Request for

Proposal (RFP)

for

Property Tax

Management System

Proposal #2017-42

Issued by:

Portage County
Purchasing Department

Proposals must be submitted
No later than 2 PM 8/29/2017 to:

Portage County Purchasing
1462 Strongs Ave
Stevens Point WI 54481

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this
RFP contact Calvin Winters
At (715) 346-1393
Email: winters@co.portage.wi.us

Issued: 8/1/2017

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1. General Information

1.1. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for a Property Tax and Land Records Management System for municipalities.

The County of Portage as represented by the Purchasing Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The contract administrator will be determined at the time of the contract award. Retain a copy of these proposal documents for your files. Should you receive an award, these documents become your contract terms and conditions.

Contract Execution: Portage County utilizes a web based electronic signature program (DocuSign) for the execution of contracts that do not require notarization. By submitting your proposal you are agreeing to the use of this program to sign documents should you receive an award. There is no cost to the proposer associated with this process.

1.2. Definitions

The following definitions are used throughout the RFP:
Contractor means proposer awarded the contract.
County means the County of Portage Wisconsin.
Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.
Purchasing means the County of Portage Purchasing Department.
RFP means Request for Proposal.
State means the State of Wisconsin.
VendorNet means the State of Wisconsin's electronic purchasing information system.

1.3. Scope

1.3.1. Project Description

Portage County wishes to replace the existing in house built Property Tax and land records management systems. The replacement system must provide an integrated solution capable of interfacing with the County's existing systems. The County is accepting proposals for Tax and land record systems that are independent of each other. See the requirement matrix in attachment G.

1.3.2. Current Operations

Portage County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Portage County has twenty-three townships, four villages, and five cities. The County has an estimated population of 70,940.

Technical Infrastructure

Portage County Information Technologies manage a centralized IT infrastructure for County operations. Server platforms employed include Microsoft Servers and IBM OS/400. Windows servers are deployed on a VM Ware based virtual infrastructure.

Current System

Portage County's current tax system is an in-house, custom built progrsted on an IBM iSeries system running OS/400 V7R0 and is built on DB2 databases. This system has been in use within Portage County since 1992. The current system is used to manage approximately 52,000 real estate and personal property parcel records.

Related Systems

Systems in use in Portage County related to the Tax system:

Munis ERP

In-House Permitting System

Fidlar Land Records Management

Vanguard Elite Forms

GCS in Stevens Point Treasurer's Office

911 County Address

Geographic Information System (GIS)

J. Mauel – Municipality 1st half receipting Software

J. Mauel Tax and Pet licensing

J. Manuel Special assesments

Ascent permitting management system suite

1.3.3. Clarifications and/or Revisions to this RFP

Portage County Purchasing is the sole point of contact for the County during the selection process. Contact with anyone else involved with this process without the prior authorization of Purchasing may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **in writing through email by end of day on 8/17/2017** to: Calvin Winters, Purchasing, Email: wintersc@co.portage.wi.us

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal opening date.

If the proposer fails to notify the County prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by Purchasing. Addenda will be posted on VendorNet and on the Portage County Website. Proposers are responsible for checking these websites for any addenda before submitting a proposal. Failure to acknowledge addenda may disqualify your proposal.
https://vendornet.wi.gov
http://www.co.portage.wi.us

1.4. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times, it will do so by issuing addenda to this RFP. There may or may not be a formal notification issued for changes of the estimated dates and times.

DATE	EVENT
8/1/2017	RFP Issuance date
8/17/2017	Last day for submitting written questions
8/18/2017	Addenda posted to https://vendornet.wi.gov/ and http://www.co.portage.wi.us
8/29/2017	Proposals due at or before 2:00 p.m.
Week of 9/18/2017	Demonstrations/Interviews (estimated date if needed)
9/6/2017	Notification of intent to award sent to proposers (estimated)
10/18/2017	Contract award (estimated)

1.5. Contract Term and Funding

The support contract shall be effective on the date indicated on the contract and shall continue for 5 year(s) from that date. By mutual agreement of the agency and the contractor, the support contract may be renewed by one-year periods.

2. Preparing and Submitting a Proposal

2.1. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired. The County encourages all proposers to print their submission double-sided to save paper.

2.2. Incurring Costs

The County is not liable for any cost incurred by proposers in replying to this RFP.

2.3. Submitting Proposals

Proposers must submit, in a sealed package**, One Original (identify) PLUS 6 identical copies** of all materials required for acceptance of their proposal on or before 2:00 p.m., 8/29/2017 to:

Portage County Purchasing
1462 Strongs Ave
Stevens Point, WI 54481

All proposals must be received by the Purchasing Department by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by Purchasing.

The County does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

Proposer's Name and Address
Request for Proposal Title
Request for Proposal Number
Proposal Due Date

COST PROPOSAL: **Submit Original plus one (1) identical copy Attachment F.** Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

2.4. Proposal Organization and Format

Proposal should be typed and submitted on 8.5 by 11 inch paper and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages, and Attachment C - Designation of Confidential & Proprietary Information Form.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the proposer information and solutions must be in the same sequence and numbered as they appear in this RFP. Include here completed Attachment B--References.

Tab 3 – MANDATORY REQUIREMENTS: Include Attachment D Mandatory Requirements.

Separate Envelope - COST PROPOSAL—ATTACHMENT F: Provide cost information as detailed in Section 6 in this RFP. All costs, as requested, for furnishing the product(s) and/or service(s) must be included in this proposal. The cost proposal must NOT be listed in any other part of the proposal response.

2.5. Multiple Proposals

Multiple proposals from a proposer will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response

2.6. Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 180 days after the due date and time. The written withdrawal notice must be received by Purchasing. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

3. Proposal Selection and Award Process

3.1. Evaluation Committee

The County's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Purchasing Department.

3.2. Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

3.3. Right to reject proposals

The County reserves the right to reject any and all proposals.

3.4. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

3.5. Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
Organization Capabilities	200
Continuing vendor support	200
Proposer Solutions	400
Cost Proposal	200
Total	1000

3.6. Demonstrations

The County may require the installation and demonstration of products and/or services at a County site. Unless otherwise required, product(s) being demonstrated must be delivered by the date specified in the Calendar of Events. The County will furnish details concerning the demonstration site and evaluate the

proposer's products and/or services. Failure of a proposer to furnish the products and/or services it has proposed for demonstration may result in rejection of that proposal. Failure of any products and/or services to meet the requirements during the demonstration may result in rejection of the proposer's proposal. Successful demonstration of the proposer's product(s) and/or service(s) does not constitute acceptance. Any products and/or services furnished by the proposer for the purposes of this demonstration must be identical in every respect to those that will be furnished if a contract results. Any exceptions must be requested in writing and be accepted by Purchasing prior to the demonstration.

3.7. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the County's evaluation team will review their evaluations and make adjustments to the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

3.8. Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the County requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the County will request a best and final offer.

3.9. Notification of Intent to Award

All proposers who respond to this RFP will be notified in writing of the County's intent to award the contract(s) as a result of this RFP.

3.10. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Portage County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Calvin Winters, Procurement Director, Portage County Wisconsin, 1462 Strongs Ave, Stevens Point, WI 54481, and received in his office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Procurement Director may be appealed to the Corporation Counsel Office within (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statute or a Portage County Ordinance provision.

3.11. Negotiate Contract Terms

The County reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded

successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

4. Requirements

4.1. Mandatory Requirements

Submit response using Attachment D Mandatory Requirements under Tab 3 of proposal - see section 2.4 for proposal submittal format.

The following requirement(s) are mandatory and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.

4.1.1. See Matrix in Attachment G for required functions.

4.2. Contract Requirements

The awarded contractor is expected to fulfill the following contract requirements.

4.2.1. Interface Requirements
It is expected that the replacement system will interface with the Fidlar Land Records system, Munis ERP and permitting system, Geographical Information System and other related county systems. The replacement system should accommodate for 1st half receipting to replace the Transcendent System.

4.2.2. System Installation, Configuration and Migration
The successful vendor will be required to perform all software installation tasks, hardware configuration necessary to implement the proposed solution and migrate existing tax system data into the new system. Any required hardware will be provided by the County to meet the vendor's system specifications. Below is a list of typical tasks which will be required:

4.2.2.1. Migration of all current Tax system data.
4.2.2.2. Configuration of server hardware to meet system specifications.
4.2.2.3. Configuration of appropriate backup procedures for system tables
4.2.2.4. Configuration of workstation clients.
4.2.2.5. Configuration of interfaces to other County Systems.
4.2.2.6. Integration into appropriate county systems.

The above list is not intended to be all inclusive. It is the vendor's responsibility to identify all of the tasks necessary to produce a fully implemented system.

4.2.3. Recommendations from Vendor
Vendor will provide recommendations for alternative/options for process improvement, cost reduction and staff efficiency.

4.2.4. Implementation Plan
Vendor will provide a detailed roll out and implementation plan.

4.2.5. Training
Each proposal shall provide a detailed training plan to include: a training outline, hours of training to be provided and material to be presented
The successful proposer will be required to provide training services and materials for staff in the following Portage County offices: Treasurer, Register of Deeds, Real Property Lister, Land Records, Planning & Zoning, Land Conservation & Forest Management, IT and Finance office. The successful vendor will provide training manuals to be used by these staff employees for reference in performing system functions.

In addition, the successful vendor will be required to provide training for municipal treasurers and municipal clerks within Portage County. Training for Clerks and Treasurers should include information on the following:

4.2.5.1. Data transfer and processing functions
4.2.5.2. Special assessments
4.2.5.3. Pet license (if applicable)
4.2.5.4. Any other information required for these individuals to successfully use the system.

4.2.6. The successful proposer must provide end-user documentation, technical documentation, and client installation documentation for the application. Documentation must include operational manuals covering items such as: complete user instructions for all phases of the application, data file layouts, error handling and messages, system flow charts, table and file maintenance, reports, screen layouts, input documents, end-of-year procedures, and systems operations. Additionally, on-line user documentation is also preferred.

4.2.7. Subcontractors
The Contractor shall be responsible for Contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the Contract. If subcontractors are to be used, the Contractor must clearly explain their participation.

5. Proposer Information and Solutions

Submit response under Tab 2 of proposal - see section 2.4 for proposal submittal format.

5.1. Organization Capabilities

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results. Identify key staff from your organization that will assist in fulfilling the contract requirements. (200 Points)

5.2. Continuing Vendor Support

Please detail your ability and processes for continuing support and maintenance for the system after implementation. (200 Points)

5.3. Proposer Solutions (400 points)

5.3.1. Provide a detailed configuration for the proposed system to include:

5.3.1.1. Minimum and optimal server specifications and operating system requirements
5.3.1.2. Minimum and optimal workstation specifications including supported operating systems
5.3.1.3. Recommended backup procedures
5.3.1.4. Supported database(s)

5.3.2. Describe your implementation plan to include a time line for each participant in the implementation and transition from the date of hardware delivery and a detailed description of services provided for the installation, configuration, and maintenance of the system.

5.3.3. Provide a detailed training plan to include a training outline, hours of training to be provided and material to be presented.

5.3.4. Complete the Matrix in Attachment G

5.3.5. Please provide copies of the following from the proposed system:
5.3.5.1. Notice of Change in Assessment
5.3.5.2. Tax Certificate Letter
5.3.5.3. Notice of Application for Taking Tax Deed and in REM
5.3.5.4. Tax Bill
5.3.5.5. Assessment roll example page
5.3.5.6. Tax roll example page
5.3.5.7. Receipting example for all tax receipts
5.3.5.8. Detailed implementation plan
5.3.5.9. Detailed training plan
5.3.5.10. Summary for statement of assessment
5.3.5.11. Treasurers settlement forms

5.3.6. Detail how you will exceed proposal requirements.
5.3.7. Detail what other systems your solution is compatible with. Provide export file types.

5.3.8. Define extended maintenance and warranties.

5.3.9. Describe value-added solutions

5.4. Proposer References

Submit response using Attachment B References under Tab 2 of proposal – see section 2.4 for proposal submittal format.

Proposer must supply references of three firms to which similar products/service have been provided within the past five years to a comparable sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided.

6. Cost Proposal

6.1. General Instructions for the Cost Proposal and how it will be Scored

All prices must be quoted in U.S. Dollars.

Purchasing will score the cost proposals by prorating with the lowest cost proposal given the highest score. The formula is as follows: Calculation of points awarded to subsequent proposals will use the lowest dollar

proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

$$\frac{\text{Lowest Cost Proposed Constant}}{\text{Other Proposed Cost}} \times \text{Maximum Points Assigned to Cost} = \text{Score}$$

6.2. Format for Submitting Cost Proposal.

Use Attachment F Cost Proposal. Submit one marked original plus one copy. Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

6.3. Fixed Price Period

The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between the County and the Contractor.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN (Federal Employer ID Number) OR Social Security # (if Sole Proprietorship)

_____ _____

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone (___) _____ Toll Free Phone (___) _____

Fax (___) _____ Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

_____ _____

Signature **Title**

_____ _____

Name (type or print) **Date**

This firm herby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #_____ Addendum #_____Addendum #_____Addendum #_____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

ATTACHMENT C
DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to Bid/Proposal #_____ includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

ATTACHMENT D

MANDATORY REQUIREMENTS

Proposer: _____

Did you complete the matrix in attachment G? Yes_____ No_____

Can your system meet all the required items in the matrix and proposal related to the system(s) you are proposing?

Yes_____ No_____

ATTACHMENT E

STANDARD TERMS AND CONDITIONS

1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired, unless otherwise specified. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish an acceptable equivalency. The County shall be the sole and final judge of equivalency.

2.0 HOW TO AMEND A REQUEST FOR BID, PROPOSAL OR QUOTE:

2.1 Public Works Projects are subject to Wis Stats 66.0901(5): If a person submits a bid or proposal for the performance of public work under any public contract to be let by a municipality and the bidder claims that a mistake, omission or error has been made in preparing the bid, the bidder shall, before the bids are opened, make known the fact that an error, omission or mistake has been made. If the bidder makes this fact known, the bid shall be returned to the bidder unopened and the bidder may not bid upon the public contract unless it is re-advertised and relet upon the re-advertisement. If a bidder makes an error, omission or mistake and discovers it after the bids are opened, the bidder shall immediately and without delay give written notice and make known the fact of the mistake, omission or error which has been committed and submit to the municipality clear and satisfactory evidence of the mistake, omission or error and that it was not caused by any careless act or omission on the bidder's part in the exercise of ordinary care in examining the plans or specifications and in conforming with the provisions of this section. If the discovery and notice of a mistake, omission or error causes a forfeiture, the bidder may not recover the moneys or certified check forfeited as liquidated damages unless it is proven before a court of competent jurisdiction in an action brought for the recovery of the amount forfeited, that in making the mistake, error or omission the bidder was free from carelessness, negligence or inexcusable neglect.

2.2 Non-Public Work Projects: After a Request for Bid/Proposal/Quote has been filed with the Portage County Purchasing Department, the responder may submit an amended response BEFORE THE DUE DATE AND TIME set in the request. All the conditions and provisions of the original Bid/Proposal/Quote will be in effect. No submittals or amendments will be accepted after the due date and time of the request. This does not preclude the County from requesting additional information and/or clarification.

3.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.

4.0 QUALITY: Unless otherwise indicated in the request, all material shall be new, newest model year, and free from defects. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the County.

5.0 QUANTITIES: The quantities shown on this request are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 DELIVERY: Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.

7.0 PRICING AND DISCOUNT: The County qualifies for governmental discounts. Unit prices shall reflect these discounts.

7.1 Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid/proposal evaluation.

7.2 Prices established in continuing agreements and term contracts may be lowered due to general market conditions.

8.0 RESPONSES TO REMAIN OPEN: Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the bid/proposal is finalized, or a minimum of sixty (60) days unless otherwise specified.

9.0 ACCEPTANCE-REJECTION: The County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, request clarification of any bid/proposal, award a bid/proposal that is not the lowest price, and to accept any part of a bid/proposal as deemed to be in the best interests of the County.

10.0 GUARANTEED DELIVERY: Failure of the Contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs and other costs attributable to the delay.

11.0 CONTRACT AND EXECUTION OF CONTRACT: Unless otherwise specified in the bid/proposal, the successful responder agrees to enter into a contract, a copy of which will be on file in the office of the Portage County Purchasing Department. Contractor shall and will well and truly execute and perform this contract under the terms applicable to the satisfaction of the County, and shall promptly make payment to each and every person or party entitled thereto of all the claims for work or labor performed and materials furnished in the performance of this contract.

12.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County.

13.0 APPLICABLE LAW AND COMPLIANCE: This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The County reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax. The County also reserves the right to cancel this contract with any state or federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

14.0 LICENSES AND PERMITS: Contractor shall have and/or provide any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their bids if required.

15.0 ASSIGNMENT: No right or duty in whole or in part of the Contractor under this contract may be assigned or delegated without the prior written consent of the County.

16.0 NONEXCLUSIVE CONTRACT: Unless otherwise stated, the County reserves the right to purchase work or materials outside of this contract.

17.0 NONDISCRIMINATION & AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision 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. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

18.0 INDEPENDENT CAPACITY: The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the County. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the County.

19.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.

20.0 WARRANTY: Unless otherwise specifically stated, equipment purchased as a result of this request shall be warranted against defects by the Contractor for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.

21.0 INSURANCE RESPONSIBILITY: If insurance is required, satisfactory proof of the existence and carriage of such insurance of the kinds and limits specified will be required.

22.0 CANCELLATION: The County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

23.0 VENDOR TAX DELINQUENCY: Vendors who have a delinquent Portage County tax liability may have their payments offset by the County.

24.0 OPEN RECORDS: Both parties understand that the County is bound by the Wisconsin Public Records Law, and as such, responses and contracts are subject to and conditioned on the provisions of the law. Contractor acknowledges that it is obligated to assist the County in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the contract, and that the Contractor must defend and hold the County harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under the contract.

25.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, the Contractor shall provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

26.0 ADVERTISING AND NEWS RELEASES: Reference to or use of the County, any of its departments, officials, or employees, for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the County. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the County.

27.0 HOLD HARMLESS: The Contractor will indemnify, pay the cost of defense including attorney's fees, and save harmless the County and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.

28.0 FOREIGN CORPORATION: A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this contract is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.

29.0 FORCE MAJEURE: Neither party shall be in default by reason of any failure in performance of this contract in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

ATTACHMENT F

COST PROPOSAL

Proposer: _____

Submit original plus one copy (Submit in separate envelope within proposal package)

Please circle what solutions are include in your proposal: **Tax Management** **Land Records** **Both**

Description	Cost
Property Tax Management/Land Records Software	
Optional Modules (attach itemized list)	
Installation & Configuration	
Data Migration	
Annual Support costs 1st year	
Annual Support cost 2nd year	
Annual Support cost 3rd year	
Annual Support cost 4th year	
Annual Support cost 5th year	
Training Costs	
Additional Software or License Costs (attach itemized list)	
Interface Programming Costs (attach itemized list)	
Shipping	
Total for System	

Attachment G

The new system must maintain tax records and/or process property tax bills and payments as statutorily required by the State of Wisconsin and meet all electronic submission and reporting requirements of the Wisconsin Department of Revenue. The contractor must be able to support the new system in a manner that allows for timely updates based upon changes in State law. In addition the County has a number of detailed highly desired features that the new system should be able to perform.

- The matrix in Attachment G contains a prioritized list of requirements. 1 = required, 2 = Highly desired
- The matrix indicates if the requirement is for the Tax Management (T), Land Records (L), or both (B) systems.
- Vendors only proposing a single solution (either tax or land) may leave the sections blank not related to the system being proposed. Any requirement with a "B" must be answered regardless if one or both systems are being proposed.
- Vendors should indicate whether or not their proposed solution meets each of these requirements using the following codes:
- Y = Yes
- N = No
- Y/M = Yes, the requirement will be provided by modification at no cost
- M = Modification
- F = Future release included in maintenance cost

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
	DATA MIGRATION-TECHNICAL SUPPORT-UPDATES-SECURITY					
1B	Ability to convert detailed parcel history, current & past records, names, addresses, descriptions, notes and tax payments from current system Provide data base file/field mapping; Keep consistency in data types. Provide file layouts for reporting and conversion	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
2B	Allow County to continue to use a dual number system, maintaining our existing parcel number format and computer number format.	1				
3B	Migration of historical data. (include costs if applicable) 5 years 10 years 15 years All historical data available	1				
4T	Ability to recreate 2014 Real Estate & Personal Property tax bills.	1				
5B	Integration with existing county applications: Fidlar, GIS, 911 addressing, and Munis financial, licensing and zoning permitting.	1				
6B	Scalable with future county applications and ease of integration. (Ex: Is code open source, is documentation provided, etc.)	1				
7T	Generate and send journal entries to the Munis financial system general ledger accounts when tax rolls are calculated, tax payments are receipted, tax adjustments are made and when taxes are disbursed through settlement. What exported file types are supported?	2				
8B	Access permissions customizable by user, group, municipality, function or process. Ability to provide File layout	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
9B	Audit trail for all system changes. (Ex: database structure changes, network settings changes, user security changes, etc…)	1				
10B	Option for 24-7 telephone and email support, including holidays and weekends. (minimum M-F 8:00am-5:00pm Central Time)	1				
11B	Ability for remote support & remote installation of required updates.	1				
12B	Provide software installation and installation procedure to IT for deploying to desktop. Ability to automatically install any client side software without user interaction	1				
13B	Ability for remote database maintenance management. Ability to schedule routine backups and other maintenance.	1				
14B	Ability to provide notification to Portage County and associated municipalities of database changes as they occur.	1				
15B	Any server maintenance or troubleshooting must be done via VPN connection provided by the County	1				
16B	Ability to integrate new releases and fixes as they become available via the County's VPN at designated times.	1				
17B	Operate in a multi-user environment whereby modification will lock a record and still allow read-only access. However tax payment posting must be accessible even during modification.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
18B	Vendor should have an active user's group where software enhancements can be suggested & problems can be addressed & corrected.	1				
19B	Ability for system to run in virtual environment using VMware	1				
20B	Ability to separate public facing portion of system into DMZ	1				
21B	SQL database type preferred	2				
22B	Active directory integration for usernames and passwords is preferred	2				
	LOTTERY CREDIT					
23T	Download a Lottery Credit data file and First Dollar Credit file to the DOR.	1				
24T	Import Lottery Credit changes from first half receipting.	2				
25T	Manually make Lottery Credit changes.	1				
26T	Produce Lottery Credit reports by municipality and county, with parcel count & dollar amount.	1				
27T	Produce edit reports for Lottery Credit that compare physical address and mailing address; an unclaimed Lottery Credit report where the addresses are the same but no credit claimed; a report listing multiple claims given to the same owner with multiple parcels.	1				
28T	Ability to code one parcel with multiple Lottery Credits.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
29T	Ability to print the State Lottery Credit form with parcel information for new construction.	1				
30T	Ability to track any changes when adding or deleting a Lottery Credit on a parcel.	1				
	REAL ESTATE & PERSONAL PROPERTY ASSESSMENT PROCESS					
31L	Maintain name, address, legal description, district codes, school, TIFs, Special Districts, Drainage Districts, Parcel Number, document number and acreage, with the ability to scroll through a parcel list.	1				
32L	Post name & address changes to multiple parcel records with ability to choose the parcels from a list (does not auto update).	1				
33L	Attach any number of owners or co-owners and history of former owners to a property record.	1				
34L	Ability to attach more than one property address to a parcel, such as duplexes, etc. and make each address searchable (see #56)	1				
35L	Individual fields for each part of the property address and zip code (US postal standard)	1				
36L	Avoid duplicate data entry. Data is entered once and replicated or accessed when needed.	1				
37L	Ability to manually maintain the total acreage field, with future ability to import total acres from GIS.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
38L	Ability to flag, code, and track parcels for bankruptcies, foreclosures, tax deed, ag use, contamination, Farmland Preservation, conservation easements, user defined fields, licenses, etc. (specify number of user defined fields available) See #78	1				
39L	Maintain complete valuation data, both electronically & manually, selective & sequential order.	1				
40L	Data entry screens should alert user to certain data conditions which are invalid. System will not allow invalid codes to be entered, an error message will require user to correct entry.	1				
41L	Import information from assessors.	1				
42L	Produce an edit report showing changes in assessments.	1				
43L	Produce a report showing any parcel without an assessed value or assessment codes.	1				
44L	Export assessment roll to assessor, State of WI and others.	1				
45L	Export tax roll as requested.	1				
46L	Produce a report for County and assessor when the assessor's acreage is different than assessment roll.	2				
47L	Parcel acreage field is to be not less than four digits plus two decimal places.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
48L	Provide text wrapping feature for legal descriptions, with ability to insert text or move/copy text within legal description field without having to retype entire legal description.	1				
49L	Assessed value field is to be not less than sixteen digits with no decimal places.	1				
50T	Tax amount field is to be not less than sixteen digits.	1				
51L	Ability to flag parcels with address or legal description changes for assessors. Print legal labels and mailing labels for Real Estate and Personal Property. Ability to then clear these flags to start over for the next year.	1				
52L	Ability to produce, view/print total assessed valuation summary sheets, to list property assessed values of Real Estate & Personal Property, by all individual codes & districts, including classification types and land & improvement values by residential, commercial, manufacturing, agricultural, managed forest land, personal property class codes, etc. and acreages and parcel counts. This data will be pulled into the Statement of Assessment. Comply with DOR requirements for downloading Statement of Assessments. Ability to add date/time, location, contact information and phone number. Ability to print in appropriate area on State approved Notice of Assessment form.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
53L	Print notice of valuation changes for property records, sorted alphabetically or numerically. Ability to enter Open Book and Board of Review information.	1				
54L	Manufacturing, Personal Property, and Real Estate values need to be zeroed out before the work rolls are produced in January/February to allow new values to be added in October/November.	1				
55L	Download/PDF/export capability to send directly to municipality and others the Statement of Assessment.	1				
56B	Search by parcel number (including partial number), computer number, owner name (including partial name), property address, mailing address, document number, section-town-range, tract or plat, etc.	1				
57B	Search results must display assessed value, FMV, assessment ratio, mill rate, gross tax, specials, credits, net tax, etc.	1				
58L	Ability to produce mailing labels and/or file for a municipality, TIF, special district, school district, zip codes, etc.	1				
59L	Ability to match and verify (provide verification field) our physical property addresses to the 911 Addressing Coordinator's database.	2				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
60B	Store unlimited free form text miscellaneous information about individual tax accounts, a notes field to be viewed internally & externally as reportable/customizable fields, and searchable on any word	2				
61T	Ability to manage omitted property taxes.	1				
62L	Ability to delete a parcel and provide a warning prompt prior to deletion.	2				
	REPORTS					
63B	All reports to be available electronically, PDF,CSV, Microsoft Word, or Microsoft Excel format and on paper.	1				
64B	Reports to be generated by user chosen query criteria.	1				
65B	Generate customizable exports to track various items.	1				
66B	Database access to the tables via an ODBC connection	2				
67T	Monthly tax payments report-to be sorted by receipt number, date or by municipality. To include, but not limited to, receipt number, computer number, date paid, paid amounts by category, monthly totals by category. To be requested by dates at the user's discretion, not restricted to being requested in that month.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
68T	Current taxes due report-by delinquent or postponed & combined. To include computer number, parcel number, name & unpaid tax amount. Option to request by municipality or full county. Sort by municipality and in computer number order.	1				
69T	Sale Book Amount Due Report requested by date. To include computer number, parcel number, name, tax year and unpaid tax amount without interest. Also have the ability to generate this report with the legal description. This would not include the current year until after we take certificate on 9/1.	1				
70T	Display & print payments made by date, by parcel number & computer number, for any year, at any time, to verify payments made, including multiple years. For example, a taxpayer needs to have a list of their payments made during a specific year for their income tax preparation.	1				
71L	Generate report with total parcel counts for Real Estate & Personal Property with each municipality listed separately, on demand.	1				
72T	Report of rank by municipality and/or full county, by value, delinquent taxes or total billed tax, list by top 10, 50, etc.	1				
73T	Report of unpaid balances under a specified amount.	1				
74T	Receipting reports for deposits.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
75T	Ability for each municipality to maintain/update their own special assessment charges, with Portage County also having the capability to modify as required.	1				
76T	If there are multiple entries of the same special assessment/charge code for a given parcel, these amounts should be automatically added together.	2				
77T	Ability to run a report of specials by municipality, by code, with totals, etc. These reports should include owner's name, parcel number, computer number, special assessment code, dollar amount. It should also include a total of all the specials put on that parcel and at the end of the report list grand totals by codes.	1				
78T	Ability to run a report of specials put on any parcel without an assessment code or assessed value.	1				
79L	Ability to create report of new parcel numbers and retired parcel numbers.	1				
80L	Ability to track ownership changes by date.	2				
	SPLIT PARCELS					
81L	Ability to track, enter, create and maintain new split parcels in a separate file, to be maintained year round & moved into current tax file for assessment & taxes. See #38	1				
82L	Ability to download or link split file to GIS	2				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
83L	Ability to retain history of parent/children parcels, with document numbers & parcel numbers including the year of the split.	1				
84L	Print a work roll for the assessor from the split file.	1				
85L	Search the split file by name, property address or parcel number.	1				
86L	System generates a workflow notification for splits.	2				
	STATE OF WI					
87B	Standardization/compliance with the Wisconsin Department of Revenue reporting requirements.	1				
88B	Ability to download data to DOR.	1				
89L	Ability to produce notices and forms as statutorily required	1				
	TAKING CERTIFICATE ON 9/1					
90T	After August 31st, current taxes need to be rolled over to the delinquent tax file, assigning a Tax Certificate (lien) number on September 1.	1				
91T	Ability to print Tax Certificate letters, delinquent statements, Sale Book and reports for balancing.	1				
	TAX BILL PROCESS					
92T	Ability to process all municipalities separately.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
93T	Produce an audit report of the calculated gross and net tax amounts, special taxes, credits, special assessments/charges, assessed values, and over/under amount for school credit and total levy, with a summary page of all columns-sequential order.	1				
94T	Produce Real Estate & Personal Property tax bills in alphabetical order in format defined by Dept. of Revenue.	1				
95T	Ability to print self-sealing tax bill mailers with 3 installment payment stubs and have other formats available.	1				
96T	Ability to recalculate & print a single tax bill for any property.	1				
97T	Ability to reprint a single tax bill for any property.	1				
98T	Ability for municipality to open a mill rate worksheet online. The worksheet will automatically fill the assessed value for each taxing jurisdiction and will have cross calculations for accuracy. Ability to calculate tax rates per taxing jurisdiction, ability to enter total levy amount needed for each taxing jurisdiction, fair market ratio, current year state aids, state school credit, equalized value school tax rates, and lottery credit & first dollar credit maximums, etc. Need space for municipal treasurer name, address and messages.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
99T	Upload and download (electronic file) tax collection information that would interface with the Transcendent system. (reference #111)	1				
100T	Ability to delete/manipulate data from a municipality on the Transcendent system prior to posting. (Reference #111)	1				
101T	Ability to pull & reprint local receipts from the Transcendent program to meet the 15 year record retention requirement. (Reference #111)	1				
102T	Ability to produce Real Estate and Personal Property initial tax roll and later tax rolls which show amounts paid.	1				
103T	Ability to generate Tax Roll Summary sheet that will provide breakdown of tax dollars by each municipality for Real Estate & Personal Property, net taxes, MFL, PFC, special assessments & charges, Lottery Credit amounts & counts, First Dollar Credit amounts & counts, State School Credit amounts, etc. for municipal and county treasurer use.	1				
104T	Table of rates and land codes for Managed Forest and Private Forest Crop.	1				
105T	Statement of Taxes (PA632A) in State format which will carry over to the Settlement Program.	1				
106T	Ability to suppress printing of zero tax bills, with a report of these parcels. Also to include in this report any negative tax bills.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
	TAX DEED AND IN REM PROCESS					
107T	Ability to flag parcels so they are not included in the Tax Deed.	1				
108T	Ability to flag parcels with possible tenants for reports and letters.	2				
109T	Ability to generate reports based upon eligible tax years.	1				
110T	Generate mailing labels for the action, taxpayers, mortgagors, lien holders, life estate holders, etc.	1				
111T	Process tax deed letters.	2				
113T	Generate a master list, sorted by municipality, which includes Parcel number, computer number, legal description, sequential number, owners name, document number, mortgage and lien holders and document or case numbers, year of sale, certificate number, amount of certificate, certificate plus interest through a specific date, and tax deed fees. This master list will be printed and provided electronically to the newspaper for publication. Including CSV format for use with other applications/systems	2				
	TAX RECEIPTING					

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
114T	Provides a user defined interest rate chart that is easily updated each year as the interest increases each month and year. Interest is calculated and displayed on screen and printed on statements based on this chart. System stores interest rates for as many years as there are delinquent tax amounts due.	1				
115T	Does the product accommodate 1st half tax receipting and pet licensing to replace Transcendent (include in notes cost for County and cost for municipalities if applicable)	1				
116B	Ability to search records by parcel number, computer number, owner name (including partial name), property address, mailing address, tract or parcel.	1				
117B	All assessment & tax data kept for the current and prior years.	1				
118T	Reverse/void a tax receipt. Ability to re-post a voided tax receipt back to date of original receipt. Provide change audit of who/what/why.	1				
120T	Display record of and make available a report of over payment and refund to be made. Allow for notes/comments	1				
121T	Ability to change an address before the receipt is issued and update the tax master file at the same time.	2				
122T	User to control posting dates for payment processing. Track who made change and allow for notes/comments	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
123T	Reprint a tax receipt exactly as it was the day of receipt.	1				
124T	Ability to not print receipts if they are not needed.	1				
125T	Currently Portage County does not charge the additional penalty that is allowed by the state. Ability to add it in the future.	1				
126T	Auto interest & penalty calculations for past, present and future dates.	1				
127T	Ability to maintain the receipt numbers to begin at number 1 on January 1st each year or unique receipt numbering sequence.	1				
128T	Post taxes on multiple parcels with one payment, with the option to print all the parcels on one receipt or separate receipts for each parcel.	1				
129T	Process current payments and delinquent payments together, on one screen.	1				
130T	Receipt multiple years of taxes from one check.	1				
131T	Receipt multiple forms of payment to a parcel(s) and the receipt shows each check number, dollar amount and payer name.	1				
132T	Attach a copy of a receipt to an e-mail without including any confidential data such as credit card numbers.	2				
133T	Tax receipts to show all payment categories separately.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
134L	Ability to have mailing address changes from the municipalities come to us in a file so we can accept or decline the change before it goes into the tax master file.	2				
135T	Ability to inquire & print for public distribution that includes: owner, mailing address & physical address, acreage, legal description, ratio, estimated fair market value, assessed value, municipality, Lottery Credit, First Dollar Credit, tax amount, taxes paid and balance due.	1				
136T	Ability to produce daily reports of Redemption & County receipts issued by multiple cashiers with the daily totals, with breakdowns of cash, check & credit card. Ability to request this report periodically throughout the day.	1				
137T	Print reminder notices for postponed taxes, for the full county or selectively, with multiple parcels on 1 notice, with a grand total. Also have the capability to be in letter form or postcard.	1				
138T	Print reminder notices for delinquent taxes with interest calculated for the month of the notice, for the full county or selectively, 1 notice per parcel. Also have the capability to be in letter form or postcard. Capability to add a message for the taxpayer. Give totals due March 1st and April 1st.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
139T	Capability to selectively print/display delinquent statements based on an "as of date". This statement must include the date it's generated and the "as of date".	2				
140T	Ability to freeze penalty charges on bankruptcy parcels, to change or eliminate interest/penalty charges and to override the distribution of the tax payment.	1				
141T	Receipt current year tax payments in a hold file, from February 1st until settlements are completed and to move payments from hold file to master file.	2				
142T	Barcode scanning capability when processing tax payments.	1				
143T	Change a parcel from postponed to delinquent or vice versa, with controls.	1				
144T	Ability to add miscellaneous charges into the balance due calculations and display and print on statements and inquiry screen shots so that the office and online viewers can see; i.e. Tax Deed In Rem fees, returned check fees, etc. Also to show as paid even though the fees would be receipted into our general receipting program and not the tax program.	1				
	TREASURER'S SETTLEMENT					
145T	Integration with Property Assessment and Tax Collection records so as not to have to duplicate entry of standard information.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
146T	Ability to maintain January, February, August and Lottery Credit settlements.	1				
147T	Ability to complete crosschecks to ensure February & August settlement worksheets are in balance. Produce letter to taxing districts detailing August settlement amount.	1				
148T	Ability to adjust the amounts on the Tax District Treasurer's Settlement PC-501. We manually add the postponed Personal Property to the delinquent Personal Property.	1				
149T	Produce the following settlement reports at a minimum: Tax Settlement Receipt PC502, Tax District Treasurer's Settlement Report PC501, Record of Settlement of Taxes Levied, Settlement District Summary, Report of Tax Payments Made to the Local Treasurer, Postponed & Delinquent Balances Due.	1				
150T	Electronically send the settlement reports to the local municipality.	1				
151T	Electronically send the settlement file to the DOR.	1				
	WEB PORTAL					
152B	Ability to display a minimum of 5 years of real estate property information. (Please provide typical update schedule for all of the information displayed on the web)	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
153B	Ability to display 10+ years of real estate property information.	2				
154T	Ability to display online, all tax due totals including miscellaneous fees.	1				
155B	Ability for the County to determine what data we want to show online and how the users will be able to search the data, selectively and county wide.	1				
156B	Ability to link and redirect from the property tax portal queried records to related tax information, assessment data, online tax payment, State of Wisconsin forms and information, Portage County website, GIS mapping, and Register of Deeds documents.	1				
157B	Ability for the County to determine when the website is updated, live or overnight.	1				
158T	Ability to generate the current taxes due report, as detailed in the Reports section above, on the web portal.	1				
159B	Any reports generated on the web portal shall be an export file of either PDF, Word or Excel.	1				
160T	Reprint a tax bill, tax receipts and tax payment history.	1				
161T	Ability for members of public to generate a payoff calculation based on a past, present & future date.	1				
162T	All reporting for municipalities available via web portal.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
163L	All assessment reporting available via web portal with the ability to download data necessary for tax assessment process.	1				
	Additional Criteria Not Listed Previously					
164B	Ability to save images and documents and attach as documentation/support	1				
165B	Test database to test changes/items before using in live version	1				
166T	Refund processing for tax overpayments- automates information directly to Munis Accounts Payable system for processing and check printing.	1				
167B	Creates automated workflow for items requiring approval	1				
168T	Allows for tax prepayments prior to the creation of a tax bill	1				
169B	Date and time stamp any notes documented as part of the records	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
170B	**Reports-** Report on maintenance changes by accounts, dates, or user	1				
171T	**Reports-** Summary of receivables, detail receivables, detail receivables by date, delinquent taxpayers, payment reports, and audit reports, all receivables by bill number and tax year.	1				
172T	Allow for an export file of bills for properties that can be used by a 3rd party printer for tax bill printing, or allow the County to print tax bills	1				
173T	Automated creation of an image of a tax bill.	1				
174T	Allow for partial payments, full payments, and overpayments	1				
175T	Applies payments in the proper order according to Wisconsin statutes.	1				
176B	Proper audit tracking system with reason codes for adjustments	1				
177T	Require that all receipts be imaged but do not need to be physically printed if not needed.	1				

No.	Requirement Description	Priority 1: required 2: highly desired	Vendor Response (see top of matrix attachment)	Modification costs by Vendor	County staff time required (Y/N)	Comments
178T	County can define own receipting sequence- should include the ability to be sequential, ability to track by report, no missing reports, no ability to delete.	1				
179T	Include process for tracking tax deed parcels- reports specific to tax deed parcels, ability to integrate with Munis Fixed Asset module tracking as County owned properties.	1				
180B	Ability to block/hide owner name, address, and property address on all reports and public access features.	1				