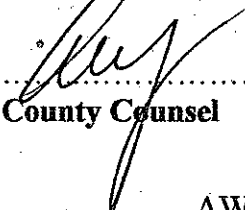


BID RESULTS	
AB2010-37B TAX RECORD DATA SERVICE	
11/9/10	
AWARD TWO YEARS WITH ONE YEAR OPTION ON INDEX RATE	
NO. OF RESPONDENTS:	1
NAME OF BIDDER	VITAL COMMUNICATIONS, INC.
ADDRESS	900 SOUTH BROAD STREET
CITY, STATE, ZIP	TRENTON, NJ 08611
CONTACT	MICHAEL E. HELLEKSON
TELEPHONE	609 392 6655
FAX	609 396 4452
E-MAIL	VITALCOM@VITALGOV.NET
YEAR ONE	66,200.00
YEAR TWO	52,490.00
TOTAL	118,690.00
EQUIPMENT	NO BID
EMERGENCY SERVICE	WILL PROVIDE; REQUEST CONTINGENCY PLAN
REFERENCES AND FIVE YEARS EXPERIENCE	TAXATION TO REVIEW
NARRATIVE	INCLUDED
EXCEPTIONS	NONE
FATAL FLAW	NO

Approved as to Form and Legality

Date



 County Counsel

January 13, 2011

AWARD OF BID RECEIVED NOVEMBER 9, 2010 TO VITAL COMMUNICATIONS, INC. FOR FURNISHING AND DELIVERING DATA SERVICE ON TAX RECORDS AND REPORTS BASED ON INDEX RATE REQUIRED BY THE MERCER COUNTY BOARD OF TAXATION BASED ON THE USE OF THE NEW JERSEY DIVISION OF TAXATION PROPERTY TAX SYSTEM (NJPTS) PERIOD: JANUARY 13, 2011 TO JANUARY 12, 2013, WITH AN OPTION TO EXTEND FOR ONE YEAR. AMOUNT: \$118,690.00 (AB2010-37B)

WHEREAS, the Mercer County Purchasing Agent has advertised for bids for furnishing and delivering data service on tax records and reports for a period of two (2) years with one (1) year option to extend based on index rate required by the Mercer County Board of Taxation based on the use of the New Jersey Division of Taxation Property Tax System (NJPTS), as provided by law; and,

WHEREAS, one (1) sealed bid was received on November 9, 2010 in connection with the aforementioned services; and,

WHEREAS, the sole bidder is hereinafter designated the lowest qualified bidder; now, therefore,

.....
 Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec	FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec
							Koontz	X					
Cannon	X					✓	Walter	X					
Carabelli	X						Colavita	X					
Cimino	X				✓								

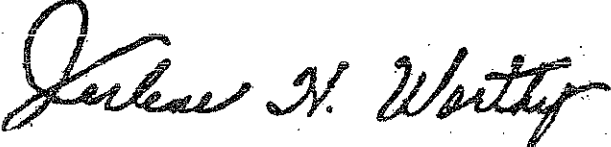
X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

-2-

BE IT RESOLVED, that the bid of Vital Communications, Inc., 900 South Broad Street, Trenton, NJ 08611, in the total amount of \$118,690.00, be awarded; and,

BE IT FURTHER RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to execute contracts on behalf of the County of Mercer when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Board of Taxation and the Purchasing Agent for further distribution.



.....
Clerk to the Board

CONTRACT (AB2010-37B)

THIS AGREEMENT, made this 13th day of January in the year of Two Thousand Eleven, BETWEEN the COUNTY OF MERCER, a body politic of the State of New Jersey, having its principal office located at 640 South Broad Street, in the City of Trenton, County of Mercer and State of New Jersey, hereinafter called the "COUNTY", AND, VITAL COMMUNICATIONS, INC., 900 SOUTH BROAD STREET, TRENTON, NEW JERSEY 08611 for a period beginning January 13, 2011 and ending January 12, 2013.

IN CONSIDERATION, of mutual promises herein contained and intending to be legally bound hereby, the parties hereto have mutually agreed as follows:

For Furnishing and Delivering Data Service on Tax Records and Reports for a period of two (2) years with one (1) year option to extend based on the index rate required by the Mercer County Board of Taxation based on the use of the New Jersey Division of Taxation Property Tax System (NJPTS) through January 12, 2013 as follows:

<u>Furnishing and Delivering Data Service on Tax Records and Reports</u>	
<u>YEAR ONE</u>	\$66,200.00
<u>YEAR TWO</u>	\$52,490.00
<u>TOTAL</u>	\$118,690.00

IT IS, understood and agreed that additional terms of this Agreement are to be performed in accordance with the bid documents and specifications.

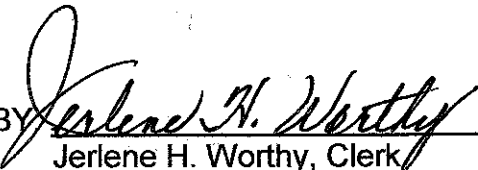
IT IS, further understood that the County of Mercer shall have the right to request mediation if services provided are deemed deficient in any way. An impartial mediator shall be selected by the COUNTY.

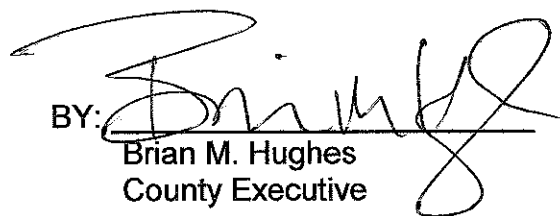
THE COUNTY, reserves the right, at its option to terminate this contract upon giving thirty (30) days written notice to the CONTRACTOR.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

ATTEST:

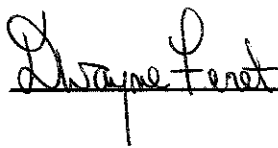
COUNTY OF MERCER

BY: 
Jerlene H. Worthy, Clerk
Board of Chosen Freeholders

BY: 
Brian M. Hughes
County Executive

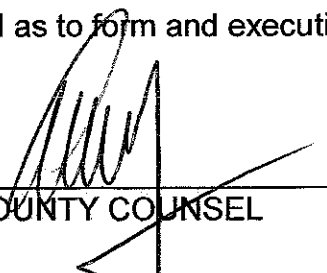
WITNESS:

VITAL COMMUNICATIONS, INC.

BY: 

BY: 

Approved as to form and execution

BY: 
COUNTY COUNSEL
Arthur R. Sypek Jr.
Mercer County Counsel

**SPECIFICATIONS FOR FURNISHING AND DELIVERING DATA SERVICE ON
TAX RECORDS AND REPORTS FOR A PERIOD OF TWO (2) YEARS WITH
ONE (1) YEAR OPTION TO EXTEND BASED ON INDEX RATE
REQUIRED BY THE MERCER COUNTY BOARD OF TAXATION BASED ON THE USE OF
THE NEW JERSEY DIVISION OF TAXATION PROPERTY TAX SYSTEM (NJPTS)
CONTACT PERSON: MARTY GUHL (609) 989-6704**

INTENT

The County of Mercer requests bids from a data processing service bureau for the specified hardware and automated data processing system to provide separate and distinct on-line and reporting systems for the Mercer County Board of Taxation for a period of two (2) years with one (1) year option to extend based on the index rate as issued by the New Jersey Division of Local Government Services. The contract will commence on January 13, 2011.

CONVERSION:

The County requires that the successful bidder convert and load the County's existing data onto their main frame based system. The County shall supply the successful bidder with a tape containing the data currently on the County's on-line system.

STATE APPROVAL:

The New Jersey Division of Taxation must approve the proposed system.

DEMONSTRATION:

The vendor must convert all county and district data within 30 days of the contract award. The Mercer County Board of Taxation shall review all responses and recommend the contract award to the lowest responsible, responsive bidder. In order to insure a continuity of service, the low bidder shall demonstrate their on-line system prior to award of contract.

COSTS:

Bidders shall provide a detailed supporting budget of all costs as defined on the proposal page.

IMPLEMENTATION:

Bidders shall submit a proposed schedule of events for system implementation and shall also submit a commitment from the Telecom Company as to time of installation of equipment.

DATA SECURITY:

The County of Mercer owns all data and it shall be the Contractor's responsibility to insure that all systems are appropriately safeguarded from unauthorized use. Sufficient back-up files shall be maintained, at least one at a separate location, to insure that the files will not be destroyed and that the County's records can be redeveloped in the event of loss at the Contractor's primary location. Password and access codes will be assigned by the County departments for their systems and the service bureau will not release them without written consent from the County.

SOFTWARE:

The contractor shall hold the County harmless from claims against infringement of patents, copyrights, proprietary rights or license rights arising out of any software utilized by the Contractor. In the event that such software is found to be infringing, or found to be the property of someone else, the Contractor will replace this software at no further cost of the County, and at no disruption in service to the County.

HARDWARE

Bidders shall provide and factor the cost into their proposal for the following:

Lenovo Thinkpad x201 Tablet 0831 (or equivalent) Intel Core i7-620LM Processor (2.00GHz,4MB L3, 1066 MHzFSB), Windows 7 Professional 32, 12.1" Superbright Outdoor WXGA LED Panel with Wide Viewing Angle, Intel Graphics Media Accelerator 4500MHD, 4 GB PC3-8500 DDR3 SDRAM 1067MHz SODIMM Memory (1 DIMM), 250 GB Hard Disk Drive, 5400 rpm, Fingerprint Reader, Think Pad x200 Ultrabase, 5 in 1 Card Reader and Modem, Bluetooth, Intel Wireless Wifi Link, 8 Cell Lithium Ion Battery, CD/DVD-RW 8x Max Drive, 3 Year Warranty – Onsite (41C9338), AC/DC Combo Adapter, Office 2010 Professional, Additional 8 Cell High Capacity Battery with three year battery warranty.

ADD ALTERNATE

In the event of equipment failure, the county may request up to four (4) of the following during the course of the contract. Bidders shall provide the cost per unit for:

Excalibur PC/500 GIG HDE/4 GIG RAM/Intel Core 2 Quad 2.33 GHZ, Logitech 104 Enhanced Keyboard & Mouse Combo, CD/DVD-RW Combo Drive, 256 MB Onboard Graphics, Asus Audio Sound System with Desktop Speakers, 10/100/1000 Network Interface Card, Norton Antivirus 2010 Software, IBM Emulation Software Ver. 5.9, Microsoft Office 2007 Small Business Edition, Windows 7 Professional, Logitech Wireless Keyboard and Mouse, HP 6940 Deskjet Printer. PC and all peripherals, including printer will have 1 year warranty on site for all parts and labor. Monitors are not required.

DATA PROCESSING:

Awarded contractor will perform all required data processing at their data center.

SUPPLIES:

Awarded contractor will will supply all materials as follows:

1. Stock Paper
2. Pre-Printed Paper (forms). The following forms are mandated for the New Jersey Property Tax System (NJPTS):
 - NJPT – 01 Tax List
 - NJPT – 03 Exempt Property List
 - TCPR- 01 Tax Collector's Posting Register Part 1
 - TCPR- 02 Tax Collector's Posting Register Part 2
 - NJPT – 05 Extended Tax Duplicate
 - NJPT – 06 Added/Omitted Assessment List
 - NJPT – 17 Final Tax Bill
 - NJPT – 18 Public Utility Extended Tax Duplicate

MAINTENANCE:

The Contractor shall be responsible for maintenance of all hardware, software and network equipment, which is required to operate the system. The Contractor agrees to promptly (within a twenty-four (24) hour period) repair any malfunctions of these systems at no additional charge; maintenance shall be factored into the system costs.

CONSULTING AND DATA MANAGEMENT:

The Contractor shall provide professional services as required to maintain its compliance with County, State and Federal Statutes and Regulations. These services shall include secure and public network and messaging services, data management, consulting, and training of personnel, development of special forms, computer programming and data processing. The Contractor shall provide all required materials, the cost of which shall be included in the bid submitted.

TRAINING AND DOCUMENTATION:

The successful bidder shall provide detailed training classes to the County's personnel to insure a detailed working knowledge of data processing procedures required to perform the necessary functions by the County's personnel. Manuals outlining procedures to be used by the County personnel to efficiently operate these data processing systems and procedures shall be supplied by the bidder to County personnel. Consultation deemed necessary by County with vendor during course of contract period shall be factored into the cost of the system. There shall be no additional billing.

SYSTEM ACCEPTANCE:

After the awarded vendor certifies in writing that the proposed hardware and software has been installed and ready for use, the County reserves the right to subject the installed system to performance tests before acceptance of the system. The performance test period shall consist of a period of thirty (30) consecutive calendar days. In the event that the stated performance level is not attained during the initial thirty (30) consecutive calendar day period, the performance period shall be continued on a day-to-day basis and must reach performance standards, as claimed for the system, not later than sixty (60) calendar days after installation.

AVAILABILITY:

The system must be available from 8:00 A.M. to 5:00 P.M. on all normal workdays, Monday through Friday, with additional processing time available after 5:00 P.M. daily and weekends upon request and at no additional cost. Network services must be available at all times.

OTHER:

The Contractor shall provide all binders, index tabs and legend pages for all Mercer County tax lists, tax duplicates and assessor's field books to comply with County Tax Administrator standards. The Contractor agrees to furnish timely, accurate results; if conditions are beyond the Contractor's control, they shall notify the County immediately. The Contractor agrees that all data supplied by the County is County property and shall be returned whenever requested in writing. In the event any data would have to be reconstructed due to processing error, this recovery process will be the responsibility of the Contractor for both cost and procedure.

Equipment provided (with the exception of the tablet, tower and printer) shall remain the property of the Contractor. The County shall provide reasonable protection for the equipment installed at their location but is not responsible for conditions beyond their control.

The successful bidder shall provide pickup and delivery as required to meet the County's schedule.

PROPERTY ASSESSMENT MANAGEMENT

The intention of this system is to provide an on-line property assessment management system with inquiry/update/appraisal capabilities integrated with the New Jersey Property Tax System (MOD IV) as required by the Mercer County Board of Taxation.

The System will consist of, but not be limited to, the following:

1. MOD IV Property Tax System
2. On-Line MOD Update System
3. On-Line Abstract of Ratable System
4. On-Line County Equalization Table System
5. On-Line Prior Years Assessment History
6. On-Line Appeal System
7. On-Line SR1A Reporting
8. Farmland Assessment System

The bidder's software shall provide for all processing reports required by the New Jersey Property Tax System. This shall include, but not be limited to, printing of the tax books, summaries, indexes and various other reports required by the County's municipalities and County Tax Board.

The successful bidder shall provide all reports and forms required by the MOD IV system as periodically updated by the State of New Jersey.

EXPERIENCE:

The bidder shall have a minimum of five (5) years experience in providing software and services for the New Jersey Property Tax System MOD IV System. Services shall have been as a firm approved by the Director of the Division of Taxation. For the past five (5) years, the above software and services shall have included an on-line interactive inquiry/update system that electronically interfaces with the MOD IV system and in operation a minimum of three (3) New Jersey County Tax Boards. The bidders Computer Assisted Reassessment Program must have been interfaced and integrated with the MOD IV system and in operation in a minimum of three (3) municipalities for the past three (3) years. Bidders must submit a representative client list with their bid.

Each bidder shall include with his bid proposal the following information:

- 1) A detailed description in writing of all-standard features and equipment for the system to be supplied.

- 2) A detailed list of any deviations or exceptions in the design, options, equipment or services from that specified herein. Any such deviation or exception shall be subject to County Tax Board approval.
- 3) Proof of ability to perform the services requested herein. The bidder shall be able to demonstrate their system prior to award of the contract as these services are ongoing and presently in use.
- 4) Written commitment of installation time from Telephone Company as to time of installation of equipment must accompany bid.
- 5) Any bidder that does not own its own equipment and operates on a lease arrangement shall provide proof of leasing contract to cover the entire period of the awarded contract. A copy of the lease agreement must be submitted with the bid.
- 6) The successful bidder must provide a T1 (1.5 meg) private dedicated frame relay circuit. The awarded Contractor shall be responsible for the maintenance and cost of the T1 line. The communications method must provide segregated, secure and public I.P. network interface. No non-governmental users shall have access to secure network and data services. Two segregated dedicated circuits must be provided, one circuit will allow Internet access, and the other will directly connect to vendor's data center.
- 7) The communications method must provide secured E-mail service with regard to SMTP protocol standards utilizing MS-Exchange format to communicate with government officials in other New Jersey municipalities, County Governments and various State Agencies. No non-government users will have access to the secured E-mail communications service without written authorization and consent of the New Jersey State Department of Community Affairs or the Department of the Treasury. Vendor must also provide Internet E-mail addresses unique and specific as designated or approved by the County.
- 8) Successful bidder must have licensed acceptable software support, services and training for all facets of this specification.

Should the Board of Taxation acquire new hardware during the course of the bid, the awarded contractor shall be responsible for installing their software on the County equipment.

All data supplied by the County Board of Taxation is privileged and may not be used or displayed by the successful bidder in any manner without the permission of the County Board of Taxation. This includes producing labels, lists, etc.

The awarded contractor shall furnish timely, accurate results. If conditions are beyond the contractor's control, they shall notify the County Board of Taxation as soon as possible.

The County Board of Taxation will furnish to the successful bidder a copy of the Tax Rolls on a magnetic cartridge tape or CD-Rom currently being processed on the New Jersey Property Tax System (MOD IV).

The successful bidder shall agree that all data supplied by the County Board of Taxation is the sole property of the County Board of Taxation and shall be returned whenever requested in writing. Data shall be supplied to the County Board of Taxation, when requested, on a magnetic cartridge tape or CD-Rom with detail record formats included. The cost of this service shall not exceed three hundred dollars (**\$300.00**). This will cover the cost of duplicating files. Requested data shall be made available within seven (7) working days from the date of request.

In the event that any data would have to be reconstructed due to a processing error, the contractor shall be solely responsible for both the cost and procedure of said reconstruction.

In the interest of County Tax Board and to insure proper training, communications with personnel and on-site coverage for any problems that may arise in conjunction with this contract, all bidders must have their personnel and computer center located within the State of New Jersey. Bidders are considered to be a service bureau, and the service is not intended to be an in-house system. An in-house system will not be considered.

CONTRACT PERIOD SHALL COMMENCE IN 2011 FOR TWO YEARS. The County reserves the right per N.J.S.A. 40A:11-15 to renew for an additional one (1) year based on index rate for a total contract of three (3) years. The contract will be renewed at the end of the second year at the option of the County Board of Taxation.

DEFINITIONS

- A. **DIRECTOR:**
Director of the New Jersey Division of Taxation

- B. **DIVISION:**
New Jersey Division of Taxation

- C. **INTERFACES WITH THE MOD-IV SYSTEM:**
Provides a common point and method of communication between two (2) or more computer programs or computer devices. Example: The ON-LINE MOD IV System communicates with the MOD IV System for monthly update by means of MOD IV Transaction Record.

- D. **INTEGRATES WITH THE MOD-IV SYSTEM:**
Provides for the automatic updating of the ancillary data records on the system when the user updates a MOD IV record without additional intervention
Example: When the tax assessor enters a change to the owner's name on the MOD IV file, the name is automatically changed on the appraisal file record.

E. **MOD IV MASTER FILE:**

A file contained on tape from which the tax lists, tax bill and other reports are generated. The records contained on this file are normally updated monthly in accordance with procedures required by the New Jersey Property Tax System MOD IV.

F. **MOD IV SYSTEM:**

The New Jersey Property Tax System, modification IV.

G. **MOD IV TRANSACTION RECORD:**

A record, which is input to the MOD IV Tax System at the next regularly, scheduled update time. The record description is defined in Section II of the New Jersey Property Tax System MOD IV documentation is referred to as "3-CARD" TRANSACTION.

H. **ON-LINE MASTER FILE:**

A file contained on disk from which interactive on-line inquiry or updating is provided. The records contained on this file contain at a minimum those data elements considered by the MOD IV System as a changeable item.

I. **USER:**

Municipal Tax Assessor and Mercer County Board of Taxation and their respective staff

J. **USER SITE:**

The office(s) of the Municipal Tax Assessor in the Thirteen (13) Mercer County municipalities and the office of the Mercer County Board of Taxation

ON-LINE PROCESSING FOR NEW JERSEY PROPERTY TAX:

It should be noted that all processing (on-line or other) shall conform to the Division of Taxation rules and regulations as they apply to the Property Tax MOD IV (Computer Applications in Tax Administration)" dated January 1983 and any revisions or supplements thereto issued by the Division of Taxation.

MOD IV – PROPERTY TAX SYSTEM

DATA ELEMENT CHANGES:

1. The system shall be an on-line interactive update system. The system shall retrieve a property record and permit change to any data element that is considered by the MOD IV System as a changeable item providing instantaneous change and update review capability at all districts and county PC's immediately. The on-line MOD IV System shall interface and integrate with the computer reassessment program to provide automatic updating of desired data elements in the reassessment program data records so that the user does not have to re-enter the changed data.
2. The system shall immediately notify the operator of any errors noted at the time of entry. These transactions shall not be accepted until error-free data is entered.
3. To provide for the most effective means of changing, adding or deleting property line items, only display terminals are to be used for these purposes. This permits the operator to complete visual inspection of all data elements as they pertain to each property record.
4. Various on-line verification tables will be required to insure compliances with established regulations: such as Property Class Codes, Limited Exemptions, Special District Tax Codes, etc.
5. Added/Omitted changes must also verify that the block and lot identification is still applicable for prior year information. The system must be designed to handle any reasonable number of individual transactions pertaining to prior years. Editing options of these transactions are especially critical, and care must be taken in permitting acceptance of them.
6. Property ID changes shall immediately verify both old and new property ID. The new property ID must be unique; if not, the transaction is not accepted and the operator is notified. If the ID passes all edits, the old line items hold to be flagged and displayed with the message "CHANGE TO" on the network node. This will prevent any other changes being made to the ID. The old property ID will be retained in the data field provided for that purpose.
7. Property Class Code changes requires a number of combination checks. EXAMPLE: If changing to exempt status, are the EPL Code and Statute Codes present and legitimate? If change to Class 1 Vacant Land, is the improved value at zero? The cross edits must be on-line real time.

The above seven (7) points provide maximum accuracy and control but yet afford for the most complex changes to be entered in a simple manner. It should be noted that the Tax Assessor could visually inspect all displayed elements simultaneously; the entire data record becomes more complete and accurate.

RESTRICTION OVERRIDES:

As the Property Tax System (MOD IV) is a two (2) year system, the On-line System must accept any combination of changes. It is mandatory that the On-line Systems "restrict" entry to the tax year involved once the January 10th book has been filed. All restricted fields as published by the Division, are not permitted to be changed prior to receiving Mercer County Tax Board approval. This means that all changes entered are for the next tax year and must be so identified prior to using these changes to update the MOD IV Property Tax Master.

**MOD IV UPDATE SYSTEM:
PROCESSING**

1. The On-line System shall interactively update all data elements as described on the Property Record Change Form and also generate a MOD IV transaction record that will be input to the MOD IV Tax System at the next regularly scheduled update time. These transactions must be input into all the edit procedures of the MOD IV to insure compliance with the established procedures. If the On-line System has followed the Division policies, there should be "NO ERROR" appearing after each update.
2. At the completion of each update cycle, the On-line Master File shall be "reloaded" from the MOD IV Master File. This will insure a complete conformance with the Property Tax File structure.
3. The above procedures appear to duplicate the update process of both On-line and MOD IV; however, as the Division is constantly adjusting the MOD IV Tax System to comply with regulations, as well as changes to correct or change established procedures, it is considered mandatory that all changes be processed through the MOD IV System.

CONTROL/BALANCES:

1. The On-line System shall provide on-line list district summary screens for the current and prior year. It shall also provide a screen for the current year added and omitted summary. Data displayed on these screens shall reflect the most recent changes made to the On-line Master File and shall include summary data reflected on the MOD IV Tax System accepted Transaction Listing report and a valuation summary by Property Class.
2. All transactions as received shall be date/time recorded by the On-line System. This will insure that the last entry of recurring changes to a single data element will be processed last.
3. The On-line System design must generate formatted transaction and MOD IV Update procedure run in its entirety.
4. The system shall provide password security to prevent unauthorized use. Separate levels of password security for system access, view only, view and change shall be provided.

5. Communication between each taxing district and the mainframe computer (processing center) shall be by means of dedicated leased telecommunication lines. All secure transactions and network communication activities must not utilize public or switched telecommunications methods or mechanisms for any government locations.

a) **RECORD ACCESS:**

The user shall be able to access a record using any of the following:

- 1) The owners name
- 2) Property Location
- 3) Street name
- 4) Beginning Block/Lot with sequential retrieval thereafter

b) **UPDATING**

- 1) The system shall provide the user with the ability to build a display screen with the selected data fields or display and updating of selected data fields.

COUNTY EQUALIZATION TABLE SYSTEM:

The system shall provide on-line interactive screens for the County Board of Taxation to produce, display, update and print the County Equalization Table. The program shall only allow for entry and updating of those data elements required to be entered by the County Board. All other data required for the table shall be abstracted from the On-line Master File. The table shall automatically be recalculated when the assessed value of a single property record is changed on the On-line MOD IV File or data element entered by the County Tax Board. The system shall provide password security so that only authorized Mercer County Tax Board personnel can enter or change those data elements that are the responsibility of the County Board of Taxation.

ABSTRACT OF RATABLE SYSTEM:

The system shall provide on-line interactive screens for the County Board of Taxation to produce, display, update and print the County Abstract of Ratables. The provisions shall be the same as for those provided for the Equalization Table except in relation to the data elements for the Abstract of Ratables.

PRIOR YEARS ASSESSMENT HISTORY:

The system shall provide a display screen containing the assessment placed on a given property for the previous four (4) years.

ON-LINE SR1A SYSTEM REPORTING:

The On-line SR1A System is a computerized system fully INTEGRATED with the New Jersey Property Tax System (MOD IV). The system prints the state report and allows the tax assessor to input the data required by the form, by means of an on-line computer workstation. The system provides the automatic abstraction of MOD IV data and input of that data to the form. It also provides for the automatic updating of new ownership and sales data to the Assessor's MOD IV property record and provides the County Tax Board and Assessor with various ratio and administrative reports.

DATA RECORD:

The data record shall contain the following data fields:

1. All data fields contained on or required to print the SR1A form.
2. Status Field: a one (1)-character field used to denote the status of the form in the process.
3. Section Two (2) Date: a MMDDYY field used to denote date the Assessor completed data entry for section 2 form.
4. NU Code: a two (2) character field to denote state non-useable code or useable code.
5. Appraisal Use Code: a one (1)-character field to denote if sale can be used for appraisal purposes although it may be non-useable for state sales ration study.
6. Assessor Flag: a one (1)-character field for use by assessor to flag records.
7. CTB Flag: a one (1) character field for use by County Tax Board to flag records.
8. Reserved: sufficient quantity of character for future use.

MOD IV SYSTEM INTEGRATION:

The system shall be integrated with the MOD IV System and provide for the abstraction of MOD IV data into the SR1A record. Data to be abstracted includes owner name and address, property class, assessment values and other data required by the SR1A record. The system shall be able to automatically update the property MOD IV record with the change of ownership information and sales data.

SALES RATIO AND COEFFICIENT OF DEVIATION REPORTS:

The system shall be capable of producing a sales ratio and coefficient of deviation report similar to the reports annually produced by the Division of Taxation.

ASSESSMENT APPEAL PROGRAM:

- A. On-line access to MOD IV Program.
- B. On-line ability to accept assessment appeal data input.
- C. Ability to produce scheduling lists numerically and/or alphabetically.
- D. Ability to access records by Block and Lot, Alphabetically or by appeal number.
- E. Ability to print hearing notices.
- F. Ability to print judgment notices and tax appeal history cards.

- G. Ability to produce annual President's Report and all other appeal summaries.
- H. On-line appeal receipting.

FARMLAND ASSESSMENT SYSTEM:

- A. Shall be integrated with and part of appraisal program.
- B. Shall be table driven – Table shall be built from the Director's farmland productivity values. Entry of table shall be the responsibility of the County Board of Taxation.
- C. System shall be capable of making all computations and be able to place final value in fixed value override of 3B properties.

Assessor shall be responsible for entry of acreage only.

PERIPHERAL SYSTEMS INTEGRATION:

It is the desire of the County Tax Board to integrate the property tax data with peripheral systems, software and data currently in use by the County provided by other vendors. These peripheral systems or software packages will include GIS and Pictometry. Vendor must demonstrate their system's current ability to interface with these systems. Vendor will be provided data by the County to facilitate these enhancements. Minimum capabilities will be to accurately target the selected property record card on the Pictometry or GIS geodata from the MOD4 system.

BIDDERS SHALL PROVIDE A NARRATIVE DETAILING COMPLIANCE WITH THE FOLLOWING:

A detailed description in writing of all-standard features and equipment for the system to be supplied.

A detailed list of any deviations or exceptions in the design, options, equipment or services from that specified herein. Any such deviation or exception shall be subject to County Tax Board approval.

Proof of ability to perform the services requested herein. The bidder shall be able to demonstrate their system prior to award of the contract as these services are ongoing and presently in use.

Written commitment of installation time from Telephone Company as to time of installation of equipment must accompany bid.

Any bidder that does not own its own equipment and operates on a lease arrangement shall provide proof of leasing contract to cover the entire period of the awarded contract. A copy of the lease agreement must be submitted with the bid.

The successful bidder must provide a T1 (1.5 meg) private dedicated frame relay circuit. The awarded Contractor shall be responsible for the maintenance and cost of the T1 line. The communications method must provide segregated, secure and public I.P. network interface. No non-governmental users shall have access to secure network and data services. Two segregated dedicated circuits must be provided, one circuit will allow Internet access, and the other will directly connect to vendor's data center.

The communications method must provide secured E-mail service with regard to SMTP protocol standards utilizing MS-Exchange format to communicate with government officials in other New Jersey municipalities, County Governments and various State Agencies. No non-government users will have access to the secured E-mail communications service without written authorization and consent of the New Jersey State Department of Community Affairs or the Department of the Treasury. Vendor must also provide Internet E-mail addresses unique and specific as designated or approved by the County.

Successful bidder must have licensed acceptable software support, services and training for all facets of this specification.