

# County of Henry

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COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 2, 2014**  
**REQUEST FOR PROPOSAL**  
**RFP # 14-04303-A131**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The County of Henry solicits firms to submit proposals for “**Computer Assisted Mass Appraisal (CAMA) Software System.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**CAMA Software System**” RFP #14-04303-A131 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, April 30, 2014, in the:**

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7 (Postal Service)**  
**3300 Kings Mountain Road (UPS or FedEx)**  
**Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #14-04303-A131**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service).

**Initial contract shall start on or after July 1, 2014. The contract shall be good for an undetermined length of time. The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

**This contract shall be available for piggy backing for any other state and local agency or government agency.**

**ILLEGAL ALIENS**

**Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.**

**CONTACT PERSON**

Please contact Dean Hodges at dhodges@co.henry.va.us or 276-634-4612 for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 14-04303-A131**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-04303-A131** for **Computer Assisted Mass Appraisal (CAMA) Software Sytem & Maintenance-Dean Hodges 276-634-4612.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

# COUNTY OF HENRY

## Request for Proposals

RFP Number: 14-04303-A131  
Issue Date: 4/2/14  
Title: Computer Assisted Mass Appraisal (CAMA) Software System

Name and address of firm: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
Signature (In Ink)  
Name (Typed or Printed)  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Federal Identification Number

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## **I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a contract through competitive negotiations with a Software Vendor (Vendor) to provide a Computer Assisted Mass Appraisal (CAMA) system to The County of Henry, Virginia. The new system will replace an existing AssessIT CAMA system with a state-of-the-art comprehensive system.

The proposed system must demonstrate proven opportunities to improve the efficiency and effectiveness of the County Assessor's office. The selected vendor will be required to work with County Assessors to implement system process improvements with proven "best practices" in real estate valuation.

## **II. BACKGROUND**

Henry County is located on the southern border of Virginia. The county was created on October 7, 1776 from Pittsylvania County. The county has 384 square miles of land with a population of 52,969 people. The Henry County Assessor's office reassesses all real property within the County of Henry on a four year cycle and maintains all accompanying records through in-house staff. Permit and subdivision changes are processed on an annual basis. There are approximately 39,859 Accounts/ parcels, of which approximately 19,357 are land only parcels. The Assessor's office have a staff of (4) Appraisers and (1) Administrative Assistant.

## **III. STATEMENT OF NEEDS**

A. The County will only accept proposals that include software subject to a "perpetual" use license (i.e., the County purchases and retains the license to use the software forever). The County desires a concurrent user license and will favor proposals with these terms over a per seat or username license. Licensing costs are to be based on the following user number estimates:

1. Five (5) County employee users with update access
2. Allow other users with view access
3. CAMA Software for Two (2) Handheld field computers

B. The Vendor will furnish all software, labor, materials, products, tools, transportation, and supplies required to complete a full implementation of the system. Implementation services will be performed on a "not-to-exceed" basis where the County compensates the Vendor on the basis of hours and expenses incurred up to a ceiling amount. If there is a residual amount at the end of the project, the County will retain the difference. If the implementation cost ceiling is exceeded, the Vendor shall complete the work at no additional compensation, unless the County does not meet its clearly defined obligations.

- C. The System must have the flexibility to meet external and internal management reporting requirements and provide a means to execute ad hoc queries and reports.
- D. The System shall be user friendly, offer point and click capability, be intuitive to use, and require a minimal number of screens to complete transactions.
- E. The proposed System shall provide a detailed audit trail to allow authorized system administrators to trace the history of all changes. Minimum requirements are: description of change, date and time of change, system identifier of person making change.
- F. The System shall permit the import and export of information to and from other systems, and must integrate with other desktop and server applications such as Microsoft Office, query and reporting tools, and email.
- G. The System shall have the ability to store and attach files (photos, Excel spreadsheets, etc.) and documents (PDF, Word, etc.) to property records.
- H. The System must have the ability to interface and exchange data with other County software applications. Property and ownership information from the CAMA is needed to interact with the MUNIS financial management system for real taxing and billing. The Vendor is to describe how a real-time interface and data exchange can be made from the CAMA.
- I. The System shall provide a number of software security controls used by the County to restrict unauthorized use of applications and associated data. The integrity of the data in the system is of utmost importance to the County and Vendors are to clearly define the security features of the system.
- J. The System must provide for the mass updating of all fields based on defined criteria or uploading. The Vendor is to describe how mass updates can be performed in the system. This capability shall not require vendor involvement and staff will be trained in its use. The system shall have a test database that will allow for the testing of changes from mass updates and property re-evaluations.
- K. The System should run in a Web Browser (Internet Explorer) and require no loading of additional software on the client (PC). Vendors are to describe in detail how client software is updated and maintained and if any software needs to be loaded on a client to support the application.
- L. The System shall have a public access interface to allow taxpayers to view assessment information on the Web. Vendors are to describe how the information is made available and how security is maintained to the CAMA database.
- M. The System shall have the capability to archive and allow the maintenance of all assessment records. Vendors are to describe how records are archived for

historical tracking by staff.

- N. It is required that each Vendor provide a detailed plan for implementing the proposed system. Vendors are expected to define a logical plan to implement the system in achievable and realistic phases. The implementation plan must include:
1. An overview of project implementation methodology. Vendors are to describe their methodology for achieving a fully functioning system based on the functional and technical requirements defined in this RFP.
  2. A project timeline with tasks, milestones and deliverables for each stage of the implementation.
  3. The Staff assignments (including Vendor and County) for project tasks. Estimated number of hours required of County staff for each task.
  4. Resumes and qualifications of vendor project personnel.
  5. Approach to knowledge transfer from Vendor to County.
  6. Approach to business process re-engineering.
  7. On-site “go-live” support.
- O. Data will be migrated to the new system from the existing County CAMA system. Vendors are required to submit a plan for data migration from the County’s system. A data mapping document must be produced by the Vendor. The County’s current CAMA data resides in a proprietary format design in a legacy superbase format.
- P. The Vendor is to submit a training plan within their proposal. The plan should include timelines/schedules, facility needs, materials, documentation/manuals, equipment, etc.
- Q. The Vendor is to submit a post-implementation maintenance and support program. The Vendor shall provide a five year (5) maintenance agreement with fixed annual costs for each of the five years. First year annual support included with bid price.
1. Call Center support, including a toll-free hotline, hours of operation. Define problem reporting and resolution procedures.
  2. Identify off-site support requirements needed to access the system. Remote dial-in, VPN, etc.

3. Define your program for modifying the system with future enhancements and functionality. What enhancements are being provided in the next software release? What is planned for the next two (2) years?
  4. Define delivery methodology for future software upgrades, including frequency of upgrades.
  5. Define user groups and methodology for implementing user recommendations/enhancements.
- R. The Vendor will define all technology requirements to support the proposed system, including but not limited to the following:
1. Define all computer desktop requirements, including personal computer requirements, scanners, printers, etc. Provide desktop operating system requirements (version) and other desktop software needs.
  2. Define all network requirements, including data speed, protocols, topology and other needs.
  3. Define database management system options. The County prefers a system that operations on SQL Server.
  4. The System shall have the capability to use two (2) hand held devices by field appraisers. Vendors are to describe and propose a hand held device that is compatible with the proposed system. Vendors are to describe how these devices interface and exchange data with the CAMA.
  5. Define all other technology requirements.

#### IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

##### A. General Instructions:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and five (5) copies of each proposal must be submitted to the County. Each copy of the proposal should be bound in a single volume. Include all information requested and any other information thought to be relevant to completely address the Request for Proposals requirements. Should the *Offeror* fail to respond to all requirements of the RFP, or fail to provide adequate or complete documentation, as determined by the evaluation committee, the *Offeror's* proposal may be eliminated from further consideration.
2. All proposals submitted under this RFP shall become the property of The County of Henry and will be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets of proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of Section § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

##### B. Specific Proposal Instructions:

1. The proposal package shall include as a minimum:
  - a. The Request for Proposal document with any addenda acknowledgements filled out and signed as required.
  - b. A response to all requirements, general, specific, functional and technical as defined within this RFP.
  - c. Company Background Information.  
To include the following:
    - 1) Provide the legal name of the company, the size of the company and organizational structure.

- (a) Date the company went into business.
  - (b) Date the company began selling the proposed software/services to the public sector.
  - (c) Status of the company.
  - (d) Number of employees supporting/developing the proposed system.
- 2) Define the company's long-term development strategy and plans for the system.
- (a) Number of public sector installs and size of these organizations including names and locations.
  - (b) Future technology direction.
  - (c) Future application revisions and enhancements.
- 3) Vendors are required to disclose past and pending litigation involving the system.

d. Client References

Vendors shall provide a minimum of Three (3) client references that are similar in size and scope to The County of Henry, that have utilized the proposed system in a comparable computing environment. All client customers in the State of Virginia must be provided, regardless of circumstances. Client reference information must include the date of installation, length of implementation, installed release at the site and a point of contact.

e. System Demonstrations and Site Visits

Vendors may again be required to provide in-depth system demonstrations that show the full functionality of the proposed system. Vendors should be prepared to demonstrate how the application meets the functional and technical requirements defined in this RFP. Vendors should be prepared to respond to questions during the demonstrations. Full system on-site demonstrations will likely require more than one day.

Vendors may be required to facilitate a site visit to a client for the purposes of evaluating the installed system and reviewing customer's satisfaction.

**V. PRICING**

Vendors shall provide all software and project costs for implementation. Pricing must include all costs related to implementing the detailed business requirements in this RFP.

A. PAYMENT

The County will require a payment schedule based on defined and measurable milestones and deliverables. Under no circumstances will payments be made in advance of work performed. The County will require a twenty percent (20%) retention of all contract monies until acceptable performance is demonstrated as shown by the County's final acceptance of the products and services produced by the Vendor. The County reserves the right to use products furnished under a contract resulting from this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the County.

B. PAYMENT TERMS

The County generally pays within 30 days of receipt of invoice (Net 30). Payment term discount offers will be considered in award of contract.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA:

Each proposal will be evaluated for full compliance with the RFP instructions to the Vendor and the mandatory terms and conditions set forth within the RFP. The objective of the evaluation will be to recommend the firm that is most responsive to the herein described needs of the County.

1. Completeness of the proposal  
Understanding of the project, familiarity with the content of the proposal, quality of response.
2. Software capabilities  
The software's ability to meet the stated requirements and demonstrate proven opportunities to improve business processes with minimal customization.
3. Experience and qualifications  
Prior experience in providing similar services, including client references from previous projects similar in nature.

4. Ability to provide the services  
Specific plans and procedures used to provide required services. Implementation, training, data conversion, technology and support plans; including adequacy of personnel, facilities, equipment and other related factors.
5. The Proposed fee structure  
Efficiency and economy are very important to the Government. Costs will not necessarily be the deciding factor in the selection process.

B. AWARD OF CONTRACT

Selection shall be made of two or more Vendors deemed to be fully qualified and best suited among those submitting proposals on the basis on the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the Vendors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Vendor so selected, the County shall select the Vendor which, in its opinion, has made the best proposal, and shall award the contract to that Vendor. The County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the County determine in writing and at its sole discretion that only one Vendor is fully qualified, or that one Vendor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Vendor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Vendor's proposal as negotiated.

VII. INSTRUCTION TO VENDORS

A. CERTIFICATION TESTING PERIOD – SYSTEMS

The system specified in the contract shall be considered ready for testing upon receipt of documentation from the Vendor that a successful system audit or diagnostic test was performed at the site demonstrating that the system meets the design/performance capabilities stipulated in the purchase agreement and RFP. A 90-day testing period shall commence on the next calendar day following receipt of this documentation. Upon request, the County will provide written confirmation of its acceptance following successful completion of the certification period. Such acceptance shall not be conclusive of complete conformance in all respects to the contract specifications and other requirements, or the nonexistence of potential latent defects. Acceptance shall occur only upon the successful completion of diagnostic testing of each phase, module, major component, or deliverable of the system, which has been placed into operation for

its intended purpose and is deemed fully functional in accordance with the minimum specifications described in this RFP.

B. DEBARMENT STATUS

By submitting their offers, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting offers for contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

C. DAMAGES FOR DELAYS IN COMPLETION AND/OR MAJOR MILESTONES

In the event that the Vendor fails to complete the work and/or is late in completing any major milestones within the specified time for performance, the Vendor will not be assessed a penalty.

D. DEFINITION – SOFTWARE

As used herein, the terms software, product, or software products shall include all related materials and documentation whether in machine readable or printed form.

E. DEMONSTRATIONS

By submitting a proposal, the Vendor certifies that the specified software and/or equipment is in productive use and capable of demonstration in the proposed configuration. The County reserves the right to require Vendors to demonstrate the functionality of proposed software and/or equipment to its satisfaction prior to making an award decision. Such demonstration is intended to show that a Vendor's products will perform in a completely satisfactory manner and that they will meet or exceed the performance specifications contained in the solicitation. Failure by a Vendor to promptly comply with a request for demonstration could result in its proposal being rejected. Failure to reject shall not relieve the Vendor of its obligation to fully comply with all requirements of the contract.

F. ETHICS

By submitting their signed proposals, all Vendors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Vendor, Supplier, Manufacturer or Subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement

transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

G. LATEST SOFTWARE VERSION

Any software product(s) provided under this proposal shall be the latest version available to the general public as of the due date of this solicitation.

H. LIMITATION OF USE

The County's right to use computer software developed entirely at private expense may be limited by the Vendor as stipulated in this contract.

Notwithstanding any provision to the contrary however, the County shall have at a minimum: unlimited use of the software on the equipment for which it is purchased; use of the software on a secondary system for backup purposes should the primary system become unavailable, malfunction, or is otherwise rendered inoperable; use of the software at another County site should the system be entirely transferred to that location; the right to use the software on an unlimited number of testing and development platforms; the right to make a backup copy for safekeeping; the right to modify or combine the software with other programs or materials at the County's risk; and the right to reproduce any and all documentation provided such reproduction is for the sole use of the County. These rights are perpetual and irrevocable; in the event of any actual or alleged breach by the County, the Vendor's sole remedy shall be to pursue a monetary claim in accordance with § 2.2-4363 of the *Code of Virginia*. To the extent this conflicts with any other software license agreement, this provision shall be deemed to override and control.

I. OWNERSHIP OF INTELLECTUAL PROPERTY

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the County. On request, the Vendor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the County to evidence the County's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

J. PRODUCT SUBSTITUTION

During the term of any contract resulting from this solicitation, the Vendor is not authorized to substitute any item for that product, services and/or software identified in the solicitation without the prior written consent of the County's Representative.

K. PROPOSAL ADDENDUMS

All addendums issued by the County must be signed by a person authorized to bind the Vendor and returned to the County. By doing so, the Vendor acknowledges receipt of the addendum and assures full compliance with the addendum. The addendum becomes a part of the proposal package and supersedes original specifications that are changed by the addendum.

L. PROPOSAL ACCEPTANCE PERIOD

Any offer in response to this solicitation shall be valid for 1 year. At the end of 1 year the offer may be withdrawn at the written request of the Vendor. If the offer is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

M. PROPOSAL DOCUMENTS

These terms and conditions shall also become part of the contract documents and shall be binding upon the Vendor to whom award is made.

N. PROPOSAL FORM

Proposals shall be submitted on the designated form, with blank spaces properly filled in. Proposals shall be signed in longhand on the form below the typed name of the person authorized to bind the Vendor to a contract. The proposal must be signed in order to be considered responsive. If the Vendor is a corporation, the proposal must be signed with the legal name of the corporation and the signature of a person authorized to bind the corporation to a contract.

O. QUALIFIED REPAIR PERSONNEL

All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Government reserves the right to require proof of certification prior to award and at any time during the term of the contract.

P. QUESTIONS

Any questions about specifications must be addressed to the proposal writer or contact person indicated on page 2 of this proposal, not less than 48 hours prior to RFP due date, by telephone or email. Necessary replies will be sent to all Proposers of record as an addendum which becomes part of the proposal package.

Q. REQUIRED COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH

By submitting their proposals, Offerors certify that in accordance with Code of Virginia § 2.2-4311.2., the Offeror warrants that it is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

R. SOURCE CODE

In the event the Vendor ceases to maintain experienced staff and the resources needed to provide required software maintenance, the County shall be entitled to have, use, and duplicate for its own use, a copy of any supported release of source code and associated documentation for the software products covered by the contract. Until such time as a complete copy of such material is provided, the County shall have exclusive right to possess all physical embodiments of such Vendor owned materials. The Vendor agrees to escrow all source code with a third party, authorized to deliver that source code to the County upon its sole determination of the above criteria having been met. The Vendor shall update all components of the source code with the escrow vendor on not less than an annual basis. The County will be authorized to audit the compliance of these provisions at any time. The rights of the County in this respect shall survive for a period of twenty (20) years after the expiration or termination of the negotiated contract. All lease and royalty fees necessary to support this right are included in the initial license fee as contained in the pricing schedule.

S. TERM OF SOFTWARE LICENSE

Unless otherwise stated in the solicitation, the software licenses identified in the pricing schedule shall be purchased on a perpetual basis and shall continue in perpetuity. However, the County reserves the right to terminate the license at any time, although the mere expiration or termination of this contract shall not be construed as intent to terminate the license. All acquired licenses shall be for use at any computing facilities, on any equipment, by any number of licensed users, and for any purposes for which it is procured. The County further reserves the right to transfer all rights under the license to another agency to which some or all of its functions are transferred. Failure to pay any maintenance or other post-purchase fees will in no way nullify the right to use the software. If for any reason maintenance is missed or dropped, it will be fully re-instated upon payment by the County for all payments missed, deferred, or declined. Under no circumstances will the County be required to re-purchase the software due to a lapse in maintenance. For this agreement, future versions of the software modules purchased by the County shall be deemed to be covered under maintenance as

long as the business functionality is similar, regardless of the technical features of the future version.

These new features and technology shall be considered to be covered by the maintenance agreement. Additionally, the County reserves the right to purchase additional user license groups at a pre-determined negotiated price over the course of the first five (5) years after product "go live" date.

T. TESTING AND INSPECTION

The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

U. THIRD PARTY ACQUISITION OF SOFTWARE

The Vendor shall notify the County in writing should the intellectual property, associated business, or all of its assets be acquired by a third party. The Vendor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the contractor shall obtain, for the County's benefit and deliver thereto, the assignee's agreement to fully honor the terms of the contract.

V. TITLE OF SOFTWARE

By submitting a proposal, the Vendor represents and warrants that it is the sole owner of the software or, if not the owner, that it has received all legally required authorizations from the owner to license the software, has the full power to grant the rights required by this solicitation, and that neither the software nor its use in accordance with the contract will violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person or organization.

W. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

## VIII.

### FUNCTIONAL REQUIREMENTS

The vendor must respond to the following section in the manner outlined below. If the vendor meets these requirements, the reply should be noted in the Response column. If it is/will be a modification to the vendor's system, note it appropriately along with the cost for such modifications in the column Added Cost.

Vendors are required to select Y (Yes), N (No), NM (Modify No Charge), M (Modify With Charge), or F (Future), to each requirement clause and provide any additional costs to modify within each section.

The responses are described below:

Y (Yes) = Software meets this requirement completely.

N (No) = Software does not meet this requirement and cannot or will not be modified.

NM (Modify) = Software currently does not meet this requirement but can be modified at no additional cost.

M (Modify) = Software currently does not meet this requirement but can be modified at an additional cost. The additional cost associated with the modification must be listed on the response line in the Comments column.

F (Future) = Software does not meet this requirement; however, this feature will be available in a future release of the software at no additional cost. The date of the next release of the software must be listed on the response line in the Comments column.

<b>Category</b>	<b>Requirement</b>	<b>YES or NO Response</b>	<b>Proposer Comments</b>
<b>General</b>			
<i>Technical Environment</i>	ODBC compliant relational database		
<i>Technical Environment</i>	Windows 7 based		
<i>Technical Environment</i>	Easy, timely backup/restoration of data		
<i>Technical Environment</i>	Standard procedure for database restart and recovery		
<i>Technical Environment</i>	Database logging		
<i>Technical Environment</i>	Easy interface to common spreadsheets such as Excel		
<i>Technical Environment</i>	SQL support		

**VIII.**

**FUNCTIONAL REQUIREMENTS**

<b>Category</b>	<b>Requirement</b>	<b>YES or NO Response</b>	<b>Proposer Comments</b>
<i>Technical Environment</i>	Full mouse support		
<i>Technical Environment</i>	List screens provide scroll bars to navigate through data		
<i>Technical Environment</i>	Data extraction capability		
<i>Technical Environment</i>	Allow for concurrent updates to the database by multiple users with appropriate database locking, prohibiting users overwriting other user's changes		
<i>General Application Requirements</i>	No data redundancy/double keying		
<i>General Application Requirements</i>	Ability to move or copy selective data from active or inactive parcel record to a another parcel record		
<i>General Application Requirements</i>	Merge one or more existing parcels to create a new parcel, designating a "primary" parcel for the general parcel data		
<i>General Application Requirements</i>	Parcel data selection by Tax Map number, owner name, street address, PIN and others		
<i>General Application Requirements</i>	Forward & backward year browsing		
<i>General Application Requirements</i>	Next record & prior record retrieval		
<i>General Application Requirements</i>	Menu driven system		
<i>General Application Requirements</i>	Tab Oriented windows		
<i>General Application Requirements</i>	User defined tables		
<i>General Application Requirements</i>	Where applicable, ability to go from any screen to any other screen without re-entry of the parcel ID		
<i>General Application Requirements</i>	Provide unlimited multi-year capability		
<i>General Application Requirements</i>	User selection of data items to display in drop-down lists		
<i>General Application Requirements</i>	One (1) year annual support included with bid price		
<i>General Application Requirements</i>	Annual support price fixed for 5 years		

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FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
<i>General Application Requirements</i>	The documentation is to be written with the infrequent user in mind.		
<i>General Application Requirements</i>	The vendor shall provide on-site training in County, including but not limited to technical, clerical, management and appraisal.		
<i>General Application Requirements</i>	The vendor shall provide phone support for all key users at the County.		
<i>Vendor Support</i>	Vendor accepts responsibility for the distribution of all subsequent software releases		
<i>Vendor Support</i>	Vendor must disclose all software maintenance or update charges prior to commencing work on billable items		
<i>Vendor Support</i>	The vendor's personnel must maintain the proposed software system		
<i>Vendor Support</i>	Changes to the system made necessary by changes in the laws are to be covered in the re-licensing and maintenance agreements.		
<i>Vendor Support</i>	On-site support is available at contracted fixed fee		
<i>Vendor Support</i>	Vendor has a stated software release strategy.		
<i>Vendor Support</i>	Update utilities are provided to help in the migration to new releases		
<i>Conversion</i>	Vendor to provide conversion software to receive existing data files including past history and convert into new file formats. All existing data is to be converted, including sales information, owner information, building, land, extra features, sketches, pictures, etc.		
<i>Conversion</i>	Vendor to perform data conversion processing for a fixed fee.		
<b>CAMA</b>			
<i>Handheld Field Collection</i>	Full Selection of data for downloading		
<i>Handheld Field Collection</i>	Download of data for field review		
<i>Handheld Field Collection</i>	Upload of reviewed field data		
<i>Handheld Field Collection</i>	Help functions on field computer		
<i>Handheld Field Collection</i>	Ability to copy data for speedy collection		

**VIII.**

**FUNCTIONAL REQUIREMENTS**

<b>Category</b>	<b>Requirement</b>	<b>YES or NO Response</b>	<b>Proposer Comments</b>
<i>Handheld Field Collection</i>	Field computer software must operate the same as the main CAMA system		
<i>Name/Address/Legal Descriptions</i>	Support capture of owner name, address, legal description, taxing jurisdiction code(s)		
<i>Name/Address/Legal Descriptions</i>	Allow for multiple owners with percent owned and primary recipient's mailing addresses per parcel		
<i>Name/Address/Legal Descriptions</i>	Allow for an optional taxpayer table, whereby a taxpayer who owns numerous properties may have their name or mailing address changed in one central location		
<i>Name/Address/Legal Descriptions</i>	Taxpayer account types are supported (business, individual, exempt)		
<i>Imaging</i>	Ability to integrate imaging as an optional feature which can be activated at any time		
<i>Imaging</i>	Ability to view Voided Parcels		
<i>Imaging</i>	Multiple photos per parcel		
<i>Imaging</i>	Hardcopy printout of property photos & sketches		
<i>Imaging</i>	Integrate photo with printed property record card		
<i>Imaging</i>	Image may be visually displayed as part of the appraisal without leaving the application		
<i>Imaging</i>	Identify by map number, Address, or owner name		
<i>Imaging</i>	View comparable properties		
<i>Imaging</i>	View images in conjunction with GIS data		
<i>Sketching</i>	Flexible sketch package (mouse driven and key entry) for all buildings including outbuildings		
<i>Sketching</i>	Generate sketch of all classes of buildings including:		
<i>Sketching</i>	Commercial		
<i>Sketching</i>	Industrial		
<i>Sketching</i>	Exempt		
<i>Sketching</i>	Residential		
<i>Sketching</i>	Edit sketch without having to re-enter data		
<i>Sketching</i>	Handle angles in sketch and area calculations		
<i>Sketching</i>	Handle arcs in sketch and area calculations		
<i>Sketching</i>	Display partial drawing while vectoring		
<i>Sketching</i>	Automatic drawing closure		

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FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
<i>Sketching</i>	Sketch by floor, multiple floors		
<i>Sketching</i>	Multiple building per parcel capability		
<i>Sketching</i>	Enter square footage in lieu of drawing		
<i>Sketching</i>	Adjust scale of drawing for best fit		
<i>Sketching</i>	Copy/move drawing to speed data entry		
<i>Sketching</i>	Record story height for each building section		
<i>Sketching</i>	Allow text insertion for labeling of buildings		
<i>Data Entry</i>	Property tax map # (alpha numeric, up to 26 positions)		
<i>Data Entry</i>	Land Data:		
<i>Data Entry</i>	Topography		
<i>Data Entry</i>	Land Improvement		
<i>Data Entry</i>	Street improvement		
<i>Data Entry</i>	Location, good fair poor etc...		
<i>Data Entry</i>	View		
<i>Data Entry</i>	Water frontage		
<i>Data Entry</i>	Corner influence		
<i>Data Entry</i>	Front Foot		
<i>Data Entry</i>	Depth		
<i>Data Entry</i>	Square Foot		
<i>Data Entry</i>	Acreage		
<i>Data Entry</i>	Neighborhood		
<i>Data Entry</i>	Zoning and zoning suffix		
<i>Data Entry</i>	Adjustments Physical ,Location,size,depth,etc)		
<i>Data Entry</i>	Assessor Code, District Code, Zoning Code,		
<i>Data Entry</i>	Property Use Code,Classification code		
<i>Data Entry</i>	Building Data:		
<i>Data Entry</i>	Improvement Type		
<i>Data Entry</i>	A Remodel Year		
<i>Data Entry</i>	Building Quality/Grade		
<i>Data Entry</i>	Actual Year Built		
<i>Data Entry</i>	Effective Year Built		
<i>Data Entry</i>	Story Height		
<i>Data Entry</i>	Building Style/Type		
<i>Data Entry</i>	Number of Rooms each Floor		
<i>Data Entry</i>	Number of Bedrooms		

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FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
<i>Data Entry</i>	Number of Half Baths		
<i>Data Entry</i>	Interior Wall Finish		
<i>Data Entry</i>	Floor Covers		
<i>Data Entry</i>	Exterior Wall Type		
<i>Data Entry</i>	Heat Type/ Fuel		
<i>Data Entry</i>	Air Conditioning		
<i>Data Entry</i>	Fireplace/Number of units		
<i>Data Entry</i>	Chimney		
<i>Data Entry</i>	Basement Area		
<i>Data Entry</i>	Finished Basement Area		
<i>Data Entry</i>	Physical Depreciation		
<i>Data Entry</i>	Functional Obsolescence		
<i>Data Entry</i>	Economic Obsolescence		
<i>Data Entry</i>	Able to do a fixed cost on an improvement or house		
<i>Data Entry</i>	Electrical types 3 phase, etc.		
<i>Data Entry</i>	Sprinkler systems		
<i>Data Entry</i>	Able to accept scanned in documents		
<i>Data Entry</i>	Able to accept attaching spreadsheets		
<i>Data Entry</i>	Able to accept attaching word processing documents		
<i>Data Entry</i>	Market Adjustment		
<i>Data Entry</i>	Income:		
<i>Data Entry</i>	Multiple uses of a building		
<i>Data Entry</i>	Square footage of building by use		
<i>Data Entry</i>	Rental income by use		
<i>Data Entry</i>	Expense information		
<i>Data Entry</i>	Vacancy information		
<i>Data Entry</i>	Apartments by Bath count		
<i>Data Entry</i>	Apartments by bedroom count		
<i>Data Entry</i>	Calculation of income value through overall capitalization rate		
<i>Data Entry</i>	Enter and store unlimited notes/comments on individual properties for public view and non-public view.		
<i>Data Entry</i>	Flag/identify/ new construction.		
<i>Data Entry</i>	Enter other information and data, including special features and misc. items		
<i>Data Entry</i>	PIN support		

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FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
<i>Data Entry</i>	Net Leaseable area		
<i>Security/Auditing</i>	Provide facilities to support detailed auditing.		
<i>Security/Auditing</i>	Control system access through user-maintained parameter tables, access online		
<i>Security/Auditing</i>	Control system access through user codes and passwords		
<i>Security/Auditing</i>	Ability to “lock” other users out of a record so an exclusive update can be performed		
<i>Security/Auditing</i>	Ability to identify changes made to the files by sign-on ID (user) and date		
<i>Security/Auditing</i>	Security should function at both the user and application level.		
<i>Security/Auditing</i>	System security by:		
<i>Security/Auditing</i>	a) User		
<i>Security/Auditing</i>	b) Function		
<i>Security/Auditing</i>	c) Report		
<i>Security/Auditing</i>	Store all versions of the property record and allow access to any version at any time		
<i>Security/Auditing</i>	User ID/Date stamp for all transactions		
<i>Ad-hoc Queries</i>	Queries to provide option of selecting the next, previous, and current record in the query		
<i>Ad-hoc Queries</i>	Utilize conventions such as = (equal to), < (less than), > (greater than), <= (less than or equal to), >= (greater (greater than or equal to), <=(less than or equal to), <> (not equal to), (range), (wildcard), (contains) to specify extract data requested in query		
<i>Ad-hoc Queries</i>	No tech support should be required to submit a query		
<i>Ad-hoc Queries</i>	Ability to perform ad-hoc queries on all data on file and to produce management reports.		
<i>Ad-hoc Queries</i>	Ability to compare current vs. previous vs. proposed values		
<i>Ad-hoc Queries</i>	Allow output to disk, screen, or print		
<i>Ad-hoc Queries</i>	Provide ad-hoc report writer to allow user to define their own report format		
<i>Sales Database</i>	Unlimited capture of sales per parcel		
<i>Sales Database</i>	Sales analysis and statistical module		
<i>Sales Database</i>	Sales selection by date of sale		
<i>Sales Database</i>	Sales reporting of:		

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**FUNCTIONAL REQUIREMENTS**

<b>Category</b>	<b>Requirement</b>	<b>YES or NO Response</b>	<b>Proposer Comments</b>
<i>Sales Database</i>	Square foot		
<i>Sales Database</i>	Vacant vs. improved		
<i>Sales Database</i>	Land size and/or use		
<i>Sales Database</i>	Neighborhood		
<i>Sales Database</i>	Building style		
<i>Sales Database</i>	Building type		
<i>Sales Database</i>	Total assessed value		
<i>Sales Database</i>	Year built		
<i>Sales Database</i>	Comparable sales report with a minimum of three (3) comparables		
<i>Sales Database</i>	Interactive sales ratio analysis		
<i>Sales Database</i>	Utilize user defined comp selection criteria to search for comparable sales in computation of market values		
<i>Sales Database</i>	Allow flagging of invalid sales for inclusion/exclusion in sales studies		
<i>Sales Database</i>	Permit online modeling and what-if analysis without risk of corruption to database		
<i>Reports/Statistical Analysis</i>	Standard CAMA appraisal statistics including mean, median, mode, COD, standard deviations, Coefficient of Variation (COV), Price Related Differential (PRD)		
<i>Reports/Statistical Analysis</i>	Land analysis reporting		
<i>Reports/Statistical Analysis</i>	Building analysis reporting		
<i>Reports/Statistical Analysis</i>	Parcel inventory analysis		
<i>Reports/Statistical Analysis</i>	Value analysis reporting		
<i>Reports/Statistical Analysis</i>	Property card printing		
<i>Reports/Statistical Analysis</i>	Neighborhood summary report showing old & new values, and percentage of change in land and building values.		
<i>Reports/Statistical Analysis</i>	A detailed neighborhood report showing old & new values latest valid sale price, assortment of statistical values that can be used for helping in the equity of assessment.		
<i>Reports/Statistical Analysis</i>	Annual Landbook and recapitulation report of all taxable and non taxable parcels		

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FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
Reports/Statistical Analysis	Ratio Study by Classification Code		
Reports/Statistical Analysis	Any Reports required by VA Dept of Taxation		
Reports/Statistical Analysis	Building Report		
Reports/Statistical Analysis	Abatement/Supplement Listing for Building Permits		
Reports/Statistical Analysis	GIS Export in Excel Format		
Reports/Statistical Analysis	Total number of Parcels		
<i>Appraisal Functions</i>	Application should allow user to define selected fields to update before mass revaluation.		
<i>Appraisal Functions</i>	Cost, market, and income approaches to value are utilized		
<i>Appraisal Functions</i>	Store unlimited legal information		
<i>Appraisal Functions</i>	Allow adjustments to value by percentage to land, improvement, or both		
<i>Appraisal Functions</i>	Allow for all the following values to display for any parcel:		
<i>Appraisal Functions</i>	Replacement Cost New building value		
<i>Appraisal Functions</i>	Replacement Cost New Less Depreciated building value		
<i>Appraisal Functions</i>	Outbuilding/extra features		
<i>Appraisal Functions</i>	Cost approach value buildup detail		
<i>Appraisal Functions</i>	Market model total value		
<i>Appraisal Functions</i>	Comparable sales approach market total value		
<i>Appraisal Functions</i>	Income approach total value		
<i>Appraisal Functions</i>	Trended land & improvement value		
<i>Appraisal Functions</i>	Land value		
<i>Appraisal Functions</i>	Land Ag use value		
<i>Appraisal Functions</i>	Land override value		
<i>Appraisal Functions</i>	Total value		
<i>Appraisal Functions</i>	Reconciled value		
<i>Appraisal Functions</i>	Total value override		
<i>Appraisal Functions</i>	Acre/square foot/front foot/unit (lot) land pricing model that can be implemented across specified parameters, i.e. neighborhood, parcel etc., up to the entire master file simultaneously		

VIII.

FUNCTIONAL REQUIREMENTS

Category	Requirement	YES or NO Response	Proposer Comments
<i>Appraisal Functions</i>	Store value history (unlimited)		
<i>Appraisal Functions</i>	Store multiple income records per parcel		
<i>Appraisal Functions</i>	Interpolation between areas to cost tables		
<i>Appraisal Functions</i>	Value property by direct income approach using direct and indirect capitalization and discounted cash flow analysis		
<i>Appraisal Functions</i>	Develop and apply tables of market rents, cap rates, vacancy levels and discounted cash flow on both the jurisdictional and neighborhood level		
<i>Appraisal Functions</i>	Track building permits and their status		
<i>Appraisal Functions</i>	Designate property occupancy type by floor and value each floor based on its occupancy usage (i.e. multi storied commercial buildings).		
<i>Appraisal Functions</i>	Ability to trace parcel lineage (parent, child, split, combination)		
<i>Appraisal Functions</i>	Table changes automatically recalculate all associated property records under user control		
<i>Appraisal Functions</i>	All display and print of cost tables as reference material at any time		
<i>Appraisal Functions</i>	Values are to be rounded consistently throughout the system		
<i>Appraisal Functions</i>	Allow testing for insignificant changes to not update parcel values based on user defined tolerance levels		
<i>Appraisal Functions</i>	Provide field for percentage of completion for partially finished structures so market value may be automatically adjusted		
<i>Appraisal Functions</i>	Discern a means of distinguishing new construction value and deletion value from reappraisal value		
<i>Appraisal Functions</i>	Allow appraisal data to be viewed and processed by neighborhood		
<i>Public Access</i>	Allow public access to data in a controlled 'read only' environment		
<i>Public Access</i>	Allow public access by at least parcel ID, owner name, location address and map number		
<i>Public Access</i>	Print screens of data for public access		
<i>Public Access</i>	Property appraisal cards are printed for public use		

**VIII.****FUNCTIONAL REQUIREMENTS**

<b>Category</b>	<b>Requirement</b>	<b>YES or NO Response</b>	<b>Proposer Comments</b>
<i>Appeals</i>	Enter/track appeals information		
<i>Appeals</i>	Generate mailings and labels for appeal notices, and findings, BOE letters to taxpayers at no additional cost.		
<i>Appeals</i>	Produce reports summarizing all appeal activity		
<i>Appeals</i>	Support and track details per parcel for all levels of appeal: Office review, Field review, Board of Equalization and Review and Courts of Appeal.		