REQUEST FOR PROPOSALS
VENDOR QUESTIONS AND ANSWERS
(Updated March 31, 2017)

Proposal # CAMA-2017

Computer-Assisted Mass Appraisal (CAMA) System

RFP Submittal Deadline:
5:00 p.m., Wednesday, April 12, 2017
RFP with Addendum material can be downloaded through our website at:
www.bcpa.net/business.asp

Any response received after the submittal deadline will not be considered.
REQUEST FOR PROPOSALS QUESTIONS AND ANSWERS

Question 1: We reviewed the RFP and just wanted to confirm if there is a Functional or Technical Requirements Matrix for this RFP?
Answer 1: No. Please bid for your complete CAMA system, you may break out optional components in Exhibit D "price proposal" in your response.

Question 2: Does the County have an estimated go-live date they are looking for? If so, what is the go-live date?
Answer 2: No.

Question 3: Can the County please provide the number of users that vendors should include in our pricing?
Answer 3: We currently have 211 employees. A site license is preferable.

Question 4: Can the County please provide the number of mobile field appraisers so we can include this in our pricing?
Answer 4: We currently have 110 field appraisers. A site license is preferable.

Question 5: Does the County need integration to Marshall & Swift?
Answer 5: Please include that option in Exhibit D "price proposal" in your response.

Question 6: What software programs does the BCPA currently use to value all real and tangible personal property accounts?
Answer 6: We have an in-house system written in Visual Studio and utilize the Microsoft Office Suite of applications (Version 2013).

Question 7: Are there multiple sources for CAMA data that will be converted to the new system? For example, SQL for real estate ownership data, GIS for the physical location of properties, Oracle for TPP assets, Excel spreadsheets for condominium and timeshare models and valuation data, etc.
Answer 7: Most data is stored in Oracle tables. We do have departments that utilize Excel spreadsheets (i.e. Commercial Income / Condo / AG)

Question 8: What work, if any, does BCPA do outside the existing CAMA system to arrive at assessed value for properties (capping)?
Answer 8: We would expect any new system we purchase to be able to handle capping. Our current system calculates the cap, if there are errors we manually hardcode the adjustments that are needed.

Question 9: How does BCPA track exemption applications?
Answer 9: We track Homestead Exemption applications through our in-house Homestead system which also allows for online Homestead filing by property owners, various reports built by our IT team, Excel spreadsheets, barcode scan totals, and scanned documents.
**Question 10:** What program or programs does the BCPA currently use for generating the DR series of reports for the tax roll functions?

**Answer 10:** Our in house Real Property and TPP applications generate the data for their respective sections which is then combined in Excel on the DOR forms.

**Question 11:** Does all of the data for the DR series of reports come from a single source within CAMA or do outside systems feed the reports also?

**Answer 11:** Please see Answer 10 above. We would expect any CAMA system we purchase to be able to produce the DR series of reports.

**Question 12:** Please describe the current GIS capability that will integrate into the proposed CAMA system?

**Question 12:** The bidder should describe what GIS capabilities their system has. As stated in the RFP we utilize eSRI’s ARCGIS 10.x server for GIS.

**Question 13:** Could you please identify the existing BCPA systems that will require interfaces and crosswalks into the proposed application? What is the frequency and nature of those interfaces (Services, extracts, bi-directional, etc)?

**Answer 13:** The response depends on what the proposed system can replace and what will be left for us to maintain. **The optimal system would either have an API or allow access to database views or stored procedures to pull the required data and an interface to submit transactions and updates.** For example, our current website pulls its data from a materialized view that is updated from our production server nightly. Our current system is a batch system with all pushed transactions processed in the evening. Some examples of sub-systems are: Real Property, TPP, Building Card, Sketch, Permits, Multi-Building, Homestead, VAB, Fraud, Back tax, Deeds, Portability, Senior, Veteran and other supplemental exemptions, Non-Profit, Granny Flats & Historical properties, our correction process (PAC Card system), links to the Broward County Tax Collector and to the Broward County Value Adjustment Board, verification links to the Broward County Supervisor of Elections Office, Florida Department of Motor Vehicles, and to the Broward County Recording Division for deeds and updated Declaration of Domicile information.

**Question 14:** The conversion includes all current and historical data (minimum of 10 years with some exceptions of a larger time-frame), does the historical data include all property data on land, buildings, yard items, exemptions for all RE parcels and TPP accounts or are you referring to summary historical previous assessment data? How many databases are there to convert and can you provide us copies of your data with record layouts to determine cost to convert.

**Answer 14:** We are not referring to summary data. The number of databases or tables to convert would be similar to the number of systems in the vendor’s proposal that need to be populated. Q&A 13 and 20 may provide more information on the difficulty of the conversion. We can’t provide data and layouts as part of this RFP.

**Question 15:** What is your target date for project commencement?

**Answer 15:** As soon as possible after a contract is signed.
Question 16: Does the BCPA use the standard three approaches to valuation – cost, income, sales comparison?
Answer 16: Yes, we would expect the proposed CAMA system to be able to use those three approaches to value.

Question 17: Does BCPA use any other valuation methods for market (just) value?
Answer 17: No

Question 18: Does BCPA currently use third party tools for valuation testing, analysis and production such as Spatialest, SPSS, NCSS, Prognose or the like?
Question 18: No

Question 19: It is expected that some of the staff working on the project will be full time during their particular phase, not necessarily during phases that do not involve their expertise. For example, experts in capping, portability and exemptions need not be full time during initial conversion passes or income approach training. There will be several full-time staff exclusive to BCPA such as project managers. Is this project staffing approach acceptable?
Answer 19: Yes

Question 20: What does BCPA consider will be the most difficult part of the project for the successful bidder to complete? For example, training, capping, timeshare valuation, interface with the Clerk of Courts, or some other area.
Answer 20: This answer would depend on the experience and knowledge of the successful bidder. The area of ownership conversion: Our current ownership record consists of 2 free format 32 character lines which could make parsing into individual owner and exemption records a challenge. Our exemptions are assigned to the parcel and not a specific owner. However, most of the exemptions granted since 1997 can be assigned to a specific owner based upon the exemption applications stored in our current system. Another area which may be difficult is the capping of homesteaded properties which are only partially protected by the SOH cap due to commercial use. Non-ad valorem assessments: We are responsible for calculating and extending numerous non-ad valorem assessments which have various methodologies.

Question 21: What tax billing and collection system does the County Tax Collector currently use? Are there any plans to change systems during the timeframe for the implementation of the new CAMA Solution?
Answer 21: Grant Street’s Taxsys, I have no knowledge of them planning to change.

Question 22: Does the BCPA have any documents and images that are currently stored in third party systems that must be linked via paths to the parcel records in the CAMA system? If so, how many such documents and images exist and in what format are they currently stored?
Answer 22: We currently have an in house scanning system that is approaching nine million images. Current images are stored in TIFF (Many old KOFAX TIFF) and PDF formats, we are
planning to allow JPG in the future. Linking is easy as we have a table with the Parcel ID number and the physical path to the images.

**Question 23:** Is there linking required between the ten databases? If so, how is that identified?
**Answer 23:** Parcel ID is almost always the primary key. For TPP the primary key would be the Account Number.

**Question 24:** Is the structure between all ten years the same (e.g. tables, columns, field names, etc.)
**Answer 24:** No, more fields were added over the years and some expanded or data types changed.

**Question 25:** How are your residential parcels currently valued?
**Answer 25:** Currently our residential parcels are valued by using Mass Appraisal methodology. Every sub-division and neighborhood is adjusted to market each year. Properties within a neighborhood will increase or decrease based on the percentage difference between our assessments and the actual market sales in each sub-division.

**Question 26:** How are your commercial/industrial parcels currently valued?
**Answer 26:** Commercial uses mass appraisal techniques for setting values to the tax roll. All three approaches to value are analyzed and utilized in setting our yearly base rates. These base rates are then used to make adjustments in the different use codes and market areas.

**Question 27:** Does the BCPA expect the successful Bidder to include the services necessary to establish new CAMA tables and models to generate values within certain percentages of existing values?
**Answer 27:** Please include those services if available. Percentages and land to building ratios upon conversion can be negotiated, at this point we have not set any ranges.

**Question 28:** What sketch tool does the BCPA currently utilize? How many sketches for how many years will need to be converted? Have all these sketches been drawn using the same sketch tool? Can the BCPA provide the sketch data in a non-proprietary traverse format which shows “pen” movements for each sketch shape, and also links each shape to its associated sketch label?
**Answer 28:** Approximately 400,000 residential and 42,000 commercial live sketches. Residential uses Patriot’s sketch tool while commercial uses the unsupported EZ Sketch II software. Patriot was able to convert from EZ SKETCH II for our residential department. We would not be able to provide pen movements ourselves. We archive copies of our sketches every July and October (since 2012) for point in time reference.

**Question 29:** Please provide us a breakdown of the number of employees in the following categories: data entry/appraisers/system administrators, who will need to be trained.
**Answer 29:** Approximate: Data Entry 96, Appraisers 110, System Administrators 5.
Question 30: Would the BCPA be interested in obtaining pricing for both “train the end user” and “train the trainer” for comparison purposes?
Answer 30: Yes.

Question 31: To the BCPA’s knowledge, are there any licenses/permit fees and/or taxes that will apply to the software or services that will be provided under the Contract resulting from this procurement?
Answer 31: No.

Question 32: Is the BCPA interested in acquiring an internet solution for the public to access CAMA data 24/7 in conjunction with this procurement?
Answer 32: Please include that option in Exhibit D "price proposal" in your response.

Question 33: Please describe the Presentations/Interviews and Contract Negotiation events that are set to occur prior to Contract Award.
Answer 33: Shortly after April 13th bidders who are both responsive and responsible will be granted an opportunity to interview and present to the selection committee. Based on the evaluation criteria in section 5.0 vendors will be ranked highest to lowest. Contract negotiations will start with the highest ranked vendor and if are not successful proceed to the next highest ranked vendor until a contract can be successfully negotiated.