effective so that any prior information is available in history.
- W. Provide ability to apply late payment penalty and delinquent interest charges as mandated by the State.

- X. Parcel last used must pass from screen to screen so no re-entry is required even when the screen jumped to does not require a parcel to be entered. An example would be you are in a detail tax screen with a project number on a special assessment you next jump to get the meaning of project number (no parcel info required here). Then upon jumping back to detail tax information you do not need to re-enter the parcel.

#### 3.4.2 TAX ADJUSTMENTS

- A. The system must provide for the management, display, update, calculation, and reporting of all adjustment to charges.
- B. Ability to automatically compute tax adjustment based on changes in property valuation or classification on new proposed levies.
- C. Ability to manually compute and enter tax adjustments to any data charged on the system.
- D. Each tax adjustment must be available for viewing at any time.
- E. Provide for refund creation and tracking on adjustments for more than what is due for the given property.
- F. Adders and remitters must be verified prior to the completion of the update calculations.
- G. BOR module must automatically update to tax adjustment module.

#### 3.4.3 SPECIAL ASSESSMENTS

- A. The system must provide for the management, display, update, calculation, and reporting of all data fields.
- B. Ability to give warning message if an assessment has been placed on a nonexistent parcel.
- C. Maintain multiple years of history on-line.

- D. Ability to view by parcel number, owner, project number, or type of assessment.
- E. Ability to create a report providing the project name and totals.
- F. Provide a payoff screen for 25-year parcels with variable interest.
- G. Must allow for all the current systems implemented amortization methods. These are based on the original principal or a new principal due to parcel splits. Allowing for variable principal and variable interest per year. Additionally allow for multiple year certifications that vary from year to year (ie. Lima city sidewalk assessments).
- H. Allow for flat file input of principal or annual charge from various systems such as ditch, sewer and other outside subsystems.

#### 3.4.4 2.5% ROLLBACK PROGRAM

- A. Compile annual reports for State of Ohio including late filings for 2.5% for adders and refunds.
- B. Provide ability to designate properties eligible for the 2.5% rollback program.
- C. Provide ability to maintain the value eligible per property for the 2.5% rollback program.
- D. Calculate appropriate tax credit for properties receiving 2.5% rollback credits per ORC.
- E. Report transfers that are entitled to receive the 2.5% rollback.

#### 3.4.5 HOMESTEAD

- A. Provide for management of both spouse and applicant's dates of birth.
- B. Ability to indicate disabled applicants and maintain this status.
- C. Provide for additional income fields to separate social security income.
- D. Provide for the printing of all forms and letters.
- E. Provide ability to maintain the value eligible per property for the Homestead reduction program.
- F. Provide public data files that block social security information.
- G. Allow for the entry of homestead information even if applicant does not qualify for that year, but would be available in the future.

- H. Calculate appropriate tax credit for properties receiving Homestead reduction.
- I. Prepare all State reports and listings for homestead reduction and 2.5% rollback.

#### 3.4.6 TRANSFER/CONVEYANCE

- A. Single point entry for transfer information.
- B. Cross-reference index of all owners' names.
- C. Ability to hold multiple owner names and percent of ownership.
- D. Calculate conveyance fee and transfer tax.
- E. Maintain ongoing history of ownership and sales data.
- F. Capability to maintain three (3) addresses from the conveyance fee statement (location, owner, mailing). Addresses must comply with county's address standards.
- G. Ability to indicate 2.5% eligibility as so designated on the conveyance documents.
- H. Compile annual report of conveyance information and collections.
- I. Cashiering for all transfers.
- J. Provide for an interface to enter daily transactions making it unnecessary to maintain those records on hardcopy.
- K. Ability to report changes of ownership of CAUV, Homestead parcels on an annual basis.

#### 3.4.7 SPLITS

- A. Ability to designate sales per property on associated split properties.
- B. Maintain on-line split history by parcel.
- C. Ability to retire parent property as necessary and retain history.
- D. Ability to access retired parcel numbers.
- E. Ability to report only active parcel numbers by data categories.

#### 3.4.8 ANNEXATIONS

- A. The system must provide for ongoing on-line annexation history by annexation and by parcel.

- B. Capability to perform annexations without deleting and reentering the parcel.
- C. All historical information must automatically carry forward to the annexed property.
- D. Ability to list annexations by date of occurrence, tax district and political jurisdiction code.
- E. Ability to assign temporary tax district codes to parcels awaiting Conforming Boundary changes.
- F. Ability to list parcels that are awaiting Conforming Boundary changes.

#### 3.4.9 EXEMPTIONS/ABATEMENTS

- A. The system must prepare the exempt abstract as specified by the ORC.
- B. Provide data base format for abatements and exemptions that maintain information necessary for tracking parcels, status, valuation breakdowns, applicable ORC authorization, and reporting. Allowing for abatement value amounts to be changed each year over the term of the abatement based on either some incremental amount or percentage.
- C. The system must be able to identify as a whole the property value and all associated abatement and exemption values from one screen.

#### 3.4.10 VALUATION MANAGEMENT

- A. Real-time, table-driven land use, property class, and change code verification at initial data entry.
- B. Provide for real property abstract production equal to the function of the current system used. Must provide compliance with DTE analysis and electronic reporting requirements.
- C. The system must be able to identify as a whole the property value and all associated abatement, exemption, and TIF values from one screen with out additional parcel numbers.

#### 3.4.11 CURRENT AGRICULTURAL USE VALUE (CAUV)

- A. The system must provide for the management of all data and production of documents used in the CAUV program.
- B. Fully automated CAUV renewal mailing and Ag district renewal that includes receipt copies for the taxpayer. Including the use of bar coding for renewal.
- C. Capable of maintaining what is required by State law for recoupment history, including value breakdown by soil and sub-usage breakdown.
- D. Ability to create mailing labels for all or selected CAUV parcels.
- E. The system must accommodate additional fields for CAUV parcels' Use. The county will provide the vendor with a table of Use Codes.
- F. Compile report of non-renewal return notice.
- G. Compile report of CAUV ownership changes annually.
- H. Compile report of non-initial application filings for new CAUV owners.
- I. Must be able to integrate new soil survey for complete update.
- J. Must be able to change all soil types with one update per parcel regardless of the number of soil types.

#### 3.4.12 BOARD OF REVISION (BOR)

- A. Ability to assign case numbers to all files.
- B. Ability to associate multiple properties and/or multiple owners for a single case.
- C. Search cases by owner name/complainant, case number, school district, requested value reduction, attorney, or parcel number.
- D. Ability to print to all necessary addresses on the various letters that appear on complaint.
- E. Ability to automatically send letters to schools and notify users after a thirty-(30) day holding period has passed.
- F. Ability to automatically send a County Auditor's notice of school board filings to owners and notify users when the thirty (30) day holding period has passed.
- G. Ability to schedule hearing locations, dates, and times for cases.
- H. Ability to create and print daily schedules for hearings.
- I. Ability to produce hearing letters. Allow ability to easily review and to modify base decision letter templates.

- J. Ability to create and print certified mailers for mail requiring certification.
- K. Ability to handle up to four (4) rescheduled dates.
- L. Print calendar of scheduled hearings by attorney, hearing officers, and case numbers.
- M. Ability to resolve multi-year BOR decisions and automatically calculate adders/remitters or refunds and produce tax bills.
- N. Produce decision letters.
- O. System needs to hold closed cases for at least six (6) years and to be able to reopen a case if necessary.
- P. Ability to track status of cases that are appealed.
- Q. Ability to attach note to cases.
- R. Ability to associate a counter complaint with an original complaint
- S. Ability to enter sale date and amount if that is the reason for the requested value change.
- T. Ability to have an automated connection to pass BOR adjustments to the Adjustment Modules

#### 3.4.13 BUDGET AND SETTLEMENT

- A. The system must provide the Treasurer's Form 7.
- B. The apportionment sheet must include general real estate tax and special assessments.
- C. The apportionment sheet must provide the flexibility to add new items as legislation changes, such as TIFs, service charges, and debt service.
- D. Must provide multi-year cycle of historical tax rate information.
- E. List taxable and exempt value by taxing district and political subdivision.
- F. Include personal property value by subdivision and tax district to enable the total assessed value to be compiled.
- G. Prepare reports by value, levy, information, rate, tax due, open charge, current charge, delinquent charge, ending charge, property class, all by political subdivision also by current collections and delinquent collections.
- H. Apportionment sheets should reflect collection by class and by fund, for each subdivision.

- I. Rate abstract must match the State of Ohio.
- J. Must provide a table of DTE tax districts.
- K. The vendor must supply an apportionment worksheet that accepts information from the vendor's real estate tax system or direct data entry. This worksheet must utilize tax rates as specified by the user to apportion tax dollars for any amount entered.
- L. Prepare collection and distribution reports for general real estate tax and special assessments by subdivision and taxing district.
- M. Provide exports to apportionment spreadsheets.
- N. Include TIFs or any other types of receipts by appropriate tax year rates and apportion by subdivision, by fund.
- O. Prepare homestead and rollback reports.
- P. Calculate and print Auditor/Treasurer's fees on real estate, mobile homes, and personal property settlements based on total calculations.
- Q. Settlement must have ability to NOT change or collect certain Auditor or Treasurer administrative fees.

#### 3.4.14 REAL ESTATE TAX BILLS

- A. Produce and mail real estate tax bills of various types.
- B. All real estate tax system fields must be accessible by the Treasurer's Office staff and must easily export to Microsoft Office applications. Based on security levels, the Treasurer's Office staff must be able to generate their own ad hoc reports by posing standard queries on a parcel record of any and all fields to which they have access. These reports must be viewed on screen and in hard copy.
- C. The system must integrate the tax system with the assessment system to produce a tax bill duplicate in accordance with the Ohio Revised Code and show separately amounts for TIF, Special Assessments etc.
- D. Variations of the basic semiannual bill must be produced which follow formatting requirements.
- E. Mortgage company bills and owners with multiple properties must be identified by the Treasurer's unique code number.
- F. Additional information and calculation are required for prepayment agreements.

- G. Additional information and calculation are required for bankruptcy agreements.
- H. Additional information and calculations are required for delinquent agreements:
- Five (5) payment plans (monthly, quarterly, semiannual, etc.).
  - Ten (10) payment plans.
- I. The system must be able to print Zip+4 on tax bills.
- J. All billing and credit posting must build a historic record and hold history.
- K. Must be able to produce first- and second-half current tax bills, delinquent taxes, sample bills, and mortgage coded bills.
- L. The system must be able to print tax bills after the deadline with and without penalties.
- M. The System must be able to use a mortgage company supplied file for creation of tax bills. Prior to producing tax bills, Allen County will receive an electronic file from each mortgage company listing all parcels that are not to have a bill created. The application should clear the mortgage company field for all parcels coded with that mortgage company. Using the supplied file, the tax system should be updated by coding the parcels listed in the file with the mortgage code. It is Allen County's desire to receive a print out of all parcels that were added or deleted from the processing.
- N. Must be able to see what amount is delinquent for each tax year, broken out by tax year(s).
- O. The availability to have multiple bank codes per parcel, at least three per parcel.
- P. Continue with something greater than or equal to the current Debit payment and Escrow (TEPP) payment billing systems. The TEPP system must allow for 12 month billing rather than current 8 month billing. This must include automated ACH processing of data exchanged with banks for payment of individual tax bills.
- Q. Ability to send a PDF file to individuals or banks instead of printing and sending bills. Ability to send a shorter PDF with a listing of data needed for posting and amount due with a listing total. Save data on a per parcel or bank code level of an e-mail account for sending such a file. It would be a plus if this process would be automated.
- R. Must have ability to print all types of bills online to laser printers in a laser bill format.

### 3.4.15 REAL ESTATE TAX COLLECTIONS

- A. The system must provide a Treasurer's cash servicing system in the Allen County Treasurer's Office.
- B. Provide the ability to imprint bar code and scan line on tax bills for use in recording payments into the cash receipting system.
- C. The cashiering system must validate payments received to the property due in an on-line and real-time environment. Additionally allow posting of payments in a manner similar to the current COL command which is external to using the cashiers system. Automated scanning of bills for payment would be a plus. Individual bar code scanning of bills for payment is required in the cashier and non-cashier collection process.
- D. Reports generated by the real estate system must be viewable on screen, as well as in hard copy, and must provide payment-balancing figures for all account records on a daily basis.
- E. Payments accepted by the Treasurer's cashiering system must flow to the real estate payment records in an on-line and real time environment.
- F. Convert all tax payment history on the current Allen County tax accounting system. This information must be accessible from the new system's tax history screens back to 1997.
- G. Maintain escrow file of parcels making monthly pre-payment installments. Tax bills, coupons, and letters must be produced on demand or en masse. Pre-payments must be spread out over 12 months. Thus, the taxpayer has the ability to pay each month.
- H. Coupon amounts for tax escrow accounts must be calculated based on the previous year's current tax. The system must provide an option to update and post all cash and make journal entries.
- I. Escrow system must allow money to be transferred to the system on any supervisor-designated date (i.e., December 31 or the due date).
- J. Facilitate posting and updating of payments.
- K. Edit and balance reports daily for discrepancies and surpluses, including bundle total of tax payment breakdowns using collection number and paid date.

- L. Provide detailed daily reports of cash, daily listing of each day's receipts by tax district (Form 7), and weekly reports of year-to-date totals per collection by district for advancements and settlement.
- M. Settlement information screen for pulling expenses into individual spreadsheets and generating Auditor and Treasurer rollback certificates. Provide a mechanism to take settlement disbursement information to a flat file to allow for automated expense generation and/or revenue transfers to county handled accounting funds in the County's Tyler-Munis accounting system. A flat file layout is available.
- N. The system must be able to apply surplus to the next year's taxes if an overpayment or double payment is received.
- O. Generate all the reports the Treasurer currently uses, including reports for adder, remitter, delinquent land, prosecutor, advertising, mortgage code, escrow, payment plan, Form 7, tape payments, error reports, address changes, and create ad hoc programs as needed. (Available upon request.)
- P. Maintain ability to make address changes, maintain audit trail, and track address history for unlimited years.
- Q. Components of existing mailing addresses must be parsed out and then converted to a new set of fields compatible with County's address standards.
- R. Provide the ability to have multiple business days open at the same time.
- S. Provide the ability for independent balancing, reporting, and closeout of multiple cash drawers and sessions at any time without affecting other operations.
- T. Provide ability to correct payments that are incorrectly keyed or applied to an incorrect property or any other payment correction that may be necessary.
- U. Provide ability to update, process, and reconcile all payments at any time throughout the business day.
- V. Enter a taxpayer name and see displayed all individual accounts and amounts due for Real Estate and Mobile Homes in a combined list. Allow for selecting an individual account and processing a payment.

#### 3.4.16 CASHIERS

- A. PC-based system to automatically check on-line for dollar amount owed. The file that is checked on each transaction must be updated on-line and real time daily with adders, remitters, payment, and reversals to ensure comparison is made to the proper charge.
- B. Override feature to allow specific distribution of money.
- C. Interface with the taxation application software to obtain the most recent information and identify potential overpayments.
- D. Display pertinent tax information from the receipt screen to explain charges.
- E. Ability to distribute single payment to multiple properties.
- F. Handle other payment types besides real estate, including pay-ins, personal property, manufactured homes, etc.
- G. Tabulate totals separately for penalties and interest charges.
- H. Calculate and display change owed.
- I. Notify cashier if parcel is in an escrow program, engaged in a delinquent agreement plan, and is flagged bankruptcy or foreclosure status.
- J. Provide a manual override button to use when specific distribution is requested.
- K. Inform the tellers about any unposted money and allow them to view it.
- L. Provide additional status notification when parcel has defaulted on its delinquent agreement plan or escrow plan.
- M. Print receipts with specific receipt number, date, and other controlling information.
- N. Validate and endorse checks, bills, pay-ins, etc., with date, time, bundle sequence, and teller number.
- O. Void receipts.
- P. Balance the cash drawer at any time according to the method of payments within each parcel or fund.
- Q. Track money according to method of payment (cash, check, etc.) with check numbers.
- R. Track payments receipted on a per parcel basis.
- S. Identifies NSF transactions.
- T. Provide supervisor security levels to maintain internal controls regarding cash drawer balancing and cashier drawer access.
- U. Allow entry of district and parcel number.

- V. Provide on-line viewing and printing of all Treasurer reports and provide an easy way to search for and view error messages on-line.
- W. Provide ten (10) years of payment history to view at a glance and have audible or visual notification when more than one page of payment records exists.
- X. The system must have the ability to receive payments after the closing date without charging penalty and be included in the current settlement and also receive payments with penalties and not be included in the current settlement.
- Y. Enter a taxpayer name and see displayed all individual accounts and amounts due for Real Estate and Mobile Homes in a combined list. Allow for selecting an individual account and processing a payment.

#### 3.4.17 DELINQUENT TAX

- A. Provide contract modules for monthly, multiple months, bankruptcy, and five (5) pay plans.
- B. Inform the user when contract has reached a zero balance due.
- C. Calculate default penalty and interest amounts for each contract parcel and store in separate file.
- D. The base tax screen must identify the CDQ year of any parcel certified delinquent and identify all parcels on a payment plan. It should also provide a five (5) year payment history.
- E. Open delinquent payment plan agreements must be retained indefinitely.
- F. For each payment plan, the following information is required and should be immediately accessible:
  - Total delinquent amount due, and broken down by tax year.
  - Payment plan beginning balance.
  - Payment plan net balance due.
  - Total interest accrued, but not charged.
  - Total interest assessed.
  - Agreement beginning date.
  - Agreement void or paid in full date.
  - Year certified delinquent.

- Provide printed copies of the contract agreement
- G. Notes screen for placing comments about parcels.
- H. Foreclosure maintenance system must bring all delinquent parcels into the system and generate transaction reports, edit reports, and certified year reports.
- I. Produce delinquent land and advertising and vacant land list.

#### 3.4.18 DELINQUENT REPORTING

- W. Edit/update and print parcels with five percent (5%) penalty on first- and second-half taxes.
- X. Print and update parcels with interest to be remitted from taxes.
- Y. Print real estate projected delinquency listing using tax year option.
- Z. Print projected delinquency by fund using tax year.
- AA. Treasurer's delinquent taxpayers listing using the following options:
- CDQ - Certified delinquent all or specific years to print.
  - Delinquent on first-half or second-half.
  - Collection half (first-, second-, or INT).
  - Sequence:
    - District/parcel.
    - Alpha.
    - District/alpha/parcel.
    - DP/amount descending for each district.
    - Print only those parcels with paid or due money.
- BB. Print delinquent real estate tax bills using the following options:
- Tax rate year YYYY.
  - Due date MMDDYY.
  - Sort sequence equals mortgage code/zip/district/parcel.
- CC. Print report listing number and location address of delinquent parcels per CDQ year.
- DD. Print end-of-year delinquent taxpayer listing using the following options:
- End-of-year delinquents with ten percent (10%) penalty on unpaid current.

- Tax half.
- Sequence.
- District/parcel.
- Alpha.
- District/alpha/parcel.
- DP/amount (descending by amount due for each district).

#### 3.4.19 MORTGAGE COMPANIES

- A. Convert mortgage company numbers from the old number or code to a new one.
- B. List parcels by mortgage code for verification on paper and CDROM media.
- C. Edit mortgage company address update tape by name and code number (i.e., to make adds and deletes by tape).
- D. Update or process address changes made by mortgage companies by tape (and print hard copies of the error and update report).
- E. List mortgage code index by alpha sequence and mortgage code sequence.
- F. Mortgage company parcel edit and verification to be executed when tape is received and executed during and after tax bill processing.
- G. Reset mortgage company tape payment indicators.
- H. Edit and print report of mortgage company tax payment tape.
- I. Update file with mortgage payments.
- J. Update the mortgage company tape using the existing and new mortgage code.
- K. Create taxes due tape mortgage company non-escrow accounts by tax period with print option.
- L. Update parcel mortgage codes without reprinting bills.
- M. Update mortgage code/address and pull selected real estate parcels for bill reprint for a desired tax half.
- N. Print mortgage code verification listings and allow magnetic tape companies to verify, edit, and update current and delinquent parcels and make additions and deletions, either manually or by tape in both their system and ours.

- O. Where the word tape is used in 3.4.19 a flat ASCII file must also be provided for exchange of billing or payment data to and from the mortgage company via the internet (i.e. by e-mail attachment to a billing e-mail)

#### 3.4.20 Properties eligible for foreclosure proceedings.

- A. Track status of property throughout the steps in the foreclosure processes, including prosecutor acquisition, title searches, tax sale advertisement, tax sales, and any other steps the County wishes to track for these properties.
- B. Provide ability to enter dates and comments for the various foreclosure steps.
- C. Provide ability for property taxes to be paid and property to be removed from foreclosure.
- D. Provide ability to record all fees associated with the foreclosure process.
- E. Provide for properties to be sold at tax sale and to record fee and tax payments for the property.

### **3.5 Manufactured Home Requirements**

- A. The system must allow for access by registration number, owner's name, location, serial number, title number, parent parcel, and individual unit's parcel number.
- B. The system must allow for multiple levels of security to prevent unauthorized access or unauthorized updating of information.
- C. The system must allow for adders/remitters to allow the user to post adjustments to the manufactured home taxes for any manufactured home registration in the County.
- D. The system must allow for multiple transaction codes.
- E. The system must provide access to history of transactions and transfers.
- F. The system must have a detailed tax screen.
- G. The system must allow for the registration number to be assigned sequentially as manufactured homes are entered into the system.
- H. The system must allow the ability to tax manufactured homes either like real estate or using depreciation schedule.
- I. The system must allow for the entry of a park code, parent parcel number and unit's parcel number.

- J. The system must allow for a year-to-date listing of tax payments.
- K. The system must allow for the integration with real estate to accurately compute homestead exemptions for manufactured homes sited on private property.
- L. The system must provide the ability to record payments via the cashiering system and allow those payments to be automatically applied to the designated manufactured home.
- M. The system must allow the manufactured homes to be maintained in the Treasurer's delinquent contract processing system.
- N. The system must allow for manufactured homes to be maintained in the Auditor's BOR system.
- O. The system must allow for manufactured homes to be maintained in the Auditor's transfer and transfer cashiering system with reporting by real estate and manufactured homes separately.
- P. The system must allow for manufactured homes to be maintained and valued via the CAMA appraisal system.
- Q. The system must allow for similar functionality as defined in the real estate taxation sections pertaining to the areas of tax bills, tax adjustments, mortgage companies, penalty, interest, 2.5% rollback, homestead, budget and settlement, collections, delinquent tax, and foreclosure.
- S. The system must allow for relocation and registration fines and penalties and the individual tracking of multiple occurrences of such fines.
- T. The system will allow for running various reports at any time (on selected units as well as on a park by park basis).
- U. The system must allocate an area for tracking relocation permits (\$5 each). The system must allow to enter the location that the manufactured home is relocated to.
- V. The system must allow unlimited space for notes by the Treasurer and Auditor's staff.
- W. The system must allow the ability to estimate taxes for changed values, Homestead changes, 2.5% additions or deletions for both Depreciation and Like Real Property categories.

### **3.6 Personal Property Requirements**

- A. The system must allow for the cross-referencing between sole proprietor to a business, a parent company to a subsidiary, and a partner to a partner.
- B. When payments are posted to each parcel, the system must have the capability to be coded to require the posting entry to be made manually to the appropriate balance due, delinquent, current, or future.
- C. The system must allow for on demand printing capability for the printing of advance payment certificates, preliminary assessment certificates, and tax bills.
- D. The system must allow for making adjustments to filings after the 2<sup>nd</sup> half settlement
- E. Ability to transfer data from the inter-county taxpayer CD (provided by State Department of Taxation) to our database in an automated fashion.
- F. The system must allow for the following types of filings: Current, Additions, and Delinquent.
- G. The system must have the ability to attach unlimited notes to an individual account.
- H. The system must allow for the capability to undelete a filing.
- I. The system must have the capability to undelete an account.
- J. The system must provide for multiple transaction codes.
- K. The system must allow the user to search by name, location address, charter number, Federal ID number, social security number, license number, and State account number.
- L. The system must provide a payment history.
- M. The system must automatically compute back interest for late and delinquent filings.
- N. The system must calculate late filing penalties.
- O. The system must calculate late payment penalties and allow for remissions of these penalties as applicable.
- P. The system must allow for individualized returns to be maintained on-line for the duration of the filing until paid and for a minimum of five (5) years after final payment of the filing.
- Q. The system must allow payments to be recorded via the Treasurer's cashiering system and to be automatically applied to the designated personal property account/filing.
- R. The system must allow for proper budget and settlement processing to provide simple tools for producing reports by political subdivisions and tax districts and fund in a manner similar to real estate budget and settlement.

- S. Ability to alert users that a taxpayer has an Enterprise zone agreement
- T. Ability to enter duration and percentage of Enterprise Zone.
- U. Must support appeal status indicator even skipping the printing of such bills.
- V. Tax billing similar to the Real Estate Tax Accounting System.

### **3.7 Training, Documentation and Implementation Work Plan**

#### 3.7.1 WARRANTY AND MAINTENANCE SUPPORT:

- A. Software and utilities must be warranted for a period of five (5) years with four (4) hour response time, on-site or remote dial-up service. Additional support contracts beyond the first five (5) years are to be extended at a reasonable price not to exceed a 5% increase annually as long as the county uses this application software.
- B. Vendor support must be available directly between 8:00 A.M. and 5:00 P.M. Eastern time on all normal business workdays. The vendor must respond to the request and work until it is resolved.
- C. Bids must include the problem escalation procedures and identify the location from where support personnel will be dispatched.
- D. Bids must define the conditions under which vendor personnel will be available to perform modifications during the life of the software. Explain in what situations Allen County would incur additional costs.
- E. Bids must describe the software vendor's approach to releasing upgrades. This discussion must include information about the timing of releases and the prices involved. If software becomes available on new platforms (hardware) and/or operating systems, explain the policy concerning existing customers making the change to the new software.

#### 3.7.2 TRAINING SUPPORT AND DOCUMENTATION

- A. The vendor must provide training for all designated Allen County Auditor and Treasurer Employees. Training must be provided for all application software as well as any third party software applicable (i.e. Crystal Reports or other reporting software). The vendor must prepare and provide a training plan with scheduled dates,

time frames, and locations. All training must be conducted at 301 North Main Street Lima, Ohio. The training plan must be submitted for approval and included in the overall implementation plan.

- B. Documentation for the utilization of all vendor-supplied software and third party software must be provided. Documentation must be submitted to Allen County for review and approval prior to implementation and before distribution to users. The vendor is responsible for updating documentation to reflect any Allen County approved changes/corrections that may be required after initial distribution.
- C. All purchased optional programming must include updated or additional documentation. Course curriculum and documentation must be developed for the following areas:
  - The vendor must train all personnel who will daily utilize the system for data entry and inquiries. This must include all necessary employees in the total for the County Auditor's, Treasurer's Offices, and some selected individuals from other county offices.

### 3.7.3 IMPLEMENTATION

- A. Provide a detailed installation, conversion, and training plan that outline the overall implementation of the new system. This plan should include project time frames with goals for each. Provide information concerning requirements of County staff and facilities.
- A. Provide a required number of days for on-site system implementation, application and system training prior to and during system implementation, and additional training support for one (1) year after the system is operational for a tax collection.
- B. Provider must fix bugs and provide solutions within 48 hours.
- C. Allen County requests that the vendor include in their response a listing of professional services available from the vendor which would benefit the County during the implementation of the vendor's software solution.
- D. Provide detailed pricing for any costs associated with additional training, implementation, or conversion beyond the estimates in proposal. Please include any impact resulting from travel expenses.

E. Provide an on-site visit to a current user for a walk through demonstration.

## **4.0 Proposal Format**

In responding to this RFP, contractors must address each of the format requirements detailed in this section. Contractors will submit proposals with tabs inserted to distinguish each section as detailed below.

### 4.1 Cover Letter

The Cover Letter shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the contractor. The Cover Letter shall provide a summary of the services to be provided and the name and telephone number of a contact person with authority to answer questions regarding the proposal. Whenever possible, representatives within Ohio should be used.

### 4.2 Project Management and Project Organization

The contractor shall describe how it will manage the successful accomplishment of the goals, objectives, and timeline described in this RFP. The contractor shall describe individuals vested with leadership responsibilities for the project, lines of reporting, accountability, responsibility and mechanisms to ensure adequate communication and accountability between the contractor and Allen County. Allen County will require monthly project status reports. These reports may be emailed to the County Project Manager.

The contractor shall identify the key project staff (management level) to be assigned to the project including descriptions of their skills, qualifications, experience and current resumes. All key individuals (including technical professionals) must be identified by name and title. The inclusive periods and percentage of time each individual will devote to the project must be indicated. A project table of organization must also be included. The aforementioned requirements also apply to all sub-contractors, including minority contractors.

The contractor must include the relationships of all sub-contractors, with a clear indication of the roles and responsibilities of all parties providing services. Nevertheless, Allen County will award the contract to one primary contractor.

### 4.3 Contractor Profile and Qualifications

Contractors should provide adequate information to allow Allen County to assess the contractors' backgrounds and relevant experiences in similar projects. Contractors shall submit written project descriptions detailing the contractor's past professional experience and accomplishments relating to the goals and objectives described in this RFP. All project summaries must include the name, title, phone number, and address of at least three client references. Allen County may contact these references to verify the scope and quality of services provided by the contractor.

In order for the County to determine the solvency, growths, and commitment of your firm in regard to conversion technology, please provide the total dollar value of similar service revenues for the years 2004, 2005, and 2006; the number of installations and who is presently under contract.

The vendor shall provide the following information:

1. What do you consider the primary business focus of your firm?
2. How long have you been in business?
3. How many offices do you have, and which is the closest to our location?
4. What is the size of your organization, including number of staff and annual revenue?
5. What is the staff size in the local office (the office that would be servicing our account), and who is in charge there?
6. Which counties in the state of Ohio have you done business with? Please include the county's name, a contact person's name and telephone number.
7. Have you ever done business with any governmental organization other than an Ohio governmental entity? If so, which organizations and who were your contacts there?

The contractor shall explain if the professional staff responsible for the completion of such accomplishments differs in any material respect from the staff, which would be assigned to this project.

#### 4.4 Project Approach and Work Plan

Contractors shall provide a work plan describing the workflow necessary to produce the deliverables supporting the requirements described in Section 3.0. The work plan shall provide a detailed narrative of the contractor's approach to satisfying the requirements of the RFP, including a GANTT Chart/timeline identifying phases, milestones (including dates), activities and tasks, related deliverables, estimated effort in hours by task, and start and end dates for phases. Contractors should provide sufficient detail regarding the estimated project hours so that Allen County may evaluate the "reasonableness" of the contractor's effort.

The work plan shall identify where milestones are expected, with a clear definition of what shall be accomplished to meet the defined milestone, including Allen County's responsibility and contractor responsibility. During the course of the project, regularly scheduled (monthly) progress reports are required. Please provide a copy of the progress report that you recommend.

#### 4.5 Proposal Cost

Contractors are encouraged to provide itemized cost detail relative to each phase as well as identification of individual cost supports for individual, identifiable elements. The proposal cost detail supplied by the contractor must sufficiently explain the components of cost to enhance Allen County's capability of understanding and comparing proposal costs. This section shall also disclose any costing assumptions, leverages or economies of scale used by the contractor in arriving at the proposed costs. The Contractors must use the "Cost Form" included in Appendix A.

#### 4.6 Subcontracting

If the contractor uses the services of a subcontractor, the contractor shall identify the subcontractor; describe the skills and qualifications of the subcontractor; describe what portions of the project will be assigned to the subcontractor; identify the cost associated with the portions of the project assigned to the subcontractor; and describe the inclusive periods and percentage of time the subcontractor will devote to the project. The contractor must describe the contractual arrangement contemplated with each subcontractor and describe generally the control/delegation of responsibilities anticipated in that arrangement.

Allen County reserves the right to review the credentials of the subcontractor and to approve the selection of such subcontractor.

The contractor's decision to use a subcontractor will not modify or abrogate the responsibility of the contractor for the acts, omissions, nonfeasance, malfeasance or misfeasance of any and all subcontractors.

#### 4.7 Affirmative Action

The contractor shall submit information detailing its affirmative action policy. The information shall include:

1. Total number of employees nationwide;
2. Percentage of total number of employees nationwide who are women;
3. Percentage of the total number of employees nationwide who are African American, Latino, Asian American or Native American;
4. Total number of employees located in Ohio;
5. Percentage of total number of employees in Ohio who are women;
6. Percentage of the total number of employees in Ohio who are African American, Latino, Asian American or Native American.
7. A statement that the employer is an equal opportunity employer and does not discriminate on the basis of age, race, sex, veteran status, religion or other basis.

#### 4.8 Conflicts of Interest

No personnel of the contractor may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the contractor will not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the project to acquire an interest in anything or any entity under the contractor's control if such an interest would conflict with that official or employee's duties. The contractor will disclose to Allen County knowledge of any such person who acquires an incompatible or conflicting personal interest related to this contract. The contractor will take all legal steps to ensure that such a person does not participate in any action affecting the work under this Contract, unless the County has determined that, in the light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

Each proposal must include a statement indicating whether the contractor or any people that work on the project through the contractor have a possible conflict of interest (e.g., employed by the State of Ohio, work on a related Contract, or participation in the development of the specifications or requirements for this RFP) and, if so, the nature of that conflict. Allen County has the right to reject a proposal in which a conflict is disclosed or cancel the

Contract if any interest is later discovered that could give the appearance of a conflict.

#### 4.9 Workers' Compensation Coverage

The selected contractor shall submit a copy of the certificate proving that the contractor and agents are covered by workers' compensation, employees' liability and/or contractor's insurance in amounts sufficient to satisfy all claims that might arise from its acts or those of the employees and agents. The selected contractor is responsible for ensuring contractually that any subcontractors maintain workers' compensation insurance at all times during the term of the resulting contract. Failure to maintain coverage at any time during the term of any contract shall be deemed a material breach of the contract. Such failure shall deem the contract void in its entirety, and the selected contractor shall not be entitled to any payment pursuant to the contract or otherwise.

## **5.0 Evaluation of Proposals**

### 5.1 Evaluation Team

A Selection Committee will evaluate the proposals. The composition of the committee will remain consistent for all responses.

### 5.2 Evaluation Approach

Allen County's approach to evaluation of responses to this proposal will consist of the following two phases:

Phase I: Verifies compliance by a respondent to the minimum requirements of the RFP.

Phase II: Evaluates the response based on the content and technical requirements.

Based upon the following material, the proposals will be ranked in an order of preference and the highest-ranking proposal will be selected. Allen County reserves the right to supplement or change their selection criteria prior to the awarding of the Contract. The Auditor may require on-site interviews with the qualified Vendor, if it is deemed necessary. These interviews will be at the expense of the Vendor without reimbursement by the Auditor. The Auditor may request to view another county which system has been implemented.

### Phase I - Minimum Requirements

The first phase of the evaluation process consists of a review of all proposals received to ensure that each proposal meets the minimum administrative and professional requirements identified below:

1. The contractor must submit one original and three (3) identical copies of the proposal by the deadline.
2. The contractor must sign all copies of the proposal.
3. The contractor's proposal must include the following information:
  - Cover Letter
  - Project Management and Project Organization
  - Personnel Profiles and Resumes for Project Team
  - Contractor Profile and Qualifications
  - Project Technical Approach, Work Plan, and Draft Delivery Schedule
  - Proposal Cost Data
  - Cost Data Summarized on "Cost Form"
  - Bid Bond (at 5% of total amount of Bid)
  - Subcontractors (if applicable)
  - Affirmative Action Profile and Policy
  - Conflict of Interest Statement
  - Signed copies of affidavits attached to this RFP
  - Proof of Insurance and workers compensation coverage

The following list details some of the most common submission errors that shall be grounds for rejection of a proposal.

- Failure to sign all copies of the Proposal
- Failure to submit required number of copies for evaluation purposes
- Failure to meet the deadline for submission
- Mailing the proposal with insufficient postage
- Taking exception to mandatory technical terms, conditions, and requirements of the contract.

Proposals that have been determined not to have met one or more of the mandatory requirements will be excluded from any further consideration or scoring.

## Phase II – Content and Technical Requirements

The Allen County Selection Committee, as defined in the previous section, will evaluate

proposals possessing the minimum requirements. The selection of a Vendor will be based on the lowest and best bid; the proposal that offers the best combination of technical approach to the project as determined solely by Allen County and lowest price will be selected. In its selection process, Allen County reserves the right to waive any defects in form that it determines are not material.

## **6.0 Terms and Conditions**

### 6.1 General

This Request for Proposal (RFP) is issued under the provisions of Sections 307.86 to 307.92 of the Ohio Revised Code (ORC). All bids submitted in response to this RFP must comply with Ohio law. The laws of the State of Ohio will govern any disputes rising under this RFP and subsequent contract.

By submitting a proposal, the contractor acknowledges that it has read the RFP, understands it, and agrees to be bound by its requirements, terms and conditions. Allen County reserves the right to disqualify any proposal that takes exception to or limits the rights of Allen County under the RFP. Allen County reserves the right to refuse any proposal not properly submitted in accordance with the requirements of this RFP. Allen County reserves the right to reject the selected proposal or other proposals at any time prior to execution of a contract. Allen County reserves the right to cancel this RFP at any time. Allen County reserves the right to reduce the scope of services required herein and to negotiate the price to reflect such change after award of the contract has been made. The entire contract must be approved by the County Auditor and County Treasurer.

Headings in this RFP are for convenience only and shall not affect the interpretation of any of the terms and conditions contained in the RFP.

### 6.2 Changes

The Allen County Auditor and Allen County Treasurer may at any time, by written order, make changes to the selected contractor's obligations or method of performance within the general scope of a contract. If any change causes an increase or decrease in any part of the work under the contract, Allen County shall make an equitable adjustment in the "fixed price amount," the fee rate structure, the performance schedule, or other affected terms, as appropriate, and shall modify the contract accordingly.

The selected contractor must assert its right to an adjustment under this clause within 30

days from the date of receipt of the written order. However, if Allen County decides that the facts justify it, Allen County may receive and act upon a request for equitable adjustment before any final payment under the contract.

If the change relates only to the amount of effort (i.e., number of hours) to be incurred by the selected contractor under the contract, the equitable adjustment shall be calculated by: (1) considering the increase in the number of hours reasonably required to perform the change, (2) applying those increased hours to the selected contractor's fee rate structure, and (3) increasing the "not to exceed amount" by the resulting amount.

The only person with the authority to act on behalf of Allen County in ordering or approving a change in performance which has no change to the selected contractor's costs is:

Ben E. Diepenbrock, CPA  
Allen County Auditor  
301 North Main Street, Room 103  
Lima, Ohio 45801

The Allen County Auditor must approve any change that has a cost implication to Allen County.

Failure to agree to any adjustment shall be a dispute which, if not settled, can be pursued through normal channels of dispute resolution. A failure to agree on an adjustment shall not excuse the selected contractor from proceeding with the contract as changed.

### 6.3 Travel Expenses

Any travel or per diem required by the selected contractor to carry out its obligations under the contract shall be at the selected contractor's expense.

### 6.4 Resulting Contract

Any contract for the performance of services or delivery of goods resulting from this RFP shall incorporate this RFP; any written addenda issued by Allen County, and the selected contractor's proposal into the executed contract and purchase order. To the extent that the terms and conditions of this RFP and a proposal may be inconsistent, the terms and provisions of the RFP control. To the extent that the RFP and proposal are inconsistent with the resulting contract, the terms and provisions of the resulting contract shall control.

## 6.5 Contract Compliance

During the term of this contract, the Allen County Auditor and Treasurer shall be responsible for monitoring the selected contractor's performance and compliance with the terms and conditions of the contract. It is specifically understood that the nature of the services to be rendered pursuant to any contract resulting from this RFP are of such a nature that Allen County is the sole judge of the adequacy of such services.

## 6.6 Contract Termination

If for any reason the selected contractor should fail to fulfill its obligations under the contract in a timely and professional manner, or if the selected contractor should violate any of the covenants, agreements, or stipulations of the contract or applicable Ohio statutes, Allen County shall have the right to terminate the contract by giving thirty (30) days written notice to the selected contractor of such termination by Certified U.S. Mail; except that failure to maintain professional liability coverage, comprehensive general liability coverage, or Ohio workers' compensation coverage will immediately terminate any agreement made pursuant to this RFP. If Allen County representative observes any infraction(s), such shall be documented and conveyed to the selected contractor for immediate correction. Continued failure on the selected contractor's part to comply with the terms and conditions of the ensuing contract may result in the immediate removal of the selected contractor from the contract by Allen County, or result in the accrual of liquidated damages. In the event that Allen County executes its right to terminate the contract, the selected contractor shall not be relieved of any liability for damages sustained by Allen County by virtue of any breach by the selected contractor, and Allen County may withhold any payment due to the selected contractor, whether the payment is due to the selected contractor under the contract or otherwise, for the purpose of set off until such time as damages to Allen County are determined.

## 6.7 Termination for Convenience

Notwithstanding Section 6.6, above, Allen County, in its sole determination, may terminate the contract with the selected contractor for convenience by giving not less than sixty (60) days notice in writing to the selected contractor of its intent to so terminate for convenience and the effective date of such termination. In the event that termination under this provision is elected, the contractor shall receive payment for work satisfactorily performed as determined by Allen County to the date of termination.

## 6.8 Governing Law and Severability

The validity, construction and performance of a contract and the legal relations among the parties to a contract, shall be governed by and be construed in accordance with the laws of the State of Ohio. If any provision of the contract or the application of any such provision shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the contract shall remain in full force and effect. The parties agree to submit irrevocably to the jurisdiction of Ohio courts.

#### 6.9 Compliance with Applicable Laws

The selected contractor shall be a legally constituted partnership, limited liability company or corporation in compliance with all laws and regulations governing such corporations, partnerships or limited liability companies including the workers' compensation law of Ohio.

The selected contractor shall remain in compliance with the workers' compensation laws of Ohio, and all other Ohio corporate, partnership or limited liability company laws for the duration of any agreement awarded pursuant to this RFP. Failure to maintain Ohio workers' compensation coverage shall immediately terminate any agreement resulting from this RFP.

#### 6.10 Publicity

Any use or reference to this RFP by the selected contractor to promote, solicit, or disseminate information regarding the scope of the contract is prohibited, unless otherwise agreed to in writing by the Allen County Auditor and Allen County Treasurer.

#### 6.11 Equal Employment Opportunity

In fulfilling the obligations and duties of any contract resulting from this RFP, the selected contractor shall not discriminate against any employee or applicant for employment on the basis of race, religion, national origin, color, gender, sexual orientation, age, Vietnam-era Veteran status, or disability as defined in the Americans with Disabilities Act.

The selected contractor shall ensure that applicants are hired and that employees are treated during employment without regard to any of the listed factors. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The selected contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices stating that the selected contractor complies with all applicable federal and state non-discrimination laws. The selected contractor shall incorporate the foregoing requirements of this section in all of its contracts for any of the

work prescribed herein (other than subcontractors for standard commercial supplies or chemical supplies), and shall require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

#### 6.12 Contractor's Liability

The selected contractor's entire liability and Allen County remedies for claims it may have related to or arising out of the contract for any cause and regardless of the form of action, whether in contract or in tort, shall be as set forth in the contract, including all legal and equitable remedies. In addition to the selected contractor's liability and Allen County remedies established in the contract, Allen County shall retain such other and further rights and remedies as are available to it at law or in equity.

#### 6.13 Conditions Precedent

No contract shall be binding upon either party until receipt by the selected contractor of a copy of a fully executed contract, and compliance with any and all conditions precedent.

#### 6.14 Method of Remuneration and Billing Process

Upon delivery of goods or performance of the service, as described on any purchase order placed against the contract awarded, the selected contractor shall submit hard copy (in duplicate) invoices directly to:

Ben E. Diepenbrock, CPA  
Allen County Auditor  
301 N. Main Street, Room 103  
Lima, Ohio 45801

A proper invoice is defined as being free from defects, discrepancies, errors, or other improprieties and shall include, but may not be limited to:

- contractor's name and address as designated in the RFP;
- contractor's federal employer identification number;
- the purchase order number authorizing the purchase of services; and
- description, including time period (date received and date reported), of services delivered or rendered as specified in the Purchase Order.

Defective invoices shall be returned to the selected contractor noting areas for correction. When such notification of defect is sent, the required payment date shall be thirty (30) days

after receipt of the corrected invoice.

Section 126.30 of the Ohio Revised Code, and any applicable rules thereto, are applicable to any resulting contract and requires payment of interest if, upon receipt of a proper invoice, payment is not made within thirty (30) calendar days, unless otherwise agreed in writing. The interest charge shall be at the rate per calendar month that equals one-twelfth of the rate per annum prescribed by Section 5703.47 of the Ohio Revised Code. In the event that Allen County does fail to make prompt payment, the selected contractor is entitled to the interest allowed by law. In no event shall such failure to make prompt payment be deemed a default or breach of contract on the part of Allen County.

Further, payment shall be made to the selected contractor, in the Firm's Federal employer identification number, and only as provided for in the response to the RFP. The date of the warrant issued in payment shall be considered the date payment is made. The selected contractor's payment shall not be initiated before a proper invoice is received by Allen County.

#### 6.15 Bid and Performance Bond

Any proposal submitted in response to this Request for Proposals shall be accompanied by a bid bond in the form of a bond or a certified check, cashier's check or a money order drawn on a solvent Bank or Savings and Loan institution in the amount of 5% of the total bid. Failure to provide the bid bond will result in the proposal being immediately disqualified with no further consideration given for potential awarding of the contract.

The successful bidder will be required to post a performance bond pursuant to Sections 307.89 and 153.57 of the ORC for the full amount of the contract at the time of the signing of the contract. Failure to provide the performance bond shall void the contract, and Allen County will award the contract to another vendor.

The purpose of these bonds is to ensure proper performance by the selected contractor on any contract awarded pursuant to this RFP. A standard bond form, from any company authorized to do business within the State of Ohio, is acceptable. The bond shall be made payable to Allen County, referencing the applicable proposal number.

The bond shall become effective upon written notification by Allen County that the selected contractor has been awarded the contract and any extensions thereto. Any action on the part of the selected contractor or its bonding company to revoke or cancel the bond prior to the expiration of the contract or extension thereto, will be considered a breach of contract and will result in the immediate cancellation of the contract. Should this occur, the selected

contractor will be held liable for any additional costs incurred by Allen County in seeking replacement items/services.

Furthermore, Allen County may require additional bonding from the selected contractor. Should an additional bond be required, Allen County will make that determination prior to executing the contract.

#### 6.16 Public Liability

The selected contractor shall carry public liability insurance with limits of not less than one million dollars (\$1,000,000.00). Prior to the award of the ensuing contract, the County shall require the selected contractor to submit a copy of the certificate of insurance within five (5) business days, after notification, to the Allen County representative. Failure to currently maintain the required coverage amounts will not disqualify a contractor. However, accompanying the certificate of insurance, in the event the selected contractor does not currently carry the amount of coverage specified above, shall be a letter from the insurance carrier stating that the selected contractor's coverage will be increased to the specified amounts upon award of the ensuing contract. Failure to provide the certificate and coverage (as applicable) within the stated time period will result in the selected contractor being deemed non-responsive, and the proposal will be immediately disqualified with no further consideration given for potential awarding of the contract to the selected contractor. Such failure shall deem the contract void in its entirety, and the selected contractor shall not be entitled to any payment pursuant to the contract or otherwise.

#### 6.17 Defaults by Contractor

Allen County declares and the selected contractor acknowledges that Allen County may suffer damages due to the failure of the selected contractor to act in accordance with the requirements, terms, and conditions of the contract. Allen County declares and the selected contractor agrees that such failure shall constitute an event of default on the part of the contractor. The selected contractor agrees that if Allen County does not give prompt notice of such a failure, that Allen County has not waived any of its rights or remedies concerning the failure by the contractor.

#### 6.18 Liquidated Damages

In the event that the selected contractor fails to cure a default or breaches any non-voidable term or condition of the contract, the selected contractor agrees to reimburse Allen County for any actual and direct losses incurred by Allen County. In the event that the direct losses

or direct damages are uncertain or difficult to ascertain by Allen County, the selected contractor agrees to pay Allen County liquidated damages in the amount of the contractor's professional fees. In addition, the selected contractor agrees that Allen County shall have the right to terminate the contract either in whole or in part, without liability to Allen County whatsoever. The selected contractor agrees that the liquidated damages are not a penalty.

#### 6.19 Inspection of Time Records and Work Papers / Audit

Allen County reserves the right to inspect the records and work papers of the selected contractor's organization to determine the validity of billings for work performed. Adequate records to support these charges must be maintained. Documentation must be retained for review for at least three (3) years subsequent to final payment.

Allen County, or its agent, may review or audit any and all of the services performed by the contractor under this agreement.

#### 6.20 Drug Free Workplace

The selected contractor agrees to comply with all applicable state and federal laws regarding drug-free workplace. The selected contractor shall make a good faith effort to ensure that all of its employees, if working on county property, will not purchase, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

NON-COLLUSION AFFIDAVIT

STATE OF OHIO }  
 } SS:  
COUNTY OF ALLEN }

\_\_\_\_\_ being first duly sworn, deposes and says that he/she is  
\_\_\_\_\_ (president, secretary, sole owner, etc.)

of: \_\_\_\_\_; the party making the foregoing proposal of bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the County of Allen or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Notary Public

PERSONAL PROPERTY & REAL ESTATE TAX AFFIDAVIT

STATE OF OHIO }  
 } SS:  
COUNTY OF ALLEN }

\_\_\_\_\_being first duly sworn,  
deposes and says that he/she is (president, secretary, sole owner, etc.) of:

\_\_\_\_\_the party making the bid, with offices located at:\_\_\_\_\_

\_\_\_\_\_and as its duly authorized representative states that effective this \_\_ day of \_\_\_\_\_,2007 (date  
of submission of the bid) the (Name of Vendor) \_\_\_\_\_

- ( ) Is NOT charged with delinquent personal property or real estate taxes on the general list of real and personal property in Allen County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Allen County, Ohio.
- ( ) Is charged with delinquent personal property taxes and/or real estate taxes on the general list of real and personal property in Allen County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Allen County, Ohio. The County and Amount of delinquent personal property taxes is listed below and includes total amount and any penalties and interest thereon.

County:

Amount:

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Notary Public

STATEMENT OF  
DELINQUENT/NONDELINQUENT PERSONAL CHILD SUPPORT  
STATE OF OHIO

To: Allen County  
Board of County Commissioners  
301 N. Main Street  
Lima, Ohio 45801

I/We the undersigned do hereby affirm under oath that:

\_\_\_\_\_ At the time the bid was submitted for an INTEGRATED REAL ESTATE ACCOUNTING, CAMA, Manufactured Homes and Personal Property SYSTEM I/We are NOT charged with any delinquent child support payments in Ohio.

Due and Unpaid Delinquent Child Support: \$ \_\_\_\_\_

Due and Unpaid Penalties and Interest: \$ \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND DULY SWORN BEFORE ME ACCORDING TO LAW, BY THE ABOVE

NAMED APPLICANT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007 AT \_\_\_\_\_.

COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_.

(Official Seal of Notary) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

STATEMENT OF  
DELINQUENT/NONDELINQUENT DEBTS TO  
THE STATE OF OHIO OR ITS AGENTS

To: Allen County  
Board of County Commissioners  
301 N. Main Street  
Lima, Ohio 45801

I/We the undersigned do hereby affirm under oath that (check one):

\_\_\_\_\_ At the time the bid was submitted for an INTEGRATED REAL ESTATE ACCOUNTING, CAMA, Manufactured Homes and Personal Property SYSTEM I/We are NOT charged with any debts to the State of Ohio or its agents.

\_\_\_\_\_ At the time the bid was submitted for an INTEGRATED REAL ESTATE ACCOUNTING, CAMA, Manufactured Homes and Personal Property SYSTEM. I/We WERE charged with any debts to the State of Ohio or its agents, in the following amounts:

Due and Unpaid Delinquent Debts: \$ \_\_\_\_\_

Due and Unpaid Penalties and Interest: \$ \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND DULY SWORN BEFORE ME ACCORDING TO LAW, BY THE ABOVE  
NAMED APPLICANT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_ AT  
\_\_\_\_\_, COUNTY OF \_\_\_\_\_ AND THE STATE OF  
\_\_\_\_\_.

(Official Seal of Notary)

SIGNATURE \_\_\_\_\_

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT  
INTEGRATED REAL ESTATE ACCOUNTING, CAMA, Manufactured Homes and Personal Property  
SYSTEM.

State of \_\_\_\_\_

SS

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that

he/she is \_\_\_\_\_ of \_\_\_\_\_,  
(Title) (Company)

the party who made the foregoing proposal; that such party as bidder does not and shall not discriminate against any employee or application for employment because of race, creed, color, sex, age, religion, handicap, familial status or national origin. If awarded the bid and contract under this proposal, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, creed, color sex, age, religion, handicap, familial status or national origin. If successful as the lowest and best bidder under the foregoing proposal, this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit.

Furthermore, said party agrees to abide by the assurance found in Section 153.54 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful bidder by the Owner.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND DULY SWORN BEFORE ME ACCORDING TO LAW, BY THE ABOVE NAMED APPLICANT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_ AT \_\_\_\_\_, COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_.

(Official Seal of Notary)

SIGNATURE \_\_\_\_\_

Appendix A  
Cost Form

"Integrated Real Estate Tax Accounting, CAMA, Manufactured Homes and Personal Property System"

Description	Total Cost
Application Software Cost	
Real Estate Tax	\$
CAMA	\$
Manufactured Homes	\$
Personal Property	\$
Project Management	\$
Training Cost inclusive of T & E (onsite)	\$
Real Estate Conversion	\$
CAMA Conversion	\$
Manufactured Homes Conversion	\$
Personal Property Conversion	\$
Other (explain on separate page)	\$
Hardware Cost (detail on separate page)	\$
Cost of First Year Software Support	\$
Cost of Software Support for Years 2 – 5	\$
Internet access software, support and implementation (detail costs on another sheet)	\$
<b>Total Cost</b>	<b>\$</b>
Cost for Additional Options (explain on separate page)	\$

Is your application software license fees based on users. Yes No (circle one)

Is your application software license fees based on a site license. Yes No (circle one)

## Political Contributions Certification

The successful bidder will have to certify that they have not contributed more than allowed by law to anyone having an interest in this contract. The following language will be a part of the Proposal:

Section 3517.13 (J)(1) of the Ohio Revised Code states that no agency or department of this state or any political subdivision shall award any contract for the purchase of goods costing more than five hundred dollars or services costing more than five hundred dollars to a corporation or business trust if any combination of the following has made, within the two previous calendar years, taking into consideration only owners for all of that period, one or more contributions totaling in excess of two thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officers campaign committee.

This applies to each owner of more than twenty per cent of the corporation or business trust, each spouse of an owner of more than twenty per cent of the corporation or business trust, each child seven years to seventeen years of age of an owner of more than twenty per cent of the corporation or business trust or any combination of the persons listed above.

It is hereby certified that all of the person listed above are in compliance with the above section of the Ohio Revised Code.

The affidavit which shall be in the Proposal that the bidder must certify is as follows:

### CERTIFICATION REQUIRED PURSUANT TO 3517.13

保 **CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:**

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(I)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS

- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

**保 CONTRACTS AWARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:**

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

**It is hereby certified that all of the persons listed above are in compliance with section 3517.13(I)(1) or 3517.13(J)(1) of the Ohio Revised Code.**

_____	_____
PRINTED NAME	TITLE
_____	_____
SIGNATURE	DATE