

Lackawanna County Commissioners RFP#266-21-100 Due September 23, 2021, 11:00AM

Vendor Questions

Q#	Page	Section	QUESTION/CLARIFICATION
1	2	0	<p>Confirm that delivery of a thumb drive with an electronic copy of the proposal, along with four (4) sealed copies, meets the delivery requirements. (too big for email).</p> <p>Yes a thumb drive is now required as part of the submission. Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
2	16	1	<p>Confirm critical milestone timeline discussed at pre-bid conference. (~36-month data & valuation)</p> <ul style="list-style-type: none"> * 2022-2024 - Data collection, data entry, QC, data mailers. Neighborhood analysis, valuation, review. * Approx. March 1, 2025 - Preliminary values mailed to property owners. Informal reviews start. * On or before July 1, 2025 - Official values mailed to property owners. Appeals start. * On or before Nov 15, 2025 - New values certified by the county * 2026 - New values used for Spring and School tax bills <p>A tentative milestone will be added by amendment to the RFP. Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
3	18	2.10. k	<p>RFP identifies Minerals as N/A, and the county does not currently tax active minerals. Do you wish active quarries to be appraised? If yes, do you wish to apply 1968 base year assessments to the tax roll before the reassessment or just value them for after the reassessment?</p> <p>The proposer is advised to provide the cost of quarry appraisal as an additional service. Do not include in the base proposal.</p>
4	18	2.14	<p>Identify what Tax Administration (ownership, sales, change notices, appeals, etc.) and CAMA (property description, valuation) software the county may already have purchased or licensed.</p>

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			<p>The County does have Tax Administration software. However, the County may also purchase new software in the future. The Vendor is encouraged to recommend software to be utilized after award. The Vendor may provide this information as an additional service or deduction as appropriate.</p>
5	18	2.16	<p>Please confirm what newer ortho and oblique imagery will be available to the vendor. (Ex: Commonwealth flight, Pictometry). What are the specifications (resolution) and image format?</p> <p>PEMA Orthoimagery - Lackawanna County Mosaic 2018 - 2020 - Pennsylvania Emergency Management Agency. The resolution and image format are 4inch. Here is the PEMA website if any further questions with the flyover.</p> <p>Pennsylvania Spatial Data Access Data Summary (psu.edu)</p>
6	22	3.10	<p>What GIS coverages are available?</p> <p>The Assessor’s Office maintains the parcel layer. The office does have some encumbrances (easements, leases right of ways etc.) but they are very limited.</p> <p>For Clean and Green analysis, does the county have a copy of the state soils layer? Does the county have an open/forest polygon coverage?</p> <p>The county does have the soil layer but does not have the open forest layer. The soil layer shapefile is located on the county server. The ACT 319 program used for Clean and Green valuations is a web-based app on ESRI’s website that was developed specifically for Lackawanna County.</p>
7	20	3.6	<p>Office space provided to vendor will need longer access than 8am-5pm. (possible data entry shifts, after-hours work, etc.).</p>

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			<p>After contract award and determination of office location, access will be arranged to be available as required by the Vendor. This language has been added to the RFP. Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
8	22	3.8	<p>Confirm that vendor may have Property Record Cards scanned (offsite with appropriate precautions and remote access) at vendor expense. The resulting scans should be PDFa and attached to the CAMA system for access by County and Vendor.</p> <p>The vendor may have Property Records scanned (offsite with appropriate precautions and remote access) at the Vendor expenses. The resulting scans should be a PDF and attached to the CAMA system for access by County and Vendor.</p>
9	22	3.8	<p>"Each building shall be physically inspected and measured if the project is less than full measure and list." should be clarified. For example: "Vendor is responsible for gathering or verifying an accurate physical description of all improvements." The method should be proposed by vendor and acceptable to county.</p> <p>The language in the RFP shall be changed to: "The Vendor is responsible for gathering or verifying an accurate physical description of all improvements. The method shall be proposed by the Vendor and acceptable to the County." Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
10	22	3.9	<p>To minimize repeat parcel visits <u>once data collection is completed in a given area</u>, confirm whether the county will conduct ongoing fieldwork maintenance (for current and reassessment purposes) or if County and Vendor staff will re-visit parcels separately.</p>

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			<p>The county assessors will perform their normal work and duties and keep updates current. The work can be shared with vendor as collected. As each municipality data collection is finished, by the vendor, and the data is verified by the Assessment Office the county will accept data collection and accept if agreeable. That would negate repeat parcel visits in the given municipality.</p>
11	23	3.13	<p>Identify if the county will contract for an independent, third-party value study (old base year values, preliminary values, final values). This can identify problem areas, verify the quality of the values, and promote public acceptance of the results.</p> <p>If cost effective the County may contract for an independent third-party value study. The vendor may provide this cost as addition or deduction from the proposal as appropriate.</p>
12	24	4.1	<p>Pictures of vacant land tend to be non-descript and have created problems in other assessment and tax claim offices. Confirm whether pictures of vacant land are required or at vendor discretion.</p> <p>Pictures of vacant land shall not be required. Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
13	32	4.6.3	<p>The county may choose to appoint auxiliary boards to supplement the primary board. Each auxiliary board member must receive at least 6 hours training from the state. Identity how much training per board member is desired from the vendor (ex: 9 hours). Confirm that the total hours are based on expected multiple training sessions (ex: due to turn-over).</p> <p>The present 8-member board shall be retained to hear current appeals and shall not be involved with the reassessment. The County will appoint auxiliary boards to supplement the primary board. The Assessment</p>

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			<p>office desires that only professional assessors that are licensed (RL-GA) should be engaged for supplemental boards with experience of appraising 2 or more years within Lackawanna County. The Assessment Office recommends that there should be a minimum of 2 boards created for each of the Abington, Scranton, Dunmore, and Carbondale areas. Each of the other 36 municipalities may share appointed auxiliary members for particular municipalities. The amount of Vendor training shall be agreed up with the Vendor and County prior to award with 8 hours being the minimum.</p>
14	33	4.7	<p>What format (data, paper, none) and information (date, price, validation) is available for recent year Sales History?</p> <p>Text files shall be available from the Recorder of Deeds Office.</p>
15	45	4.10	<p>In addition to notification to press and local authorities, identify if a pre-field-visit-mailer is required, not required, or should be priced as an option.</p> <p>A pre field visit mailer is required as a part of the base proposal. The pre field mailer shall be placed in every tax bill mailed in January and July for the years 2022-2023-2024.</p>
16	58	4.20	<p>Confirm if vendor or county is responsible for various mailings (pre-visit, data verification, preliminary values; official value notice, appeal hearing notice, appeal results.) Confirm who is responsible for postage?</p> <p>The vendor will be responsible for all mailing costs, including postage and literature.</p>

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17	69	9.9	<p>RFP requires 5 seats/users/sessions to access the software. Please review and list possible users and their session needs (including other departments). The counts might be different for use during the reassessment, during the appeal peak, and after the reassessment.</p> <p>The Assessment Office recommends at least 50 licenses. Departments such as Assessors, Deeds, Planning, Single Tax Office, and the Land Bank shall be possible users. Some licenses shall be “view” only.</p>
18	25		<p>It was discussed at the pre-bid meeting that the project could commence in early 2022 and that final values would be provided by the vendor in July 2025. Can you please confirm these dates?</p> <p>A tentative timeline will be added to the RFP. Amendments will be posted on the County Website and emailed to the perspective vendors on or after September 16, 2021.</p>
19	18		<p>It was noted at the meeting that is data would not be the best data to use, that the older historic data would be the best existing data. Can you confirm that this data would not be used as part of this reassessment/data conversion project?</p> <p>The Assessment Office recommends that all available historical data be utilized in achieving the most accurate new assessment schedule.</p>
20	53		<p>If there are any properties that require an Appraisal Report, can a list of the properties be provided?</p>

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			<p>There is no list of properties that require an Appraisal Report. Appraisals shall be required by appellants if value is challenged at appeal hearing..</p>
21	58		<p>The RFP states that the County or Vendor will provide. At the pre-bid meeting it was discussed that there would be follow up with the solicitor. Will the County be sending the Certified Final Value notices?</p> <p>Certified Final Value notices shall not be provided prior to contract award. After award, the Vendor and the County will agree on a procedure to make Certified Final Value notices available as necessary.</p>
22			<p>Pictometry</p> <ul style="list-style-type: none">a. Please confirm when the last flight took place? Spring 2020.b. Change Finder project to be completed soon, what data was compared on the project? <p>The Change Finder has not been completed yet. All collected data will be compared to State Data.</p>
23			<p>Does the County prefer an on-premises or a cloud-hosted software solution?</p> <p>Proposal shall be based on a cloud hosted software solution. Vendors may list on premise software Solutions as an additional charge or deduction if appropriate.</p>

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24			<p>As part of the CAMA implementation, does the County require an export to the existing Tax Billing / Collection software? If so, which software solution is currently in use by the County? Unavailable at this time.</p> <p>The proposer is advised to provide the cost of exporting to an existing Tax Billing/ Collection software as an additional service. Also please identify a preferred vendor that the successful firm would recommend.</p>
25			<p>Is the County currently using any CAMA system? In the RFP specifications it states no CAMA system and at the pre-bid meeting the new Section 2 - County Profile stated Tyler. If not, where is the data for conversion stored?</p> <p>The County is currently using the Tyler System. Data is stored with Tyler and with Lackawanna County. The County will provide the successful vendor the data after contract award.</p>
26	33		<p>Data Conversion of Historical data (page 33)</p> <ul style="list-style-type: none"> a. Can the county provide data fields electronically to the vendors? Yes <ul style="list-style-type: none"> i. If so, what fields can be provided electronically? Text Files ii. What format would the data be provided in? Text Files b. Does the County have existing electronic sketches of each property? No <p>If so, will the County be able to provide sketch</p> <p>Text files shall be available from the Recorder of Deeds Office. The County does not possess existing electronic sketches.</p>

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27			<p>Does the County want rear photographs listed as an option instead of a requirement?</p> <p>The proposer shall include rear photographs as part of the base proposal. The Proposer may include the elimination of rear photos as a deduction to the base proposal. Additions and deductions shall be listed on Appendix E.</p>