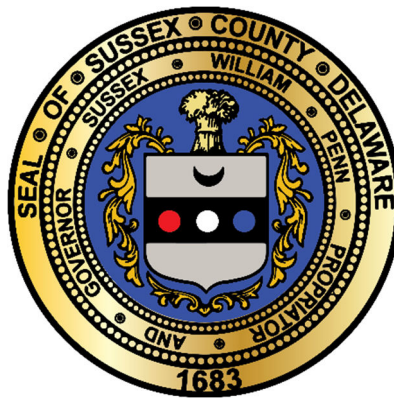


REQUEST FOR PROPOSALS

FOR

REAL PROPERTY REASSESSMENT PROJECT



KENT COUNTY
AND
SUSSEX COUNTY,
DELAWARE

July 15, 2026

Real Property Reassessment Project – Advertisement

Kent County and Sussex County, political subdivisions of the State of Delaware, desire to enter into similar contracts with a qualified company to perform a reassessment of all real property within the counties. The criteria for selection shall include experience, quality of work, capacity to perform, project methodology, and price. The award shall be made in writing to the respondent determined to be the most advantageous to both Kent and Sussex Counties considering the evaluation criteria set in the RFP. No other factors or criteria will be used in the evaluation.

Interested parties must submit two (2) written proposals along with a digital version to the Sussex County Finance Department, Attention: Gina A. Jennings, Finance Director, Administrative Office Building, 2 The Circle, Georgetown, DE 19947 no later than September 16, 2026 at 9:00 a.m. at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent(s).

The request for proposals may be obtained by visiting Kent County's website <https://www.kentcountyde.gov/Doing-Business-with-Kent-County/Bids-RFPs-and-RFQs> or Sussex County's website <https://sussexcountyde.gov/legal-notices/bids> or by contacting Mrs. Gina Jennings, Finance Director at the Sussex County Administrative Building, 2 The Circle, Georgetown, DE 19947, telephone: (302) 855-7741, email gjennings@sussexcountyde.gov or by contacting Mrs. Susan Durham, Finance Director at the Kent County at Susan.Durham@kentcountyde.gov. The request for proposals may be obtained during regular business hours which are 8:30 a.m. to 4:30 p.m., Monday through Friday. In their sole discretion, Kent County and Sussex County, Delaware, may extend the time and place for opening of bids from that described in the advertisement by providing no less than two (2) calendar days' notice, by posting an Addendum on both the Kent County and Sussex County websites and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the RFP or provided notice thereof to Gina Jennings or Susan Durham at the email address provided herein.

All questions about the RFP shall be submitted by email to both Gina Jennings, gjennings@sussexcountyde.gov and Susan Durham, susan.durham@kentcountyde.gov by 4:30 p.m. on August 17, 2026.

TO WHOM IT MAY CONCERN

Enclosed are specifications for the contractual services phase of the **Kent and Sussex Counties** ("Counties") reassessment programs.

Companies desiring to provide services according to these specifications must deliver **two (2)** sealed copies with one digital copy of their proposal to the **Sussex County Finance Department, Attention: Gina A. Jennings, Finance Director, Administrative Office Building, 2 The Circle, Georgetown, DE 19947** no later than **September 16, 2026 at 9:00 a.m.** Proposals received after this specified time will not be considered by the Counties. Copies mailed to Sussex County will be distributed to Kent County by Sussex County after the bid opening.

Interviews will be held for companies that submit proposals at the discretion of the Counties.

All company proposals must be formatted as specified in Appendix D and include all specified information. Full proposals that restate the RFP sections and specifications are not acceptable. These specifications are considered the minimum standards for this project. The only acceptable deviations from the specifications are responses that exceed those specified and are explained in detail in the proposal. These deviations are to be indicated in the grid set forth in Appendix E.

PROPOSAL PROCESS SCHEDULE

Event	Date	Time
Issue RFP	7/15/2026	N/A
Cut-off for emailed questions about the RFP	8/17/2026	4:30 p.m.
Receipt of Sealed Proposals	9/16/2026	9:00 a.m.
Conduct company interviews, week of ...	9/28/2026	N/A
Contract negotiations	10/6/2026 - 11/6/2026	N/A
Contract Awards	11/17/2026	N/A
Sign contracts, week of ...	12/1/2026	N/A

The Counties assume no liability for the costs incurred by a company in preparing its proposal for professional services in response to this RFP. The Counties reserve the right to reject any or all proposals or decide not to proceed with the project at this time. Companies that have submitted acceptable responses will be notified of contractor selection by letter after the final determination has been made. The Counties intend that, if a contractor is chosen, an instrument of contract will be signed no later than the week of 12/1/2026.

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GLOSSARY OF TERMS

The following terms are used throughout these specifications and shall have that meaning expressly indicated below:

1. **ASSESSOR** - The individual or the Board of Assessors serving as the Assessor in the Counties.
2. **COD** - Coefficient of Dispersion - The average deviation of a group of numbers from the median expressed as a percentage of the median. In ratio studies, the average percentage deviation from the median ratio. - IAAO, Standard on Ratio Studies
3. **COMPANY** - A qualified firm that submits a formal proposal in response to these specifications.
4. **COMPUTER-ASSISTED MASS APPRAISAL (CAMA)** - A process that uses computers to assist the appraiser in estimating property value by means of automated valuation models (AVMs) and databases of property characteristics and other information. Computer-Assisted Mass Appraisal (CAMA) is usually conducted using an integrated software system where each component is tied together under a central hub.
5. **CONTRACT ADMINISTRATOR** - The official who represents the County in all matters with regard to this project. Each County will have its own contract administrator.
6. **CONTRACTOR / VENDOR** - The company or consultant that enters into an agreement with the County to provide the professional contract services described in these specifications.
7. **COUNTIES** – Kent County and Sussex County, Delaware.
8. **CREW CHIEF** - (field supervisor(s)) the person(s) responsible for the recollection and/or field verification of data collected by the data collectors. The crew chief monitors and ensures the quality, consistency and accuracy of all the data. The crew chief must be trained as a data collector and have a minimum of six months of prior experience as a data collector. The crew chief must be a certified appraiser in the State of Delaware. In addition, the crew chief must demonstrate significant experience in the assessment or appraisal field.
9. **DATA COLLECTOR** - An individual responsible for the field collection and recording of real property valuation data. The data collector must have completed a program of training and have prior experience working with a reassessment firm.
10. **DATA MAILER** - A computer-generated report listing, enumerating and describing selected data elements in a format deliverable to a property owner.
11. **FINAL ASSESSMENT ROLL** - A document containing assessment and exemption information on all parcels in the County.
12. **ORTHO-PHOTOGRAPHY** - An **ORTHOPHOTO**, **ORTHOPHOTOGRAPH** or **ORTHOIMAGE** is an aerial photograph geometrically corrected ("orthorectified") such that the scale is uniform: the photo has the same lack of distortion as a map. Unlike an uncorrected aerial photograph, an orthophotograph can be used to measure true distances because it is an accurate representation of the Earth's surface, having been adjusted for topographic relief, lens distortion, and camera tilt.
13. **OBLIQUE AERIAL PHOTOGRAPHY** - Photographic images taken from an aircraft in which the camera is angled relative to the ground below.

14. **PARCEL** - A separate, tax map-designated, assessed lot, parcel, piece or portion of real property.
15. **PRD** - Price-Related Differential - The mean ratio divided by the weighted mean ratio. The statistic has a slight bias upward. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below 0.98 tend to indicate assessment progressivity. - IAAO, Standard on Ratio Studies.
16. **PROJECT** - The overall effort, including the activities of all participants.
17. **PROJECT ADMINISTRATOR** - The County official, designated at each county, responsible for overall project management and analysis and direct project coordination, who represents the County in all administrative matters.
18. **PROJECT DIRECTOR** - The contractor staff member who will be responsible for contractor project management and coordination of all contractor activities, who will represent the contractor in all contract administrative matters.
19. **PROJECT MONITOR** - A consultant hired by an individual County who will be responsible for quality control of the contractor's work on behalf of the Assessor / County in the context of the contract signed.
20. **RFP** - This request for proposal which contains specifications for the contractual services phase of the Counties' reassessment projects and serves as the senior document: the basis for resolving disputes.
21. **RATIO STUDY** - A study of the relationship between appraised or assessed values and market values. Indicators of market values could be either sales (sales ratio study) or independent "expert" appraisals. Of common interest in ratio studies are the level and uniformity of the appraisals or assessments.
22. **REAPPRAISAL** - Developing and reviewing a new determination of market value for each parcel, based on current data, by the appropriate use of one or more of the three accepted approaches to value (cost, market, and income).
23. **REASSESSMENT** - A systematic review of the assessments of all locally assessed properties, either within an assessing unit or within a class of a special assessing unit, to assure they are at the stated uniform percentage of value as of the valuation date of the assessment roll upon which the assessments appear. It is synonymous with the terms revaluation and update. A reassessment can be completed by a reappraisal of parcels, trending of parcels to current value, or a combination of both.
24. **SALES VERIFICATION** - The process by which sales are reviewed, inspected, and validated for inclusion in market analysis.
25. **STREET-LEVEL PHOTOGRAPHY** - Images of whatever can be seen from a public right-of-way.
26. **TAXABLE STATUS DATE** - The ownership and physical condition of real property as of this date are assessed according to a value fixed as of the valuation date in the year that the reassessment is to be implemented. For Kent County, this is April 1. For Sussex County, this is February 15.
27. **TRENDING** - The process of applying multiplicative adjustment factors to previous appraised or assessed values of groups of properties based upon criteria such as property type, location, size,

and age. These factors are developed from assessment-sales ratio studies or other market analysis in order to maintain uniformity of assessments rather than to fully reappraise those properties.

- 28. **VALUATION** - The process of estimating market values for all parcels in the Counties using mass appraisal procedures in compliance with Standards 5 and 6 of the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation.
- 29. **VALUATION DATE** - All real property is valued as of this date. This date will be July 1, 2028 for both counties.
- 30. **VALUE REVIEW** – The phase of the valuation process when values from the automated valuation models are reviewed for consistency and reasonability by the appraisal staff.
- 31. **VERIFIED PARCEL** - A parcel for which the inventory data has been field verified for completeness, corrections entered onto the inventory file, file edited by computer and corrected for any errors.
- 32. **WORK/WORK PRODUCTS** - The services to be performed/delivered by the contractor.

SECTION 1 - INTRODUCTION

This document is a request for proposals for the reassessment of all real property within the Counties. The Contractor will be required to value all parcels located in Kent County and Sussex County, Delaware.

The Counties intend to conduct a comprehensive five-year reassessment cycle utilizing a modern, data-driven mass appraisal methodology emphasizing efficiency, accuracy, transparency, and compliance with current assessment standards and statutory requirements.

The reassessment shall primarily be conducted through a desktop review process utilizing available digital resources, property data, geographic information systems (GIS), aerial imagery, oblique imagery, building permit data, prior assessment records, sales verification data, and other available electronic records. The Counties' intent is to minimize unnecessary field inspections while maintaining high standards of data quality and valuation accuracy.

The Contractor shall perform the majority of parcel review and valuation analysis remotely through in-office review processes. Physical field inspections shall be limited to circumstances where adequate property characteristics cannot be verified through available digital means or where field verification is necessary to ensure equitable valuation. Examples of circumstances warranting field review include, but are not limited to:

- New construction;
- Significant additions or demolitions;
- Observable discrepancies between existing records and imagery;
- Properties exhibiting characteristics materially impacting value;
- Property owner requests requiring verification; and
- Complex, unique, or atypical properties requiring supplemental review.

The Contractor shall provide a detailed explanation of the proposed desktop review methodology, including technologies, workflows, quality control procedures, and the criteria utilized to determine when field inspections are necessary.

The Counties strongly encourage the use of automated change-detection technologies, integrated GIS review platforms, oblique imagery systems, and mobile assessment tools designed to improve efficiency while reducing unnecessary field activity.

Therefore, the company must have undertaken and completed real property reassessment projects, at least one of which included more than 150,000 parcels. In addition, the company must have qualified personnel on its permanent payroll who have direct experience managing real property reappraisal projects and who have the skills and experience to undertake major public information and personnel training programs.

Supplemental technical experience information relating only to real property reassessment projects is required in the proposal. Such information shall include full identification of the contracting parties, number of parcels, dates and duration of contracts, and use of applicable software. The company is required to submit in its proposal a complete client list of all real-property-related projects with which it has been associated over the past five years. A contact person and telephone number are to be provided for each project listed.

The company must be proficient or be able to change/update data in the assessment software already utilized by the Counties. Both Counties use Enterprise Assessment.

Appendix D outlines a format for the proposal and items that it must contain. Proposals that deviate from the format or contents may not be considered.

The RFP is the minimum specification for the project. Each proposal must contain a statement that the company fully intends to comply with the specifications as found in this RFP. In no event does this preclude a company from offering goods and/or services above and beyond those specified in the RFP. Such goods and/or services above and beyond the minimum specifications laid out in this RFP will be considered in the final determination along with any additional cost (if any). Appendix E presents the required grid for indicating whether minimum specifications for this project have been met and also if there are any offerings that go above and beyond those minimum specifications.

The RFP is the minimum specification for the project. Each proposal must contain a statement that the company fully intends to comply with the specifications set forth in this RFP. Nothing in this requirement precludes a company from offering goods and/or services above and beyond those specified in the RFP. Such additional goods and/or services will be considered in the final determination, together with any additional cost, if any. Appendix E presents the required grid for indicating whether the minimum specifications for this project have been met and whether there are any offerings that go above and beyond those minimum specifications.

SECTION 2 - PROFILE OF THE COUNTIES

The Counties are located in the State of Delaware.

A detailed summary is contained on the following page.

ITEM	Kent County	Sussex County
Population	190,000	270,000
Number of School Districts	7	8
Square Miles (Area)	586 (excluding hydro)	938 (excluding hydro)
Number of Property Transfers / Year	5,000-6,000	12,000 -15,000
Last Reassessment for the County	2023	2023
Last Full Data Collection for the County	2024	2025
Software	Name / Level	Name / Level
Office Productivity Software Suite	None	None
Assessment Administration Software	Munis	Munis
Computer-Assisted Mass Appraisal Software	IasWorld	IasWorld
Tax Billing & Collection Software	Munis	Munis
Geographic Information System Software	Esri ArcGIS	Esri ArcGIS
Oblique Aerial Photography Software	Eagleview	Eagleview
Street Level Photography Software	None	None

**COUNTY SUMMARIES – Property Class/Roll Section Breakdown
2026 FINAL ASSESSMENT ROLL**

PROPERTY CLASS	KENT COUNTY PARCELS	SUSSEX COUNTY PARCELS
Apartment	144	170
Commercial (excludes apartments listed above)	2,274	3,889
Exempt	2,786	9,835
Farm	2,978	8,741
Industrial	469	895
Residential (excludes trailers below/includes vacant)	69,289	155,963
Residential Trailers	12,169	25,600
Utility	148	286
TOTAL ASSESSMENT ROLL	90,707	205,379

SECTION 3 - GENERAL RESPONSIBILITIES - COUNTIES

The successful completion of this project depends on the cooperation of several participants and their ability to successfully complete their assigned tasks as required by this RFP. Following are the major responsibilities that must be performed by each.

3.1 Project Management

The project administrator will have ultimate project responsibility. The project administrator will provide general direction throughout the project and timely resolution of problems when requested by any of the following:

- Contract Administrator
- Contractor;
- Project Monitor

The project administrator in each county will spend at a minimum 16 hours per week on this project.

3.2 Data Manager

Each County will provide a person to act as data manager who will work with the contractor, be trained by the contractor and who will ultimately be responsible for file control and data management. This person in each county will spend, at a minimum, 16 hours per week on this project.

3.3 Staff Involvement

Each County will provide appropriate staff to assist the project contractor at various times during the project, at the discretion of the project administrator.

3.4 Documentation

Each County will provide timely access to all necessary County data and information. Within fifteen (15) days of the start of the project, the contractor and each County will meet to determine the time frame and procedures for providing the contractor with:

- assessment data
- jurisdictional information
- tax map and GIS data
- assessment roll changes;
- identification of new constructions and demolitions;
- building permits;
- sales documents; and
- other pertinent information.

At each County meeting the contractor and the applicable County will establish written procedures for allowing the contractor to have on-going access to necessary inventory/assessment system and records.

3.5 Space and Equipment

Each County will provide:

- 1,100 square feet of office space;
- storage space;
- training areas;
- site(s) for informal appeals; and
- adequate furnishings;

at no charge to the contractor, for all required activities throughout the life of the project. Access to this space shall be available during each County's normal business hours.

The contractor may be responsible for providing its own telephone service including installation.

3.6 Assessment Staff Participation

- Assessment division staff will be completely involved throughout this project.
- Assessment division staff will participate in all informational meetings and attend training sessions.
- Assessment division staff will provide the contractor with "local knowledge," participate in data collection planning, model development decisions, value review, and select informal review meetings.
- Assessment division staff will review file maintenance corrections and the collection and verification of data related to new construction, building permits, and demolition.
- Assessment division staff will update all exemption amounts prior to notice of proposed assessment processing.

At the discretion of each County project administrator, assessment division staff will be available during the following project phases to assist the contractor as follows:

PHASES	NUMBER OF HOURS PER WEEK
Project Start Up	As Needed
Data Collection	As Needed
Sales Verification	As Needed
Valuation Testing / Production	As Needed
Value Review	As Needed
Informal Review Meetings	As Needed

3.7 Clerical Function(s)

The Counties will perform the following clerical function(s) for the duration of the contract:

- Update sales and ownership information in the assessment administration system
- Handle all appeals not related to this reassessment
- Handle all data entry not related to this reassessment
- Process exemptions

3.8 GIS Capacity and Availability

The Counties agree to make available all GIS map layers to the project contractor for the completion of the reassessment.

3.9 Payments to Contractors

Payments shall be made promptly in accordance with Section 8 of this RFP.

SECTION 4 - PROJECT REQUIREMENTS/CONTRACTOR RESPONSIBILITIES

4.1 Project Management

The Contractor shall provide all services necessary to complete a county-wide reassessment of taxable real property in both counties.

The reassessment shall:

- Establish fair and equitable market values;
- Utilize accepted mass appraisal practices;
- Comply with applicable laws and professional standards;
- Utilize a desktop review-based reassessment methodology;
- Minimize unnecessary field inspections;
- Support long-term cyclical reassessment maintenance.

4.2 Project Timetable

The Contractor shall provide a detailed project schedule including:

- Data review milestones;
- Valuation milestones;
- Quality control milestones;
- Informal review periods;
- Final valuation delivery;
- Appeals support timelines.

The Counties intend to maintain a five-year cyclical reassessment framework with ongoing maintenance and periodic updates throughout the contract term. Kent County, Delaware, is expected to be ready to bill the July 1, 2028 values for calendar year 2029 tax billing, and Sussex County, Delaware, is expected to be ready to bill the July 1, 2028 values for calendar year 2030 tax billing.

4.3 Public Information

The Contractor shall implement a comprehensive public information and outreach program designed to educate taxpayers regarding:

- The reassessment process;
- Desktop review methodologies;
- Property valuation procedures;
- Informal review opportunities;
- Appeals rights and procedures.

The Contractor shall provide:

- Public information materials;
- Frequently asked questions;
- Website content;
- Public meeting support;
- Media coordination assistance.

The Contractor shall clearly communicate that the reassessment process primarily utilizes desktop review methodologies and that physical property inspections shall be limited to circumstances where additional verification is necessary.

4.4 Staff Training

The contractor is responsible for training County staff in such a manner that, at the end of the project, appropriate staff will be knowledgeable in the operation of those phases of mass appraisal assigned as a contractor responsibility. The contractor is also responsible for training personnel under its control in order to maximize their usefulness.

The contractor is responsible for conducting a thorough, effective, and documented training program for:

- Counties' assessment staff
- Board of Assessment Review members

The minimum standards for conducting training will include the following:

Lesson Plan – Outlines and lesson plans for training for all aspects of the project which shall describe the material to be presented and the techniques to be used.

Training Manual – A comprehensive reference tool depicting the substance of the lessons to be given with, at least, definitions, applicable illustrations, explanations of computer assessment administration concepts and necessary flow charts. When appropriate, care must be taken to document how to perform relevant tasks in the CAMA software system.

Schedule of Training Sessions – A detailed outline which specifies dates, sites and content of each class necessary to be conducted within the framework of this project.

This information will be provided to the project administrator for approval prior to any training session taking place.

In its proposal, the company will provide a general training schedule that it intends to follow during the project. Also, within 30 working days of approval of the contractor's work plan, the contractor will provide a detailed training plan and schedule for the remainder of its training responsibilities. County staff must be permitted to participate fully in all training activities.

4.4.1 Training of Counties Staff

The contractor is responsible for training County staff and assessment division personnel so that they can routinely interface with assessment administration modules as they relate to the contractor's involvement and be familiar with the basic concepts of how the valuation was performed. Formal training will include, but is not limited to, such topics as:

- sales verification
- valuation methodology by land class
- income and expense data analysis
- ratio studies
- value defense

The contractor must provide County staff with the following workshops for each County at the appropriate time in each County's project schedule:

WORKSHOPS	MINIMUM LENGTH OF WORKSHOP
Sales Verification	4 hours
Land Analysis / Valuation	4 hours
Cost Analysis / Valuation	2 hours
Market Analysis / Valuation	4 hours
Commercial Market and Income Analysis / Valuation	4 hours
Value Review	2 hours
Value Defense	2 hours
Subsequent Roll Value Maintenance	2 hours
Board of Assessment Review	2 Hours

In addition, the contractor will provide on-the-job training in the practical application of file maintenance for each County's data manager and assessment personnel.

The contractor may offer additional training or workshops as part of its proposal on a per diem basis.

4.4.2 Board of Assessment Review Training

The contractor is responsible for providing each County's Board of Assessment Review with training on:

- an overview of the reassessment project
- the basics of mass appraisal
- familiarization with the valuation concepts used
- value review procedures
- valuation reports, when available, such as comparable sales reports or summary reports for complex or unique properties.
- familiarization with the USPAP compliant reassessment documentation for this project

This training will be conducted in a classroom environment within each county and consist of a minimum of two hours. The contractor shall not be held liable in any way if Board of Assessment Review members choose not to attend.

4.5 Data Processing

The Contractor shall maintain all project data in electronic format compatible with each County's existing CAMA and GIS systems.

The Contractor shall:

- Maintain data integrity;
- Perform regular backups;
- Implement quality control procedures;
- Ensure compatibility with County systems;
- Maintain secure electronic data environments.

All deliverables shall remain the property of each applicable County.

4.5.1 Hardware

The valuation phase will be carried out using each County's computer(s) on site or on the contractor's hardware with no charge for licenses or computer usage. All costs for outside valuation processing, if applicable, are to be paid by the contractor.

4.6 Tax Map Data

The Contractor shall utilize existing CAMA database and GIS parcel mapping and tax map information in support of the reassessment process.

Parcel dimensions, acreage, and configurations shall be verified utilizing:

- County GIS resources;
- Delaware GIO parcel data;
- Existing assessment records;
- Recorded subdivision information.

The Contractor shall identify and document discrepancies materially affecting valuation.

The Contractor shall recognize that GIS acreage is not a substitute for legal boundary surveys.

4.7 Property Owner Inquiry

Contractor personnel familiar with the entire project must be dedicated to responding to property owner inquiries and complaint follow-up. All property owner inquiries and complaints must be fully documented and must receive a response.

At a minimum, the following will be forwarded to each County's designated contact person on a weekly basis:

- name of inquirer or complainant
- time and date of inquiry/complaint
- nature and specifics of the complaint, including the applicable property address
- the response to the inquiry or complaint

There may be instances where certain inquiries, complaints and/or questions will be of such a nature that they will require intensive research and analysis by the vendor. The project administrator will determine whether a response will be made and whether the County or the contractor will handle the matter.

4.8 Subject Inventory Data Collection

4.8.1 Verification and Collection

The Contractor shall conduct property review activities in accordance with the International Association of Assessing Officers (IAAO) Standard on Mass Appraisal of Real Property and all applicable USPAP requirements.

The Counties intend for the reassessment process to be conducted primarily through desktop review methodologies utilizing remotely available data sources. The Contractor shall employ a systematic review process incorporating, at minimum:

- Existing CAMA property records;
- Prior assessment inventory;
- GIS parcel mapping;
- Orthophotography;
- Oblique aerial imagery;
- Street-level imagery where available;
- Building permit information;
- Sales verification data; and
- Other relevant electronic data sources.

The Contractor shall develop and implement procedures for identifying parcels requiring supplemental field review. Field inspections shall be targeted and limited to properties where digital review methods are insufficient to verify material property characteristics or valuation influences.

The Contractor shall explain in detail how desktop review technologies, aerial imagery, GIS integration, and automated review processes will be utilized to improve data quality, increase operational efficiency, reduce costs, and minimize disruption to property owners.

4.8.2 Collection Instrument

The contractor shall propose a standard property record form by property type to be used in this project. Such forms shall be stored electronically.

Property description data in the project will be one type: "front-loaded" data. The "front-loaded" data currently exists for each parcel, in machine-readable form. This data will reside at the parcel level and includes, at least, the following items:

- parcel ID (parcel key)
- owner name
- owner address
- land class
- parcel size

4.8.3 Data Entry and Maintenance

Inventory data records are to be created or updated following review of each parcel. Documents collected for parcels are to be verified for completeness and entered into the system.

All property data must be entered into the computer on-site at the contractor's office or County office as determined and be available for internal quality control and review by the project administrator.

The contractor will be responsible for all data security during the course of the project.

The contractor is responsible for the collection of all parcel changes that are reported to the contractor prior to taxable status date of the implementation year. Examples are changes due to:

- parcel splits
- parcel merges
- demolition
- fire
- new construction

The project administrator is responsible for the reporting of such changes to the contractor as agreed upon in Section 3.1 of this RFP.

All parcels will be edited and file maintained prior to Property Description Report / Data Mailer production. At that time, a complete set of edit reports is to be given to the applicable County.

Property Description Report / Data Mailer discrepancies must be resolved and corrections made to the inventory file prior to valuation testing.

Property owners shall be able to verify that corrections have been made to their data mailers whether it is through a subsequent mailing or electronic means such as a quick response (QR) code.

Throughout the project, the contractor will make available, upon request, all edit reports and subsequent output reports to the project administrator.

4.8.4 Parcel Improvement Sketches

Sketches will be updated in the CAMA system, when necessary, or newly completed, when appropriate, for all improved parcels.

The computerized sketches shall conform to the most updated standards and clearly show all dimensions and story heights for primary and secondary structures. The corresponding defined areas of each floor and/or structure will also be calculated for and show square footage of living/building area. Sketches must be entered in accordance with best practices for each County's CAMA system. When available, master deeds and associated floor plans can be used as the basis for producing sketches.

A plot plan must be submitted for those complex parcels as listed in Appendix B.

4.8.5 Data Collectors

The Contractor shall provide qualified personnel experienced in:

- Desktop review methodologies;
- GIS analysis;
- Mass appraisal;
- Property data verification;
- Remote imagery analysis.

The Counties anticipate substantially reduced field staffing requirements due to the desktop review methodology.

4.8.6 Data Quality Control

The Contractor shall implement comprehensive quality assurance procedures including:

- Automated edit routines;
- Audit reviews;
- Ratio studies;
- Parcel review tracking;
- Change detection verification;
- Sales validation testing.

The Contractor shall provide regular reports identifying:

- Review completion percentages;
- Discrepancies identified;
- Corrective actions undertaken.

4.8.7 Vacant and Agricultural Land

All vacant and agricultural lands are to be given the appropriate land breakdown(s). For parcels in an agricultural district, or for parcels currently receiving an agricultural exemption, land breakdowns are to be noted separately for eligible and ineligible lands as categorized on the exemption application. This may require multiple entries of some land types.

4.8.8 Data Mailers or an Equivalent Internet-Based Approach

The Contractor may utilize data mailers or electronic verification forms where necessary to confirm property characteristics.

The County encourages electronic and web-based verification methods to reduce administrative costs and improve efficiency.

4.8.9 Street Level Photography

The Contractor may utilize available street-level imagery resources in support of desktop review activities.

New street-level photography shall only be required where necessary to verify material property characteristics not otherwise observable through existing imagery resources.

4.9 Sales Verification

The Contractor is required to collect and verify data for parcels located throughout each County that have sold since January 1, 2026, and for all sales occurring during the duration of the project. There must always be a separate subject record and sale record, with the sale record containing a verified snapshot of the data at the time of sale. Part of the sales verification process is the qualification of sales as valid for market analysis in accordance with the IAAO Standard on the Verification and Adjustment of Sales. Note that property owners in Delaware have the right to list a nominal amount on their deed in lieu of the actual sale price.

4.10 Data Edits

Data edits are a programmatic means of data quality assurance. They identify situations where data is outside normal parameters and help detect errors in the data. For example, if a house has five bathrooms and is only 1,200 square feet, that record would likely fail a data edit routine for bathrooms per square foot of living area. The Contractor will submit to the project administrator a list of the proposed edits

prior to file editing. The final edits will be mutually agreed upon by the Contractor and the applicable County. These edits will remain frozen until a change becomes necessary and has been agreed upon by the parties. The Contractor will be responsible for resolving all errors that result from the edit runs. It is the Contractor's responsibility to provide a complete inventory file for valuation that is as error-free as possible. This inventory file must be available to the applicable County prior to valuation.

The Contractor will submit to the applicable County a copy of the output reports from the valuation edit program. The Contractor will also resubmit to the applicable County a copy of the error reports from the final run of the land, cost, and commercial edit programs prior to valuation.

4.11 Valuation

Computer-generated values based on the property data collected and reviewed during the value review process will be produced by the Contractor for all properties, as defined in this RFP, utilizing accepted mass appraisal techniques in accordance with the IAAO Standard on Automated Valuation Models. Accepted statistical methods must be used to develop all automated valuation models. The Contractor must use Delaware-certified appraisers in developing the valuation methodology used for this project.

A prerequisite to building automated valuation models is to determine data groupings that will facilitate future analyses by, at a minimum, property type and geographic area. Another prerequisite is to explore the property and sale data so that it is fully understood and can be appropriately utilized in model development.

The contractor must obtain approval from the project administrator for the valuation methodology employed for each class of property. Further, the assessment division leadership staff shall be informed of the valuation process, with bi-weekly meetings scheduled to brief assessment division leadership on the latest progress and to solicit feedback based on their knowledge of the local market. At least one meeting per month shall include project administrators from both counties, as valuation methods should be the same in both Counties where school districts cross county boundaries.

The Contractor must provide each County project administrator with an overview of the general valuation methods used for this project for use by local officials. In-depth documentation for use by assessment staff will also be provided for each method used for each class of property within each zoning district. In addition, the Contractor shall turn over all valuation scripts, spreadsheets, and any other tools used to develop the mass appraisal models for each class of property. This information shall be clearly labeled for each model, sub-model, intended use, and class of property.

An important part of valuation modeling is model quality assurance (see the IAAO Standard on Automated Valuation Models and the IAAO Standard on Ratio Studies). Model quality assurance, including ratio studies, must be performed as a necessary part of the development of the automated valuation models.

The Contractor must provide a plan describing how condominiums and associated common elements will be valued and assigned to individual condominium properties.

4.11.1 Residential/Farm/Vacant

The sales comparison and cost approaches will be the primary methods of valuation for these properties. Automated valuation models (AVMs) for residential, farm, and vacant parcels will be built after all edits on the subject and sales inventory files are addressed. These models can be started once a sufficient number of sales have been verified. The cost approach is particularly useful in areas without enough local sales to arrive at a defensible estimate of market value, for unique properties, and for complex

properties.

The contractor must be able to build sound AVMs using either the sales comparison or cost approach. The contractor should supply recommendations as to where and for what class or subclass of property it is best to apply each approach. The Counties shall approve of all recommendations before they are used.

The cost approach must use either 1) local cost rates combined with a robust analysis to derive a valuation model or 2) a reputable cost model vendor such as Corelogic or Moore Precision Cost. In either case, the contractor must derive location adjustments and depreciation tables from the local market.

If the sales comparison approach to value is not feasible for determining defensible values for farm parcels, the contractor must propose an alternative method of determining values. Also, the contractor must provide a parcel listing with an estimate of value for each agricultural building upon which an exemption has been granted.

4.11.2 Commercial/Industrial

Automated valuation models for commercial and industrial properties shall incorporate sales comparison, income, and cost valuation techniques, where appropriate.

The contractor shall use the income approach, when appropriate, as the default approach for all non-multi-family commercial property. The contractor shall use the sales comparison approach or the income approach, according to data availability, for multi-family / apartment properties. The contractor shall use the income approach or the cost approach as the default approach for industrial properties.

The income approach should be corroborated through either the sales comparison or cost approach. Each County and the contractor will mutually agree on the amount of income/expense data that is complete and representative of the universe of commercial and industrial properties. The amount of income data that is available for a given class of property may impact the ability to use the income approach for that class of property. Also, the number of sales in a given class of property may impact the ability to use the sales comparison approach for that class of property. The cost approach is most beneficial for properties without significant sales/income information in their class, for unique properties, and for complex properties.

4.11.3 Highly Unique and Highly Complex Parcels

Each County project administrator and the contractor will attempt to isolate the highly unique parcels and highly complex properties at the outset of the project. Appendix B contains counts of known unique and highly complex properties, including waterfront property.

If the property cannot be valued using a computerized mass appraisal system, the contractor will assign an appraiser to apply appropriate appraisal methodology, and provide a brief, 2-3 page summary narrative appraisal for these parcels.

The key elements that are to be shown in the limited summary narrative appraisal are:

- a complete inventory including copies of property record cards
- sketch
- photograph(s)
- description of property
- delineation of the area

- land valuation
- cost valuation
- sales comparison approach, if appropriate
- income approach, if appropriate
- correlation of values
- reference manuals used

The contractor shall submit with its proposal the qualifications / resume of the person(s) who will actually value the highly unique and highly complex parcels.

4.11.4 Valuation Reports

Final values and associated property information shall be made available to each County in their respective CAMA system for the entire finalized roll. Individual valuation reports shall be made available to each County by the contractor at the request of each County and also as needed in assessment appeals. These valuation reports shall include all relevant information to the valuation of that property given its class including comparable sales, income and expense information, sketches, photos, and property information.

4.12 Value Review

After the automated valuation models have been built, they will be applied to the parcels to create an estimate of market value. These values will be reviewed by the contractor at a high level to look for inconsistencies and unreasonable estimates of value. Any updates must be made using the CAMA system. The contractor must employ Delaware certified appraisers working for the contractor in the value review process.

Assessment staff will be involved in the value review process given their local knowledge. Any requests for changes to the contractor's values must be made in writing to the contractor. The value determined by the assessment staff and the appropriate override code designating the reason for the change must be supplied.

The Contractor shall conduct valuation review procedures including:

- Ratio studies;
- Statistical testing;
- Neighborhood analysis;
- Market trend analysis;
- Equity reviews.

The Contractor shall identify and correct inequities or valuation inconsistencies.

4.13 Notice of Proposed Assessment Processing

The Contractor is responsible for producing notices of proposed assessment to be sent to all property owners. A notice of proposed assessment informs the property owner of the preliminary value for the property resulting from the reassessment as of the valuation date. That value may change up until the taxable status date if the property changes or as a result of the informal review process. The value shown on the notice of proposed assessment is the basis for property owners to file informal review requests.

Each County must approve the design and contents of the notices of proposed assessment before they are sent to property owners. The Contractor will assist each County in composing a cover letter to accompany the notice of proposed assessment. This letter will provide further background about the

project, the informal review process, the forthcoming tentative roll and formal grievance process, and the use of the new assessments in levying upcoming taxes.

4.14 *Informal Appeal Process*

All property owners have the right to an informal appeal of their proposed assessed value within a period established by each County. All property owners who make an appointment within the allotted period will receive a meeting to discuss the proposed assessed value. The Contractor must inform property owners during the meeting that a second notice of proposed assessment will be mailed if the proposed assessed value changes as a result of the informal review process. The informal appeal process is the responsibility of the Contractor. The Contractor will provide staff to receive property owners' telephone calls, answer questions, and schedule meetings by telephone. The Contractor must use experienced appraisal staff for these meetings and for fieldwork related to property owner inquiries. This includes responsibility for reinspection and data correction processing in the assessment files in the CAMA system.

Scheduling of evening and weekend meetings, in addition to the daytime schedule, will be required. Meetings will be pre-scheduled, with a telephone option available, and held at sites to be determined later. The Contractor will receive no extra compensation for evening or weekend meetings.

A computerized process of receiving, handling and tracking informal appeals is preferred over a manual paper-based approach.

The Contractor must inform the property owner, at the time an appointment is made and at the start of each informal review meeting, that the purpose of the informal review meeting is to explain how the proposed assessed value was determined; that no decision regarding a property's value will be made during the informal review meeting; and that a second notice of proposed assessment will be mailed if a change to the proposed assessed value is made.

The informal review process must be completed by January 15 of the year in which the tax bills will be mailed.

The Contractor must provide the applicable County with an analysis of, and a GIS map showing, at a minimum, the following:

- number of informal appeal meetings
- number of informal appeals resolved in session
- number requiring "in-field" follow-up
- number requiring inventory value changes
- amount of assessed valuation changed, by property type

4.15 *Notice of Proposed Assessment from Informal Review Process*

As a result of any informal review meeting that leads to a change in the proposed assessed value, the Contractor will send a revised notice of proposed assessment after the new proposed assessment values and other property data have been provided by the applicable County. The Contractor will be responsible for envelope stuffing, postage, and mailing of the notices of proposed assessment.

4.16 *Finalization of the Assessment Roll and Formal Defense of Values*

After the contractor has completed all updates from the informal review process and all new notices of proposed assessment have been mailed, each County will set the tax roll for all properties. Property owners then have the right to formally appeal their values to the Board of Assessment Review.

During the formal grievance period resulting from publication of the assessment roll, the Contractor will be asked to defend assessed values before the Board of Assessment Review or act as a witness for each County before the Board of Assessment Review. The Contractor will be responsible for performing all related fieldwork, valuation justification and documentation, and processing inventory changes resulting from grievance proceedings.

The Contractor will be asked to represent each County in appeals of decisions of the Board of Assessment Review to the Delaware Superior Court resulting from final assessed values established by the Contractor and placed on parcels on the final assessment roll, provided that the grievance was filed on or before grievance day. The Contractor will be required to assign skilled personnel who are familiar with the project and experienced in court testimony. Because the volume of these actions is impossible to predict, this function is not considered part of the Contractor's fixed-price proposal.

All proposals should specify the amount to be charged to the Counties on a per diem basis for defending values during both Board of Assessment Review and Superior Court proceedings, inclusive of field analysis.

4.17 Project Status Control

The successful completion of this project depends upon proper coordination, planning and management throughout its duration. Therefore, the contractor must:

Provide project status summaries to each County's project administrator no less than every two weeks. These reports must present accurate, up-to-date project status, including contractor progress, possible problem areas, remedial measures being undertaken, an overview of contractor staff participation, and training provided to applicable County staff. Each major project area should be summarized as one of the following: on schedule and proceeding well (green), on schedule but at risk of falling behind (yellow), or behind schedule (red).

Attend bi-weekly meetings with each County project administrator to review project developments, resolve problems, interpret contractual requirements, review billings, and maintain project continuity. The project director and appropriate staff will attend these meetings. When appropriate, these meetings must include updates on data collection and valuation model development.

Attend meetings held on an as-needed basis with each County project administrator. These meetings will be similar in content and format to the regular meetings. The project director and appropriate staff will attend these meetings.

Provide miscellaneous written reports regarding specific project developments, as they arise, to the applicable County project administrator.

4.18 Mass Mailing and Postage

The contractor is responsible for providing paper, envelopes, and postage (first class) relative to mailing each of the following:

- pre-inspection letters
- data mailers, including cover letters
- revised data mailer after changes are made (if electronic means is not used by company)
- request for commercial income and expense statements
- request for sales verification information
- notice of proposed assessment

The contractor will be responsible for folding, stuffing and addressing all mailings.

4.19 Data Entry

The contractor is responsible for providing data collection and valuation related data entry services as necessary into the CAMA system for data collected or received on paper forms.

In certain circumstances, the contractor may opt to utilize a mobile data update solution that automatically uploads any data changes directly into the CAMA system. This procedure satisfies the requirements of this section.

4.20 Valuation Documentation

A preliminary USPAP compliant Mass Appraisal (Reassessment) Report shall be provided to the applicable County prior to mailing notices of proposed assessment. A final USPAP compliant Mass Appraisal (Reassessment) Report shall be expected within two (2) weeks after publication of the final assessment roll.

4.21 Ratio Studies

Ratio studies are an important part of the valuation process and must be performed after every key step in the process, including after initial valuation models have been completed, after value review, after informal appeals, and after formal appeals. Ratio studies should be performed for each class and relevant sub-class of property to evaluate the quality of the values produced during the reassessment. Performing ratio studies at each of these steps in the valuation process allows the contractor and the Counties to see how each step is affecting the quality of the values. All ratio studies must be conducted in accordance with the IAAO Standard on Ratio Studies. Ratio study reports shall be provided by the contractor to the applicable County project administrator and assessment division leadership staff for review.

The project monitor may perform independent ratio studies on behalf of the Counties, and the contractor shall comply with requests from the project monitor under those circumstances.

The Contractor shall conduct ratio studies consistent with IAAO standards to measure:

- Assessment equity;
- Uniformity;
- Market accuracy;
- Neighborhood consistency.

Ratio studies shall be provided to each applicable County throughout the project.

4.22 AERIAL IMAGERY AND CHANGE DETECTION

The Contractor shall provide or coordinate high-resolution orthophotography and, where available, oblique imagery throughout the reassessment cycle.

The Contractor shall utilize imagery and automated change-detection technologies to identify:

- New construction;
- Additions;
- Demolitions;
- Land use changes;
- Unpermitted improvements.

Imagery systems shall integrate with the Counties' GIS and CAMA platforms.

4.23 COMPLIANCE WITH LEGISLATIVE AND REGULATORY CHANGES

The Contractor shall remain compliant with all applicable:

- State laws;
- Local regulations;
- Court rulings;
- USPAP standards;
- IAAO standards.

The Contractor shall adapt project workflows and methodologies as necessary to address legislative or regulatory changes occurring during the contract term.

SECTION 5 - DATA SECURITY

The Contractor is responsible for establishing and maintaining appropriate methods to store and transport all project data in a manner that minimizes the risk of data loss.

Each Contractor must submit a data security plan as part of its proposal.

The Contractor will be responsible for using each County's CAMA system to perform the reassessment and shall follow all applicable security protocols when accessing each County's network.

All data collected by the Contractor is the property of the applicable County and may not be disclosed to any third party.

The Contractor will be required to agree to a confidentiality provision in the contract that precludes it from keeping, copying, using, or removing any documents, papers, computer outputs, or other materials that the Contractor obtains or creates during this project, except as specifically authorized by the applicable County in writing. The Contractor shall not, at any time, reveal to any person outside the scope of this project any information obtained during the project. Upon termination of the project, the Contractor shall return to the applicable County all identification badges, keys, or other access devices issued by the County, along with all originals and copies of data, information, valuations, analyses, documents, outputs, and other materials, regardless of storage method, obtained or created during the project.

SECTION 6 - CONTRACTOR PROJECT STAFFING

The Contractor must provide competent professional and technical personnel with the level of experience and training specified herein who are capable of accomplishing the required work. In its proposal, the Contractor shall describe the organizational structure that will be used to manage this project and shall include a complete organization chart. All management and technical personnel that the Contractor will use for the project must be approved by the project administrator prior to assignment and must be identified in accordance with the following:

6.1 Project Management and Technical Staff

Contractor staffing for this project should include, at a minimum, the following:

- Management Staff
 - Project Director
 - Data Collection/Review Supervisor (must obtain Delaware appraisal certification)
 - Data Management Supervisor

- Office Manager
- Public Information Officer
- Technical Staff
 - Desktop Reviewers/Data Collectors
 - Data Review/Collection Crew Chiefs (must obtain Delaware appraisal certification)
 - Automated Valuation Model developers
 - Personnel who will be responsible for assessment, inventory and valuation processing and data entry
 - Appraisers with residential/farm/vacant valuation responsibilities, including value review (must obtain Delaware appraisal certification)
 - Appraisers with commercial valuation responsibilities, including value review (must obtain Delaware appraisal certification)
 - Appraisers able to value highly unique and highly complex properties (must obtain Delaware appraisal certification)
 - Personnel with training responsibilities
 - Property Owner Inquiry Specialists

Resumes of all management staff shall be provided as part of the company's response to this RFP. Note that certain technical staff must obtain a Delaware state appraisal license for the duration of the project.

The proposal must identify the individuals who will direct, supervise, and furnish technical assistance; their qualifications; the staff days each will spend on the project; the time each will spend on other concurrent projects; and the most recent projects in which each has been involved, including the size and scope of each project and the capacity in which each individual was employed.

6.2 Staffing Changes

If the Contractor needs to make a staffing change, the Contractor must obtain written approval from the applicable County project administrator. The Contractor must make every effort to maintain the specified staff, or staff with equivalent training and experience, to replace the employee being removed. The Contractor shall not be held responsible for personnel changes beyond its control.

SECTION 7 - DELIVERABLE PRODUCTS

The Contractor will be responsible for delivering the following products to each County in accordance with the project timetable:

- Project status reports produced throughout the project;
- Training lesson plans, timetables, training dates, attendance rosters, and Assessment Division Leadership sign-off on training components;
- Sample sales verification letter/mailer for Assessment Division Leadership sign off;
- Sample income & expense questionnaires for Assessment Division Leadership sign off; originals of all returned forms;
- Sample inventory property description report / data mailer or Website Design for all property types for Assessment Division Leadership sign off; originals of all emails or returned forms;
- A data collection form or data collection device design with sketch and photograph/images for

each type of parcel for use in any field data collection;

- An electronic copy of all valid sales used in valuation and all documents required in Section 4.9;
- A report and GIS map displays of failures and discrepancies in the accuracy of data items collected, as revealed by recollection of data items by field supervisors/crew chiefs, together with a report of the remedial action taken;
- A report of all tax map discrepancies found;
- Periodic updates on the status of the data quality assurance crew chief review process;
- A GIS generated neighborhood map for all residential and non-residential neighborhoods / valuation groupings along with a narrative that defines each neighborhood or grouping;
- Valuation processing outputs including all selected options used for regression and comparable sales routines (computer file and paper or electronic copies); also including, but not limited to, a copy of variables and options used for the cost, sales comparison, and income approaches for both vacant and improved property;
- All manual and computerized reports that support values and valuation formulae including but not limited to: ratio studies, CAMA models, unit price analyses (i.e., \$/sq. ft., \$/acre, etc.);
- A computer-produced comparable sales report for each residential and farm property that can be automatically produced from the CAMA data file upon request;
- A computer-produced market and income report for each commercial parcel valued that can be automatically produced from the CAMA data file upon request;
- A copy (computerized and paper) of the valuation factor file or equivalent used to produce commercial market and income values (to include but not limited to: gross income per unit, vacancy rates, expense ratios and capitalization rates); all income and expense data used to produce the valuation factor file including (but not limited to): questionnaires returned by commercial property owners, market, lease and/or sales data used from within or outside of the County and copies of any published market data used;
- Land valuation models and sales analysis documentation used in the land valuation effort;
- A written overview report of valuation methods used, including in-depth documentation for each method used for each class of property;
- All valuation scripts, spreadsheets, and any other tools used to develop the mass appraisal models for each class of property. This information shall be clearly labeled for each model, sub-model, intended use, and class of property;
- A summary report for each highly unique or highly complex property;
- A cross reference of values, i.e., a listing of estimates of values for each parcel as of tentative roll;

- Valuation notes justifying all adjustments from the automated valuation model estimates, including reason for valuation change codes;
- A report of the reasons for significant changes made to automated valuation model estimates of value resulting from value review, and all changes resulting from informal review meetings with property owners or any other action by, or on behalf of, the County;
- A preliminary municipal master file containing all preliminary assessments and all inventory used as the basis for the preliminary assessments for the purpose of notice of proposed assessment.
- As of tentative roll, a sales ratio study showing the ratio of sales to assessed values of recently sold parcels in the assessing unit (see glossary for definition of ratio study), plus any other analyses used to validate the tentative assessments, and any other sales ratio studies performed throughout the valuation process;
- A report on the disposition of all property owner complaints and informal appeals;
- The following programs will be run in the prescribed sequence in order to assure that the subject and sales inventory data and associated output reports turned over to each County are as clean as possible:
 - Data Editing - A program which performs standard and/or user defined cross edits (see Section 4.10) on the residential and commercial inventory files. The output report must show that all possible edit errors have been resolved, or else maintain the master files to resolve errors and re-run until all edit errors have been resolved; and
 - Sale/Subject Mismatch - A program which compares the subject inventory to sale inventory and displays mismatches. The output report must show that all erroneous mismatches have been resolved, or else maintain master files to resolve errors and re-run until all possible edit errors have been resolved. Copies of these files must be available to the County prior to final valuation production;
- The following data must be included in each County CAMA system and producible in a report: one copy of the applicable County master file, complete and up-to-date, used to produce the tentative assessment roll as described, including inventory for all parcels used as the basis for the tentative assessments, as well as all sales used in the analysis for this project and the associated inventory at time of sale.
- Training for County assessment staff and Board of Assessment Review as specified in this RFP has been completed as evidenced by attendance logs and sign-in sheets.
- Any item cited in the above RFP narrative and not included in this list of deliverable products.

The Contractor's work shall be considered complete and accepted when all items listed in Section 7 have been delivered as part of a USPAP-compliant Mass Appraisal Report to the applicable County project administrator and have been certified as complete and accurate by the project administrator. Within 30 days of receipt, the project administrator must notify the Contractor in writing that the contract is complete or provide a list of missing deliverables.

The Contractor will retain copies throughout the project of any work products that have been approved

by the applicable County project administrator. During this time, these products will be available at no expense to the Counties.

SECTION 8 - PAYMENT SCHEDULE AND PENALTY

With the exception of per diem charges for work related to Superior Court proceedings, this is a fixed-price contract. Proposals submitted on any basis other than a fixed-price basis will not be accepted. Each proposal shall include a payment schedule that identifies deliverable products at clearly defined stages of the project. Payment shall be made to the company, according to the agreed-upon schedule, for the pro rata share of the itemized cost of each task and phase of the project based on the percentage of completion of that task or phase. The schedule shall adhere to the following criteria.

The Contractor will submit an itemized invoice to the applicable County project administrator. This invoice is to be discussed at the next regularly scheduled status meeting. The applicable County project administrator shall review submitted vouchers within two weeks of receipt. The applicable County project administrator must notify the company in writing within an additional week of any item, or portion of an item, that is incomplete, not in conformance with the contract, unsatisfactory to the applicable County, or erroneous. If the applicable County project administrator certifies that the project is progressing satisfactorily in accordance with the project timetable (Section 4.2 of this RFP), payment for the uncontested items will be made to the Contractor within thirty (30) days following the delivery of the itemized receipt.

If the applicable County project administrator determines that, due to the fault of the Contractor, the project is not progressing satisfactorily on schedule, an additional forty percent (40%) of the invoice will be retained. The applicable County project administrator will provide the Contractor with written justification for the additional retainage and define an acceptable resolution to the situation. If the problem has been rectified to the satisfaction of the applicable County project administrator within thirty (30) days, the forty percent (40%) will be paid at that time. If the problem is not rectified within thirty (30) days, the applicable County project administrator will immediately determine, in his or her sole discretion, whether the forty percent (40%), or a portion thereof, will be retained as liquidated damages or whether the applicable County will exercise the option of having the work satisfactorily completed at its own expense and deducting the cost from the retainage. If the cost for the applicable County to have the work satisfactorily completed exceeds the retained forty percent (40%), the Contractor agrees to pay the applicable County within thirty (30) days of the issuance of an invoice for that cost.

SECTION 9 - CONTRACTUAL REQUIREMENTS

The following constitute the legal and insurance obligations with which the contractor must comply and which represent the minimum requirements to be incorporated in each County's reassessment contract.

9.1 *Employment Requirements*

All employees hired by the contractor shall be considered employees of the contractor. In no case shall they be considered employees of the County.

The contractor shall comply with all applicable provisions of federal and state laws, rules, and regulations regarding employment and shall specifically comply with the provisions related to discrimination as follows:

In hiring of employees, for the performance of work under the reassessment contract, or any subcontract hereunder, no contractor or subcontractor shall by reason of race, age, sex, color, creed, or national

origin, discriminate against any citizen of the State of Delaware who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, or any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under the reassessment contract by reason of race, age, sex, color, creed, or national origin.

In the event the contractor breaches any of the terms set forth herein regarding discrimination, or violates Delaware labor law, as amended, during the pendency of this agreement, the County may deduct from the fixed price otherwise payable to the contractor the legally designated penalty for each person for each calendar day during which such person was discriminated against or intimidated in violation of this agreement.

The reassessment contract may be canceled or terminated by the applicable County and all monies due or to become due may be forfeited for a second or any subsequent violation of terms or conditions of this section of the reassessment contract.

All project personnel must be approved by the project administrator prior to being employed for the project and will be required to carry an identification card while on project business. This I.D. card will contain the employee's photograph, name, and title. This card will be issued by the Counties. This card will be surrendered to the applicable County project administrator upon termination of the employee or upon completion of the project.

9.2 *Changes in Contract*

There shall be no changes, alterations, or additions to the reassessment contract without the prior written consent of the applicable County contract administrator. This specifically includes the fixed-price payment and per diem charges outlined in the contract.

In the proposal, the company will state that the fixed price paid by the Counties to the company shall include any and all expenses set forth by example herein, including, but not limited to, temporary living and relocation allowances, nominal office supplies, direct and indirect costs, administrative and marketing overhead, and travel within the Counties. The fixed price shall also include expenses of the company, its agents, subcontractors, and employees for travel outside the Counties.

9.3 *Statement of Non-collusion*

A statement of non-collusion, duly executed by the company, shall be affixed to the offer to perform services pursuant to this contract, and shall affirm that:

The proposed fixed price has been arrived at independently, without collusion, consultation or communication as to any other company or with any competitor.

The said fixed price was not disclosed by the company and was not knowingly discussed prior to the submission, directly or indirectly, to any other company or to any competitor.

No attempt was made by the company to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Appendix C contains a sample of an affidavit for this purpose.

9.4 Insurance Requirements

Prior to the start of the Work/Work Product, the Contractor shall secure and maintain, at its own expense, the insurance required hereunder, subject to approval by the Counties. The Contractor shall not allow any subcontractor to begin Work/Work Product under any subcontract until all insurance required of the subcontractor has been obtained and approved by the Contractor. Approval of insurance required of the Contractor by the Counties will be granted only after submission to the applicable County contract administrator of signed certificates of insurance and required endorsements or, at the Counties' request, certified copies of the required insurance policies. During the Project, or any period specified hereafter, the Contractor shall provide certificates of insurance for every renewal of any required insurance that expires during the term of the Project.

The Contractor shall require all subcontractors to maintain, during the term of the Project, Commercial General Liability insurance, Business Auto Liability insurance, and Workers' Compensation and Employers' Liability insurance in the same manner as specified for the Contractor. The Contractor shall furnish certificates of insurance for its subcontractors to the County immediately upon request.

All required insurance coverages must be obtained from insurers authorized to do business in the State of Delaware and acceptable to the Counties. The insurers must have a Best's Financial Strength Rating of "A-" or better and a Financial Size Category of "Class VII" or better, unless the Counties grant specific approval for an exception.

Any deductibles or retentions of \$5,000 or more under required insurance shall be disclosed by Contractor. Deductibles or retentions are the sole responsibility of Contractor and are not chargeable as expenses.

If the Counties are damaged by the failure or neglect of the Contractor to purchase or maintain this required insurance, then the Contractor shall bear all reasonable costs properly attributable thereto.

If any of the required insurance policies are written on a claims-made basis, the Contractor shall continue to maintain such insurance for a period of three (3) years after the earlier of the date the Work/Work Product is certified complete or terminated. The limits of liability and required extensions shall remain the same. The Contractor must comply with one of the following additional conditions:

- Agree to provide certificates of insurance to the Counties evidencing the claims-made insurance for the period above. Such certificates shall evidence a retroactive date no later than the beginning of the Work/Work Product; or
- Purchase an extended reporting period endorsement for each such claims-made policy in force as of the earlier of the date of the Work/Work Product is certified complete or terminated, and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance and a copy of the endorsement itself. Such certificate or copy of the endorsement shall evidence a retroactive date no later than the beginning of the Work/Work Product.

The Contractor shall purchase the following insurance coverages, including the terms, provisions and limits shown:

- Workers' Compensation Insurance covering the statutory obligations of the Contractor in accordance with Delaware workers' compensation law or Federal Law when applicable, including Other States Insurance. Employers' Liability Insurance with minimum limits of \$500,000 each accident for bodily injury by accident; \$500,000 each employee for bodily injury by disease; and \$500,000 policy limit for bodily injury by disease is required. Contractor shall require its insurer

to waive its rights to recover from others.

- Commercial General Liability Insurance, per CG 00 01 or its equivalent, on an occurrence basis with combined single limits of not less than \$1,000,000 per occurrence, \$1,000,000 personal and advertising injury, \$2,000,000 general aggregate, and \$1,000,000 products-completed operations aggregate. This insurance shall:
 - Include coverage for bodily injury and property damage claims assumed by the Contractor in a contract.
 - Shall name the County, and its elected and appointed officials, employees and agents as additional insureds for any claims caused in whole or in part by the acts or omissions of the Contractor or those acting on Contractor's behalf, on a primary and non-contributory basis.

The additional insured endorsement(s) required above shall accompany any certificate of insurance provided to the County.

- Business Auto Liability Insurance with a combined single liability limit of \$1,000,000 any one accident. Coverage for owned, non-owned and hired autos shall be included.
- Umbrella or Excess Liability Insurance that provides combined single limits of not less than \$2,000,000 each occurrence and aggregates. This insurance shall follow form with and schedule Commercial General Liability Insurance, Business Auto Liability Insurance, and Employers' Liability insurance as underlying insurance. All insureds on underlying insurance shall be insureds on this insurance to the same extent as provided by underlying insurance other than the higher limits provided by this insurance.
- Professional Liability insurance that insures against claims alleging acts, errors, and omissions arising out of or in connection with the Work/Work Product provided to the Counties, with minimum limits of \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
- Cyber and Privacy Liability Insurance with minimum limits of \$2,000,000 each claim and aggregates that insures claims alleging loss, theft or failure to protect personally identifiable, protected health and/or confidential business information, or violation of any law, statute or regulation governing such loss, theft or failure to protect. This insurance shall also insure claims alleging a security breach that compromises the Counties computer systems resulting in the inability of an authorized user to gain access to the computer system and/or alteration, deletion, damage, removal or theft of data residing on the computer system and/or the transmission of malware from the computer system to third parties

9.5 Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Counties and their elected and appointed officials, employees, and agents from and against any and all claims, suits, judgments, expenses, actions, damages, and costs arising out of, resulting from, and/or related to the Contractor's Work/Work Products.

9.6 Conflict of Interest

No director, officer, employee, agent, contractor, or subcontractor of the contractor shall be deemed to be an agent, servant, and/or employee of the Counties. The contractor shall not employ, directly or indirectly in any capacity, any elected or appointed official of any Delaware municipality or Delaware school district, or any member of such official's immediate family, as a director, officer, employee, agent,

contractor, or subcontractor.

The contractor agrees that it will require all of its directors, officers, employees, agents, contractors, and subcontractors to be bound by and adhere to the Code of Ethics established in Title 29, Chapter 58 of the Delaware Code (see Appendix A of this RFP). The contractor further agrees that it will require all of its employees to comply with all applicable laws relating to this agreement, and that it will provide relevant testimony regarding any phase of this agreement or its performance. Refusal to provide such evidence and/or testimony shall constitute cause for immediate termination of this agreement by the Counties.

9.7 Assignment of Contract

The contractor shall not assign, convey, transfer, or delegate any of its responsibilities or obligations under this agreement to any person, corporation, partnership, association, or other entity without the prior written approval of the applicable County's contract administrator.

9.8 Compensation

The contractor will follow the procedure outlined in Section 8 of this RFP for payment.

9.9 Ownership of Work Products

All final written or tangible work products shall belong to the applicable County, including any electronic work products. In the event of premature discontinuation of work, the contractor shall provide all existing work and data files to the applicable County. Delivery of all files after project completion shall be as outlined in Section 7 of this RFP.

9.10 General Legal Responsibility

The contractor must comply with all federal, state, and municipal laws, ordinances, rules and/or regulations, including labor laws, and those against discrimination, existing or adopted in the future, during the term of the project, applicable at any time to the contractor pursuant to its obligations in regard to this project. The contractor and any of its subcontractors, agents, servants, and/or employees shall obtain, at their sole cost and expense, all required permits, approvals, licenses and/or certificates, necessary for the performance of its obligations pursuant to the agreement.

9.11 Instrument of Contract

The contract must specifically set forth in its body, or in an appendix thereto, the duties and responsibilities of each of the parties. A combination of the request for proposal and the proposal could be sufficient for this purpose; however, this practice could give rise to disputes as to exactly what was agreed upon by the parties. The precise terms and conditions must be explicitly set forth. In most cases, this can best be accomplished by preparing a contract that prioritizes and merges all applicable documents so as to reflect exactly the agreement and understanding of the parties, together with any other terms reached during negotiations. The RFP will become the senior document, and the company proposal will become the junior document. This instrument of contract will be agreed upon and signed prior to project commencement. There will be similar, but separate, contracts for each County.

9.12 Disputes - Venue and Jurisdiction

The contract entered into pursuant to this RFP will provide that all disputes shall be governed by and interpreted under the laws of the State of Delaware, and that any litigation arising therefrom shall be brought exclusively in the courts of Delaware. The parties shall expressly waive their rights to a jury trial for any and all disputes that may arise concerning this contract. In any such proceeding or litigation, the prevailing party shall also be entitled to recover its costs, disbursements, and reasonable attorney's fees

incurred therewith.

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SECTION 10 - PROJECT COST ITEMIZATION

The following schedule must be used to itemize project cost. Additional entries may be made where appropriate. Also, the intended use of a subcontractor for any or all work to be performed within the scope of this project must be stated separately.

CATEGORY	Kent County Total Amount	Sussex County Total Amount
Project Management (including RFP Sections 4.3, 4.4, 4.17, 5, 6, and 7)		
Public Relations (RFP Section 4.3)		
Data Collection (including RFP Sections 4.8, 4.9, 4.10, and 4.19)		
Valuation Analysis and Production (RFP Section 4.11)		
Value Review (RFP Section 4.12)		
Notices of Proposed Assessment and Informal Review Meetings (RFP Sections 4.13, 4.14, and 4.15)		
TOTAL		

Per-diem Charges	Per Diem Charge	Total Cost Estimate
Formal Appeals Preparation and Hearings		
Additional Classroom Training/Workshops		
Superior Court Preparation		
Superior Court Testimony		

SECTION 11 – RFP PROCESS GENERAL INFORMATION

11.1 Proposal Modifications

Any changes, amendments, or modifications to a proposal must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the time and date specified as the deadline for submission of proposals.

11.2 Proposal Acceptance

Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Counties Finance Directors.

The Counties reserve the right to:

- Reject any and all proposals received in response to this RFP, or to make no award, or to issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.

11.3 Evaluation and Selection Process

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank in writing all proposals. In accordance with 29 Del. C. § 6982(b), the evaluation committee shall determine that all applicants meet the minimum qualifications to perform the services. Interviews may be held after the review of the proposals. Interviews and presentations may result in a change of rank. At any point in the negotiation process, the evaluation committee and the requesting department may, at its discretion, terminate negotiations with any and all firms.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria (maximum of 100 points).

- **EXPERIENCE** – List of clients and projects, available data security, list of strengths. **20 points**
- **QUALITY OF WORK** – Firm’s Quality Control Program, Quality Assurance Program, and commitment to quality. **20 points**
- **CAPACITY TO PERFORM** – Timeframe of reassessment project, qualifications of staff, organizational structure and team assignment. **20 points**
- **METHODOLOGY FOR EXECUTION** – reassessment, use of modern technologies, training and public relations strategies – **20 points**
- **PRICE** – **20 points**

APPENDIX A – Code of Ethics

The County follows the State of Delaware Code of Ethics.

APPENDIX B – Highly Unique or Highly Complex Parcel List

Kent County

- Utilities – approximately 200 parcels that utility companies self-report
- Industrial – approximately 500 parcels

Sussex County

- Waterfront lots – rough estimate by our GIS/Mapping Department determined approximately 12,600 parcels would qualify as waterfront
- Utilities – approximately 300 parcels that utility companies self-report
- Industrial – approximately 900 parcels

APPENDIX C – Affidavit

_____, being duly sworn, deposes and says:
(NAME)

1. He/She was, and continues to be,

_____, _____.
(TITLE) (FIRM NAME)

2. He/She is an authorized agent of _____ (“Company”) and has legal authority to submit and bind _____ (FIRM NAME) to the terms in the attached response to RFP for Real Property Reassessment Project to Kent County and Sussex County, Delaware.

3. He/She is familiar with the attached response to RFP for Real Property Reassessment Project to Kent County and Sussex County, Delaware.

4. The proposal has been arrived at independently, without collusion, consultation or communication as to any other company or with any competitor.

5. The said proposal was not disclosed by the Company and was not knowingly discussed prior to the submission, directly or indirectly, to any other company or to any competitor.

6. No attempt was made by the Company to induce any other person, partnership, or corporation to submit, or not to submit, a proposal for the purpose of restricting competition.

(SIGNATURE)

Sworn to before me this _____ of _____, _____
(DAY) (MONTH) (YEAR)

(NOTARY PUBLIC)

APPENDIX D – Sample Proposal

SAMPLE

Contractor

**Proposal
in response to the
Request for Proposal**

Real Property Reassessment Project

**Kent County
and
Sussex County,**

Delaware

Date

Each proposal must be organized as follows and include, but not be limited to, all the following items:

- 1) A brief introduction stressing the company's strengths as well as its commitment to quality.
- 2) A complete client list of all real property related projects with which the company has been associated over the past five years. A contact person and telephone number for each project must be listed.
- 3) A detailed outline, and schedule, by project phase, of the company's intended public relations endeavors.
- 4) Project schedule with start date and end date by RFP including, at a minimum, the milestones listed in 4.2 of this RFP.
- 5) A specific training schedule that the company intends to follow during the project.
- 6) A description of a detailed quality control program. The program must include a comprehensive weekly reporting procedure to the Counties that details the status of each active phase of the project. Reporting during the data collection phase should include, by area of the counties, progress summaries of data collected to date and estimates of time until data collection is complete.
- 7) For street-level photography, a description of the equipment to be used for the capturing of street level photography, and a discussion of the method of identification used to ensure the link of images to corresponding parcels. The company must provide a detailed list of all equipment and associated cost, i.e., hardware, software, imaging devices, which will be utilized at the municipal level for viewing, printing images, and updating. A description of how the imagery will be used for the collection and/or verification of inventory must be provided. The contractor shall provide an outline of the training program for County staff in the implementation and operation of the image system as well as a description of the procedures and the associated cost with updating the image file.
- 8) A detailed plan for data security.
- 9) A detailed plan for data quality assurance including data edits, sampling of collected property data for quality, and how properties or groups of properties with poor data quality will be remedied for all types of data collected including sales validation decisions.
- 10) A detailed description of how model quality assurance will be performed, including how and when ratio studies will be incorporated into the valuation process and how specifically they will be conducted.
- 11) A detailed discussion of why the company is able to fulfill the requirements relating to automated valuation models and the expertise they possess on the development of such models.
- 12) Resumes of the person(s) who will actually value the highly unique and highly complex parcels and of the person(s) managing the project.
- 13) The organization structure that the company will use to manage this project and will include a complete organization chart. The name of the individuals who will direct, supervise and furnish

technical assistance; their qualifications, the staff days each will spend on the project, the time each will be spending on other concurrent projects and a list of the most recent projects in which each has been involved, identifying the capacity in which they were employed, must be in the proposal.

- 14) A statement that the proposed fixed price to be paid by the Counties to the company shall include any and all expenses set forth by example herein, but not limited thereto including all temporary living and relocation expense allowances, nominal office supplies, direct and indirect costs, administrative and marketing overhead, and travel within Counties. The fixed price must include expenses of the contractor, its agents and/or employees for travel outside the Counties.
- 15) Specify the amount to be charged to the Counties on a per diem basis, for defending values during the Board of Assessment and superior court hearings, inclusive of field analysis, as in Section 10.
- 16) A statement of non-collusion, duly executed by the company, must be affixed to the offer to perform services pursuant to this contract, and must affirm that:
 - a) The proposed fixed price has been arrived at independently, without collusion, consultation or communication as to any other company or with any competitor.
 - b) The said fixed price was not disclosed by the company and was not knowingly discussed prior to the submission, directly or indirectly, to any other company or to any competitor.
 - c) No attempt was made by the company to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
- 17) A statement of the company's full compliance with the specifications found in this RFP and a Company Proposal Response Grid (see below in Appendix E). All companies must enter a response in Column B for every section of the RFP listed on the grid. If a conflict arises between the internal wording of the company proposal and the section indicated on the response grid, the response on the grid shall be considered the intent of the company.

If the company is offering goods and / or services above and beyond the minimum standard specified in the RFP, enter the appropriate response in Column C and corresponding cost (if any) to the County for adopting this option. Column C must also reference a detailed explanation of the variation. Remember, the RFP specifications are considered the minimum standards and the only acceptable deviations from the specifications must call for responses in excess of those specified and must be explained in detail in the proposal.

APPENDIX E – Company Proposal Response Grid

A	B	C
RFP Section	Company agrees with content of the RFP and will comply with the minimum specifications. YES / NO	Company is offering services above minimum. YES / NO (List Cost In Dollars)
1 Introduction		
2 Profile of Counties		
3 General Responsibilities of Counties		
4 Project Requirements/Contractor Responsibilities 4.1 Project Management		
4.2 Project Timetable		
4.3 Public Information		
4.4 Staff Training		
4.5 Data Processing		
4.6 Tax Map Data		
4.7 Property Owner Inquiry		
4.8 Subject Inventory Data Collection		
4.8.6 Data Quality Control		
4.8.9 Street Level Photography		
4.9 Sales Verification		
4.10 Data Edits		
4.11 Valuation		
4.12 Value Review		
4.13 Notice of Proposed Assessment Processing		
4.14 Informal Review Process		
4.15 Notice of Proposed Assessment from Informal Review Process		
4.16 Finalization of Assessment Roll and Formal Defense of Values		
4.17 Project Status Control		

A	B	C
RFP Section	Company agrees with content of the RFP and will comply with the minimum specifications. YES / NO	Company is offering services above minimum. YES / NO (List Cost In Dollars)
4.18 Mass Mailings and Postage		
4.19 Data Entry		
4.20 Valuation Documentation		
4.21 Ratio Studies		
5 Data Security		
6 Contractor Project Staffing		
7 Deliverable Products		
8 Payment Schedule and Penalty		
9 Contractual Requirements		

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #1

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed, and the necessary deliverables have been provided to the County relative to:

- PROJECT COMMENCEMENT AND TIMETABLE DELIVERY
- PUBLIC INFORMATION COMMENCEMENT AND PROGRAM DELIVERY
- DATA COLLECTION TRAINING
- DATA COLLECTION PREPARATION AND TRAINING
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ALL PHASES OF PROJECT TO THIS DATE
(Local Staff has been fully trained in all phases of the project completed to date.)
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS' PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE AS NEEDED

Project Administrator Date

Project Director Date

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #2

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed and the necessary deliverables have been provided to the County relative to:

- SUBJECT INVENTORY DATA COLLECTION AND DATA ENTRY
- SALES VERIFICATION AND DATA ENTRY
- SALES VERIFICATION MAILER APPROVAL
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ABOVE PHASES OF PROJECT
(Local Staff has been fully trained in all phases of the project completed to date.)
- PUBLIC INFORMATION DELIVERABLES AS APPLICABLE
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS' PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE

Project Administrator Date

Project Director Date

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #3

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed and the necessary deliverables have been provided to the County relative to:

- DATA MAILER AND DATA UPDATES
- INCOME & EXPENSE QUESTIONNAIRE APPROVAL AND TRANSMITTAL
- ACQUISITION OF STREET LEVEL PHOTOGRAPHY
- ACQUISITION OF INCOME AND EXPENSE DATA
- DATA EDIT ROUTINES
- GROUPING OF DATA (NEIGHBORHOOD ANALYSIS / DELINEATION)
- VALUATION EXPLORATORY DATA ANALYSIS AND PRE-PLANNING
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ABOVE PHASES OF PROJECT
(Local Staff has been fully trained in all phases of the project completed to date.)
- PUBLIC INFORMATION DELIVERABLES AS APPLICABLE
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS' PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE

Project Administrator Date

Project Director Date

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #4

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed and the necessary deliverables have been provided to the County relative to:

- VALUATION MODEL PRODUCTION
- VALUE REVIEW
- ASSESSOR’S VALUE REVIEW WITH CONTRACTOR
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ABOVE PHASES OF PROJECT
(Local Staff has been fully trained in all phases of the project completed to date.)
- PUBLIC INFORMATION DELIVERABLES AS APPLICABLE
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS’ PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE

Project Administrator Date

Project Director Date

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #5

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed and the necessary deliverables have been provided to the County relative to:

- PROPERTY OWNER NOTICE OF PROPOSED ASSESSMENT PRODUCTION
- NOTICE OF PROPOSED ASSESSMENT MAILING
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ABOVE PHASES OF PROJECT
(Local Staff has been fully trained in all phases of the project completed to date.)
- PUBLIC INFORMATION DELIVERABLES AS APPLICABLE
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS' PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE

Project Administrator

Date

Project Director

Date

APPENDIX F – County Sign-off Documents (signed separately by each County)

COUNTY SIGN OFF DOCUMENT #6

The project administrator and contractor have discussed the progress of the reassessment project for Kent County/Sussex County. The RFP sections have been completed and the necessary deliverables have been provided to the County relative to:

- INFORMAL REVIEW MEETINGS AND FIELD RELATED ACTIVITIES
- NOTICE OF PROPOSED ASSESSMENT FROM INFORMAL REVIEW PRODUCTION AND MAILING
- FINALIZE TENTATIVE ASSESSMENT ROLL
- PROJECT DELIVERABLES TO THE ASSESSOR
- LOCAL CAPACITY BUILDING ASSOCIATED WITH ABOVE PHASES OF PROJECT
(Local Staff has been fully trained in all phases of the project completed to date.)
- PUBLIC INFORMATION DELIVERABLES AS APPLICABLE
- COMPUTER FILES OF COUNTY DATA (ASSESSMENT, INVENTORY, SALES, SALES INVENTORY)
AND OTHER PROJECT DOCUMENTATION FOR LOCAL QUALITY CONTROL AND ORPTS' PROJECT
VERIFICATION HAVE BEEN MADE AVAILABLE

Project Administrator Date

Project Director Date