

APPENDIX A
FUNCTIONAL AND TECHNICAL REQUIREMENTS

Note To Bidder: This document must be completed in its entirety and returned with your formal bid proposal by the deadline specified in the legal notice.

APPENDIX A - FUNCTIONAL AND TECHNICAL SYSTEM REQUIREMENTS

The proposed system must meet or exceed the functionality of all the current systems installed at Lucas County. Specific requirements are detailed below. All requirements must be updated with the following:

- Whether the requirement is met (Y), not met (N), or partially met (P) in the column to the right of each detail requirement below and on all subsequent pages of this appendix.
- Comments and explanations for items that are not met or partially met are required.
- An associated dollar cost for the customization to fulfill the requirement.

All items to fulfill the requirements must be included in total price quote or documented in **Section C Exceptions**

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GENERAL SYSTEM REQUIREMENTS

Reference	Requirement	Reqm. met Y, N, or P	Comments or Explanation	Cost to deliver
A.1	<u>Real Property and Manufactured Homes</u> All functionality described herein must be applicable to both Real Property and Manufactured Homes. Currently Real Property is taxed one year behind, and Manufactured Homes are taxed for the current year. The System must account for these tax cycles.			
A.2	<u>State Mandated Requirements</u> a. The system must functionally meet all Ohio Revised Code and Administrative Code requirements associated with Real Property and Manufactured Homes Taxation in the State of Ohio as of the date of implementation. b. Must meet all State records retention policies c. Produce all necessary reports for DTE Filings			
A.3	<u>Accounting</u> System should function in accordance with generally accepted accounting principles, including ensuring that all industry-standard financial controls are in place to minimize the risk of fraud, including the necessary security level to provide for the proper segregation of financial duties between the Auditor and the Treasurer			
A.4	<u>Technical Requirements</u> a. The system must be thin-client: <i>Defined: A thin client (sometimes also called a lean client) is a client computer or client software in client-server architecture networks which depends primarily on the central server for processing activities, and mainly focuses on conveying input and output between the user and the remote server</i> Note: Thin Client does not include applications deployed remotely through Terminal Services, RDP, Citrix architectures, or other similar technologies. b. The system must be accessible from a browser with minimal installation of a few ActiveX Controls or a comparable technology. Exceptions may be made for individual subsystems of the primary system. c. The system must be fully functional with the most current version of Microsoft Internet Explorer browser and ideally going back to Microsoft Internet Explorer 6.x.			

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	<ul style="list-style-type: none"> d. All of the components, including database, web-server, any middle-tiers, clients, and any other computer or server that connects to the system, must run on an Intel-based system with a Microsoft Operating System (minimum of Windows Server 2008). e. System installation and architecture must accommodate the County's DMZ (Demilitarized Zone), by allowing the Web Server(s) to reside in the DMZ, and all other servers (any database servers or middle-tiers) to reside on the County's internal network. f. The applications and architectures must be compatible with a Windows PC-based TCP/IP network. g. The proposed server solution must accommodate a test/development environment for testing all application enhancements, upgrades and changes prior to being implemented on the live/production system. h. The bidder shall provide a description and required configuration of the hardware platform, operating system and database used to implement the Tax Accounting/CAMA System. The bidder shall describe, at a minimum, the competitive advantages of the hardware platform, operating system, and database; the length of time that bidder has supported the hardware platform, operating system, and database; and any affiliation with the manufacturer of the hardware platform, operating system, and database. i. The ideal database platform is Microsoft SQL Server due to the in-house expertise. 			
A.5	<p><u>Performance Requirements</u> The system performance for parcel specific queries must be essentially instantaneous and will function effectively across the County Network. Report queries or multi-parcel queries must also generate essentially instantaneous results and not result in any degradation to the individual user's ability to conduct other querying or printing activity on the system. The System should have the capability to analyze the impact on performance that a specific extract request will have on the overall system. The System should not allow extracts that impact above a certain user-definable level to execute during certain time ranges.</p>			
A.6	<p><u>Multiple Years and Effective Dating</u></p> <ul style="list-style-type: none"> a. The system must be able to maintain several years (with no limitation) of information per parcel record. b. The system must be able to maintain several versions of each record and allow for each record to be effective-dated. c. Records should not be deleted, but the 			

	<p>statuses should be changed to reflect that records are inactive. If records need to be deleted to conserve space or organize the database, then they should be archived in some fashion.</p> <p>d. Transaction-based System Entries: The new system must be a transaction-based system. When new information is entered or when information is changed in the system, it is not lost (i.e., erased and replaced). The system must be able to track and display all changes over time.</p>			
A.7	<p><u>Audit/Change Tracking Capabilities</u> The system must record user logins and logouts for transaction logging. Moreover, the system must track the identification of the person to enter or last update any information, record or data element in the system for "audit trail" purposes.</p> <p>The system shall produce an audit report listing: date, time, parcel number, user name, command, field name, original data, and changed data. This report must be able to be run based on a date range or parcel number.</p>			
A.8	<p><u>Productivity Reports</u> The System should be able to provide Productivity Reports on data-entry activity.</p>			
A.9	<p><u>Unlimited Database Fields</u> The proposed system will have the ability to insert, modify or delete an unlimited number of user-defined fields, including fields unique to County Auditor and Treasurer.</p>			
A.10	<p><u>Manual Override Capability</u> The proposed system will enable a System Administrator to manually override any field in the database. The system will track manual overrides.</p>			
A.11	<p><u>Maintenance Table List and Drop-down Menus</u> The system must take advantage of drop-down menus to facilitate efficient data entry of common information. All drop-downs must be serviceable via individual maintenance tables maintained by a System Administrator. The System Administrator must be able to add, modify or delete data elements contained therein. Under no circumstances should any "options" be hard-coded into the application or warrant a system modification.</p>			
A.12	<p><u>Common Master Files</u> The system must be designed to accommodate common master files that are shared between all units of the Tax Accounting/CAMA system. Disparate information stores and redundant data entry should be eliminated.</p>			
A.13	<p><u>Error Checking and Field Validation</u> The system must be able to validate data entered at the time of entry. It should validate required fields and values prior to committing the information to the database and provide the appropriate error message response to the data-entry operator in order that they may immediately correct such</p>			

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	errors. The System should have the ability to define custom error checking and field validation.			
A.14	<u>Record Locking</u> Database records must be searchable and accessible for review by more than one user at a time; however, records must only be able to be updated by one individual at any time.			
A.15	<u>Value Capacity</u> Must provide the capacity for values, taxes and collections up to nine hundred ninety-nine billion, nine hundred ninety-nine million, nine hundred ninety-nine thousand, nine hundred ninety-nine dollars and ninety-nine cents (\$999,999,999,999.99) including printing of such values on tax bills, reports and other notices. Also, all Property Values should be stored as 100% Values and calculated at 35% Values for taxation as necessary. All tax rates must have the ability to store up to 6 decimal places.			
A.16	<u>Archiving</u> The proposed System will provide for the retention of access to historical business data, either via archiving and/or transferring large amounts of data to 'near-line' or 'offline' storage media.			
A.17	<u>Backup and Data Recovery</u> The proposed system or database will have the ability to perform scheduled, automated backups without interruption of system availability.			
A.18	<u>Security/Permissions</u> <ul style="list-style-type: none"> a. The system shall provide standard and custom-definable security levels to allow or restrict access to appropriate personnel. Security parameters must include both data access and executable function/action restrictions. b. Highly customizable security model. Must be able to assign read-only or write privileges on a per field, per page or per module basis to roles/groups. c. The System must also provide for field-value based security. For example, only certain roles can edit Residential properties or certain roles can edit certain Groups. d. Users must be able to belong to one or many groups. Must be able to add or delete users from roles/groups. e. Maintain a minimum of the following information for each user: <ul style="list-style-type: none"> i. User Name ii. User ID iii. Password iv. Verification Question/Answer (to retrieve password) v. Department vi. Job Position vii. Email Address viii. Phone Number ix. Location x. Roles Assigned f. Capability to process, store and retrieve 			

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	<p>encrypted data elements (i.e., passwords, credit cards numbers, etc.)</p> <ul style="list-style-type: none"> g. Capability to reset passwords for a user by System Admin h. Ability to track and report user logins and activity 			
A.19	<p><u>User Authentication</u></p> <ul style="list-style-type: none"> a. The System should have the capability to hand over user authentication to Portal/LDAP single sign-on applications in addition to or in lieu of proposed system specific user/password repositories. b. Authenticate to the system using a minimum of username/password. c. The System should include the accommodation of centralized password aging and construction rules. Password maintenance capabilities must reside with the user. d. Allow for automatic lockout and System Admin notification after a configurable number of unsuccessful login attempts. e. Enforce workstation lockdown after a configurable time of inactivity. 			
A.20	<p><u>Application User Interface</u></p> <ul style="list-style-type: none"> a. The System must provide a user friendly graphic user interface (GUI). b. The interface must comply with industry standard design and implementation best practices when developing for a Microsoft desktop OS, including W3C standards. c. All pages, screens, forms, reports, etc. should have a visible unique identifier, so the user can more accurately identify and describe any issues or problems. d. The system should have the ability to open up new pages/screens into a separate window. This is convenient for those users with dual monitors that want to view two sets of data at one time. e. The application must have an Internet Web browser-based interface for access to parcel information, including document images. f. It must be designed with intuitive interfaces that lead the user systematically through each process. g. The data entry process must be customizable to facilitate rapid data entry. Data fields for a single process should be kept on a single screen whenever possible. h. Screens should be laid-out to accommodate processes for which they are designed. i. Desired functionality will include the ability to tab between boxes, auto-populate and auto-complete features, field controls (i.e., require four-digit 			

	<p>dates), copy and paste fields and records, clear difference between user editable and non-editable fields, and efficient menu items (i.e., checklists, multiple selection menus, radio buttons, browse and attach buttons, drop-down menus, pop-up navigation menus).</p> <p>j. The system should permit the user to navigate with the mouse or "hot-keys", as well as hyperlink-style connectors from information-to-information or from screen-to-screen.</p> <p>k. The current parcel should stay active as the user moves between screens or forms.</p> <p>l. Forms must be user-definable. The system must provide for the creation and maintenance of unlimited forms that allow for the extraction of information from the system. The documents must be totally user definable and manageable so that required changes can be made without program modification by the Vendor.</p>			
A.21	<p><u>Online Form Submission</u> For any State Department of Tax Equalization (DTE) Forms/applications or internal forms, allow the end-user (public) to register and fill out the form on-line with a Pending Status and attach any supporting documents. Once the signed form is received and reviewed by the County, the form should be Accepted in the System. Also allow for the eventuality of digital signatures and e-documents.</p>			
A.22	<p><u>Online Help/Context Sensitive Help</u> The system must contain a complete set of user manuals online and accessible via the Help command. The help feature must be independently searchable through either keyword look-up or index/contents listing. The Help function must be both function specific and tutorial based.</p>			
A.23	<p><u>Search Capabilities</u> The new Tax Accounting/CAMA system must provide general search capabilities to new and existing information contained in the system. The system should provide, at a minimum, the following general search capabilities:</p> <ul style="list-style-type: none"> a. Search by name b. Search phonetically c. Search by Parcel Number d. Search by Assessor Number e. Search by Address <p>The proposed system will have the ability to save search and query formulas and results for future use, and the ability to search and query will be available in all system modules through a user friendly interface.</p>			
A.24	<p><u>Reporting Capabilities: Standard Reports and Ad Hoc Reporting</u></p> <ul style="list-style-type: none"> a. The system must automatically track the 			

	<p>information required by the Ohio Revised Code and generate all reports required by Rule or Law.</p> <ul style="list-style-type: none"> b. All delivered reports must contain a date/time stamp indicating when the report was executed and the user name of the requestor c. Extensive searching/exporting capabilities: <ul style="list-style-type: none"> i. Ability to search by all fields in the database ii. Ability to select fields to display in the output iii. Print a report or export data to industry-standard file format such as a text file, Excel spreadsheet or pdf. d. Maintain a searchable log of when reports and jobs are executed. e. The ability to exclude or include Voided/Inactive parcels. In many cases, the reports should be run by Tax Year, and only include active parcels for that Tax Year. f. Ability to schedule a report to run once or multiple times and email the report or a notification to a User(s) g. Ability to archive pdf copies of reports and integrate with OnBase Imaging. h. All reports (system reports, Tax Bills, etc.) should be compatible with all printers i. Background Printing/Print Spooling: The system must be able to use network printing to satisfy application printing requirements. The printing process must either be spooled to a network device or run in the background on the workstation to allow the user to continue working while the print job is queued and printed. j. Business Intelligence Tool/Reporting - The System should include a tool to report, analyze and present taxes and values. The tool should allow the user to easily filter or group by certain criteria such as Class, Taxing District, School District, etc. and total by different groups. 			
A.25	<p><u>Barcode Processing</u> Ability to print and attach barcodes to documents to enhance and expedite processing. The barcodes should be encoded with key information such as Parcel Number, Transaction IDs or Case Numbers.</p>			
A.26	<p><u>Import/Export Data</u> The system should allow for the import and export of any and all data stored in the database, both in Excel Spreadsheets or text files. The required Imports/Exports are documented in later requirements.</p>			
A.27	<p><u>Job Tracking/Execution</u> a. Each job/report should have a descriptive</p>			

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	<p>name and indicate if it's a read-only or update job</p> <ul style="list-style-type: none"> b. Must be able to schedule jobs/reports to run immediately, schedule for a date/time in the future or notify user or group of users that job needs to run with an option to run the job. System should have the option to email the user or group if the job has failed or succeeded. For example, this could be used to track the DTE mandated reports and jobs. c. Ability to schedule date ranges when a job can or cannot be run, in order to prevent jobs from being run at the wrong time of the year, with ability to override at a System Admin level d. Ability to schedule time of day ranges when a job can or cannot be run, in order to prevent certain jobs from being run during business hours, with ability to override at a System Admin level e. Ability to set job to only run a certain number of times during the year (i.e., only allow Tax Calc to run once a year), with ability to override at a System Admin level f. An audit entry should be made for every job/report that is run with a minimum of the following information, or the System should allow the System Admin to indicate if this should occur by job/report. Maintain a minimum of the following for each job: <ul style="list-style-type: none"> i. Job ID ii. Job Name iii. Date/Time Started iv. Date/Time Finished v. User g. Allow for the option to archive reports h. Batch Job Processes: When applicable, batch update jobs should have a quality control step that checks for exceptions and allows exceptions to be addressed before running and committing the changes. 			
A.28	<p><u>Calendar Function</u> The system should have the ability to maintain important dates or cycles in the System, such as the start and end of the Tax Year.</p>			
A.29	<p><u>Microsoft Office Integration</u> The system must have the ability to integrate with Microsoft Office products such as Word and Excel.</p>			
A.30	<p><u>E-mail Integration</u> The system must be able to generate an email from contact information entered into the system through standard SMTP email. Lucas County currently uses Novell Groupwise for enterprise email.</p>			
A.31	<p><u>Data Integration and Third-Party Data Providers</u> Wherever possible, rely on secondary sources of information rather than be the primary collector of information (i.e., New Construction Permits, Sheriff Sales, etc.). The System must provide for ways to</p>			

	integrate or interface with or import data from third-party systems.			
A.32	<p><u>Hand-Held Devices</u> The proposed system must be able to accept data from any hand-held devices used by the County. The screens should also accommodate easy entry with a stylus for employees that will be using the application on a tablet PC in the field.</p>			
A.33	<p><u>Workflow Module</u> The system must take advantage of some type of Workflow functionality, whereby each process has a set of customizable tasks that must be assigned and completed. A Workflow should either be automatically started based on an event, or explicitly started by a User. The System should have the ability to define each of these Workflows, the steps in the Workflow and what type of Role the User will need to be assigned or complete a step. The System should also allow the ability to define if tasks can run concurrently, or if a specific task(s) needs to be completed before the next task is assigned. As tasks are assigned to a specific User, the User should be able to look in a Task Manager and view what tasks they have to complete or which ones are completed. As each task is completed, make a note of who completed it and when it was completed. Any User should be able to look and view how much of a particular Workflow has been completed, and determine the state/status of the process.</p> <p>Lucas County currently uses Hyland OnBase Imaging as the Enterprise Imaging solution. This product has an existing Workflow module. This product may be an option to meet the needs of the County.</p> <ul style="list-style-type: none"> a. Tracking/Scheduling/Assigning: Workflow modules within the proposed system will enable tracking (status and priority), scheduling and assigning resources to specific tasks within the workflow. This will support efficient responses to requests for information and resource/time management. The workflow engine should be integrated with the County's ESRI GIS System such that workflow items can be tracked via GIS maps (i.e., a user could schedule all inspections in a specific geographic location to a specific appraiser) b. Flags: Workflow modules within the System will enable automatic and manual flagging of high-priority and overdue workflow items. c. Triggers: Workflow modules within the System should have the ability to automatically trigger workflow activities based on values within specific database fields (i.e., a new Building Permit will trigger the scheduling of a Property Inspection) d. Role-based Access: Workflow modules within the System should provide the ability 			

	<p>to restrict read and write access to workflow items based on assigned roles. Workflow activities will track the person(s) performing each workflow activity.</p> <ul style="list-style-type: none"> e. Review and Approval: Workflow modules should provide review and approval (i.e., provide the ability for a workflow item to be reviewed and/or approved by another party before the workflow can continue). f. Notifications: Workflow modules should provide the ability to configure automatic notifications (i.e., new workflow items assigned, date reminders, reviews or approvals required, DTE Filing Deadlines). g. Sorting/Categorizing: Workflow modules should provide the ability to be categorized by relevant database fields (i.e., municipality, property type, scheduled date) h. Metrics Tracking: The System should enable the extraction of Workflow metrics to support the management of resources. The System should provide a screen or page that displays all of the Workflows in progress with tabular and graphic reports. i. Due Date Tracking: The system must alert and track the user to due dates of events prior to the event occurring (i.e., Exemption expiration). The alert should indicate status and time until due date or time past due. 			
A.34	<p><u>Transaction Identifiers</u> All transactions should have a Transaction ID and Transaction Type. All value and tax changes should be tied/linked back to a process. The System should track all transactions such as:</p> <ul style="list-style-type: none"> a. Transfers/Conveyances b. Exemptions c. Board of Revision d. New Construction/Raze e. Property Review f. Auditors Adjustment g. Land Changes (Splits/Combines) h. Foreclosure i. Bankruptcy j. Tax Lien Sale 			
A.35	<p><u>Activity Tracking</u></p> <ul style="list-style-type: none"> a. Provide ability to enter in an unlimited number of activities for a parcel. The activities should be driven by a lookup table maintained by a System Admin. The following information should be assigned to each activity: <ul style="list-style-type: none"> i. Date Entered ii. Date Occurred iii. Tax Year iv. Activity v. Notes vi. User ID vii. Process ID viii. i.e., Conveyance Number, Auditor's Number, BOR Number ix. Tie the activity back to a specific event b. Viewable Parcel History: The system must 			

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	provide a chronological view of all activity on a parcel in one consolidated view, separate from the individual process or functional views that make up the Tax Accounting/CAMA system. This aggregated view should contain all events/activities entered in the system pertaining to the parcel. Any entry contained in the history should be able to be clicked on and the full detail of the event should be displayed.			
A.36	<u>Correspondence Tracking</u> Track all correspondence associated with parcel. Track date/time, user, correspondence type and correspondence.			
A.37	<u>Notes</u> The System must have the ability to enter in an unlimited number of general Notes. Each Note must be assigned a non-editable time/date stamp, effective date, entry clerk, department note category and note type. Each note should be given a security level of Personal (only viewable by person that entered note), Departmental (only viewed by assigned department), Internal (only County employees) or External (everyone). There should be the ability to link these notes to a particular event.			
A.38	<u>Group Maintenance</u> Ability to include parcels in ad-hoc groups. The Groups need to be stored in a lookup table (drop-down list) maintained by a System Admin. These groups should also be associated with Roles, so that only certain members of certain departments can assign parcels to certain groups: <ul style="list-style-type: none"> a. Each parcel can belong to multiple groups b. Each group can have multiple parcels c. Assign a timestamp of Date Added and track date when it is removed d. Allow for an Effective Date or an additional Date field that can be defaulted to current date, but also overridden. e. Example: Ability to indicate that parcels are on a Demo List. f. Ability to link multiple parcels together as a functional unit, such as two parcels next to each other with the same owner. 			
A.39	<u>Billing/Contact Maintenance</u> The system should have the ability to enter multiple mailing addresses for multiple purposes. These should be based upon security and roles Example: Only the Treasurer's staff should be able to update the Tax Bill Mailing Address, but the Auditor may need to maintain a separate mailing address for Board of Revision.			
A.40	<u>Address Standardization</u> Force standardization of all Street and Billing Addresses: <ul style="list-style-type: none"> a. Use dropdowns for Street Names, Prefix and Suffix b. Check against table to check that Street 			

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	<p>Number is within correct range for street.</p> <p>c. Automatically populate City, State and Zip code based on street address</p> <p>d. Ability to check postal regulation on inputted mail address to avoid incorrect zip code, direction or postal abbreviation</p> <p>e. Ability to assign multiple mailing addresses for different purposes with different levels of security.</p>			
A.41	<p><u>Certified Mail Printing</u> The new system should be able to print certified mailers and track the certified mailer number, date sent, date received, address mail was sent to and type of mail.</p>			
A.42	<p><u>Document Tracking</u> Ability to track if required documents have been submitted for certain processes. For example, an Auditors and Treasurer's Findings Certificate must be submitted for an Exempt Application. The System should have the ability to assign a list of required documents for each process type, and assign a date submitted and User to each document. Also, these documents should be linked with OnBase Imaging if they have been scanned.</p>			
A.43	<p><u>Cashiering and Application Fees</u> Ability to accept and record payments for fees, such as Conveyance Fees or any type of application fees (i.e., Agricultural District, etc.).</p>			

PUBLIC ACCESS/INQUIRY – (COMPREHENSIVE)

A.44	<p>Provide capability to view all screens in a read-only mode (see \PUBLIC ACCESS INQUIRY in Attachments CD)</p>			
A.45	<p>Lucas County currently has a comprehensive in-house GIS-based Public Access system (AREIS Online). Software should provide for the ability to either make Web-service calls, or ability to call an individual page based on a Parcel Number. Need ability to incorporate data or existing pages into in-house applications. Current Public Access Online: http://www.co.lucas.oh.us/real_estate/AREISmain/areismain.asp</p>			
A.46	<p>Ability to print Bond Letter that includes an exact amount of taxes owed including any penalties and/or interest</p>			
A.47	<p>Reasonable limit on number of search results. The current system limits the user to 100 records. The new System should exceed this result.</p>			
A.48	<p>Ability to search by current and previous owners</p>			
A.49	<p>Electronic transfer of interoffice Taxpayer Response request forms with return receipt, resolution explanation, and ability to track.</p>			
A.50	<p><u>Taxpayer Requests</u></p> <p>a. Ability to create a work order for a Taxpayer Request/Question</p> <p>b. Track the following information:</p>			

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	<ul style="list-style-type: none"> i. Contact Information (Phone, Email and Address) ii. Date received iii. Question iv. Question type - this should be stored in a lookup -table (dropdown box) maintained by System Admin v. Parcel (if applicable) vi. Date Assigned vii. All correspondence with taxpayer viii. Date resolved ix. Status x. Department responsible xi. Phone Line that call was received xii. Notes per request xiii. Activities per request <p>c. Ability to assign the request to another user in the system</p> <p>d. Ability to generate an email from the system to the Taxpayer</p> <p>e. The requests should be handled by the Workflow module</p> <p>f. Ability to generate reports of requests received by date ranges, employee, Status (i.e., Open, Closed, etc.), Department or question type.</p>			
A.51	<p><u>Customer/Product Maintenance.</u> This is currently maintained in the internal AREIS Tracking System. (see AREIS Tracking.doc)</p> <ul style="list-style-type: none"> a. Ability to maintain customer and product information (i.e., DVDs, Copies, etc.) b. Ability to create an order for a customer purchasing product(s) c. Accept payment for products d. Integrate with Point of Sale Cashiering System 			

CAMA – GENERAL

A.52	<p>Must meet or exceed the functionality of the current system. The current system is an in-house client-server system written in Visual Basic 6.0 with an ORACLE backend (see AUDITORCAMA-GENERAL on Attachments CD).</p>			
A.53	<p>Link all information between the Tax Accounting Module and CAMA Module</p>			
A.54	<p>All property types must be contained in a single system with their own unique set of attributes where necessary:</p> <ul style="list-style-type: none"> a. Residential b. Agricultural c. Commercial/Industrial d. Residential Condominium e. Commercial/Industrial Condominium f. Public Utilities g. Mobile Home 			

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A.55	All records must be effective-dated and/or assigned an effective Tax Year. System must accommodate the ability to add records for past, current and future years, and the ability to access voided or inactive records. The System must allow for multiple copies of the same parcel record with separate values and the corresponding attributes.			
A.56	Store values at 100% Fair Market Values (FMV), but always allow ability to view a calculated 35% taxable value that is used for the purposes of Taxation in the Tax Accounting portion of the system.			
A.57	New values should either be stored separately from the Duplicate Values or should have a process status. The Tax Accounting Department should finalize all value changes for the Value Abstract and Tax Duplicate as a means of checks and balances within the Office. This should all be accomplished through a Workflow process.			
A.58	Ability to copy or move an entire record (including Sketch) or a portion of a record to a new or existing record (i.e., Copy one building to a new building or move a building from Parcel A to Parcel B)			
A.59	Ability to add an unlimited number of Notes			
A.60	Property Record Card – PRC (see REPORTS) a. Deliver standard PRC for each property type (see property types from above) b. Allow to select by any criteria or print from a specified text file of identifiers c. Allow for ability to select sort order (i.e., Parcel, Assessor, Group, Neighborhood Number, etc.) d. Ability to select other documents/reports to print with the PRC (i.e., Conveyance, New Construction Permit – OnBase) e. Ability to select print destination (printer or pdf file) f. Option to integrate GIS Map into PRC g. Integrate Structure Image (TSI) and Sketch			
A.61	Additional reporting such as cost, income, or sales comparison reports (breakout of values)			
A.62	Audit record of all changes that are made including date/time stamp, user, old and new value			
A.63	Ability to add constraints and cross-field constraints. These constraints must be customizable and allow changes to be made by a System Administrator: a. Define the constraint and the message that is displayed if the constraint is violated b. All constraints should be checked before the record is committed. c. Simple constraint example: TLA must be > 100 d. Complex constraint example: When Story Height = 2 Story, 2 nd Floor Square			

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	Base Footage must be > 0			
A.64	Ability to create and run Data Edits for Quality Control purposes. These would be used to identify records that should be reviewed. A record should be written out for each Edit. The Edit List should be displayed on the PRC and the CAMA Screens. The Edit should be flagged as resolved once it is fixed.			
A.65	Ability to add groups, and then assign multiple properties to a group. Each parcel can belong to multiple groups. The groups should be created by a System Administrator. Ability to sum certain fields (i.e., land, building, total values, taxes paid) by group. <ul style="list-style-type: none"> a. Ability to flag groups for certain purposes. Some groups will be used for the purposes of Valuation. Some will be used to logically group parcels together (i.e., all McDonalds) b. Each parcel should only be in one group that is used for the purpose of Valuation. 			
A.66	Temporary or Composite Records: Ability to add temporary or composite records for the purposes of Sales Analysis or What-If Analysis (changing attributes to determine how it will affect the value without altering the production record). These records would look like active records, but with a different status, and would not be included in any production work. For example, these are necessary when there is a multiple parcel sale that needs to be analyzed as a single unit, or there are a group of properties that need to be analyzed/valued as one unit.			
A.67	All dwelling (building, outbuilding, etc.) square footage values (total SF and story height SF) must be derived from the Sketching module (see CAMA – SKETCHING Section)			
A.68	Utilize GIS/Spatial data to derive selected land initial land attribute values for new records. For example, based on a boundary around existing railroad lines, the Economic Obsolescence field would be assigned to Railroad. (See GIS INTEGRATION Section)			
A.69	Screens must be designed to accommodate field work. They should be designed so the majority of the work can be done with a stylus and data entry can be performed in the field either with a laptop, tablet pc or some type of field device. The Vendor should take a progressive approach to technology and update their software to accommodate new fields data entry devices. The devices that support their software should also be able to take pictures to attach to the Property Record.			
A.70	Ability to make changes to the Property Record and mark as Pending until an Appraisal Supervisor has approved the changes. Supervisor needs to view the original record and the new record with the changed fields highlighted. Upon acceptance, the change would			

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	be made active. This should be accomplished with Workflow processes.			
A.71	Flexibility to add attributes as needed. Provide a certain number of additional fields that can be activated and assigned a name, with the ability to assign the field as numeric, text or a drop-down box.			
A.72	Limit security of records by type (Residential, Commercial, CI Condo, Res Condo): a. Allow/restrict read/write access to certain property types by security: i. Example: Residential Appraisers should only work on Residential records, and Commercial Appraisers should only work on Commercial records			
A.73	Ability to enter the percentage of the building that is eligible to receive the 2 ½ % Reduction for multi-family properties. Currently, 1/2 of the value is eligible for two-family and 1/3 of the value is eligible for three-family. This percentage could be based upon square footage, number of bedrooms, or other defined proration.			
A.74	Ability to maintain information from the National Register of Historic Places, such as Resource Name, Address, City, Date Listed. These will also be a corresponding map for these Districts that can be used to populate a Historic District attribute. This attribute can then be used as a possible influence or factor for the CAMA Model.			
A.75	Ability to maintain information on abandoned and vacant houses, and use this as an influence in the Models.			
A.76	Ability to search by any number of attributes, select any output fields and ability to select output format (report – pdf, Excel spreadsheet or text file)			

CAMA – PROPERTY TYPES

A.77	<u>Residential Design</u> a. Ability to accommodate all of the current attributes that are stored for a Residential property b. Do not require a primary dwelling record for a Vacant property (this is a disadvantage of the current system) c. Ability to store information for multiple houses on a single parcel, value each house individually, and sum up value to the taxable parcel (currently designated with Subparcels) d. Ability to store and value a minimum of primary structures, land, outbuildings, pools and garages			
A.78	<u>Agricultural Design</u>			

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	a. Ability to accommodate all of the current attributes that are stored for an Agricultural property			
A.79	<u>Residential Condominium Design</u> a. Ability to accommodate all of the current attributes that are stored for a Condominium property b. Ability to store and value at complex, building and unit level. The taxable parcel is at the unit level. c. Ability to store sketches at all levels (Complex, Building, Unit)			
A.80	<u>Commercial/Industrial Design</u> a. Ability to accommodate all of the current attributes that are stored for a Commercial/Industrial property b. Ability to store data at parcel, building and building section levels c. Ability to store and value a minimum of buildings, building sections, land, land sections, elevators, escalators, other features and yard items, income and expense information d. Ability to store multiple sets of Income. Assign a year, category, active/inactive e. Link to Industrial Reports in OnBase Imaging System			
A.81	<u>Commercial Condominium Design</u> a. Ability to accommodate all of the current attributes that are stored for a Commercial Condominium property b. Ability to store data at complex, building, section and unit levels c. Ability to store and value a minimum of buildings, building sections, land, land sections, other features and yard items, elevators and escalators			
A.82	Ability to maintain a separate Homesite Value for the purposes of CAUV			

CAMA – PROPERTY RECORD REVIEW

A.83	Maintain all information collected on the <i>Request for Property Review</i> form. This is the process used by taxpayers to have their property attributes and values reviewed by internal appraisal staff. This should have the same functionality as the Board of Revision module (see BOARD OF REVISION section) (see VAUDITORICAMA-PROPERTY RECORD REVIEW on Attachments CD)			
A.84	Ability for the public to file a Property Record Review on-line (see SCREENS)			
A.85	Initiate a Workflow process for each application. Review goes to Appraisal Supervisor, Appraisal Supervisor assigns to Appraiser, Appraiser reviews and assigns a value, Appraisal			

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	Supervisor reviews/approves new Value, Values Department finalizes value for Abstract.			
A.86	Ability to enter in both discrete reasons for decision process and ad-hoc notes			
A.87	Generate Decision Letters based on criteria (i.e., Decision, Property Type, Group, etc.) and track when the letter was sent (<i>LETTERS</i>).			

CAMA – SKETCHING

A.88	Must meet or exceed the functionality of the current system. Lucas County currently uses Patriot SketchPro for all sketching functionality (see VAUDITOR/CAMA-SKETCHING on Attachments CD).			
A.89	Must convert all existing property sketches with 99.99% accuracy.			
A.90	Sketching package must be fully integrated with the CAMA System.			
A.91	Sketching package must be suitable for Residential and Commercial structures.			
A.92	Ability to maintain multiple sketches per Parcel, including the main dwelling(s) and any additional outbuildings, garages, other features, etc., and assign the Sketch to the building attributes.			
A.93	Ability to sketch all individual buildings or units. Must be able to sketch all Condominium buildings including Complex, Building and Unit.			
A.94	Sketching tool must be the single input for all square footage values. The square footages should not be entered into the System, but derived from the Sketch.			
A.95	Integrate Sketching package and sketches with the GIS Planimetrics (Building Footprints) layer.			
A.96	Must be able to assign each area one or many labels			
A.97	Ability to add multiple annotation/notes to the sketch			
A.98	Sketching program should be user-friendly in the rendering of angles, arches, and circular building areas.			
A.99	Must be able to handle large and complex buildings			
A.100	Scaling of sketch when printed on the PRC or any other report			
A.101	Ability to print sketch to multiple paper sizes			
A.102	Accommodate field work with the ability to use a stylus to create/edit sketches			
A.103	Must write out to a standard image format (such as .tif or .jpg), so that images can be incorporated into the reporting modules, displayed in web pages or exported for use outside of the System.			
A.104	Ability to sketch clockwise or counter-clockwise, or a combination of both within the same edit session.			
A.105	Ability to zoom in or out of the Sketch in the middle of an edit session.			

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GIS INTEGRATION

A.106	Lucas County maintains all GIS data in an ESRI GeoDatabase, and is in the process of implementing ESRI ArcGIS Server. Lucas County has a mature and extensive GIS installation, and expects the Vendor to leverage the investment that the County has made in these systems. The new system should have the ability to interface with ESRI ArcGIS Server Web Services.			
A.107	GIS should be integrated into the entire Tax Accounting/CAMA System wherever possible. The user should be able to select a set of parcels based on selected criteria and map the result set.			
A.108	Ability to create groupings through the GIS (select parcels spatially and add parcels to a group)			
A.109	Use GIS to populate certain data characteristics. For example, at time of split, the System should spatially query GIS and populate as many variables (i.e., Land Influence, Traffic, Economic Obsolescence, etc) with preliminary data that will be verified by appraiser during field visit			
A.110	Incorporate Location Factors that are generated by GIS systems and automatically populate the Location Factor tables as parcels are changed or created. Location Factors are used within the County models to assign the influence of Location on the value. Location Factor surfaces are generated using GIS spatial analysis (ESRI Geostatistical Analyst extension) and values are extracted from that surface based on location. These can be vector or raster layers. There are separate Location Factors for each type of property, and there can be multiple Location Factors per property type.			
A.111	Utilize GIS Services to automatically populate Agricultural information (such as tillable, orchard, etc.) and CAUV Soil acreages			
A.112	Incorporate Routing Services. Ability to call a GIS Service to generate routes based on addresses, parcel numbers or other criteria.			
A.113	Generate routes based on an input of Assessor Numbers. These are generated for the Appraisers for their daily work.			
A.114	Display of dynamic maps. The proposed system will display spatial information as dynamic maps. These maps will allow a user to view parcel data, compare properties and view statistical analysis. For example, shade parcels by Traffic. This would allow the staff to easily identify inconsistencies in the data. The System should be capable of printing and plotting maps of various scales and formats.			

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CAMA – MODELLING – MODEL BUILDER/EDITOR

A.115	Must meet or exceed the functionality of the current system. All models are currently built and coded in-house in ORACLE.			
A.116	All statistical analysis will be completed outside the scope of this application with industry standard packages such as NCSS and SPSS. System must provide tools to select and export all necessary data needed to perform statistical analysis.			
A.117	Ability to code the models from within the application			
A.118	Ability to create models for Cost, Income and Market approaches.			
A.119	Ability to specify what year the model applies to, and limit models to certain property types, based either on Class or Property Type			
A.120	Ability to set a model as in-active or active			
A.121	Ability to lock the models once they have been set for a Revaluation year			
A.122	Ability to run a model on a subset or the entire dataset and store results in a temporary location			
A.123	Ability to run different models on the same property at the same time to compare model results, before finalizing a value			
A.124	Ability to run all models, but not apply a final value			
A.125	Store value for each component of a property (i.e., Outbuilding, Pool, etc.)			
A.126	Ability to identify what model produced each value			
A.127	For Triennial Update Years, ability to assign the Percentage Update by Neighborhood and Property Type.			
A.128	Ability to override Values either with whole-dollar amount or on a percentage basis.			

CAMA – SALES ANALYSIS AND COMPARISON

A.129	Must meet or exceed the functionality of the current system. The current Sales Comparison application is written in Visual Basic 6.0 and accesses a Microsoft Access database (see AUDITORICAMA-SALES ANALYSIS AND COMPARISON on Attachments CD).			
A.130	Ability to capture additional information in regards to the validity of the sale at the time of Conveyance			
A.131	Ability to import information from the State regarding Sales validity			
A.132	Ability to sum data from multiple parcels for multi-parcel sales.			
A.133	Ability to select Sales based on date range, property type, group/hbhd, etc. and easily update			

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	the validity a. Sales review and analysis will take place at any time with the ability for the appraiser to re-review the validity of prior sales over time			
A.134	Ongoing Sales Review: Put Sales into a Workflow queue for Appraisers assigned by Neighborhood. Appraiser should assign a Validity Code, with ability to flag parcels for Field Review. Allow Appraiser to select all Sales for a particular Neighborhood or Area (Reviewed and Unreviewed) by a Sale Date range, and update Validity on Reviewed Sales if necessary.			
A.135	Sales Statistics: Select Sales by Validity Code (i.e., Valid, Invalid and Unreviewed), Neighborhood and/or Sale Date range and calculate basic statistics including the mean, median, min, max, IQR, range for sales price(raw or adjusted) and price per square foot of TLA for improved sales or price per lotsize for vacant sales, turnover rate, and counts of total sales and valid vs. invalid sales. The system should also identify potential outliers (i.e., 10% to 90%) by analyzing these statistics in coordination with percentiles, sales ratios, and other defined constraints.			
A.136	Perform Sales Ratio Analysis. Enable the creation and analysis of any ratios deemed necessary			
A.137	Lucas County currently has a subscription to MLS Data and Co Star. Ability to interface/integrate with MLS and CoStar.			
A.138	Provide Sales Comparison tool for all property types			
A.139	Sales Comparison is based on an algorithm. Need ability to change this algorithm.			
A.140	Ability to select criteria for sales selection. In addition to the current formula for ranking sales, appraiser should have the ability to select by range of TLA, year built, etc. Comparability ranking would still rank selected sales.			
A.141	For Comp Sales Value Report, ability for appraisers to override the predefined adjustment and enter their own amounts and multipliers based upon market analysis and appraisal judgment			
A.142	Ability to mass produce Comp Sales Values for groupings of parcels or all parcels and store as temporary values.			

CAMA – WORK MANAGEMENT

A.143	Must meet or exceed the functionality of the current system (see \AUDITOR\WORK MANAGEMENT on Attachments CD).			
A.144	Workflow process for each department. Ability to track and follow the flow of work both in and			

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	between all departments.			
A.145	Assign a Case Number or Tracking Number to each process including, but not limited to: <ul style="list-style-type: none"> a. Board of Revision b. Conveyance/Sales c. Split/Combine d. Property Record Review e. New Construction Permit f. Raze Permit g. CAUV Change h. Class Change i. Exemption 			
A.146	Workflow: Ability to have tasks assigned to each type of process. These tasks would be assigned to a certain role. These tasks would move in and out of queues as they are completed. Each time a task is completed, this should be recorded as an activity for the Property Record.			
A.147	Ability for appraisers to take photograph(s) of a property.			
A.148	Item has been removed	N/A	N/A	N/A
A.149	Assignment of a Transaction ID for all appraisal related tasks (i.e.: new construction, sales, BOR, summary assessment report, property value and data review)			
A.150	A minimum of the following information must be tracked and reported for each appraiser: <ul style="list-style-type: none"> a. Administrative Code b. Errors c. Mileage by Day d. Office Hours/Field Hours 			

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CAMA – NEW CONSTRUCTION AND RAZING AFFADAVITS

A.151	<p><u>New Construction</u></p> <ul style="list-style-type: none"> a. Must meet or exceed the functionality of the current system. The New Construction Permits are currently maintained on the HP3000 Mainframe (see VAUDITOR\CAMA-NEW CONSTRUCTION on Attachments CD). b. Need to maintain a minimum of the following fields: <ul style="list-style-type: none"> i. Parcel ii. Address (sometime different than what is recorded on the Tax record) iii. Source (drop-down) iv. Permit # v. Type (drop-down) vi. Date Issued vii. Value of New Construction viii. Applicant Name ix. Notes x. Percent Complete. Keep history of Percent Complete (Date Entered, Inspection Date, User, Percent Complete) c. Ability to upload file from municipalities and permitting agencies into System d. Check that a Building is on record for any New Construction alteration e. Generate a workflow to assign the New Construction to an Appraisal Supervisor/Appraiser based on the type of Parcel (Residential or Commercial) f. Generate a workflow for parcels that need to be rechecked (Percent Complete not 100%, but has not been verified in the current year) 			
A.152	<p><u>Razing Affidavits</u></p> <ul style="list-style-type: none"> a. Maintain all information captured on the <i>Application for Valuation Deduction for Destroyed or Damaged Real Property - DTE 26</i> (referred to as Raze Affidavit) b. Ability to track who submitted Raze Affidavit (Property Owner or Municipality) c. Ability to assign Raze Affidavit to the current tax year or next tax year d. Ability to track if a Raze Affidavit has been sent to the Property Owner e. Ability to track if a signed Affidavit was received from the Property Owner f. Initiate a Workflow to assign the Razing Affidavit to an Appraisal Supervisor/Appraiser, and then assign to an Appraiser g. Initiate a Workflow to change/delete Sketch, Planimetric and Front Structure Photo h. Once the field work has been 			

	<p>completed, automatically calculate the Percentage Deduction Allowed, based on the Application Date. Maintain the reduced and original values.</p> <p>i. If Raze is processed for the current year, generate a workflow to change the Value for this year, and for Add/Abates to make an adjustment for the Taxes that may result in a Refund.</p> <p>j. Link scanned DTE26 in OnBase Imaging.</p> <p>k. Allow public to register online and populate DTE 26 with a Pending status. Once the signed application is received and reviewed in the Office, it would be Accepted.</p>			
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BASIC PARCEL MAINTENANCE

<p>A.153</p>	<p><u>Parcel Identifier</u></p> <p>a. Current Identifiers:</p> <ul style="list-style-type: none"> ▪ Parcel: This is a seven-digit number used to identify taxable parcels. The first two digits refer to the Taxing District, and the last 5 are unique to the Taxing District: <ul style="list-style-type: none"> • Example: 09-73277 • This is the primary key used in the current Tax Accounting System and the majority of the administrative applications. • This is the identifier that appears on the Tax Bills and that the general public is familiar with ▪ Assessor Number. Subpar: This is an 8-digit number used to identify the property on the map. The first two digits are the Area, the next three are the Block within the Area and the last three are the Lot within the Area. The Subpar indicates different "portions" of the Assessor (i.e., exempt portions, multiple structures) <ul style="list-style-type: none"> • Example: 01-555-555.Z • This is the primary key used in the current CAMA system and utilized by the appraisal staff. • Each Assessor Number refers to a "piece" of land <p>i. There is not always a one-to-one relationship between these two identifiers. For example, a Condominium has one Assessor Number to designate the land on the map, but multiple Parcel Numbers (one per unit) for taxation purposes</p> <p>b. Each identifier serves a slightly different</p>			
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	<p>purpose and each are critical in the current systems.</p> <p>c. The vendor must propose an ideal solution to accomplish the following:</p> <ul style="list-style-type: none"> i. Preserve the existing Parcel and Assessor Number. These are used on all past and current records, and must, at minimum, be preserved for reference ii. Allow for the least amount of disruption to the current processes of the Office iii. The system must accommodate all of the utility that the current identifiers provide 			
A.154	<p>Property Address including street address, city, state and zip +4</p> <ul style="list-style-type: none"> a. Ability to handle multiple situs addresses per parcel 			
A.155	<p>Legal Description – virtually unlimited to allow for full Legal Description</p>			
A.156	<p>Parcel History: Link with the scanned Transfer Cards. These are currently stored as tif images with an index by parcel.</p>			
A.157	<p><u>GIS Integration</u></p> <ul style="list-style-type: none"> a. Integrate with ESRI ArcGIS Server to link to and display a map of the current parcel and surrounding area b. Link back from a selected parcel on the map to the Tax Accounting/CAMA System 			
A.158	<p><u>Front Structure Photo Integration</u> Link to the library of Front Structure Photos for the current parcel</p>			
A.159	<p>OnBase: Link to all of the document images in OnBase Imaging for the current parcel</p>			
A.160	<p>Link to all building sketches for the current parcel</p>			
A.161	<p>Integrate with existing Pictometry data and application</p>			
A.162	<p>There are several circumstances that either currently cannot be handled in an efficient manner by the current system, or are handled in a very cumbersome manner. These Special Cases are documented in this section. The Vendor must demonstrate how a new System can handle these different circumstances.</p> <ul style="list-style-type: none"> a. A house crosses over two lots that are maintained as two separate taxable parcels b. CAUV Parcels that have gone Void (combined), but still have unpaid taxes and recoupments (i.e., ODOT US 24). Also need to hold payments in escrow that have been made for a future year. c. Easement Parcels – The house is still standing and needs to be taxed on the House, but not the Land 			

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MOBILE HOME AND MANUFACTURED HOMES

A.163	Must meet or exceed all of the current application functionality (currently in HP3000 TRANSFER Screen and in-house Microsoft Access Database – One-Stop Mobile Home System - see VAUDITORMOBILE HOME AND MANUFACTURED HOMES on Attachments CD). All Mobile Homes are currently entered in the One-Stop system and ported into the HP on a regular schedule.			
A.164	Must meet all ORC Sections 319.202, 319.54, 322.02, 322.05, 322.06, 4503.06, 4503.061, 4503.062, 4503.063, 4503.065, 4505.10, 4505.06, 4505.061, 4505.11, 4505.12, 4781.01, 3781.06			
A.165	Ability to handle Manufactured or Mobile Home Taxed Like Real Property and Manufactured or Mobile Home Taxed Like Personal Property (depreciated). There are still approximately 1,000 mobile homes valued as Personal Property			
A.166	Maintain a minimum of the following attributes for each Mobile Home: a. Parcel Number b. Size – Length and Tipout c. Make (Lookup table/drop-down) d. Model (Lookup table/drop-down) e. Year f. Lot g. Condition (Lookup table/drop-down) h. Title Number i. VIN/Serial Number			
A.167	Maintain Mobile Home Park master record and ability to assign parcels to the park. Maintain a minimum of the following fields: a. Park Name b. Park Owner c. Park Address/Location d. Contact Information			
A.168	Ability to flag parcels as Mobile Home Park land, and assign it to a Mobile Home Park			
A.169	Ability to search by Park Name and Lot Number			
A.170	Ability to calculate late registration penalties per Ohio Revised Code.			
A.171	<u>Taxation</u> a. Handle the issue of taxing Mobile Homes for the current year versus taxing Real Property for the previous year. b. Ability to calculate appropriate penalty and interest per the Ohio Revised Code c. Ability to perform tax calculations on any given registration at any time (previous, current or future tax years), considering all reductions for "Like-Real" (i.e., Homestead, 2 ½ %, 10 %, etc.) and depreciation method.			
A.172	Track Homestead information for Manufactured Homes			

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A.173	Generate the <i>FORM MH-1 from the Ohio Department of Taxation</i>			
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DEED TRANSFER - CONVEYANCES – REAL ESTATE

A.174	Must meet or exceed all of the current application functionality. All Conveyance information is currently entered in the HP3000Mainframe (see VAUDITOR/DEED TRANSFER – CONVEYANCES – REAL ESTATE on Attachments CD)..			
A.175	Must meet all requirements for State Department of Equalization staff to review, analyze and reconcile Conveyance Forms			
A.176	Ability to store all information collected on the following DTE Forms a. <i>DTE Form 100 – Real Property Conveyance Fee Statement of Value and Receipt</i> b. <i>DTE Form 100(EX) – Statement of Reason for Exemption from Real Property Conveyance Fee</i>			
A.177	Ability to print internal fields on a pre-filled DTE Form 100 (Number through Total Value) or DTE 100(EX). Allow for the DTE 100/DTE 100(EX) to be entered by external agencies (i.e., Title agencies or attorneys) with a Pending status until the signed document is received and reviewed in the office.			
A.178	Allow companies to maintain an Escrow Account. This would allow them to prepay for Conveyance and Transfer Fees and deduct from their balance at the end of each transaction. Allow for the ability to eventually accept electronic payments when e-filing becomes an accepted practice by State and Local governments.			
A.179	Allow the DTE 100/DTE 100(EX) forms and supporting documentation to be entered by the general public at a kiosk with a Pending status. The document would be Accepted by the internal staff.			
A.180	Maintain unlimited history of ownership and sales data including conversion of all information from the current HP system			
A.181	Allow for all Transfer and Conveyance Fee rates to be stored in the database and updated by a user with System Admin privileges.			
A.182	Deed Types descriptions must be maintained in a system table that is managed by a System Administrator.			
A.183	Ability to enter multiple parcels for a single Conveyance tied together by the Conveyance Number.			
A.184	Keep track of the owners as separate entities. Owner names should be entered once and attached to a parcel/conveyance. Allow for easy			

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	tracking of individuals that own multiple properties.			
A.185	Allow for tracking of properties that are owned by multiple owners and own a certain percentage of the property (Heirs).			
A.186	Capture the 2 ½ Percent Rollback at the time of the Conveyance.			
A.187	Integrate the Rental Registration process into the Transfer and Conveyance process (See RENTAL REGISTRATION Section).			
A.188	Capture the Homestead information at the time of the Conveyance. Generate a workflow process for the Homestead Department if a Manufactured Home on Homestead is transferred.			
A.189	Ability to enter a Sales Validity Code at the time of the Conveyance (Lookup Table). This should be separate from the Appraisal Sales Validity in the case they are different after the Appraiser has reviewed the Sale. The code is currently entered in the Internal Code field on the Conveyance Form (see <i>FORM – APPLICANTS CONVEYANCE FORM – INTERNAL CODE.tif</i> and <i>SALES VALIDITY DESCRIPTION.tif</i>)			
A.190	<p><u>Name Redaction for Protected Classes</u></p> <ul style="list-style-type: none"> a. Ability to accommodate House Bill 46 Section 319.28 (B)(1) and (2) enacted on September 1, 2008, which allows for the replacement of names with initials for a defined protected class: <ul style="list-style-type: none"> i. Ability to maintain a minimum of application information collected on Affidavit (Peace Officer Affidavit and Peace Officer – Spouse Affidavit). This would apply to a specific owner: <ul style="list-style-type: none"> ii. Application Date iii. Reason for application iv. Preferred alias ii. Application Date iii. Reason for application iv. Preferred alias b. Ability to allow secured access to the ownership information for these individuals. Only users with certain privileges could view the deeded owner name, all others would see the alias. c. This applies to both Real Estate and Manufactured Homes 			
A.191	<p>Accommodate workflow between Deeds department, County Engineers Tax Mapping and Splits Department with a minimum of the following steps:</p> <ul style="list-style-type: none"> a. Must automatically generate new Parcel Numbers for Split parcels (see LAND CHANGES Section). Use a workflow process to handle this task. b. Route request to Tax Map Department for approval of Legal Description c. Route to Treasurer’s Department to change tax bill mailing address 			

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A.192	Ability to create a workflow/notification to user(s) when certain parcels have transferred: <ul style="list-style-type: none"> a. Based upon criteria such as Property Type, Owner, Sale Amount, Class/Landuse, Occupancy, etc. i. Example: Notify Commercial Appraisers when any Hotel/Motel transfers 			
A.193	Extensive searching capabilities with a minimum of: <ul style="list-style-type: none"> a. Owner Name b. Address c. Conveyance Number d. Sale Amounts (range) e. Sale Dates (range) f. Status (Pending, Accepted, Rejected, etc.) g. Current or previous owners. Must be able to indicate if user only wants to view current or previous owners exclusively. 			
A.194	Automatically generate the following forms during the Conveyance process when necessary: <ul style="list-style-type: none"> a. DTE Form 101 – Statement of Conveyance of Homestead Property b. DTE Form 102 – Statement of Conveyance of Current Agricultural Use Property 			
A.195	Generate the sticker that is placed on the Deed for the purposes of Recorders indexing and integration (REPORTS/DEED STICKER.tif)			
A.196	The system should be capable of handling digital signatures of documents once this has become an accepted practice by the State and Local governmental entities.			
A.197	Generate Form PC-1 – from Ohio Department of Taxation			
A.198	Ability to generate Audit reports <ul style="list-style-type: none"> a. Print all information on the current RE0125P report and allow for option of printing the Heirs (Ownership Interest) b. Search by Sale Date, Deed Type, Entry Date, Change Date, User (external or internal) 			
A.199	Integrate Transfer module with the current point of sale PCI RCS Cashiering System. Enter the transactions and associated costs into one system, instead of processing the costs in multiple systems.			
A.200	Ability to attach and view scanned Conveyance or Exempt Forms and any additional conveyance documents from OnBase Enterprise Imaging			

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DEED TRANSFER - CONVEYANCES – MOBILE HOME AND MANUFACTURED HOMES

A.201	Must meet or exceed all of the current application functionality (currently HP3000 TRANSFER Screen and in-house Microsoft Access Database – One-Stop Mobile Home System – see VAUDITOR\DEED TRANSFER – CONVEYANCES – MOBILE HOME AND MANUFACTURED HOMES on Attachments CD). All Conveyance information for Mobile Homes is currently entered in the One-Stop system and ported into the HP on a regular schedule.			
A.202	Ability to store all information collected on the following forms: <i>a. DTE 41 – County Manufactured and Mobile Home Registration Certificate</i> <i>b. DTE 55 – Election to Have a Manufactured of Mobile Home Taxed Like Real Property</i> <i>c. DTE 100M – Manufactured and Mobile Home Conveyance Fee Statement of Value and Receipt</i> <i>d. DTE 100M(EX) – Statement of Reason for Exemption From Manufactured and Mobile Home Conveyance Fee</i>			
A.203	Ability to convert Personal Property Mobile Homes to Real Estate taxed “like” or “as” Real Estate: <i>a. “like” Real Estate – Manufactured/Mobile Home without a foundation that is taxed under the Real Property system, but taxed on current year</i> <i>b. “as” Real Estate - Manufactured/Mobile Home with a foundation that is taxed under the Real Property system. Once a Mobile Home is defined “as” Real Estate, it should be voided from the Mobile Home System and added to the Real Estate System.</i>			
A.204	Ability to accept and track payments for Relocation Permits (currently a set fee of \$5.00). Ability to change fee by System Administrator.			
A.205	Do not allow transfer of Manufactured/Mobile Home unless it is taxed “like” or “as” Real Estate			
A.206	Do not allow transfer of Mobile Home if the taxes are not paid in full			
A.207	Capture the Homestead information at the time of the Conveyance. Generate a workflow process for the Homestead Department if a Manufactured Home on Homestead is transferred.			
A.208	Produce Sales Ratio reports by date range			
A.209	By the time a new system is in production, all Personal Property Mobile Homes should be depreciated to the fullest extent and therefore the value should remain constant for the life of the home.			

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RENTAL REGISTRATION

A.210	Maintain all information on the <i>Rental Property Registration</i> form (internal form used to capture Rental Registration information per the State of Ohio). (see AUDITOR/RENTAL REGISTRATION on Attachments CD).			
A.211	Ability to track if property is rented or owned: a. Ability to generate notification to property owner if property is rented, but not currently on Rental Registration			
A.212	Capture information at the time of Conveyance			
A.213	Maintain history of Rental Registration per parcel (date/time, User, On or Off Rental Registration)			
A.214	If parcel is currently registered, do not allow parcel to receive 2 1/2% Reduction.			
A.215	Ability to search for all Rental Registration by a minimum of the following criteria: a. Parcel b. Owner/Corporation Name c. Corporate Officer Name/Title d. Agent Name e. Business Name			
A.216	Allow public user to register and create or change (additions or deletions) a form on-line. The changes should remain as Pending, until the signed form is received and Accepted by the internal staff.			
A.217	Link to scanned images of the Rental Property Registration form and all other supporting documents in the Enterprise OnBase Imaging.			

2 ½% REDUCTION

A.218	Must meet or exceed the functionality of the current system. The 2 1/2% Rollback status is currently maintained on the HP. The most recent status is stored, and the status for the current tax year and previous five tax years are stored. The HP also stores the 2 ½% values that indicate the value on which the parcel receives the Reduction. Also, the current CAMA system generates the 2 ½% value based on the ORC definition of the Reduction (only on primary structure and 1 st acre of property) (see AUDITOR/2 HALF PERCENT REDUCTION on Attachments CD).			
A.219	Generate all necessary reports for the State of Ohio per ORC			
A.220	Maintain all information on <i>DTE 106B – Homestead Exemption</i> and <i>2 ½ % Reduction Complaint</i> and <i>DTE Form 105C – Application for 2 ½% Reduction</i> forms			

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A.221	Ability to maintain a history of when the 2 ½% Reduction was granted or removed: a. User b. Date Changed c. Reason d. Granted or Removed			
A.222	Ability to track if Real Property or Manufactured Homes are owned or rented			
A.223	Capture the 2 ½% Rollback status at the time of Conveyance (See DEEDS TRANSFER – CONVEYANCES – REAL ESTATE Section)			
A.224	Ability to store the Land/Improvement that property is eligible for the reduction			
A.225	Add to CAMA the ability to enter the percentage of the building that is eligible to receive the reduction for multi-family properties. Currently, 1/2 of the value is eligible for two-family homes and 1/3 of the value is eligible for three-family homes. This percentage could be based upon square footage, number of bedrooms, or other defined proration.			
A.226	Do not allow reduction if the property is currently on the Rental Registration list			
A.227	Do not allow Rollback for more than one property per owner			
A.228	Maintain 2 ½ % Status and Values for previous years.			
A.229	Generate a workflow for the Adds/Abatement Department if the change results in a change to current or previous tax bills			
A.230	Ability for the Public to register and fill out an application to have the 2 1/2% Reduction added to their property. The application would remain in a Pending Status until the signed application is received and approved by the Auditor's staff.			

LAND CHANGES

A.231	Must meet or exceed functionality of the current system. All Land Changes are currently maintained on the HP3000 Mainframe. Resulting attribute and value changes are also made on the CAMA System (see AUDITOR LAND CHANGES on Attachments CD).			
A.232	Maintain all information reported on the internal <i>Land Change Order</i> form.			

A.233	<p>Land Change Definitions: These are terms used internally by Lucas County to identify the Split/Combine status of parcels:</p> <ul style="list-style-type: none"> ▪ New: Parcel did not exist before the split occurred. Parcel can be a Current New or Future New. <ul style="list-style-type: none"> • Current: Transaction took place in the previous year. It will be on the Tax Duplicate for this year and taxable next year. • Future: Transaction took place in the current year. It will become a Current record the following year, and be on the Tax Duplicate next year and taxable the year after that. ▪ Retain: Existing parcel was involved in a split/combine, and will continue to remain active and on the Tax Duplicate, but most likely with a different acreage/size and value. It will retain the original Parcel Number. There are Current and Future Retains. ▪ Void: Existing parcel involved in a Land Change that will no longer be taxed or on the Tax Duplicate. There are Current and Future Voids. 			
A.234	<p>Ability to create and maintain parcels for previous, current or future years, and hold all associated new parcel information for each tax year, such as Class, Legal, Frontage, etc. These records should be effective-dated.</p>			
A.235	<p>Ability to create a new Taxing District any time during the Collection cycle (see TAX DUPLICATE and SETTLEMENT-DISTRIBUTION-BUDGET Sections)</p>			
A.236	<p>Automatic assignment of next available parcel number.</p>			
A.237	<p>Assign a transaction number to each land change (Splits/Combines, Plats, Condominiums, Annexations, etc.), and track all changes back to this number. Ability to view the linkages between all of the parcels (parent and child parcels) and track status (i.e., New, Void, etc.):</p> <ol style="list-style-type: none"> a. Assign type of Land Change. These types should be in a lookup table (drop-down list) maintained by a System Admin: <ol style="list-style-type: none"> i. Splits <ul style="list-style-type: none"> • Simple Split: One parcel splits into multiple parcels i.e., One parcel splits into 2 new parcels. One parcel is the Retain or Void, the other is New. Ensure that the one with the structure is the Retain. • Complex Splits: Multiple Parcels are split into multiple parcels i.e., 2 Parcels are combined and split into 3 new parcels. One parcel is the Retain or Void, the other 2 or 3 are New parcels. Ensure that the one 			

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	<p>with the structure is the Retain.</p> <ul style="list-style-type: none"> ii. Combines <ul style="list-style-type: none"> • Multiple parcels are combined into a single parcel i.e., 2 Parcels are combined into one parcel. One parcel is the Retain or Void, while the other is voided or in-active. iii. Plats (ORC Section 7) <ul style="list-style-type: none"> • Simple Plat: One Parcel splits into multiple parcels i.e., One Parcel splits into 10 new parcels to create a new plat. One parcel is the Void or Retain, while the other 9 are New parcels. • Complex Plat: Multiple parcels split into multiple parcels i.e., Two parcels are combined and then splits into 20 parcels for a new plat. The original 2 are Voids or Retains, while the other 18 are New parcels. iv. Condominiums (ORC Section 53) <ul style="list-style-type: none"> • Ability to create a Condominium Master record (similar to the Mobile Home Park). These would be in a lookup table (drop-down box) that would be maintained by a System Admin. • Many parcels can be assigned to the Condominium Complex. • This information will be linked to the CAMA record v. Annexations <ul style="list-style-type: none"> • Ability to reassign the Taxing District to the same record. In the current system, a new copy of the parcel must be created with a new Parcel Number. • System must keep record of the original Taxing District • Ability to calculate the financial impact for both the old and new Taxing District vi. Alley Vacate vii. Right-of-Way Take <ul style="list-style-type: none"> • Accept and process RE57 (<i>IFORMS AND APPLICATIONS\ROW TAKE TAXES - RE57.tif</i>). Submitted by ODOT when they are taking ROW and need the prorated tax amount. Allow ODOT to register and fill out the form on-line. • Accept and process ODOT Application for Real Property Tax Exemption and Remission – DTE RE 30 (<i>IFORMS AND APPLICATIONS\ODOT APPLICATION FOR REAL PROP TAX EXEMPT AND REMISSION - RE30.tif</i>). These are for ODOT to 			
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	<p>get Exemptions on ROW Takes. Allow ODOT to register and fill out the form on-line.</p> <p>viii. Easement</p> <ul style="list-style-type: none"> • Accept and process all information submitted on Lands Acquired by Easement for Highway Purposes – RE 31 (IFORMS AND APPLICATIONS/EASEMENT FOR HIGHWAY PURPOSES – RE31.tif). This allows the Easement to be processed for the current year. Allow ODOT to register and fill out the form on-line. <p>ix. Acreage Adjustment</p> <p>x. Road Widening</p> <p>b. Should be able to easily view the land changes and split history. Maintain a minimum of the following fields:</p> <ol style="list-style-type: none"> i. Date Entered ii. Date Occurred iii. Parent Parcel iv. Child Parcel v. Acreage Change vi. Acreage Balance vii. Status (Void or Retain) viii. User ID 			
A.238	Ability to handle multiple land changes per year per parcel			
A.239	Do not allow split work on Voided parcels			
A.240	Ability to add new Parcels and copy information from an existing Parcel			
A.241	<p>Ability to “delete” a Parcel</p> <ol style="list-style-type: none"> a. Parcels should never be permanently or physically deleted, only flag parcel as Inactive or Voided b. Do not allow a parcel to become void/inactive for the current tax year if there are unpaid taxes. 			
A.242	<p>Ability to maintain a short and long Legal Description. The long Legal should be able to store all of the Legal Description (unlimited). Short Legal Description should have a minimum of the following defined fields:</p> <ol style="list-style-type: none"> a. Range/Town/Section b. Subdivision Name c. Lot d. Unit e. Acreage f. Misc. 			
A.243	Ability to maintain Subdivision Name – this should be a lookup table maintained by System Admin			
A.244	Automatically create default Special Assessment records for new parcels. These should inherit the Special Assessments from the parent parcels.			

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A.245	Create a workflow process: <ul style="list-style-type: none"> a. Land Changes are generated from the Deeds Department. Automatically generate <i>Engineers Slip</i> as part of workflow – used to generate new Legal Description b. Routed to Splits c. Routed to Engineers to complete mapping and generate new Legal Descriptions d. Routed to Splits to enter information into Tax Accounting system e. Once a Land Change is completed and approved by Engineers Tax Map and Auditor's Splits, it is routed to the Appraisal Department to assign a new value. f. Value must be finalized for the Duplicate g. Several other departments (both external and internal) should be notified when a Land Change occurs (i.e., Sanitary Engineer, jurisdiction/municipality, Special Assessments Department, Tax Map Department, GIS) 			
A.246	Ability to search Land Changes by a minimum of the following criteria: <ul style="list-style-type: none"> a. Transaction Number b. Date Entered (range) c. Type of Land Change d. Effective Year for Land Change e. Taxing District/School District f. Subdivision Name g. Condominium Name h. Legal Description i. User ID 			

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A.247	<p>Split Delinquencies: This is a process that is currently completed before the Tax Duplicate is created. For each Land Change that involves parcels with any delinquencies or prior balances, these must be reapportioned as necessary. For example, all Void parcels with delinquencies must be moved to the new parcels. This is a time-consuming process that does not currently provide adequate checks and balances to ensure that the delinquencies have been moved correctly, and none have been inadvertently removed or added. :</p> <ul style="list-style-type: none"> a. View transactions that involve parcels with split delinquencies: <ul style="list-style-type: none"> i. Must also account for parcels that have been involved in multiple land changes within the same year b. Must be able to move both General and Special delinquencies c. Must provide a process to ensure that the delinquencies are in Balance. System must validate that the total delinquencies prior to the land change are equal to the total delinquencies after the land change. d. Enforce that all delinquencies or unpaid taxes on Voided or Inactive parcels have been removed e. Account for any payments that have been applied to the original parcels. The payments also may need to be split. f. Ability to handle cases where the Delinquency on a Void/Inactive parcel cannot be moved to another parcel, and the parcel must be billed until the Delinquency is paid off. For example, in the case of a Right-of-Way take. The new ROW is not taxable, but the original piece still has a delinquency that must be billed and collected. 			
A.248	Generate report of all information in the current Land Change Order			
A.249	Ability for public to submit a <i>Combination Form</i> online (to combine multiple properties into one) with a Pending Status. Once the signed application is received and reviewed, it should be Approved in the System.			
A.250	Ability to general Split Tax Bills (see SPLIT AND CORRECTED TAX BILLS Section and AUDITORISPLIT TAX BILLS on Attachments CD)			
A.251	Ability to link supporting documents stored in enterprise OnBase Imaging to the Land Change Order			
A.252	Integrate with Lucas County GIS Tax Map. Ability to pass attributes that have already been assigned in the Tax Map. Offer solutions on how to integrate the systems, so that data is only entered one time.			

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VALUATION MANAGEMENT – VALUE/CLASS CHANGES

A.253	Must meet or exceed functionality of the current system. The majority of Value changes are initially made in the CAMA System and routed to the Value Change staff by means of a <i>Parcel Value Change form (PVC)</i> . All Final Value/Class Changes are currently maintained on the HP3000Mainframe. These are the values used to generate the Tax Duplicate (see AUDITOR VALUATION MANAGEMENT on Attachments CD).			
A.254	Ability to make Value and Class changes for Real Property or Manufactured Homes			
A.255	Track every Value/Class change with a minimum of the following information. Maintain all necessary audit records to generate the DTE Value Abstract: <ul style="list-style-type: none"> a. Date approved b. Date entered c. Old/New values d. Old/New Class/LandUse e. User ID f. Reason for Change <ul style="list-style-type: none"> i. Lookup table (drop-down list maintained by System Admin) ii. These will correspond to the lines on the DTE Value Abstract iii. Allow for descriptive reasons for change, but tie each reason back to a line on the DTE Value Abstract g. Transaction ID of the event that caused the change (i.e., Transfer Number, New Construction Number) h. Year of change 			
A.256	Value/Class Changes may occur for the various reasons including but not limited to: <ul style="list-style-type: none"> a. New Construction b. Building Raze c. Property Record Review d. Board of Revision e. Board of Tax Appeals (BTA) or Court of Common Pleas (CCP) Appeal f. Split/Combine g. Exemption <ul style="list-style-type: none"> i. Maintain all Exemption information and values on the original parcel. For example, in the current system, a new administrative parcel is created for every CRA, and the CRA value is attached to the new parcel, and the remaining value is on the original parcel (see EXEMPTIONS – COMMUNITY REINVESTMENT AREAS – CRA Section). h. Public Utility Certificate (from State) i. Forfeited Land Sale j. Auditor's Adjustment (Ad-hoc correction) 			

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	<ul style="list-style-type: none"> k. CAUV l. Mobile Home Changes 			
A.257	Value and Class changes should not be re-entered if they have already been processed by another department or user (i.e., New Construction is already processed by the Appraisal Department), but should be validated as a means of quality control.			
A.258	Generate a digital <i>Parcel Value Change form (PVC)</i> and use workflow to assign the Value Change to a user.			
A.259	Automatically route workflow to Adds/Abates if the Value/Class has changed for a previous or current Tax Duplicate to process the change in taxes			
A.260	<p>Ability to search for Value/Class Changes by a minimum of the following fields:</p> <ul style="list-style-type: none"> a. Date approved (range) b. Taxing District c. School District d. User ID e. Reason for Change f. Year of change g. Value Change range (i.e., > \$100,000) 			
A.261	<p>Produce <i>Value Change Notices</i> - Notify taxpayer of a Value/Class change that will impact their taxes. This is required per ORC (see <i>LETTERS/VALUE CHANGE NOTICE</i>):</p> <ul style="list-style-type: none"> a. Select by a minimum of the following attributes: <ul style="list-style-type: none"> i. Date approved (range) ii. User ID iii. Reason for Change (ability to select one or many) iv. Year of change v. Effective Tax Year b. Track date that notice was sent c. If there are multiple changes per parcel, indicate all changes on the same Notice. 			
A.262	Ability to view snapshot of all Value/Class Changes, including Date, Reason, New Land and Bldg Value, Class (like the current Value History)			

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A.263	<p>Value Abstract</p> <ol style="list-style-type: none"> a. Ability to produce Real Property and Manufactured Home Abstract. Must provide full compliance with DTE analysis and reporting requirements (sent to the State in October) b. Must report all value (both land and improvements) and class changes per Taxing District per Reason (for both internal County Taxing District and DTE Taxing District). Must generate all audit records necessary to produce Value Abstract c. Properly account for CAUV changes per Ohio Revised Code d. Generate reports similar to current <i>AR0909P</i> and <i>AR0906P (Value Abstracts)</i> e. Export Value Abstract data in industry-standard format that can be sent be accepted by the DTE f. Ability to produce Tentative Abstract in accordance with ORC for Triennial Updates and Revaluation years g. Ability to produce Value Abstract for past years, with option to apply Late Order changes (changes that were made after the initial Abstract was produced – i.e., BOR, Exemptions, etc.). 			
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FORFEITED LAND SALE

A.264	<p>Must meet or exceed functionality of the current system (see AUDITOR/FORFEITED LAND SALE on Attachments CD).. All Forfeited Land and City Land Bank parcels are maintained in an in-house ASP.NET web-based application. This is a comprehensive system that maintains the following information about Forfeited properties:</p> <ul style="list-style-type: none"> a. Case Number (from Court) b. Parcels (Owner, Legal, etc.) c. All Sales where parcel was offered (even if it was not purchased) <ul style="list-style-type: none"> i. Sale Date ii. Sale Location d. Bidder Name e. Payment history per purchase f. Prints deeds and receipts g. Notes h. Activities (i.e., Track when the parcel is Forfeited, Parcel is Redeemed) 			
A.265	<p>Sales generally occur two times a year (typically once in March and October)</p>			
A.266	<p>Ability to track if parcel is taken by a City Land Bank:</p> <ul style="list-style-type: none"> a. Currently have City Land Banks for City of Toledo, City of Oregon and Jerusalem Township b. Generate a workflow for the Value Change Department to assign a new Class/Landuse: <ul style="list-style-type: none"> i. E-30 (Forfeited Land/Auditors Sale) ii. E-26 (City Land Bank) iii. E-36 (Sherriff's Sale) iv. E-46 (Gifted Deed – from owner in lieu of foreclosure) 			
A.267	<p>Ability to handle abatement of taxes for properties that are Forfeited Land. Generate a Workflow for the Adds/Abates Department to make necessary adjustments to taxes.</p>			
A.268	<p>Flag to indicate if the property is on the City or Municipality Demo List</p>			
A.269	<p>Ability to track a list of mailing addresses that receive Sale Lists. Indicate if individual will receive Forfeited Land List and/or individual will receive Sheriff's Sale List.</p>			
A.270	<p>Once a parcel has been changed to a Forfeited Land, initiate a workflow to the Value Change Department to change the class to E-30, and Transfers Department to transfer title to Forfeited Land:</p> <ul style="list-style-type: none"> a. This is initiated by an <i>Order to Forfeit</i> (Treasurers submit through Court of Common Pleas) b. Track Case Number assigned by the Court c. Generate a Journal Entry Deed (Type = JE) 			

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	d. Auto-populate Exempt Conveyance form for each property that is transferred.			
A.271	Initiate a workflow to the Value Change Department to change the Class/Landuse from E-30 back to original Class/Landuse once it has been purchased at a Sale. Allow to change a batch of parcels from E-30 back to original Class/Landuse after Sale of property.			
A.272	Maintain original name of owner when the property becomes a Forfeited Land. If a property is redeemed, it will be transferred back to the original owner.			
A.273	Ability to print Deed once the property has been purchased and customize Deed by adding survivorship language.			
A.274	Ability to generate list of current Forfeited Land Sale properties by municipality			
A.275	Interface with Clerk of Courts to obtain Court Costs			

EXEMPTIONS – GENERAL

A.276	Ability to maintain multiple Exemption applications per Parcel, but only allow a parcel to have one type of Exemption at any one time per Tax Year except in situations where multiple applications are permissible (i.e., multiple CRA) (see VAUDITOR EXEMPTIONS - GENERAL on Attachments CD).			
A.277	Track a minimum of the following information for each Exemption Application: <ul style="list-style-type: none"> a. Parcel Number(s) – allow for multiple parcels on a single application b. Applicant c. County Number d. DTE or Municipality Number e. Application Type (i.e., Standard, CRA, EZ, TIF) f. Begin Year/Date g. End or Expiration Year/Date h. Date/Year Applied i. Original Taxable Class/Landuse j. Notes per Application k. Activities per Application (i.e., Application sent to State, Appealed to Board of Tax Appeals) l. Status (i.e., Submitted, Pending, Accepted, Rejected) m. Taxable Class/LandUse n. Exempt Class/LandUse o. Track when Exemption is granted and removed p. Track what documents have been filed (i.e., Ordinance, School Board Approval) q. Job Creations/Retention statistics 			
A.278	Ability to view if parcel is a Pending Exemption or Exempt, and stage of the Exemption Application process			
A.279	Automatically revert to taxable status or generate			

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	workflow after the Expiration date/year of the Exemption or Abatement. Produce notification letters for property owners with estimated tax increase			
A.280	Generate a task within a workflow to create a letter for Exempt parcels that are transferred in accordance with ORC 5715.27.			
A.281	Ability to handle New Construction value entered on an Exempt parcel in accordance with ORC 5709.01, 5713.17 and 5713.082. Generate a Workflow process.			
A.282	Generate Denial Letters			
A.283	Apply a digital image of the signature for all applications that require an official signature on the Auditors Findings and Treasurer's Findings.			
A.284	Ability to search for Exemptions by a minimum of the following attributes: a. County Application Number b. DTE or Municipality Application Number c. Years Filed d. Date Filed e. Applicant Name			
A.285	This item has been intentionally removed.	N/A	N/A	N/A
A.286	Ability to report and calculate the foregone taxes by Parcel, Exemption Type, Taxing District, School District or Municipality due to Exemption Applications with option include/exclude Pending Exemptions or report solely on Pending Exemptions			
A.287	Compile reports for Exemptions and/or Pending Exemptions by Exempt Class, Exempt Landuse, Taxable Class, Taxable Landuse, Exemption Type, Year, Collection Half, Taxing District, School District or Municipality with a minimum of the following information: a. Parcels b. Taxes Due per project c. Delinquent Taxes per project d. Value Change e. Land Changes f. Job creation/retention statistics (if applicable)			
A.288	Provide all necessary reports for Tax Incentive Review Committee (TIRC)			
A.289	Generate barcode label with County Application Number to use for physical file folder.			
A.290	Link with Exemption Applications and all supporting documents in Enterprise OnBase Imaging			
A.291	Also refer to Section TREASURER - EXEMPTIONS			

EXEMPTIONS – STANDARD EXEMPTIONS

A.292	Must meet or exceed functionality of the current system. All Standard Exemptions are entered in a legacy PC Database (FilePro). Class/Landuse and Value changes are made in the HP3000 Mainframe. (see IAUDITOR\EXEMPTIONS – STANDARD EXEMPTIONS on Attachments CD).			
A.293	Must meet all requirements of ORC 5709.			

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A.294	Prepare the Exempt Abstract in accordance with the ORC.			
A.295	Ability to enter and track all information entered on the <i>Application for Real Property Tax Exemption and Remission (DTE Form 23)</i> .			
A.296	Track the Final Determination status. This should be in a lookup table (drop-down) maintained by System Admin: <ul style="list-style-type: none"> a. Grant <ul style="list-style-type: none"> i. Also track percentage granted. Generate a single tax bill for partial grant. b. Deny c. Dismiss 			
A.297	Ability to apply Exemption (value or tax abatements) to current or previous years.			
A.298	Tax Collection/Billing: <ul style="list-style-type: none"> a. Only bill for Special Assessments b. Issue refund if they have overpaid once the Exemption is granted 			
A.299	Check the following when a new application is being processed: <ul style="list-style-type: none"> a. Alert the user if the parcel is in any stage of the Foreclosure process b. Applicant is the same as the property owner c. Existing Exemption Application has not been filed on the same parcel for the same years as the new application d. Parcel is not currently receiving any other type of Exemption or Abatement 			
A.300	Check that all taxes are paid (General and Special Assessments) before the Exemption is granted			
A.301	Initiate a Workflow Process to assign a task collect the Auditor's Findings and Treasurer's Findings. These activities can occur simultaneously. <ul style="list-style-type: none"> a. Automatically pull current and past year values and update Auditor's Findings b. Automatically populate unpaid taxes on Treasurer's Certificate c. Alert Treasurer if parcel has unpaid taxes, unless they have been granted amnesty under the State Amnesty Program (tied in with State budget bill). In this case, they do not have to pay General Taxes. Ability to indicate if taxes have been abated for this reason 			
A.302	Once Exemption is granted, initiate workflow to change the Class. Also will need to change values if a partial exemption is granted: <ul style="list-style-type: none"> a. Ability to track both the full market value and an exempt value and calculate taxes accordingly. Keep all information on a single parcel. (Currently, partial exemptions are kept on a separate administrative parcel) 			
A.303	Initiate workflow for Adds/Abates to issue refund if Exemption is granted for years when owner paid General taxes			

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A.304	Initiate a workflow if an Exempt parcel transfers, New Construction Permit is filed (per ORC 5709.01, 5713.17 and 5713.082), or parcel is involved in a Land Change (i.e., split, combine, etc.) a. Generate letter to owners of parcels that were Exempt and are going or have been made taxable due to transfer of ownership or other factor (per ORC 5715.27).			
A.305	Ability to report Exemptions based on Taxing District, School District, jurisdiction, Class/Landuse, Year, Exemption/Pending Exemption: a. Provide all necessary reports for Tax Incentive Review Committee (TIRC) b. Report on forgone taxes (how much would have been collected had the parcel(s) not been exempted)			
A.306	Pending Exemptions: a. Option to generate Tax Bill for only the Special Assessment amount b. Generate reports of Amount owed, Delinquencies, Penalties/Interest, Amount Taxed, Amount Paid and Amount Unpaid by General and Special Assessments			
A.307	Provide ability for public to register and fill out the DTE Form 23 online with a Pending status. Once the signed application is received and reviewed, it will be Accepted into the system.			
A.308	Accept and process ODOT Application for Real Property Tax Exemption and Remission – DTE RE 30 (<i>IFORMS AND APPLICATIONSIODOT APPLICATION FOR REAL PROP TAX EXEMPT AND REMISSION – RE30.tif</i>). These are for ODOT to get Exemptions on ROW Takes. Allow ODOT to register and fill out the form on-line (see LAND CHANGES Section).			

EXEMPTIONS – COMMUNITY REINVESTMENT AREAS - CRA

A.309	Must meet or exceed functionality of the current system. All CRAs are entered in a legacy PC Database (FilePro). Class/Landuse and Value changes are made in the HP3000 Mainframe. Lucas County current has approximately 2,500 CRA Parcels (see AUDITOR\EXEMPTIONS – COMMUNITY REINVESTMENT AREAS - CRA on Attachments CD).			
A.310	Must prepare the Exempt Abstract as specified by the ORC 3735.65 – 3735.70, 5708.83			

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A.311	Ability to enter and track all information entered on <i>Community Reinvestment Areas (CRA) Application for Tax Exemption (CRA Form 1)</i> and all associated information. Maintain basic Exemption Application fields and a minimum of the following additional fields: <ul style="list-style-type: none"> a. Housing Officer Number b. Exempted Value c. Length of abatement d. Percentage of abatement. This will be used for the life of the abatement e. Keep CRA abatement value with the current parcel. In the current system, a new administrative parcel must be created for each CRA 			
A.312	Ability to automatically calculate the Abatement Percentage (see <i>MISCIVALUATION WORKSHEET.doc</i>)			
A.313	Ability to associate New Construction Permit Applications to the CRA Application. Flag as a Pending Abatement if the New Construction has not processed.			
A.314	Ability to maintain multiple CRA Applications per parcel for multiple construction projects. These may have different start date, end date and lengths			
A.315	Ability to recalculate the Abatement if the base value is changed			
A.316	Ability to determine if parcel is located in a CRA District. Possibly through Web Service call to ArcGIS Server or as an attribute on the Parcel record.			
A.317	Once application has been entered, generate Workflow process to assign Auditor's Findings to staff member			
A.318	Once application has been approved, generate Workflow process for Appraisal Supervisor/Appraiser to change the CRA Value. If the approval and CRA Value change is for previous years, generate workflow process for Adds/Abates to adjust previous taxes and produce refund check if necessary.			
A.319	Automatically create a Workflow once the Abatement expires for Value Change Department to remove abatement value and change class. Automatically generate expiration letter			
A.320	Ability to generate letter for the taxpayer in regards to the Tax Abatement for the Mortgage Company			
A.321	Ability for Cities/Municipalities to register and submit CRA Form 1 online with a Pending status. Once the signed copy has been received and reviewed, it would be Accepted into the system.			

EXEMPTIONS – ENTERPRISE ZONES - EZ

A.322	Must meet or exceed functionality of the current system. All Enterprise Zones are entered in a Microsoft Access database. Class/Landuse and Value changes are made in the HP3000 Mainframe.			
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	Lucas County currently has approximately 200 EZ agreements. (see \AUDITOR\EXEMPTIONS – ENTERPRISE ZONES - EZ on Attachments CD).			
A.323	Must prepare the Exempt Abstract as specified by the ORC 5709.62 – 5709.632.			
A.324	Ability to enter and track all information entered on <i>Tax Incentive Program Application for Real Property Tax Exemption and Remission (DTE Form 24)</i> and all associated information: <ul style="list-style-type: none"> a. Keep EZ abatement value with the original parcel. In the current system, a new administrative parcel must be created for each EZ b. Track multiple EZ applications on a single property 			
A.325	Ability to automatically calculate the Abatement Percentage (see <i>MISCIVALUATION WORKSHEET.doc</i>)			
A.326	Ability to assign Exempt Class/Landuse: <ul style="list-style-type: none"> a. E-22 – County Initiated Enterprise Zone b. E-23 – Municipality Initiated Enterprise Zone 			
A.327	Keep the taxable and exempted portions on the same tax bill.			
A.328	System should make the following checks: <ul style="list-style-type: none"> a. Only allow EZ on a Commercial/Industrial property b. Don't allow application to be processed if Taxes are not current 			
A.329	Initiate a workflow process to assign a task to collect the Auditor's Findings and the Treasurer's Findings. These activities can occur simultaneously. <ul style="list-style-type: none"> a. Automatically populate current and past year values and update Auditor's Findings b. Automatically populate unpaid taxes to populate Treasurer's Certificate 			
A.330	Billing/Payments: <ul style="list-style-type: none"> a. Ability to track payments made to schools in lieu of taxes (PILOTs) b. Ability to bill for payments in lieu of taxes. This is not currently handled by the County, but could be in the future. 			
A.331	Provide ability for public to register and fill out the DTE Form 24 online with a Pending status. Once the signed application is received and reviewed, it will be Accepted into the system.			

EXEMPTIONS – TAX INCREMENT FINANCING - TIF

A.332	Must meet or exceed functionality of the current system. All TIFs are entered in a legacy PC Database (FilePro). Class/Landuse and Value changes are made in the HP3000 Mainframe. Lucas County currently has approximately 30 TIF agreements. (see \AUDITOR\EXEMPTIONS – TAX INCREMENT FINANCING - TIF on Attachments CD).			
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A.333	Must prepare the Exempt Abstract as specified by the ORC 5709.913 and Sub. H.B. 427.			
A.334	Must meet all processes outlined in ORC: a. 5709.40 – 5709.43 – Municipal Tax Increment Financing b. 5709.73 – 5709.74 – Township Increment Financing c. 5709.77 – 5709.81 – County Tax Increment Financing			
A.335	Ability to enter and track all information entered on <i>Tax Incentive Program Application for Real Property Tax Exemption and Remission (DTE Form 24)</i> and all associated information: a. Keep TIF abatement value with the original parcel. In the current system, a new administrative parcel must be created for each TIF b. Entity that initiated the TIF (i.e., City of Toledo, Sanitary Engineer, etc.)			
A.336	Track type of TIF and handle distribution of monies– This determines how the levy monies are distributed : a. Parcel TIF i. Monies are distributed to Schools based on one of the following scenarios: 1. Receive all the tax dollars (no taxes foregone) 2. Receive a percentage of the total taxes generated 3. Receive a percentage of the taxes they would have received if the agreement was not in place ii. Create separate semi-annual TIF Settlement iii. The remaining dollars are distributed to the municipality b. TIF District (Lucas County currently does not have any TIF Districts) – TIF Levy Exception for incentive TIF Districts (Political subdivision must distribute service payments to the taxing authority that levies the tax for the revenue forgone by the taxing authority because of the TIF Agreement) i. Per H.B. 530 (HB66) – Incentive District TIFs created on or after 1/1/06 that have the following: 1. New Levy, Replacement Levy or Renewal Levy that increases the amount of the previous levy 2. Levies for zoological park services or facilities 3. Levies supporting township park districts 4. Voter approved excess levies for public assistance, human or social services, public relief, public welfare, public health and hospitalizations or support of general hospitals.			

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A.337	Maintain Exempt Class/Landuse (E-19 or E-20)			
A.338	<p>Billing – Treasurer does the billing for the payments in lieu of taxes (PILOTs), with the exception of the Sanitary Engineer:</p> <ul style="list-style-type: none"> a. Generate separate bills with cover letter for PILOTs (see BILLS-STATEMENTS) b. Paid into TIF Fund/Account – there is one for each school district/municipality c. System should track what payments have been taken in PILOTs d. Ability to calculate what amounts need to be distributed back to municipalities during Settlement process e. Ability to handle partial payments f. Track all entities that receive portions of the PILOTs and what portions should be distributed 			
A.339	Initiate a Workflow if a TIF parcel is transferred, has a New Construction Permit filed, or is involved in a Land Change for approved or pending applications.			
A.340	Initiate workflow if base TIF value changes for any reason			
A.341	<p>Produce comprehensive report for TIF Agreement with a minimum of the following information:</p> <ul style="list-style-type: none"> a. Parcel(s) b. Taxes/Delinquencies Due c. Values/Value Changes d. Land Changes (Splits, Combines, etc.) 			
A.342	Provide ability for public to register and fill out the DTE Form 24 online with a Pending status and attach supporting documents. Once the signed application is received and reviewed, it will be Accepted into the system by internal staff.			

CAUV

A.343	Must meet or exceed functionality of the current system and provide for the management of all data and production of documents currently used. All administrative CAUV information is maintained in the HP3000 Mainframe Tax Accounting System. All of the acreage and soils are generated by the County GIS (see AUDITOR\CAUV on Attachments CD).			
A.344	<p>Ability to store all information collected on the following DTE Forms:</p> <ul style="list-style-type: none"> a. DTE FORM 109 – Initial Application for the Valuation of Land at its Current Agricultural Use b. DTE FORM 109(A) – Current Agricultural Use Valuation Renewal Application 			
A.345	<p>Maintain the following information for each application:</p> <ul style="list-style-type: none"> a. Multiple parcels per application b. Status - lookup table maintained by System Admin (i.e., Denied, Applied, Possible, 			

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	<p>Recoupment)</p> <ul style="list-style-type: none"> i. Maintain a history of Status Changes (Date/Time, User, Status) c. Contact Information for Applicant, including address, phone (multiple) and email (multiple) 			
A.346	Maintain a CAUV Record for every year that the parcel is on the program. Ability to keep an on-going history of Recoupments, Soil Acreages, Values, etc.			
A.347	Maintain a history of the status and when it was changed			
A.348	Initiate a Workflow when a CAUV Parcel is transferred. Flag it as a Possible Renewal and a Reason Code why it is a Possible			
A.349	<p>Maintain all Soil Type Values in a lookup table (drop-down list) maintained by System Admin.</p> <ul style="list-style-type: none"> a. Maintain a history of all Soil Values either effective-dated or by Tax Year for billing purposes b. Ability to manually update the Soils, or load a file received from the State 			
A.350	<p>Recoupments</p> <ul style="list-style-type: none"> a. Split Recoupment between 1st half and 2nd half taxes and store separate Recoupment charges b. Ability to accept payments for Recoupments at any time. Even if they cannot be applied, allow for ability to hold these in escrow until they can be applied. c. Ability to track CAUV Savings for unlimited previous tax years for purposes of Recoupment d. Automate the billing of recoupments (including early recoupments) e. Ability to produce letters to developers or others with multiple parcels detailing recoupment charges for multiple properties (new subdivisions). f. Report total amount of recoupments by Tax Year, Collection Half, Class, Municipality, Taxing District, School District g. Ability to adjust the number of years of tax savings to calculate for Recoupments (currently 3 years) h. Automatically generate letter to notify property owner that there will be a Recoupment on their property. 			
A.351	Ability to track payment for initial application fee (currently \$25.00). There is no charge for a new renewal. Allow System Admin to change application fee if necessary.			
A.352	Do not allow CAUV for a parcel that is currently receiving a Forest Reduction.			
A.353	Generate a workflow when a CAUV Parcel is involved in a Land Change or transferred. In a Land Change, the acreage and Savings must be reallocated.			
A.354	Ability to search CAUV Applications/Parcels by a minimum of:			

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	<ul style="list-style-type: none"> a. CAUV Application Number b. Applicant c. Parcel d. Address e. Status 			
A.355	<p>Automatically generate first Renewal Letters (sent by January 15 per ORC) and second notice (sent by Certified Mail)</p> <ul style="list-style-type: none"> a. Print Bar Code on Initial Mailing – Use barcode for processing, automatically update as renewed after barcode is scanned. b. Generate second-notice for all records that were not renewed and send Certified Mail (use barcode) c. Automatically Deny/Recoup all records that were not renewed and generate letter 			
A.356	Report/notification of CAUV Parcels with a negative tax savings and generate a letter to notify the property owner (<i>See CAUV Master List – Negative Tax Savings – RE0285P</i>)			
A.357	Ability for Public to register and populate the CAUV Initial Application or CAUV Renewal and store with a Pending Status. Once the signed application is received and reviewed, the status would be changed to Accepted.			
A.358	Integrate with CAUV Application and all supporting documentation in OnBase Imaging			
A.359	Integrate with County GIS to populate the soil acreages for CAUV parcels			

AGRICULTURAL DISTRICT

A.360	Must meet or exceed functionality of the current system and provide for the management of all data and production of documents currently used. All administrative AG District information is maintained in the HP Mainframe Tax Accounting System (see AUDITOR/AGRICULTURAL DISTRICT on Attachments CD).			
A.361	Maintain all information for Ag District per ORC 929.02			
A.362	<p>Ability to store all information collected on the following DTE Forms:</p> <ul style="list-style-type: none"> a. <i>ODA – AG. ADM Form 11 – Application for Placement of Farmland in an Agricultural District</i> b. <i>Renewal – applicant must send in renewal to remain on program</i> 			
A.363	<p>Maintain the following information for each application (application is accepted any time during the year):</p> <ul style="list-style-type: none"> a. Parcel - Maintain multiple parcels per application b. Status - lookup table maintained by System Admin (i.e., Denied, Applied, Possible) <ul style="list-style-type: none"> i. Maintain a history of any change in 			

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	<ul style="list-style-type: none"> status (Date/Time, User, Status) c. Contact Information for Applicant d. Year Applied e. Notes per Application f. Activities per Application g. Maintain is parcel is removed from Ag District and reason for removal 			
A.364	Keep history of AG District Applications. Maintain an AG District Record for every year that the parcel is on the program			
A.365	Generate a Workflow when an AG District Parcel is transferred or is involved in a Land Change. Flag it as a Possible			
A.366	Ability to search AG District Applications/Parcels by a minimum of: <ul style="list-style-type: none"> a. AG District Application Number b. Applicant c. Parcel d. Address e. Status 			
A.367	Automatically generate Renewal Letters 5 years after application is accepted and second notice (sent by Certified Mail) <ul style="list-style-type: none"> a. Print Bar Code on Initial Mailing – Use barcode for processing, automatically update as renewed after barcode is scanned. b. Generate second-notice for all records that were not renewed sent by Certified Mail (print barcode for Certified Mail and track Certified Mail Number) c. Deny all records that were not renewed and automatically generate Denial Letter 			
A.368	Ability to collect and record Application Fee. Allow System Admin to update fee.			
A.369	Ability for Public to register and populate the AG District Initial Application or AG District Renewal and store with a Pending Status that would be changed to Accepted, once the application was received.			
A.370	Integrate with AG District Application and documentation in OnBase Imaging			

FOREST REDUCTION

A.371	Must meet or exceed functionality of the current system and provide for the management of all data and production of documents currently used. All administrative Forest Reduction information is maintained in the HP3000 Mainframe Tax Accounting System (see VAUDITOR\FOREST REDUCTION on Attachments CD).			
A.372	Information on Forest parcels are received from the Ohio Department of Natural Resources on an annual basis			
A.373	Ability to maintain a history of when the parcel was put on the program and taken off the program and reason			

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A.374	Ability to maintain multiple Forest records to account if the parcel has been taken on and off the program			
A.375	Do not allow Forest Reduction if parcel is on CAUV			
A.376	Maintain the acreage amount that the Forestry Division permits for the Reduction. Calculate the Land Value as 50% of the original value of that Acreage. Maintain both the original Land Value and new Land Value.			
A.377	Generate a Workflow process to assign to an Appraisal Supervisor and then an Appraiser to assign the new value.			

PUBLIC UTILITIES

A.378	Must meet or exceed the functionality of the current system. All Public Utility class/landuse and values are maintained on the HP3000 Mainframe. See MISC/PUBLIC UTILITIES TABLE for description of Public Utility Parcel Numbers. Currently, the Land and Building values are on separate parcels. (see AUDITOR/PUBLIC UTILITIES on Attachments CD)			
A.379	Maintain a minimum of the following information for each Public Utility: <ul style="list-style-type: none"> a. Parcel Number b. Federal ID Number (FEIN) c. Real Property or Personal Property d. Type of Public Utility (i.e., Railroad, Telecommunications). This should be a lookup table (drop-down box) maintained by a System Admin e. Company Name. This should be a lookup table (drop-down box) maintained by a System Admin f. Values (Land and Building) <ul style="list-style-type: none"> i. Ability to change the Public Utility value for future, current or previous years g. Class/Landuse h. Track type of Order received from State that caused the Value Change (i.e., Replacement Order, Per Final Order, Amended Preliminary Assessment or a New Preliminary Assessment). This should be a lookup table (drop-down box) maintained by a System Admin 			
A.380	Automatically assign a new Parcel Number to a new Public Utility			
A.381	Ability to track parcels that were removed from Real Estate Public Utilities to Personal Property Public Utilities.			
A.382	Automated process to assign a zero value to a Public Utility for the current year if a new value has not been entered for that year (Value Certificate has not been issued by the State for the current year)			
A.383	Generate Public Utility Abstract (DTE 4259) for State (see REPORTS/PUBLIC UTILITY ABSTRACT - RE0960P.txt and PUBLIC UTILITY ABSTRACT - B - RE0961P.txt)			

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A.384	Produce <i>DTE Form 15B (Certification of Public Utility Personal Property Value Increases for School Districts)</i> a. When an appeal concerning a Public Utility Tangible Personal Property in the County is finalized, the Tax Commissioner must certify to Dept. of Education the sum of any increases in a school district's taxable value above the value on which taxes were paid for the years affected by the appeal.			
A.385	Ability to link scanned <i>Certificates from the State</i> and all associated documentation from Enterprise OnBase Imaging.			

HOMESTEAD

A.386	Must meet or exceed the functionality of the current system. All Homestead information is currently entered into the HP3000 Mainframe (see AUDITOR/HOMESTEAD on Attachments CD).			
A.387	Prepare all State reports and listings in accordance with the Ohio Revised Code and as requested by the Ohio Department of Taxation.			
A.388	Ability to apply Homestead to Real Property and Mobile Homes/Manufactured Homes			
A.389	Ability to capture all information on <i>Homestead Application for Senior Citizens and Disabled Persons (105 A)</i> and <i>Certificate of Disability for the Homestead Exemption(105 E)</i> and all associated information with a minimum of the following: a. Parcel b. Date Received c. Tax Year(s) d. Notes/Comments e. Activities f. Date of Death g. Ability to flag to not mail correspondence and Reason for No Mail (lookup table maintained by System Admin) h. Removal from Homestead: Date and Reason for Removal – lookup table (drop-down) maintained by System Admin i. Savings for final year before new rule applied (no income restrictions). This is used to determine if applicant is grandfathered under the old program. They will receive the greater of the savings between their final year of saving and potential saving under new program j. Historical income information k. Separate Mailing Address for Homestead correspondence, with ability to assign what time of year that alternate address should be used.			
A.390	Keep multiple Homestead records for each application. Effective Date each application and what tax year it applies to. Ability to edit Homestead records for previous, current or future years.			

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A.391	Ability to set the Value Reduction amount by year. For example, the reduction is currently \$25,000. Allow for this value to change, and keep a history or effective date the changes so that previous year taxes can be calculated. This should be controlled by a System Admin.			
A.392	Ability to override the calculated Homestead Reduction			
A.393	Don't allow Homestead if applicant is not 65 or disabled for the tax year that they applied			
A.394	Ability to record Birthdate with Property Owner information and annually generate letter to all homeowners turning 65 the next year that are not currently on Homestead and send pre-filled application.			
A.395	Maintain information on Homestead application requests to send to the Taxpayer (see TAXPAYER REQUESTS Section).			
A.396	Ability to capture Homestead Information at the time of Conveyance if necessary			
A.397	Handle refunds to Late Applications for the previous year: <ul style="list-style-type: none"> a. Ability to generate Workflow Process for late applicants that are eligible for refund checks for previous year (generate Workflow with Disbursements – PeopleSoft) b. Automate report for State of refunds that were cut due to Late applications for the previous year – <i>County Auditor's Certification to the Tax Commissioner for Reimbursement of "Late Filer" Refunds for Homestead Exemption – RA LFHE</i> and <i>County Auditor's Certification to the Tax Commissioner for Reimbursement of "Late Filer" Refunds for Homestead Exemption – RA LF MH</i> 			
A.398	Create a Workflow Process for all parcels on Homestead that are transferred			
A.399	Maintain if there has been a Homestead Reduction Complaint through the BOR (<i>Homestead Exemption and 2 ½% Reduction Complaint – DTE 106B</i>)			
A.400	Automatically generate <i>Continuing Homestead Exemption Application for Senior Citizens, Disabled Persons and Surviving Spouses (DTE 105 B)</i> and labels/envelopes (sent in April)			
A.401	Automatically generate <i>Real Property Homestead Exemption Survey (Form HE-1)</i> and <i>Manufactured Home Homestead Exemption Survey (Form HE-2)</i>			
A.402	Generate <i>Homestead Exemption and 2 ½% Reduction Certificate of Denial (DTE 106A)</i> form for all denied applications per year			
A.403	Ability for public to register and fill in new or renewal application on-line with a Pending status. Once signed application is received, it will be approved and Accepted by internal staff.			
A.404	Link with scanned Homestead Application and all associated documents in Enterprise OnBase Imaging.			

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BOARD OF REVISION

A.405	Must meet or exceed functionality of the current system. All Board of Revision case information is maintained in a web-based system with a SQL Server backend designed and implemented by Nikish Software. Must account for Real Property and Manufactured Homes (see AUDITOR/BOARD OF REVISION on Attachments CD).			
A.406	Track all information collected on the <i>Complaint Against The Valuation of Real Property – DTE Form 1</i> and a minimum of the following information for each case: a. Application information b. Activities c. Certified Mail d. Schedules and print Schedule Letters e. Notes f. Decisions and print Decision Letters -Value Complaints -CAUV Reinstatement -Homestead Reinstatement -Penalty Remission -County Land Bank (expedited foreclosure) g. Appeals			
A.407	Ability to integrate digital recording equipment to record an store hearings per case (these are used for Transcription in the event that the case is appealed)			
A.408	Automatically close a case 35 days after the Decision notification if there is no appeal			
A.409	Ability to assign separate mailing address for BOR correspondence			
A.410	Generate workflow if a parcel involved in a BOR case is transferred, involved in a Land Change or Value Change or applies for a Raze or New Construction.			
A.411	Generate a Workflow when a final BOR Decision has been made. Values Department must process the final value and Adds/Abates must make a correction to the Duplicate and send out a refund or issue credit.			
A.412	Integrate with BOR Applications and all other supporting documents scanned in enterprise OnBase Imaging.			

TAX DUPLICATE

A.413	Must meet or exceed functionality of the current system. All necessary processing and reporting is currently done on the HP3000 Mainframe (see AUDITOR/TAX DUPLICATE on Attachments CD).			
A.414	The system must perform all the mandated			

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	calculations and generate all State required reports			
A.415	Generate the Real Estate (currently AR0910P) and Manufactured/Mobile Home Tax Duplicates. These are generally created in early December.			
A.416	Allow for up to 6 decimal points on all tax rates (gross and effective)			
A.417	Ability to enter in Reduction Factors received from the State, or load Reduction Factors from a text file or other industry-standard formats and send any necessary information to the State electronically			
A.418	The Tax Duplicate includes the minimum of Parcel Number, Owner Name and Address, Legal Description, Valuation, Prior Tax Amount, December and July Interest charges, Penalty Charges, Gross Taxes, Reductions, Subtotals, Rollbacks and Net Due by First Half and Second Half, Special Assessments by Project, Tax, Penalty, Adds/Abatements, Paid Amounts and Dates.			
A.419	Provide the capability to perform all necessary calculations to create the Tax Duplicate, including the following charges and any other new State mandated calculations. The System must track all charges necessary for Settlement purposes: <ul style="list-style-type: none"> a. Gross Taxes b. HB 920 c. 10% Rollback. This is applied based on Class/Landuse d. 2 ½% Rollback e. CAUV Reduction f. CAUV Recoupments g. Delinquent Recoupments h. Forest Reductions i. Homestead j. Total General Taxes k. Prior Taxes l. Penalty/Interest m. Special Assessments n. Any additional fees 			
A.420	Allow for an unlimited history of Tax Duplicates			
A.421	Ability to enter in all Levy/Fund Information and millage and assign subcategories, such as County, Municipal, Township, School or Other (see AR0940P and AR0941P) <ul style="list-style-type: none"> a. Levy Information (see <i>Levies by District and Expiration Date.xls</i> and <i>BALLOT LEVIES LIST.xls</i>) <ul style="list-style-type: none"> i. Levy Name ii. Taxing Authority iii. Status (Expired, Current, Future) iv. Year Start v. Year End vi. Initial Millage per Year vii. Effective Millage per Year viii. Resolution # ix. Date Received 			

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A.422	<p>Levy Manager/Estimator:</p> <ul style="list-style-type: none"> a. Must meet or exceed functionality of the current system. All current/future levies are stored in a MS SQL Server database with a web-based front-end to enter the information. There is a page on AREIS Online that estimates the tax increase due to a newly proposed levy (see SCREENS). b. Maintain a history of all levies that affect Real Estate Property Tax 			
A.423	<p>Ability to easily add a new Taxing District at any point in the Collection cycle. Must maintain the corresponding State DTE Code.</p>			
A.424	<p>Edits to ensure there are no unpaid taxes on Void or inactive parcels</p>			
A.425	<p>Reporting/Analysis</p> <ul style="list-style-type: none"> a. Reports by Class, Taxing District, School District, Municipality, Tax Year and Half b. Must produce all management reports including all Treasurer's and Auditor certificates as required by law c. Create Annual Treasurers Notice d. Produce DTE 27 – List of Tax Levies per Taxing District (Gross Rates) e. Ability to produce a master list of all tax rates for both Residential and Non-Residential Real Property and Manufactured/Mobile Homes (currently AR0940P/AR0941P) f. Generate Tax Duplicate Control Totals (currently AR0246P/ZZ0246P) <ul style="list-style-type: none"> i. Show Tax Summary by Half for the purposes of State reimbursing Homestead, 10%, 2 ½% for Real Estate and Mobile Home g. Show tax summary by half. Breakdown all of the totals. h. Ability to print Tax Abstract (currently AR0910P) <ul style="list-style-type: none"> i. Breakdown of taxes by Taxing District/Levy Categories ii. Delinquencies/Recoupments iii. Gross/Effective Rates iv. Summary Page i. Ability to compare current year/Collection Half numbers to previous years/halves 			

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A.426	<p>Certify Delinquencies – Assign Certified Delinquent Year:</p> <ul style="list-style-type: none"> a. Process to assign a Certified Delinquent Year to parcels with an unpaid balance <ul style="list-style-type: none"> i. Run process to updated Certified Delinquent Year. There is a minimum delinquent amount ii. Check for exceptions and make corrections iii. Create listing to publish to local newspaper iv. Keep a history of when the job was run b. Maintain history of Certified Delinquent Year and a minimum of the following information: <ul style="list-style-type: none"> i. Start Year ii. End Year iii. Update Type (Automatic or Manual) iv. Reason for Manual Update v. Date Added vi. Date Removed vii. User c. Export Delinquent Listing to be published in local paper/publication per ORC. 			
A.427	<p>Tax Calculator</p> <ul style="list-style-type: none"> a. Ability to calculate in a read-only mode, the estimated taxes based on the following factors for the current or previous Tax Years. Apply all of the appropriate Tax Rates, Interest Rates, etc. Take a minimum of the following factors into account: <ul style="list-style-type: none"> i. Tax Year ii. Values iii. Class/Landuse iv. Homestead v. 2 ½ % Reduction vi. 10% Reduction vii. CAUV viii. Forest Reduction ix. Previous/Current tax rates x. Proposed Levies xi. Past payments xii. Penalties/Interest (allow to calculate with or without Penalty/Interest) xiii. Special Assessments b. Ability to search for an existing parcel, default all values, alter factors and calculate new taxes c. Ability to make an estimate of future taxes based on all known information, Tax Rates and give option to include Passed and Proposed Levies. 			

SPECIAL ASSESSMENTS/LIENS

A.428	Must meet or exceed functionality of the current system. The base amounts for Special Assessments			
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	are currently maintained in the HP3000 Mainframe for the upcoming tax year, the current tax year and four previous years. All prepayments, principal, interest and amortized amounts are also maintained in the HP3000 Database (see AUDITOR/SPECIAL ASSESSMENTS on Attachments CD). Additional Assessment Roll information is collected and maintained in Excel spreadsheets (see SPECIAL ASSESSMENT SPREADSHEET.tif)			
A.429	Produce all reports to satisfy the ORC.			
A.430	Track a minimum of the following Project Information: <ul style="list-style-type: none"> a. Project Number <ul style="list-style-type: none"> i. The current Project Number structure identifies if it's County or Municipality assessment and the Type and the Fund: XX-XXX-XXXX <ul style="list-style-type: none"> 1. The first two characters indicate if it's a County or Municipality assessment, the second set indicate the Type and the third set indicate the Fund or specific assessment b. Source/Taxing Authority – this should be a lookup table (drop-down) maintained by System Admin (i.e., Lucas County, Sanitary Engineer, City of Toledo, etc.) <ul style="list-style-type: none"> i. Maintain Contact Information for the Taxing Authority ii. Ability to maintain multiple sources per Project (i.e., County Sanitary Engineer and City of Toledo for Public Utility Liens) c. Type of Assessment (Streets, Sewer, etc.) d. Taxing Districts that project can be applied to e. How is project calculated - this should be a lookup table (drop-down) maintained by System Admin (i.e., Value, Frontage, Footage), Flat Rate (i.e., Mosquito Control – flat rate multiplied by Value) f. Begin Year, End Year and Length g. Bond Interest Rate 			
A.431	Track Special Assessments on Parcels with a minimum of the following attributes: <ul style="list-style-type: none"> 1.1. Parcel 1.2. Project 1.3. 1st and 2nd Half Amounts 1.4. Penalties 1.5. Interest 1.6. Any Adjustments (Adds/Abates) 1.7. Value that project is calculated on (i.e., Frontage, Lotsize, etc.) 			
A.432	Ability to maintain an unlimited history of Special Assessments			
A.433	System must calculate payment plan for Special Assessment based upon length of Special Assessment and interest rate. Payment will be based on the amortized amount calculated using two payments per year for the term of the Assessment. The interest rate is determined during the bonding process.			
A.434	Accommodate Court ordered assessments or			

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	assessments due to Jurisdiction Ordinance.			
A.435	Collect filing fees on Cash-to-Taps (interface with Disbursements-PeopleSoft)			
A.436	Ability to maintain Cash-to-Tap and cost recovery records for Special Assessment Liens			
A.437	Ability to handle Municipal or County Liens, such as Water Bill Liens. These are one time charges that are currently charged as a Special Assessment. However, the total amount is billed for the 1 st half and does not accurately reflect the current or previous Special Assessment charges, and can affect the calculation of a Payment Plan.			
A.438	Ability to handle special case of Howard Farms/Reno Beach – Dikes. The municipality calculates an annual figure, and it is prorated to all parcels based on Value.			
A.439	Allow for pay-ins to Special Assessment fund for specific parcels or from Townships for their portion of the Assessment.			
A.440	Ability to load an industry-standard file of Special Assessments received from outside entity: <ul style="list-style-type: none"> a. Generate a file or report of all exceptions that did not get loaded or flag the records as invalid. Ability to define different exceptions such as: <ul style="list-style-type: none"> i. Parcel number does not exist ii. Parcel is not taxable iii. Parcel is not in an applicable Taxing District for the Assessment iv. Identify a range of acceptable amounts b. Provide a summary report after the data has been loaded and give user opportunity to fix any issues. c. Allow for a final posting process 			
A.441	Ability for external agencies to login, view and make changes to only their Special Assessments (based on Security profile)			
A.442	Ability to add a Special Assessment or Lien to a parcel for the current Tax Duplicate, and not only when the Tax Duplicate is created (i.e., Water Liens can be assessed at any time)			
A.443	Initiate a Workflow Process when a parcel with Special Assessments has been involved in a Land Change. Ability to notify municipalities when a parcel with a Special Assessment has been involved in a Land Change: <ul style="list-style-type: none"> a. Ability to handle Split Delinquencies (see LAND CHANGES - Split Delinquencies Section). Ability to redistribute the charges, including delinquent charges. 			
A.444	Initiate a workflow process when a Special Assessment is expiring. <ul style="list-style-type: none"> a. Process to automatically remove all Special Assessments for the Tax Year it expires 			
A.445	New Special Assessments - Prepayments <ul style="list-style-type: none"> a. Generate taxpayer notice for new Special Assessments for prepayment <ul style="list-style-type: none"> i. Owner must pay all the interest for the life of the assessment, even if it is pre-paid. 			
A.446	Ability to process an additional payment in the			

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	middle of the term of the Special Assessment, and recalculate the payments for the remainder of the term.			
A.447	Track how monies are distributed by percentage: a. Ability to calculate additional fees to assess to the Taxing Authority (i.e., 1% added for Data Processing) b. Ability to assign where certain percentage of the monies are distributed:			
A.448	Ability to search/report by the a minimum of the following fields: a. Parcel number b. Project Number c. Type of Assessment d. Taxing District e. Municipality f. School District			
A.449	Reports/Notifications a. Generate report/file of all taxable parcels within a Taxing District or in a given Project b. Report of Special Assessments Total Due by Taxing District or Municipality with grand totals c. Ability to create a Special Assessment due/paid report by municipality or taxing authority d. Produce <i>Special Assessments Certification Reconciliation</i> annually			
A.450	Generate Public Utility Liens to send to municipalities			

ADDS/ABATES (TAX DUPLICATE CHANGES)

A.451	Adds and Abates include all changes to a current or previous Tax Duplicate. These should all be separate audit records that are added or subtracted from the original values. (see AUDITOR/ADD-ABATES on Attachments CD).			
A.452	Must meet or exceed functionality of the current system. All Tax Duplicate changes are currently manually calculated and entered in the HP3000Mainframe. There are separate Work Order systems to track each Add/Abatement change and reason (see SCREENS).			
A.453	Ability to make changes for Real Property or Manufactured/Mobile Homes at any time in the cycle.			
A.454	Ability to change any of the Tax Duplicate fields, but maintain original fields as the Tax Duplicate was created. Maintain a history of every field that was changed including date, user and old/new values.			
A.455	System needs to be able to recalculate taxes based on any changes. Must store all of the previous tax rates and automatically calculate new taxes.			
A.456	Ability to make an unlimited number of Adds/Abates per parcel per Collection cycle and store records indefinitely.			
A.457	Unlimited access to Duplicates/Payments (some of these are currently in .pdf files). Per Ohio Revised			

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	Code, the Auditor needs to be able to have records and make changes going back 5 years.			
A.458	Ability to make changes to existing Tax Duplicates during the entire year. In the current system, these changes cannot be made after 2nd half is closed. If changes cannot be immediately applied for some reason, then they should be entered and applied at a later time.			
A.459	Track a minimum of the following for each correction: <ul style="list-style-type: none"> a. Reason (Lookup table) b. Employee (Lookup table) c. Before/After Values d. Year applied e. Resulting tax change f. Activities per Add/Abatement (i.e., Date Received, Date Checked, Date Completed, Date Refund Sent if applicable) g. Source (Lookup table) i. i.e., Treasurer Refund or Auditor Tax Refund (used to produce DTE 15A) h. Notes per Add/Abatement 			
A.460	Changes can be made for many reasons, including the following. These reason should be in a lookup table (drop-down box) maintained by a System Admin: <ul style="list-style-type: none"> a. Special Assessment change comes from Taxing Authority b. Taxpayer makes prepayment for Special Assessments c. A Value change is made for a previous year d. A Penalty Remission has been granted by the Board of Revision e. Tax Abatement due to Forfeited Land Sale or Sheriff's Sale f. Change was made to 2 ½ Percent Reduction g. Taxpayer filed a late Homestead Application h. Class Change that effects Tax Rate 			
A.461	In the case of Overpayments, allow for either a refund or credit to a future Tax Collection cycle.			
A.462	Ability to adjust the penalty for any change (i.e., when a penalty and CAUV recoupment are present simultaneously).			
A.463	Track Changes that result in a refund: <ul style="list-style-type: none"> a. Track and account for all refunds during the year so that these are taken into account in the calculation of advance payments to the taxing authorities. b. For refunds with interest, system should calculate the interest automatically based upon pre determined percentage. System should track the interest rate. c. Ability to produce a Refund Letter that details the amounts by year d. Track where and when the Refund check was sent. e. Ability to make an unlimited number of Refunds per parcel 			

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	f. Ability to maintain all information currently on HP Refund Screen - AR1611M <i>(ISCRENSIHP Refund.ppt)</i>			
A.464	Provide the ability to calculate amount of taxes due with Penalty/Interest, even if the Penalty/Interest has not been posted yet.			
A.465	Must provide the ability to override calculated amounts for special cases with proper Security profile.			
A.466	If parcel is deleted for future year, any unpaid charges (General and Special) and/or charges with money paid should be moved automatically to new parcel(s) (see LAND CHANGES – Split Delinquencies section).			
A.467	Generate a Workflow Process for the Treasurer to send out a Corrected Tax Bill			
A.468	Create Workflow Process for large refunds that may affect the taxing authorities budget (largely due to Exemptions that are granted for previous years)			
A.469	Create an interface with the Disbursements Department to cut a check when a refund is issued (PeopleSoft). This should be accomplished through some type of Workflow process.			

SETTLEMENT/DISTRIBUTION/BUDGET

A.470	Must meet or exceed functionality of the current system. All of tax the rates are stored in the HP and all necessary processing and reporting is currently done on the HP3000 Mainframe. First half is usually closed around the middle of February. (see AUDITORSETTLEMENT-DISTRIBUTION REPORT on Attachments CD).			
A.471	Produce mandatory Settlement/Distribution reports: <ul style="list-style-type: none"> a. Homestead and Rollback Certifications for Real Estate, Public Utilities and Manufactured Homes <i>(REPORTSIPROPERTY TAX & HOMESTEAD EXEMPT CERTIFICATION.tif and AR1950.tif)</i> b. Statement of Semi-Annual Apportionment of Taxes c. DTE 15 – County Auditor Certification of Taxable Value of Real Property and Taxes Charges and Payable d. DTE 15A – County Auditor Certification of School District Taxes Refunded and Reduction in Taxable Value Causing Those Refunds e. DTE 15I – Certification of Qualified Exempt Value of Other Incentive Exemptions for Preceding Year f. DTE 15-T – Qualified Exempt Value in Tax Increment Financing Incentive Districts g. DTE 4259 Abstract 			

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A.472	Prepare Settlement reports with required breakdowns and totals: <ul style="list-style-type: none"> a. Include TIFs and any other type of receipts as separate settlements b. Ability to add new items to Settlement such as TIFs, service charges, debt service, PILOTS, Board of Health, Board of Elections, State Auditor Charge, etc. 			
A.473	Ability to determine the Final Warrant to Taxing Authorities			
A.474	Ability to produce comprehensive Settlement/Distribution Report showing monies owed, collected and distributed, with a breakout for refunds. Include Real Property Taxes, Manufactured Home Taxes, Estate Tax and Personal Property Tax.			
A.475	Ability to provide reports by Lucas County Taxing Districts and Department of Taxation Taxing Districts using both the County and State Taxing District numbers			
A.476	Ability to setup additional items to be added or subtracted from Settlement Distribution: <ul style="list-style-type: none"> a. Percentage Fees such as Auditor, Treasurer, DTAC and Land Bank Fees. Maintain the fee name, percentage and what taxes the Fee is applied to (Real Estate or Manufactured Homes) <ul style="list-style-type: none"> i. Calculate Auditor/Treasurer Fees (including Deregulation Reimbursement Fees and Tangible Personal Property Reimbursement Fees) for each subdivision, class and fund. b. Additional set amounts such as Election Expenses from Board of Elections or Court Reporter Charges c. Reimbursements, such as 10%, 2 ½% and Homestead Reductions from State 			
A.477	Ability to handle Revenue Sharing Agreement information between municipalities. Ability to store parcels per Revenue Sharing Agreement, and produce necessary reports for municipalities. For example, there is currently a Revenue Sharing Agreement between Waterville Township and Waterville Village.			
A.478	Special Assessments <ul style="list-style-type: none"> a. Generate Special Assessment due/paid report by subdivision and collection b. Run Special Assessment reports by Collection period and balance with Settlement c. Ability to report on any Special Assessment at any time – how much should be collected, how much has been collected, and how much has been disbursed. 			

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A.479	<p>TIF</p> <ul style="list-style-type: none"> a. Ability to create and calculate revenue sharing breakdown regarding County reimbursement of TIF funds to the General Fund for apportionment and distribution. b. Breakdown of opening charge by political subdivision c. Print parcels by TIF project 			
A.480	<p>Current Distribution/Settlement Processing</p> <ul style="list-style-type: none"> a. Track what monies have been collected for each Taxing Authority, what has been distributed, and amount that remains to be distributed <ul style="list-style-type: none"> i. System should include Estate Tax and Personal Property monies in Settlement reporting (see ESTATE TAX INTEGRATION and PERSONAL PROPERTY INTEGRATION Sections) b. Generally start distributing once 20% of the taxes have been received c. Generally 3 or 4 advances per half on specified dates d. Track TIPP (Non-Delinquent Payment Plan) Payments – these are not distributed until the end of the half e. Produce report for DTAC (5 % of all Delinquent collections – 2.5% for Treasurer, 2.5% for Prosecutor) f. AR0330P and AR0336P are currently used for Real Estate General and Specials respectively g. AR0490P – Determines how much everyone should receive – General h. Use AR0326P – AR0328P Reports to determine Settlements 			
A.481	<p>Advances</p> <ul style="list-style-type: none"> a. Maintain the following information for each advance: <ul style="list-style-type: none"> i. Date ii. How funds were paid (wire or check) iii. User iv. Fund Number b. System should set up schedule for advanced payments based upon requirements in ORC. Ability for taxing authority to login to system and request advance c. Generate Workflow when certain percentages of monies collected have been reached to advance monies d. Notify user if advance payment is substantially different from previous years or if payment exceeds balance. 			

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A.482	<p>PeopleSoft Financial Interface</p> <ol style="list-style-type: none"> a. Track taxes that have been collected and deposited into County account. Need interface with Disbursements/Finance (currently maintained in PeopleSoft) b. Maintain PeopleSoft Fund Account information for each Taxing Authority/Fund c. All payments/deposits are posted by the Treasurer on Form 6 (Daily Receipts) 			
A.483	<p>Ability to report the following information as of a particular date or Collection periods. Ability to group this information by a minimum of Taxing District, Municipality, School District, Class or Fund. Apply the appropriate Tax Rates for the Collection Period selected. User should also be able to see the detail records that make up the Totals (i.e., see all parcels with a Refund under the Refund Total). User should be able to select from a minimum of the following with totals by group and grand totals at the end of the report:</p> <ol style="list-style-type: none"> a. Monies Taxed (Real Estate, Public Utilities, Manufactured Homes) b. Adds/Abates (Real Estate, Public Utilities, Manufactured Homes) by Reason Code as option c. Monies Collected (Real Estate, Public Utilities, Manufactured Homes) d. Monies Collected, but not yet applied (i.e., Payment Plans are held in escrow until the half is closed) e. Unpaid Taxes (Real Estate, Public Utilities, Manufactured Homes) f. Delinquent Collected (Real Estate, Public Utilities, Manufactured Homes) g. Delinquent Rollbacks h. DTAC i. Taxes foregone due to Exemptions j. State Reimbursements k. Deductions (Fees) <ol style="list-style-type: none"> i. Auditor Fees ii. Treasurer Fees iii. REA Fees l. Tax Lien Sale Collected m. Percentage of Taxes Collected n. Refunds by Reason Code as option o. Surplus/Overpayments p. All Deductions q. All Reimbursements r. TIF PILOTS Taxed s. TIF PILOTS Collected t. Homestead u. 2 ½ % Rollback v. 10% Rollback w. Personal Property Taxed x. Personal Property Collected y. Estate Tax Collected z. Advances aa. Total Available (regardless of previous advances) bb. Total Available including previous 			

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	<p>advances</p> <p>cc. Special Assessments Taxed by Project</p> <p>dd. Special Assessment Collected by Project</p> <p>ee. Special Assessments to be collected</p> <p>ff. Delinquent Special Assessments Collected by Project</p> <p>gg. Pending Exemptions</p> <p>hh. Sales Statistics (average, min, max, median)</p> <p>ii. Value Statistics (average, min, max, median)</p> <p>jj. Number of Foreclosures</p>			
A.484	<p>Standard Reports</p> <p>a. Top Taxpayer Report based upon total assessed valuation per political subdivision and/or Taxing District. System must have ability to group parcels by Taxpayer, since a Taxpayer may own several properties, or economic units may be divided up into several taxable parcels.</p> <p>b. Parcel Tax Distribution: There is a Tax Distribution page on AREIS Online (http://www.co.lucas.oh.us/real_estate/AREISmain/areismain.asp) that breaks down an individual parcel's General Taxes by category and fund/levy (County, Township, Municipality, City, Other, School) and line item. It also breaks down the Special Assessments by Project.</p> <p>c. Tax Rate Summary by Taxing District</p> <p>d. Average delinquency collection for previous years, and estimate for current or future years</p> <p>e. Aging Report – Breakdown of Delinquencies by Taxing District and length of Delinquency with subcategories for items such as Payment Plans, Bank Foreclosure and Pending Exemptions</p> <p>f. Easily produce reports for all requests from Taxing Authorities (see <i>IREPORTS\SCHOOL BOARD REQUEST SAMPLE.tif</i>, <i>SCHOOL BOARD REQUEST SAMPLE 2.tif</i> and <i>JOINT REC REQUEST SAMPLE.tif</i>).</p>			
A.485	<p>Forecasting</p> <p>a. Generate Official Certificate of Estimated Resources based on current rates and values</p> <p>b. Generate Amended Certificate of Estimated Resources based on current rates and value</p> <p>c. Generate DTE 140 – Auditor Certification of Amount for those agencies placing levies on the ballot</p> <p>d. Ability to generate accurate future estimates/projections for Taxing Authorities (i.e., General Fund, MRDD, CSB) based upon past Collection, refunds, new construction, Revaluations or Triennial Updates, misc. value adjustments, potential levies on the ballot and delinquencies.</p>			

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A.486	Ability to maintain contact information for all taxing authorities including any agency or political subdivision (include a minimum of agency name, contact, address, multiple email addresses, multiple phone numbers and type of entity, receive money by wire or check)			
A.487	Create Settlement Reports on a monthly basis and archive reports. Give Taxing Authorities access to reports.			
A.488	Ability for other agencies or departments (i.e., Board of Elections) to either provide an electronic file of fees to upload, or allow agency to login and enter information into the System based on Security.			
A.489	Must have ability to manually update out-of-county assessed valuations and taxation totals by class and subdivision for overlapping political subdivisions where Lucas County is the home County.			
A.490	System should capture settlement of tax dollars at time of payment pay-in. For example, as payment is made, the payment is separated and allocated to the appropriate funds immediately. Quality control of the settlement would occur on a set timetable and once verified the settlement would be accepted. For payments that are less than amount due, a hierarchy of payment would have to be developed in order to automatically allocate the partial payment between accounts and funds.			

PERSONAL PROPERTY INTEGRATION

A.491	The County Auditor currently bills and collects Personal Property Taxes. Since this means of taxation is being phased out in Ohio, 2008 is the last year for filing a return. Select Public Utilities were moved from Real Property to Personal Property, and remained there until 2010. (see AUDITOR/PERSONAL PROPERTY INTEGRATION on Attachments CD).			
A.492	Lucas County currently has a system to maintain all necessary information related to Personal Property Taxes/Billing. Lucas County is not requiring that this information be maintained in the new system, but that the existing data is integrated with the new system for the purposes of Settlement reporting. Although these are not directly tied to Real Estate maintenance/taxation, the monies that are collected need to be accounted for during the Distribution/Settlement process			
A.493	The current system is web-based with a SQL Server backend. Lucas County is requiring that the vendor provide the ability to interface with the current system to include monies billed, collected and refunded during the Settlement/Distribution routines, and apply the monies to the appropriate Taxing Districts. The gross Real Estate Tax Rates are applied to the Personal Property amount, and are			

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	distributed in the same manner as Real Estate Taxes are distributed.			
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ESTATE TAX INTEGRATION

A.494	The County Auditor serves as the agent for State Estate Taxes. The Auditor accepts the returns, the Treasurer accepts the payments and the Auditor performs the distributions to the Taxing Authorities. (see AUDITOR\ESTATE TAX INTEGRATION on Attachments CD)			
A.495	Lucas County currently has a system to maintain all necessary information related to an Estate Tax Return (see SCREENS). Lucas County is not requiring that this information be maintained in the new system, but that the existing data is integrated with the new system. Although returns are not directly tied to Real Estate maintenance/taxation, the monies that are collected need to be accounted for during the Distribution/Settlement process.			
A.496	Current Distribution Rules: <ul style="list-style-type: none"> a. 20% of the monies go to the State b. 80% go directly to the municipalities c. On occasion, the 80% going to the municipalities must be split between multiple municipalities. d. There are also occasions when the monies are distributed to municipalities outside of Lucas County. 			
A.497	The current system is web-based with a Microsoft SQL Server backend. Lucas County is requiring that the vendor provide the ability to interface with the current system to include these numbers (money collected and refunded) during the Settlement/Distribution routines, and apply the monies to the appropriate Taxing Districts.			

PENALTY REMISSION

A.498	Ability to track all information submitted on the Application for the Remission of Real Property, Personal Property, and Manufactured Home Late Payment Penalties (DTE Form 23A) - (see AUDITOR\PENALTY REMISSION on Attachments CD).			
A.499	Track the date application is filed, the date the decision is filed and status of the decision (i.e., Approved, Denied, On Hold, etc.)			
A.500	Ability to track Activities and Notes relating to the Board of Revision hearing the case			
A.501	Tie the Add/Abate record to the DTE 23A Application Case Number			
A.502	Route a Workflow to Adds/Abates once the case is granted to remove the penalties. Route to the Treasurer's to send Corrected Tax Bill if necessary.			
A.503	Ability for Public to register and fill out DTE Form			

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	23A online with a Pending status. Once the signed form is submitted and reviewed, it will be accepted in the system.			
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TREASURER - GENERAL

A.504	All functionality described shall be for all Real Estate Property and Manufactured Homes (see \TREASURER\GENERAL on Attachments CD).			
A.505	The system must keep an unlimited amount of Tax Duplicate history, including billing and payments.			
A.506	Ability to track any and all activity impacting tax charges or payments or other financial information relating to Real Estate or Manufactured Home parcels			
A.507	Ability to calculate a current balance due at any point in time and print a tax bill with the current amount due. No hand calculations should be necessary to calculate the correct Penalties/Interest.			
A.508	General screen that shows various status information about the parcel such as: <ul style="list-style-type: none"> a. Certified Delinquent Year (CDQ) b. Any type of payment plan c. Any exception code/treasurer code/custom category code d. Pending or Existing Exemptions e. Bankruptcy and Foreclosure stages f. Land Changes (Splits/Combines) g. Add/Abatements h. Value Changes i. Board of Revision 			
A.509	Detailed Collection/Tax Duplicate screen(s): <ul style="list-style-type: none"> a. Breakdown General Taxes by levies and groups b. Breakdown of Special Assessments c. Breakdown of all Penalties/Interest with percentage beside the Penalty (5% or 10%) d. Payments e. Gross Tax Rate and Effective Tax Rate f. Add/Abates, amount changed, reason and date changed g. Any additional charges 			
A.510	Ability to import Treasurer's parcel information electronically from industry-standard formats.			
A.511	Generate workflow/notification when a parcel is involved in a transaction that will affect the Treasurer's functions. This includes the following events such as: <ul style="list-style-type: none"> a. A parcel transfer could affect multiple functions such as billing address, payment plans, automated payments, direct-debit, processing/exemption codes etc. b. Parcel Land Change (i.e., split, combine), and especially if it will become inactive. This could affect multiple functions such as 			

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	<p>billing address, payments plans, automated payments, delinquencies, bankruptcy, processing/exception codes, etc.</p> <p>c. Change in status of any Exemption applications</p>			
A.512	<p>Ability to group individual taxable parcels together as one unit</p> <p>a. Example: Two parcels next to each other, owned by the same owner</p>			
A.513	Ability to track all correspondence with the taxpayer			
A.514	Ability to tax additional charges such as Title Work Fees, Water Bill Liens and other Utility Liens, etc.			
A.515	<p>Loan Company Code or Pro Number: This is a 4-digit field with a corresponding lookup table in the current HP System used to group parcels together. There is only one Loan Company Code per parcel. This field will be referred to many times within this document and by the Treasurer's Staff.</p> <p>a. Although it's original intent was to store the Mortgage Company or Bank information for billing purposes, it is currently used for many other "grouping" purposes including, but not limited to:</p> <ul style="list-style-type: none"> i. Mortgage Company/Banks ii. Group billing of parcels to a single address (i.e., Title Company) iii. Payment plans (i.e., DIPP, TIPP) iv. Various stages of Foreclosure v. Tax Lien Sales vi. Problem Parcels <p>b. The new system must accomplish all of the above functions, and retain all of the information currently designated by these codes, without the restriction of the current system of one code per parcel.</p> <p>c. This field is used to check processing. If the length or format of the field changes, this will impact the check processing, and may require reprogramming of the Unisys unit. The Bidder must address this issue.</p>			

TREASURER BILLING/PAYMENTS - MANUFACTURED HOMES

A.516	<p>Manufactured Homes in Lucas County are assessed in three separate ways:</p> <ul style="list-style-type: none"> a. Manufactured Homes as Manufactured Homes (depreciated values) b. Manufactured Homes as Real Estate (on physical foundation, taxed for previous year identical to regular Real Estate) c. Manufactured Homes like Real Estate (valued/taxed like Real Estate, but for the current year) 			
A.517	Ability to create semi-annual Manufactured Home tax bills for all three types of Manufactured Homes			
A.518	All pertinent information must appear on the duplicate including name, address, td file number, amount due,			

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	tax year, serial number, model, make and delinquent information.			
A.519	Manufactured Homes should be identified by Parcel Number and Lot Number			
A.520	If Mobile Home is in a Mobile Home Park, the name of the park should appear on all screens: a. Lot number needs to appear on the Tax Bills b. Ability to search by Mobile Home Park			
A.521	Ability to identify any damaged or abandoned Mobile Home			
A.522	Ability to find all Mobile Homes in a particular Mobile Home Park in a sequential order by Lot Number			

BILLING ADDRESS/CONTACT MAINTENANCE

A.523	Ability to maintain multiple mailing addresses and contact information for multiple purposes: a. Maintenance access for each address type is based on security. Only Treasurers staff with Tax Bill Mailing Address rights should be able to maintain primary Tax Bill Addresses, but Auditors staff with the appropriate rights could create an alternative address (i.e., BOR Mailing Address) (see \TREASURER\BILLING ADDRESS-CONTACT MAINTENANCE on Attachments CD)			
A.524	Ability to enter in a single mailing address and assign it to multiple parcels (currently done with Pro Number). a. Report/screen to find all parcels being sent to the same Billing Address			
A.525	Ability to maintain and print zip + 4 on tax bills and all other correspondence.			
A.526	Ability to assign a group of parcels to a single Mailing Address, and only maintain the Mailing Address one time (currently done with the Pro Number). Ability to view all parcels going to a single Mailing Address.			
A.527	Maintain out of country/international addresses, including alpha character+4 zip code format.			
A.528	Ability to maintain multiple phone numbers and email addresses in addition to mailing address information. This information is not required.			
A.529	Ability to maintain a history of Billing Addresses a. Mail address changes by date, reason for change, User, and type of update (individual or batch). i. Ability to change Reason with Supervisor access if it was entered incorrectly.			
A.530	Ability to assign date ranges to a mailing address, and enable correspondence to be mailed to different locations throughout the year (i.e., accommodate the property owners that live out of state)			
A.531	Ability to do mass updates from an industry-standard file			
A.532	Print valid postal barcode for Certified Mail purposes.			

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A.533	Postal Regulated Address Verification a. Ability to check postal regulation on inputted mail address to avoid incorrect zip code, direction, or postal abbreviation b. Must have sufficient field length to match all postal regulations			
A.534	Ability to flag that bills/notices should not be sent to a particular mailing address and reason for the change.			
A.535	Returned Mail a. Ability to flag parcel mailing addresses that have been returned b. Hold bills from bulk mailing for mailing addresses that have been returned			
A.536	Generate a workflow process to automatically require action to change or delete email address when taxpayer or owner name is changed (See DEED TRANSFER – CONVEYANCES – REAL ESTATE Section).			
A.537	Ability to do a mass update of Billing Addresses based on a certain criteria (i.e., certain Mortgage Company, Group or Exception Code)			

MORTGAGE COMPANY MAINTENANCE

A.538	Maintain institution name, mailing address, contact name, phone (multiple) and type of phone (i.e., Home, Office, etc.), email (multiple) and type of email (i.e., Home, Office, etc.), indicator for electronic file and tax service company for each Mortgage Company or Bank. (see TREASURER/MORTGAGE COMPANY MAINTENANCE on Attachments CD).			
A.539	Ability to handle Tax Services such as First American (this is the biggest service that Lucas County works with). Banks contract with these Tax Services to process payments: a. Maintain master information for Tax Service b. Flag entity as Tax Service c. Assign Tax Service to a Bank			
A.540	Ability to track Mortgage Company mail address changes by date, reason for change, deputy treasurers initials/user, old and new values			
A.541	Ability to maintain current use of Treasurer's assigned mortgage codes (Pro Number)			
A.542	Assign Mortgage Company to parcels: a. Ability to identify current or active Mortgage Company b. Maintain history of Mortgage Company changes, including date/time stamp, user, reason and type of update (individual or batch), Batch ID or Process ID if it was done in a batch process.			
A.543	Override Parcel Billing Address with Mortgage Company/Bank Mailing Address for Tax Bills			
A.544	Search Companies by ID number, mailing name, mail address or contact			

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A.545	Batch process to import industry-standard file of parcels from Mortgage Companies. This format must be acceptable to all of the institutions that the Treasurer's Office works with: <ul style="list-style-type: none"> a. Assign a Batch ID or Process ID to the job b. Run a check process to find exceptions such as: <ul style="list-style-type: none"> i. Non-existent parcel ii. Parcel that already has existing Mortgage Company. Report existing company and when it was added c. De-activate all parcels for the Mortgage Company if necessary d. Run final import process to assign Mortgage Company to parcels <ul style="list-style-type: none"> i. Maintain a history of when electronic updates were done and assign the Batch ID 			
A.546	Allow Mortgage Companies secured access to only their information to activate or de-activate accounts. Alert them if there is already an existing Bank for the parcel <ul style="list-style-type: none"> a. Maintain history of Mortgage Companies, date and who made the change b. Ability to create accounts and grant Mortgage Companies access to only their information 			
A.547	Screen/report to view all parcels currently assigned to a Mortgage Company			
A.548	This item has been intentionally removed.	N/A	N/A	N/A
A.549	Ability to do a mass update of all parcels to change from one mortgage company to a new one			
A.550	Do not allow the same parcel to be registered with multiple Banking institutions at the same time			
A.551	Report of all Mortgage/Banks with a total number of parcels or no parcels			
A.552	Generate a workflow process when a parcel transfers to remove it from the Mortgage Company			

PROCESSING CODES

A.553	Ability to create customized category codes (currently referred to as Pro Numbers or Loan Company Codes) for parcels in certain circumstances (i.e. bankruptcy, tax lien, delinquent tax contracts, foreclosure, mortgage, etc.). Assign codes on an individual parcel or multiple parcels through a batch process or through the import of an electronic file.			
A.554	Ability to identify certain groups of parcels such as: <ul style="list-style-type: none"> a. Parcels with Board of Revision complaints b. Parcels that have applied for Penalty Remission c. Parcels with Pending Exemptions 			
A.555	The ability to remove a customized category code from an individual parcel or multiple parcels through a batch process or through the import of an electronic file			
A.556	Maintain multiple category codes for the same parcel at the same time			
A.557	Screen/report to view all parcels with a certain Processing Code			

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A.558	Ability to create tax bill run based on specific Treasurer's code			
A.559	These should be in a lookup table maintained by a System Admin.			

BILLING

A.560	At minimum, system must provide functionality equal to or exceeding the current system functionality. All files are currently created by the HP3000 System. The majority of the Tax Bills are printed by a third-party vendor (see \TREASURER\BILLING on Attachments CD).			
A.560	The system must produce a Tax Duplicate in accordance with all of the ORC.			
A.561	System must be able to generate bills/notices for approximately 210,000 semi-annual current Real Estate tax bills, interim and/or delinquent bills, mortgage code and exception code contract bills, split bills, balance due for prepay and delinquent payment plans, Tender pays based on value and 5,000 Manufactured Home tax bills containing all information needed to be in compliance with ORC regulations for printing on location or remotely. a. All bills must be created or printed with an OCR font scan line, and micr line including the encoded payment amount, account number, and transaction code number as well as checks digits.			
A.562	Generate Tax Bills /Notices for parcels with current taxes, delinquent taxes, tax lien(s) or payment plans for current or previous years			
A.563	Ability to print a pie chart on the Tax Bill breaking out the General Tax costs			
A.564	Flexible criteria for printing batches of bills (i.e., Taxing District, Class, Mortgage/Bank Codes, Groups, Payment Plans, Pending Exemptions, Delinquent Tax Status, Certified Delinquent Year, Balance Due Status, User-defined codes, etc.)			
A.565	Ability to add ancillary or additional fees to tax bills such as Title Work fees, Court Costs, etc. a. The Fee types should be in a lookup table. Also store the Fund/Account to indicate where these monies should be deposited. Possible integration with PeopleSoft Financials.			
A.566	Ability to export tax billing and mailing data for viewing and remote printing, either individually or in batch mode. Also used for the purpose of printing tax bills by a third-party vendor. a. Capability to export billing data in various industry standard formats (text, Excel, Access, Adobe PDF, etc.)			

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**LUCAS COUNTY BOARD OF COMMISSIONERS
INVITATION TO BID (ITB) 11-006P**

**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.567	Ability to create multiple tax bill formats within the system, including standardized information and taxpayer specific billing, exception code and mailing information. Ability for the Treasurer's office to custom design its own bill, including a breakdown of the various tax charges which make up the total amount due: <ul style="list-style-type: none"> a. Ability to insert customized comments on individual, multiple or bulk created bills (including "good thru date" for tax lien payments) b. Ability to adjust standardized data that would appear on bills, either bulk or individual (i.e., inserting a new tax date, new Treasurer name, collection number) 			
A.568	Ability to establish criteria that will restrict particular users from generating bills or processing payments. This mechanism permits the Treasurer to limit processing or printing to specialized areas in the office.			
A.569	Ability to establish criteria that will prevent the production of printed tax bills for certain categories of tax bills. Examples include those parcels included in electronic files for mortgage companies or taxpayers who receive tax bills via email.			
A.570	This item has been intentionally removed.	N/A	N/A	N/A
A.571	Ability to create image or archive of bills created at a particular time.			
A.572	Ability to create test or sample bills prior to current tax collection for postal testing, document processor testing or samples for regional tax collection use			
A.573	Ability to generate tax bills for the penalty and/or interest amounts only			
A.574	Ability to generate a tax bill with proper scan line, user identifier, and a user defined amount due without the user changing the amount of the tax charges on the parcel(s)			
A.575	Ability to calculate and print projected penalty and interest, including Tax Lien interest			
A.576	Ability to maintain, independent of the current billing data, a projection of future tax data based upon charges and payments (future status)			
A.577	Maintain audit of each time a Tax Bill is printed, including date/time stamp, user and source (i.e., duplicate bills, adjusted bills)			
A.578	System must be able to generate a file of updated data for each collection period, and provide a printout of the actual amount due			
A.579	Generate new tax bill based upon adjustment to value (i.e. BOR change in value, tender pay or omitted tax adjustment, Split/Combine)			
A.580	Print barcode encoded with parcel number on all tax bills			
A.581	Quick and efficient printing for all tax bills, including individual and batch printing			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.582	Produce individual Tax Bills on-demand in the Office: <ul style="list-style-type: none"> a. On-demand tax bills/notices must contain the date generated and a user identifier on the face of the tax bill/notice (not as a part of the scan line) b. Print Real Estate and Manufactured Home tax bills to any in-house laser printer. These bills will print with the same standards set for the bulk tax bill printing. No aid from the Lucas County Information Services staff should be required for printing. c. Ability to restrict the generation or printing of a bill/notice for parcel(s) within a certain exception code to a particular user within a certain security level d. Accept partial payment amount and assign a distribution rule to the bill (individual or multiples) e. Ability to print Tax Bill for the currently selected parcel 			
A.583	Generate a workflow when an Add/Abate is done by the Auditor's Office to print a Corrected Tax Bill			
A.584	Ability to create bills for Pre-Petition and Post-Petition taxes for parcels involved in Foreclosure, Bankruptcy and Tax Lien Sales			
A.585	Generate County Treasurer's Certification to the Auditor of State – DTE 107A (see <i>REPORTSIDTE107A.tif</i>)			
A.586	Preclude the mailing of bills to parcels with negligible taxes (i.e., do not send out bills if the Total Amount Due is less than \$1.00)			

ELECTRONIC BILLING

A.587	Electronic Billing is the process by which the Treasurer sends an electronic file to a mortgage company or bank via email or CD. The institution uses the file to process the bills, and sends the Treasurer an electronic file of payments. There are no physical tax bills sent out in this process: <ul style="list-style-type: none"> a. This process currently accounts for approximately 30% (60,000) parcels 			
A.588	Ability to select single or multiple Mortgage Companies to generate electronic bills			
A.589	Generate a verification report to send with the Electronic Bills, including a list of parcels, total amount due with sums and totals at the end of the report.			
A.590	Ability to format and layout an electronic tax bill and adjust information			
A.591	Ability to create electronic data file of all taxpayer billing information, including prior and current tax, interest, prior and current assessment and additional ancillary or additional fees, and any additional information necessary to generate a Tax Bill.			
A.592	Vendor must provide an industry-standard file format that is acceptable to all institutions that the Treasurer has entered into an agreement with.			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.593	Send Paid Statements to Taxpayers with escrowed taxes: <ul style="list-style-type: none"> a. Ability to flag parcels that do not want Paid Statements sent in mail b. Ability to send Paid Statements to an email address 			
A.594	A notification or reporting process to alert staff of possible candidate for electronic billing based on certain criteria (i.e., Mortgage Company with more than 100 parcels)			

PAPERLESS BILLING

A.595	Paperless Billing would allow the taxpayer to register and receive their Tax Bill via email, and then submit an electronic payment. This is not currently available. The System should maintain an email address and automatically send the Tax Bill.			
A.596	Ability to create an electronic file containing the Tax Bill images that can be sent via email. <ul style="list-style-type: none"> a. Ability to produce individual bill or a batch based on certain criteria 			
A.597	Ability to preclude the printing of a paper bill			
A.598	This item has been intentionally removed.	N/A	N/A	N/A
A.599	Ability for public to register and apply for Paperless Billing in a Pending status. Once the signed application is received and reviewed, the account would be activated.			
A.600	Ability to track one or multiple email addresses per taxpayer			
A.601	Ability to track when they have requested to have the bill sent electronically, or when they have requested to suspend the email correspondence, including date/time stamp, user and reason.			

BULK BILLING

A.602	Ability to print or generate bills to be physically mailed			
A.603	Ability to print single bills, multiple bills (by Mortgage Company Code or Loan Number), Exception Code or various status codes (payment plan category, foreclosure status, delinquent tax status, tax lien status, etc.). <ul style="list-style-type: none"> a. Single Bills are those where the taxpayer is receiving one bill (approximately 45% - 95,000 parcels) b. Multiple Bills are those where the entity responsible for the payment is receiving multiple bills, currently maintained with Pro Number (approximately 21% - 45,000 parcels) 			
A.604	Option to print batches to a printer, pdf or an industry-standard file format for use by a third-party vendor: <ul style="list-style-type: none"> a. The file format must be acceptable to the current third-party vendor used to print tax bills 			
A.605	Ability to create and select from various tax bill formats			

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<p>A.606</p>	<p>Batch/Exception Code Categories:</p> <ul style="list-style-type: none"> a. Delinquent Tax Contract <ul style="list-style-type: none"> i. System should be able to track delinquent payment and prepayment amount and create balance due notices ii. For those taxpayers with delinquent tax contracts, ability to create and reflect prepayments (current and delinquent tax) already received iii. Ability to create monthly payment coupons or direct debit payment notices on a semi-annual and/or annual basis b. Application for Penalty Remission Bills <ul style="list-style-type: none"> i. Ability to exclude or include in the calculation of tax amount due any penalty for a parcel(s) with active application c. Escrow Tax Bills <ul style="list-style-type: none"> i. System should be able to track prepayment tax amount & produce balance due notices ii. Ability to reflect prepayment amounts on the tax bill and adjust the tax amount due to reflect prepayments already received iii. Ability to create monthly payment coupons or direct debit payment notices on a semi-annual and/or annual basis iv. Should be calculated based on the previous year's current tax plus XX% for possible increase in tax due. This percentage should be set by a System Admin. v. System should provide an option to update and post all cash and make journal entries d. Bankruptcy Bills <ul style="list-style-type: none"> i. System should be able to track pre and post petition amount and apply to specific charges as needed ii. Ability to exclude from or include in calculation of tax amount due any amount of pre or post petition tax for parcel(s) with active bankruptcy case iii. Ability to create Bankruptcy message to be printed on tax bill based upon parcel's status as a bankruptcy case. Create a tax bill to permit the application of payment to either pre or post-petition taxes as needed e. Foreclosure f. Direct Debit Bills g. Tax Lien Bills <ul style="list-style-type: none"> i. Print with message that a Lien has been sold and not included with current tax amount ii. System must maintain penalty amount separate from base tax amount iii. Ability to produce on-demand and bulk Tax Lien Notices including tax certificate amount, interest and other associated fees h. TIF Agreements <ul style="list-style-type: none"> i. Group all parcels in a TIF Agreement into a single statement i. Manufactured Homes <ul style="list-style-type: none"> i. Ability to generate semi-annual 			
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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

	<ul style="list-style-type: none"> Manufactured Home tax bills for "like Real" and depreciated values ii. Ability to print balance due notices j. Annual Delinquent Tax Bill Notices (Mini Collection) <ul style="list-style-type: none"> i. Ability to include a customized message on any tax bill/notice that will be applied to all bills or notices within a certain category ii. Print current year's parcels with an unpaid balance or multiple Certified Delinquent years iii. Ability to include or exclude certain Exception Codes within the production of bill/notice iv. Ability to generate tax bills/notices within this category in any tax bill notice format (electronic, self mailer, etc) 			
A.607	System must be able produce reports, bills and other printed or electronic files based upon parcels falling within a particular penalty category (i.e. having 5% or 10% amount due).			
A.608	Ability to produce balance due tax bill and/or notice for all parcels or category of parcels with a balance due or unpaid taxes, based upon a payment date range, and establish sorting order for the production of bills or notices.			
A.609	Ability to print all bills in batch with or without penalty with a notification on bill indicating if penalty is included or not. This option should be based upon security, only certain users should have this right.			
A.610	Ability for user to generate a batch to print at a later time			

SPLIT AND CORRECTED TAX BILLS

A.611	<p>Split Tax Bills (see \TREASURER\SPLIT AND CORRECTED TAX BILLS on Attachments CD):</p> <ul style="list-style-type: none"> a. There are instances when the Parcel owner wants the current tax bill to be split to multiple parties, even though the entire bill and all payments are currently applied to a single parcel and property owner. This may occur for the following reasons: <ul style="list-style-type: none"> i. Parcel has been split or platted. It will not be effective for at least a year, but all interested parties want to pay their share of the tax liability. ii. The property owner has a contract/lease with another individual, whereby the owner is responsible for the land, but the lease holder is responsible for the building. b. Need to be able to split Tax Bill to multiple individuals and generate multiple Tax Bills c. The split can be based on either percentage of value or land size, or allow taxes to be split manually d. Apply all of the correct values and taxes to the Corrected Tax Bill 			
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TAX ACCOUNTING/CAMA PROJECT**

	e. Ability to apply an extension to the Tax Bill			
A.612	Corrected Tax Bills: a. Generate a workflow from Adds/Abates to Treasurers whenever a change or adjustment has been made that does not result in a Refund b. Apply all of the correct values and taxes to the Corrected Tax Bill c. Ability to apply an extension to the Tax Bill			

PAYMENTS

A.613	At minimum, system must provide functionality equal to or exceeding the current system functionality. All payments are currently recorded in the HP3000 Mainframe for the current tax year and a 5-year history. They are also entered into the PCI RCS Cashiering System, and checks are processed with a Unisys unit. (see \TREASURER\PAYMENTS on Attachments CD)			
A.614	Convert all tax payment history on the current Lucas County Tax Accounting back 5+ years			
A.615	Maintain unlimited history of payments going forward			
A.616	All payment options must be available for Real Property and Manufactured Homes			
A.617	System should facilitate posting and updating of payments. Payments should be posted immediately.			
A.618	Ability to post all electronic file payments			
A.619	Maintain a minimum of the following information for each payment: a. Batch ID b. Sequence Number c. Amount Paid d. Pay Date (date transaction was processed or received) e. Post Date (date transaction was posted to System) f. Type of Payment g. Source of payment (i.e., Batch, Office, TIPP, DIPP) stored in lookup table (drop-down box) h. Who made the payment (i.e., bank, Title Company, Company or individual) i. Currently the batch ID stores this information ii. It must remain the same to avoid reprogramming the PCI and Unisys Systems iii. Want to be able to track if Title Company paid Bill i. Ability to flag as a Tendered Payment			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.620	<p>Define a Distribution Rule , but also allow overrides to distribute money to specific charges</p> <ul style="list-style-type: none"> a. Ability to accept payments based on distribution rules to be established by the Lucas County Treasurer. Examples include, but are not limited to the following: <ul style="list-style-type: none"> i. Current tax payment ii. Penalty Remission (23A) payment iii. Tax lien iv. Bankruptcy v. Delinquent Tax Contract vi. Monthly prepayment vii. Sheriff Sale b. i.e. Pay prior tax and then current tax without paying penalty charges c. Apply payments to current, delinquent, full assessments, split portions, pre and post petition as assigned d. Ability to override a distribution rule on an individual or group of tax bills <ul style="list-style-type: none"> i. Example: User may need to pay current tax when prior tax remains unpaid, despite the distribution rule that might apply e. Tender Pays – payment based on a change that has not been processed (i.e., BOR Reduction) 			
A.621	Ability to apply single payment to multiple parcels			
A.622	Ability to identify "Non Sufficient Funds" payments			
A.623	Report multiple payments on the same parcel in the same collection cycle			
A.624	Ability to move payment from one parcel to another			
A.625	Ability to accept and post interim payments			
A.626	Ability to apply payments at any time of the year, especially immediately after 2 nd half			
A.627	Track monies returned for interim or future collections			
A.628	System must permit user to accept payment, financially account for payment on date submitted and retain in a payment queue for posting into future collection period			
A.629	New system must have the ability to interface with the Unisys and PCI systems with current specifications intact. Vendor must specify what changes would need to be made to either external system to accommodate the new System.			
A.630	<p>The system should be able to correct, reverse, adjust or restore payments based upon security:</p> <ul style="list-style-type: none"> a. Automatic redistribution of payment, in accordance with distribution rule, after adjustment of tax charges by auditor. 			
A.631	Ability to create paid tax receipts for any payments received at any time after the payment has posted (Certificate of Payment).			
A.632	Ability to accept payments over the Internet			
A.633	System should allow for link between the payment information and a digital image of the payment documents associated with the parcel(s) or owner name(s). The check images are stored in the Unisys unit in a proprietary Imaging System called APERTA.			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.634	<p>Surplus/Refunds</p> <ul style="list-style-type: none"> a. Ability to flag payments as Surplus or Refund b. Ability to repost cash for parcels with surplus cash if a refund has not been issued. Should be processed immediately following tax calculation to handle interim payments entered after second half closing. c. Ability to track payments and information about disbursement of overpaid monies d. Allow for either refund, or credit towards future taxes, but not both for the same overpayment 			
A.635	Ability to accept and manually apply payments based upon an exception code			
A.636	All payment files that are loaded into the system should go through a pre-processing step to identify exceptions and errors before the file is processed. Need the ability to define these checks, such as validating Parcel Number			
A.637	Ability to only print Tax Bill stub for purposes of processing payment with Unisys Unit.			
A.638	Ability to credit payments by distribution rule according to file header, machine number or another indicator (i.e., Real Estate, Manufactured Home)			
A.639	Ability to accept payments for Pre-Petition and Post-Petition taxes for parcels involved in Foreclosure, Bankruptcy and Tax Lien Sales and distribute the payments correctly (override default Distribution Rule)			
A.640	Ability to process as many payments electronically without the necessity of printing out a physical Tax Bill.			
A.641	Ability to track payments to a particular Collection Half.			

PAYMENT PROCESSING

A.642	<p>Individual Payments in Office:</p> <ul style="list-style-type: none"> a. System must have the ability to print tax bills on demand for partial or full payments b. OCR line must appear on tax bill to be read by PCI RCS Cashiering System and Unisys Processor 			
A.643	<p>Credit Cards and E-Checks:</p> <ul style="list-style-type: none"> a. New system must recognize and interface with industry-standard file formats from outside agencies for payment application <ul style="list-style-type: none"> i. The Treasurer currently uses <i>Official Payments</i> to process all e-payments. ii. Official Payments charges additional fees that are handled by the company, and do not currently require any intervention from the Treasurer b. Ability to accept e-check and credit card payment files <ul style="list-style-type: none"> i. Files are currently sent on a nightly basis and processed every few weeks. c. New system must recognize amount of payment, source of payment (Phone or Internet), type of payment (Real Estate, 			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

	<p>Mobile Home, Delinquent Real Estate or Personal Property)</p> <ul style="list-style-type: none"> d. System must have ability to post and apply payments at any time. Payments are not posted until the transaction is processed and monies are available. This typically takes 48 to 72 hours. e. Ability to back-date the payments. Record both the date the transaction was processed, and the date it was posted to the System. 			
A.644	<p>Payments Received in Mail (Individual Taxpayers):</p> <ul style="list-style-type: none"> a. System must recognize the amount of payment, date payment was made, and coded as payment made by mail. Currently the Batch I.D. reflects this information. It should remain the same to avoid reprogramming the PCI and Unysis Systems, or the vendor needs to specify what changes are necessary b. System must have the ability to code each parcel for checks that do not clear c. System should recognize payment for multiple parcels and list all parcels made by each check d. System must have the ability to post multiple transactions at the same time e. Checks are processed with a Unisys Unit 			
A.645	<p>Payments Received in Mail (from Mortgage Company):</p> <ul style="list-style-type: none"> a. Send file to Mortgage Companies either by mail or on CD <ul style="list-style-type: none"> i. Ability to track when file was sent to Mortgage Company and archive the file b. Mortgage Company sends back bills and a single check for all Bills c. Currently not all Mortgage Companies send back the stubs, which requires that the Department must print out stubs for the purposes of Unisys Processing. New System should either have the ability to print only the stubs, or some other mechanism to make this processing more efficient. <ul style="list-style-type: none"> i. The Office charges \$1.00 for each reprint of a Tax Bill. System must have ability to track these charges and payment for these charges. 			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.646	<p>Electronic Payments:</p> <ul style="list-style-type: none"> a. Must have the ability to post and apply payments for multiple parcels received in industry-standard file formats b. Reports must be generated indicating all payment balances c. Exception reports should be generated to indicate double payments and/or payments made out of balance. Use Workflow Process to notify user of these exceptions. d. Must have ability to code payments by bank, taxing servicing agency, or mortgage company e. Ability to post payments by pro number without having to print bills f. Ability to create stamped paid receipt file to return to taxpayer g. Ability to accept payment for any added ancillary or additional fees on tax bills h. Ability to establish criteria that will prevent certain taxpayers from paying taxes by electronic payment, allowing Treasurer staff greater control of the processing of payments from taxpayers in unique circumstances. i. Ability to create electronic payment file for individual or multiple parcels to facilitate payment processing or for export. <ul style="list-style-type: none"> i. This functionality will allow user to manually create a customized export file to permit a taxpayer to pay taxes on one parcel or multiple parcels via electronic payment. This functionality will also permit user to process payments received without tax bills without the need for user to re-create printed tax bills 			
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BULK/BATCH PAYMENT PROCESSING

A.647	<p>Ability to produce equal or greater results than the Treasurers current batch payment processing system. All payments are currently recorded in the HP3000 Mainframe for the current tax year and a 5-year history. They are also entered into the PCI RCS Cashiering System, and checks are processed with a Unisys unit.</p>			
A.648	<p>System must be able to update and apply payments in accordance with the O.R.C.</p>			
A.649	<p>Ability to process and post electronic data file of all taxpayer payment information, including prior and current tax, penalties, interest, prior and current assessment and additional ancillary or additional fees</p>			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.650	<p>Batch process to import payments:</p> <ul style="list-style-type: none"> a. Accept industry-standard file format b. Assign a Job or Batch Number to the process to track status of the job: <ul style="list-style-type: none"> i. Number, Start Time, End Time, User, Status ii. Ability to track what job produced a payment c. Run a pre-processing task to perform quality control and checks. Ability to add new checks. User should be able to run this several times until the file is clean. <ul style="list-style-type: none"> i. Validate parcel number and check for non-existing accounts ii. In processing or posting of certain electronic payment files, ability to screen or filter the processing of payments based upon an exception code or particular status of the parcels being paid. This functionality will permit manual processing or posting of certain electronic payments differently than routine payments within the same electronic file d. Make any necessary changes e. Run a final posting process f. Produce verification listing and totals used for balancing 			
A.651	<p>Capture payment information during the import process: date paid, parcel(s) paid, user defined machine number, system assigned sequence number, collection year and half (i.e. first or second half collection)</p>			
A.652	<p>Generate a report for each batch that is sortable by any field</p>			
A.653	<p>Ability to create stamped paid receipt file to return to taxpayer</p>			
A.654	<p>Ability to accept payment for any added ancillary or additional fees on tax bills</p>			
A.655	<p>System must be able to generate reports indicating payments by date, time, and dollar amount</p>			
A.656	<p>Ability to download payments to industry-standard file formats and apply those payments accordingly</p>			
A.657	<p>Sheriff Sale Payments</p> <ul style="list-style-type: none"> a. Track payments to a particular Foreclosure Case Number 			

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CASHIERING

A.658	The system must integrate with the Treasurer's current cashiering system (PCI RCS), or provide a cashiering module with equal or greater functionality. All transactions must include the necessary information to link and integrate with the Tax Accounting System.			
A.659	Cashiering solution must accommodate over-the-counter cashiering capabilities and accept payments from other payment source such as Internet payment systems, Interactive Voice Response (IVR) systems, bank files, lock box operations, and remittance processing systems.			
A.660	The cashiering solution must support offline operation of the cashiering function if the network becomes disabled for a brief period of time and will synchronize the data once connectivity is restored.			
A.661	The current process for taking payments at the Counter is as follows: <ul style="list-style-type: none"> a. If the taxpayer does not have a payment stub, or they are makes a partial payment, the Clerk must print a Tax Bill b. The stub OCR line is scanned and validated <ul style="list-style-type: none"> i. Checks Parcel and Type (Real Estate, Mobile Home, TIPP – Payment Plan, Personal Property) c. The screen is populated with the data from the OCR Line d. Payment is processed e. The drawer is balanced at the end of the day f. When the register is closed, a text file is created and used to upload payment information to the HP3000 Mainframe. The payments are assigned a Batch ID based on the type of payments (Real Estate, Mobile Home, etc.) and the Teller ID. g. The new system must include a pre-processing task to check for exceptions such as: <ul style="list-style-type: none"> i. Non-existent parcel h. Checks are sent to Unisys Unit to be scanned 			
A.662	This should allow for current day and next day processing at the same time			
A.663	The Cashiering System must be fully integrated and payments accepted by the Treasurer's must be viewable in real-time without any additional processing			
A.664	System should allow for receipt and balancing of all monies collected by the Treasurer including Real Property taxes, Manufactured Home taxes, Estate Tax, County pay-ins, Personal Property tax, etc.			
A.665	Ability to override automatic distribution of Real Estate and Manufactured Home payments and distribute manually			
A.666	Provide security levels to maintain internal controls regarding cash drawer balancing and cashier drawer			

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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

	access			
A.667	Ability to split a payment between multiple transactions (i.e., multiple tax bills)			
A.668	Provide cash edit detail of all receipts, cash un-split feature for locating balancing discrepancies and split cash feature for automatic distribution when receipts balance.			
A.669	Ability to correct data entry errors and maintain audit records			
A.670	Reports by transaction date, user, cash register and transaction type			
A.671	Generate receipt for cash received			
A.672	Vendor must identify any peripheral hardware or software necessary for Point of Sale use and include the cost of such equipment and software within the implementation costs: a. Example: Receipt printers, cash drawers, etc.			
A.673	Potential Issues: a. If the format of the Parcel Number, Pro Number or Batch ID changes, PCI will need to reprogram the system, which will result in a cost for the Treasurer's Office. The vendor must describe how this may change so that the Treasurer can plan accordingly.			

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UNISYS CHECK PROCESSING

A.674	<p>The Lucas County Treasurer uses a Unisys Unit to process all checks. The current process is as follows:</p> <ul style="list-style-type: none"> a. Checks are received in the mail or in-house at the Counter b. In-house bills are processed with the PCI RCS Cashiering System (see CASHIERING Section) c. A physical bill stub must be bundled with the check(s). If one is not received, it must be printed in-house. If multiple bills are being paid by a single check, all the bill stubs are bundled first and then the check. d. Stacks of 250-300 checks are bundled e. A Batch Header sheet is printed (the system automatically calculates the Batch ID) <ul style="list-style-type: none"> i. The Batch ID indicates where and how it was posted f. The payments are processed in several categories. The abbreviated categories are coded on the OCR line (i.e., PP): <ul style="list-style-type: none"> i. Personal Property (PP) ii. Real Estate (RE) iii. Mobile Home (MH) iv. TIPP – Payment Plans (TIPP) v. The feeder reads the Batch Header and all of the stubs and checks. There is an OCR line on the bill with the Parcel Number and Amount g. Exceptions are identified and fixed <ul style="list-style-type: none"> i. Can't identify amount on check ii. Balancing issue – Bill and Check don't match h. A second pass encodes the check, endorses the check and bill and marks the bill as Paid i. A Sequence Number is printed on the back of the Bill and Check j. An image of the check is created and transferred to the PERTA system k. A file is created and uploaded to the HP3000System l. The new System must have a pre-processing task that checks for exceptions, such as: <ul style="list-style-type: none"> i. Non-existent parcel ii. Overpayment m. The physical batches are filed n. The checks are sent to the bank 			
A.675	<p>Currently, these payments show up as unapplied, and do not affect the balance until a final payment apply process is run. The new system should apply these payments immediately, and allow for an error correction after it has been applied.</p>			

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A.676	<p>Electronic Cash Letter</p> <p>a. The Treasurer is in the process of implementing an Electronic Cash Letter, by where they will send an electronic copy of checks to the bank, instead of sending physical checks (Standard X 9.37 ECL)</p>			
A.677	<p>Potential Issues:</p> <p>a. If the format of the Parcel Number, Pro Number or Batch ID changes, Unisys will need to reprogram the system, which will result in a cost for the Treasurer's Office. The vendor must describe how this may change so that the Treasurer can plan accordingly.</p>			

RETURNED CHECKS (NON-SUFFICIENT FUNDS)

A.678	<p>A screen to keep track of returned checks with a minimum of the following information:</p> <p>a. Parcel Number</p> <p>b. Collection Half and year</p> <p>c. Amount</p> <p>d. Reason check was returned</p> <p>e. If Check was Redeemed</p> <p>i. Apply Redeemed Check</p> <p>f. Check number (increase to ten digits)</p> <p>g. Check date</p> <p>h. Remarks</p> <p>i. Fees and Penalties Assessed</p>			
A.679	<p>Maintain unlimited history of Returned Checks</p>			
A.680	<p>System should have the ability to calculate the returned check fee, add back all applicable penalties and interest and distribute accordingly</p>			
A.681	<p>If returned check covers multiple payments, the system should recognize what parcels were paid and display them, so that charge backs and penalty amounts are distributed accordingly</p>			
A.682	<p>System should have the ability to identify "Non Sufficient Funds" payments, not to be confused with the double payments if returned check was redeemed</p>			
A.683	<p>Ability to generate and print letters to whomever paid the check(s) and keep an electronic copy of the letter and record of correspondence:</p> <p>a. Ability to track date of letter, reason for letter, and choose from several letters (i.e., Pre and Post Collection)</p> <p>b. Ability to maintain electronic version of letter created</p>			
A.684	<p>Link with the scanned image if it was processed in-house (PERTA)</p>			
A.685	<p>Ability to trace parcels that have Returned Checks and ability to create a printout indicating the status (i.e., Defaulted, Redeemed)</p>			

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REFUNDS AND RESTORES

A.686	System must maintain a minimum of the following information about Refunds (like current TR1735M - SCREENS) (see \TREASURER\REFUNDS AND RESTORES on Attachments CD).: <ul style="list-style-type: none"> a. Parcel number b. Half and tax year c. Amount d. Date letter sent e. Refund type (i.e., surplus, restore, returned check) f. Address of taxpayer g. Date check was requested from Auditor h. Check made payable to (name and address) i. Check number (increase to ten digits) j. Check date k. Remarks l. Reason m. Link back to original payment if applicable (i.e., Paid bill twice, refund second payment) 			
A.687	System should have ability to view Refund and Restore amounts to all parcels involved			
A.688	Do not allow refunds for parcels that have unpaid taxes			
A.689	System must have ability to track payments and information about disbursements of overpaid monies.			
A.690	Refund letter should be generated automatically			
A.691	Ability to breakout or see a line item for the Restored amounts along with a User, date and reason			
A.692	New system should be able to identify/report parcels on the Surplus list by category (i.e. parcel that have transferred, TIPP, etc.)			

PAYMENT PLANS - GENERAL

A.693	Maintain a minimum of the following information for each payment plan: <ul style="list-style-type: none"> a. Parcel(s) <ul style="list-style-type: none"> i. The system must be able to recognize and handle multiple parcels owned by the same taxpayer b. Taxpayer contract mailing address (if different than billing), including telephone number and email address (multiple) c. Payment plan beginning balance d. Payment plan net balance due e. Agreement beginning date f. Agreement void or paid-in-full date g. Contract state h. Number of installments i. Frequency of installments (needs to be flexible) j. Date of the month when payment is due k. Installment amount l. Agreed date of first payment (allow Taxpayer to select due date) m. Subsequent installment due dates (allow Taxpayer 			
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	<ul style="list-style-type: none"> to select due date) n. Contract status (voided, defaulted, current, completed, etc.) o. Activities p. Notes q. Track all payments r. User that created or changed plan 			
A.694	Keep historical record of payment plan, even when it is inactive			
A.695	Ability to add and remove parcels and taxpayers from various payment plan programs. Keep a history of when the parcel was added or removed.			
A.696	Ability to create monthly coupons for payment plan payments (delinquent, tax lien or current payment plans) individually or in bulk			
A.697	Ability to create an ACH file with audit verification that must match or be comparable with the current program used by the Treasurer's Office. This file must be secured and confidential.			
A.698	Maintain confidential Bank information and secured access to this information.			
A.699	Ability to handle Utility Liens, such as Water Bill Liens, when calculating installment amounts. These are one time charges that are currently assessed as a Special Assessment. However, the total amount is billed for the 1 st half and does not accurately reflect the current or previous Special Assessment charges, and can affect the calculation of a Payment Plan.			
A.700	Ability to reconcile overpayments from one year to the next			
A.701	<ul style="list-style-type: none"> Ability to view adjustments as they occur (New Construction, Value Changes, etc.) a. Generate a Workflow to recalculate the Payment Plan b. Ability to extend Due Dates for parcel with adjustments 			
A.702	Ability to restore, manually or automatically, deferred penalty and interest amounts upon taxpayer default of Payment Plan contract			
A.703	Ability to recalculate the Payment Plan either on an individual basis or in bulk, based on current Taxes (including any Add/Abates and payments)			
A.704	Generate a Workflow Process for any parcel in a payment plan that is transferred, has a check returned or has a change in value			
A.705	This item has been intentionally removed.	N/A	N/A	N/A
A.706	Ability to track amount of money prepaid for interest calculations and create credit of interest by designated date			
A.707	Generate balance amount due notification for each Tax Collection (each half)			
A.708	System must be able to print data reports and exception reports as needed			

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STANDARD PAYMENT PLANS (CURRENT ACCOUNTS) - TIPP

A.709	<p>The Tax Installment Payment Plan Department administrates four separate payment programs (see \TREASURER\STANDARD PAYMENT PLANS (CURRNT ACCOUNTS) - TIPP on Attachments CD)::</p> <ul style="list-style-type: none"> a. TIPP Slip Program (TIPP): Taxpayers receive monthly payment coupons for a five month period and a final tax bill for the collection period. The same process is repeated for the second half collection cycle. b. ACH Monthly Program (ACHM): This program gives the Treasurer authorization to automatically withdraw a prorated monthly payment from the taxpayer's checking or saving account. This program also pays interest to the taxpayer based on the amount of payments during the six month cycle, and the overall rate as earned by the Treasurer. c. ACH2 Program: Program that gives the Treasurer authorization to automatically withdraw the half year tax amount from the taxpayer's checking or savings account. d. County Employees Payroll Deduction: Program allows the Treasurer to pay a prorated tax amount on the county employees parcel(s) as determined by the Lucas County Auditors payroll department. <ul style="list-style-type: none"> i. Create interface or export to the PeopleSoft system (current Payroll system) 			
A.710	<p>Budget and Delinquent contract payment plans:</p> <ul style="list-style-type: none"> a. Ability to create balance due notification and file for each tax collection 			
A.711	Require Supervisory access to terminate a Payment Plan			
A.712	<p>Reporting/Notification</p> <ul style="list-style-type: none"> a. Ability to create delinquent or current payment plan status detailing the active payment plans or recently defaulted payment plans for a user defined time frame (weekly, monthly, annually) including individual amounts due, paid, etc. b. Generate periodic reports (daily, weekly, monthly) notifying users/supervisors of contract with zero balance due or which have fallen into default status (failed to pay a required payment , an installment payment or semiannual current tax payments). Use Workflow to manage these cases. c. Generate a report to identify any parcels flagged as contract bankruptcy or foreclosure for which the taxes remain unpaid. Use Workflow to manage these cases. 			

TIPP SLIP PROGRAM

A.713	Must maintain Payment Plan Contract information and payments			
A.714	Ability for the system to print tax data on monthly payment slips or print out individual slips by request			
A.715	Ability for the system to track all pre-payments and then apply those payments at a given point and time			
A.716	The system must be able to track over-payments and under-payments accordingly a. Generate a Workflow process that will assign a task to a user to resolve the under or over-payments			
A.717	Ability for system to hold payments in an escrow account until the final payment			
A.718	Ability for system to print balance due bill as final payment for each collection period			
A.719	Ability to have pre-payments refunded if property is sold. a. Generate a Workflow Process when a property is sold that is currently on a payment plan			
A.720	System must be able to print data reports and exception reports as needed			
A.721	Must have the ability to delete parcels/taxpayers who have not paid or have transferred title to the property			
A.722	Ability to have delinquent taxpayer automatically added to the TIPP program at the end of their payment cycle (an extension)			
A.723	Ability to track and easily identify any changes in value or taxes			

AUTOMATED PAYMENT PLANS

A.724	Create an ACH file with audit verification based on certain criteria (see \TREASURER\AUTOMATED PAYMENT PLANS on Attachments CD).			
A.725	Ability to maintain confidential bank account information and secured access to this information			

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A.726	<p>ACH Monthly Agreement (ACHM)</p> <ul style="list-style-type: none"> a. The new system must have the ability to maintain and view at a minimum the following fields: <ul style="list-style-type: none"> i. Parcel number ii. Property owner iii. Address iv. Mailing name and address v. Number of payments vi. Phone number vii. Payment information, date and ID viii. Active ACH field ix. Account number x. Routing number xi. Account Type (Checking or Savings) xii. Pre note done xiii. Remarks b. Ability to maintain Interest earned on pre-payments, and then apply the interest as a payment to the next Collection/Billing cycle. The taxpayer must be enrolled for the entire 6-month Collection cycle to earn the Interest. This is currently tracked in MS Excel spreadsheets. <ul style="list-style-type: none"> i. The adjustments should come out of the Investment Revenue Account c. Ability for the system to print tax data for each ACHM parcel and generate a letter file indicating monthly amount of prorated taxes d. Ability for the system to track all monthly pre-payments and then apply those payments to the Real Estate Duplicate e. Ability to credit payments and earned interest to Tax Duplicate f. Must have the ability to hold payments in an escrow account g. System must be able to print data reports and exception lists h. Must be able to recognize Insufficient Funds in an account and charge back penalties as indicated i. Produce Paid Notices for all Payment Plans j. ACHM letters sent to taxpayers indicating final amount being withdrawn per half. The letter should reflect all payments and adjustments. This letter should also indicate the half year tax amount and the new monthly payment for the next collection cycle k. Ability to sign-up for the payment plan online. Once the signed application is reviewed, it should be Accepted and processed. 			
A.727	<p>ACH2 Program</p> <ul style="list-style-type: none"> a. System must be able to generate reports and industry-standard file with current tax data to be submitted to the bank for withdraw from checking or saving accounts b. System must recognize non-sufficient funds in an account and have the ability to charge back taxes with penalty c. The system should be able to generate a Paid statement to the taxpayer d. Ability to recalculate the Payments based on current tax data at any time e. Ability to sign-up for the payment plan online. 			

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	Once the signed application is reviewed, it should be Accepted and processed.			
A.728	<p>Payroll Deduction Program</p> <ul style="list-style-type: none"> a. System must have the ability to post payments twice a month (Payroll cycle) to County employee's Real Estate or Mobile Home Taxes. Currently, a bill must be printed for every parcel. The new System should have a completely integrated and automated method of making these payments. b. Generate a Workflow process to transfer the data to the Payroll Department c. Monthly amount determined by the taxpayer and Lucas County Auditor. d. Create an industry-standard file that can be imported into PeopleSoft (County Payroll System) e. Automatically post payments every two weeks 			

TREASURER - EXEMPTIONS

A.729	<p>(see \TREASURER\EXEMPTIONS on Attachments CD). Pending Exemptions</p> <ul style="list-style-type: none"> a. For Treasurer's Findings on Exemption Applications, store everything in the System and print when necessary. Automatically mark or populate the application to indicate if there are Special Assessments or if the Taxes are up to date. These are currently stamped on the original application. Also, apply the Treasurer signature to the document once the Findings are completed. b. Ability to print tax bills for Special Assessment amounts only or for correct figure for taxpayer c. Ability to search for Pending Exemptions (Standard Exemptions, TIF, CRA, EZ) and view all application information and associated parcels in the application maintained by the Auditor, including a breakdown of the taxable and exempt values. d. Ability to print reports with all tax data for Pending Exemptions (taxes due, taxes paid, delinquent amounts, etc.) and totals (Parcel counts and dollar amounts) by Taxing District e. Ability to have system calculate what taxes are due based on payments made for Pending Exemption years. f. Program to generate letters explaining what taxes are due for Pending Exemptions 			
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A.730	<p>Exemptions - TIF'S</p> <ul style="list-style-type: none"> a. Refer to EXEMPTIONS – TAX INCREMENT FINANCING - TIF b. Ability to print bills/notice for TIF Agreements: <ul style="list-style-type: none"> i. Ability to print bills for the TIF portion of the property. Separate invoice statements with the Auditor number and account number where payments should be paid and applied. ii. Standard Tax Bill for property owner for the Special Assessments and remaining value that is not covered by the TIF Agreement iii. Automatically generate cover letter accompanying TIF bill c. Ability to print a report indicating how much money was collected to be distributed to each school district d. A summary screen showing all the TIF'S that have been paid, including PILOTS (Payments Made in Lieu of Taxes). Maintain or report all information currently maintained in spreadsheets (<i>TREASURERIEXEMPTIONSPREADSHEETS</i>) e. Ability to print a history of the TIF payments made from inception of the Agreement f. Allows payments to be applied immediately to the school district 			
A.731	<p>Exemptions- CRA & EZ</p> <ul style="list-style-type: none"> a. Refer to EXEMPTIONS – COMMUNITY REINVESTMENT AREAS – CRA and EXEMPTIONS – ENTERPRISE ZONES - EZ b. Display a GIS Map of the CRA Districts along with the active parcel c. Generate a single bill for the entire parcel, both the taxable and exempt portions 			
A.732	<p>Ability to print reports by school district, taxing district and municipality</p>			

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TREASURER - DELINQUENT MAINTENANCE

<p>A.733</p>	<p>(see \TREASURER\DELINQUENT MAINTENANCE on Attachments CD). Penalty Calculation</p> <ol style="list-style-type: none"> a. Calculate all penalties for unpaid taxes per the ORC. Currently, calculate 5% on unpaid amount if less than 10 days after due date, and 10% if more than 10 days after due date. For each parcel that is assessed a Penalty, maintain the percentage that then Penalty was calculated. b. Calculate penalties after 1st and 2nd half (usually 4-6 weeks after closing) c. Maintain Penalty percentages and permissible number of days late in the System per Collection Cycle, and allow these to be changed as needed. d. Maintain Tax Bill Due Date per Collection Cycle e. Ability to flag parcels that should not receive Penalties (No Penalty Status): <ol style="list-style-type: none"> i. Automatic – some groups should automatically be exempt from the Penalties: <ol style="list-style-type: none"> 1. Split Bills 2. Pending Exemptions 3. Delinquent Payment Plans (as long as they are current) 4. Certain Bankruptcy cases – if they are paid up on post-petition amounts ii. Individual <ol style="list-style-type: none"> 1. Clear out No Penalty status each year. Must maintain a history of when the status was changed 2. Secured access to feature – only individuals with certain rights can edit the field 3. Maintain date added, date removed, user, and reason (i.e., Tender Payment, Payment Not Processed in Time, Auditor Error, Treasurer Error, etc.) 				
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A.734	<p>Interest Calculation</p> <ul style="list-style-type: none"> a. Calculate all interest for unpaid taxes per the ORC. Calculate 1st Half Interest as : (Prorated interest rate) * (Prior delinquency on 1st day of month after 1st half closing) This is usually calculated on August 1st. Calculate 2nd Half Interest as: (Remaining interest) * (Entire unpaid balance on 1st day of month after 2nd half closing) This is usually calculated on December 1st. b. Interest Rate is set by Tax Commissioner. c. System must maintain yearly interest rate, 1st half interest rate, 2nd half interest rate, 1st half Interest calc, 2nd half interest calc d. Ability to flag parcels that should not receive Interest (No Interest Status): <ul style="list-style-type: none"> i. Automatic – some groups should automatically be exempt from the Interest: <ul style="list-style-type: none"> 1. Split Bills 2. Pending Exemptions 3. Delinquent Payment Plans (as long as they are current) 4. Certain Bankruptcy cases – if they are paid up on post-petition amounts ii. Individual <ul style="list-style-type: none"> 1. Clear out No Interest status each year. Must maintain a history of when the status was changed 2. Secured access to feature – only individuals with certain rights can edit the field 3. Maintain date added, date removed, user, and reason (i.e., Tender Payment, Payment Not Processed in Time, Auditor Error, Treasurer Error, etc.) 			
A.735	<p>Assessing Penalty/Interest</p> <ul style="list-style-type: none"> a. Ability to calculate what Penalty/Interest should have been if it had been assessed. Maintain history to be able to go back and calculate back taxes b. Ability to assess Penalty/Interest after the initial calculation process has run c. Detail records of Penalty/Interest. Ability to view what penalty/interest amounts were assessed and when they were assessed. d. Penalty/Interest should appear on the Tax Bills immediately after they are calculated 			
A.736	<p>Penalty Remission</p> <ul style="list-style-type: none"> a. Request is processed through Board of Revision b. Ability to remove Penalties due to a Penalty Remission c. Initiate workflow for Adds/Abates Department (Auditor) to make Adjustment to Duplicate and then a task for the Treasurer to send out a corrected Tax Bill. 			
A.737	<p>Delinquent Notices</p> <ul style="list-style-type: none"> a. Generate Delinquent Notices after the 1st and 2nd half Penalty/Interest Calculation b. Maintain a history of when Delinquent Notice was sent 			
A.738	<p>System should have the ability to create Delinquent Land List, Sheriff Sale List, Tax Lien List etc. for advertising purposes pursuant to the ORC</p>			

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A.739	Assign Certified Delinquent Year (see TAX DUPLICATE Section) a. Process to assign a Certified Delinquent Year to parcels with an unpaid balance (usually done in November) b. Parcels must be Certified Delinquent for one full year before the Treasurer can proceed with any actions such as Foreclosure. c. Parcels must be Certified Delinquent to be eligible for Delinquent Payment Plan d. Maintain history of Certified Delinquent Year			
A.740	Run edits to ensure that there are no unpaid taxes on parcels that are going Void or going to be in-active.			
A.741	Ability to easily identify owners with multiple properties and properties owned by multiple individuals with ownership interest (currently referred to as Heirs).			

DELINQUENT PAYMENT PLANS

A.742	Create Delinquent Tax Contract and Omitted Tax Contracts for both multiple frequencies of installment payments and multiple number of installments in accordance with ORC 323.31 and 5713.20 respectively. (see TREASURER/DELINQUENT PAYMENT PLANS on Attachments CD).			
A.743	Ability to execute a contract default program for the purpose of verifying that delinquent payments for contract amount have been paid during first or second half. In accordance with House Bill 188, this program will verify contract obligations for various payment plans established.			
A.744	Must meet all of the same requirements for Standard Payment Plans			

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A.745	<p>Maintain a minimum of the following fields for each Payment Plan:</p> <ul style="list-style-type: none"> a. Parcel(s) b. Contract Number (automatically generate) c. Begin Date (Automatically populate) d. End Date e. Contact information (may be different than primary mailing address) f. Total delinquent amount due g. Payment plan beginning contract amount (default to current date, but allow for override) h. Down Payment (required at least 20% of delinquent amount, allow to be overridden by Supervisor) i. Payment plan net balance due j. Payment Plan due date (allow Taxpayer to select due date) k. Total interest accrued, but not charged l. Total interest assessed m. Total penalty accrued, but not charged n. Total penalty assessed o. Agreement beginning date p. Contract Status (Agreement void, default or paid in full) q. Year certified delinquent r. Contract stage s. Contract Status (Initiated – contact only, Active, Defaulted, Completed) – lookup table maintained by System Admin t. Number of installments <ul style="list-style-type: none"> i. Currently allow 6, 12, 18 or 24 months. By law, can go out 5 years. u. Frequency of installments v. Installment amount – automatically calculate, but allow for override if necessary w. Agreed date of the first payment x. Subsequent installment due dates y. Date of the month that payment is due z. Multiple parcel plan aa. Status (i.e., voided, defaulted, current, completed) <ul style="list-style-type: none"> 1. These should be maintained in a lookup table (drop-down box) to be maintained by a System Admin bb. User/Collector who generates plan cc. Alternate Mailing Address if different than Tax Bill Mailing Address 			
A.746	<p>Ability to enter an unlimited number of activities specific to Delinquent Payment Plans, including Date Entered, Date Occurred, drop-down of activities or event, and a UserID</p> <ul style="list-style-type: none"> a. Ability to enter new activities into a System Table to be used in Activity drop-down box. 			
A.747	<p>Ability to track correspondence with Taxpayer on one or multiple parcels in regards to delinquencies, even if the Contract has not been initiated</p>			

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A.748	<p>Ability to enter one or multiple parcels on a Delinquent Payment Plan</p> <ul style="list-style-type: none"> a. Ability to remove parcel(s) during a Payment Plan and recalculate payments based on current amount due including all amounts taxed, payments and pending payments. Track date, reason and User if parcel is removed. b. Do not allow parcels to be added after the Plan has been initiated c. Ability to create, print and store electronically delinquent tax contract on an individual parcel or multiple parcels belonging to same owner and calculate the installment payment amount for all parcels included in a multi-parcel contract (Link Program). d. Ability to generate multiple parcel-specific payment coupons distributing the installment payment among multiple parcels 			
A.749	System should allow for enhanced configuration and maintenance of payment contracts			
A.750	Do not allow plan to be Activated if the Parcel is not Certified Delinquent			
A.751	Allow all fields to be changed after the plan is created. Recalculate the plan if any of the changes affect the Payment Amounts			
A.752	Automatically calculate payments based on previous delinquent amount and account for one-time charges such as Water Bill Liens and other Utility Liens.			
A.753	System must show breakdown of tax, penalty and interest charges on all delinquent parcels			
A.754	Ability to rollover and print slips every 6 months. The rollover process needs to recalculate the payments for the remainder of the plan based on any changes in taxes (previous or current).			
A.755	Maintain a history of payment plans			
A.756	Ability to generate a report of late parcels including the number of days late and the amount necessary to maintain a current status. This should be searchable by all records, Parcel of Collector.			
A.757	System should be able to provide user with balance due information on a contract at any point in the installment plan			
A.758	Ability to calculate amount taxpayer would have to pay to return to current status on a particular payment plan			
A.759	Ability to calculate what penalties and interest would have been charged if a payment plan was not in place			
A.760	Do not assess Penalty/Interest for a parcel in a currently active Delinquent Payment Plan			
A.761	Ability to easily generate a tax bill for Delinquent Payment Plans			
A.762	<p>Generate a Workflow Process when a taxpayer has defaulted on a Payment Plan (has not received payment by a certain date). Allow only supervisors to put the taxpayer back on the Delinquent Plan once they have defaulted.</p> <ul style="list-style-type: none"> a. Commercial/Industrial Parcels only get one plan over the life of the ownership of the parcel b. Residential/Agricultural Parcels get two plans over the life of the ownership of the parcel c. If they have defaulted on Payment Plan, then User must make decision on whether parcel will through Foreclosure or be offered in a Tax Lien Sale 			

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INVITATION TO BID (ITB) 11-006P**

**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.763	Generate a Workflow Process if something has occurred to change the previous balance due, such as: a. Adds/Abates b. Change in Exemption Status			
A.764	Generate a Workflow Process to notify the Supervisor or Collector if the parcel/owner is going through Bankruptcy			
A.765	Generate a Workflow Process when the plan is completed to do the following: a. Send a final Balance Bill and a form letter b. Close out the Payment Plan			
A.766	Ability to store or calculate deferred (accrued, but not yet charges) penalty and interest amounts on a parcel with an active payment plan and charge deferred penalty and interest in the event of default: a. Upon default of a payment plan, the system should calculate proper amount of penalty, distribute new charges accordingly to generate taxes and special assessments, and then print reports for Auditor to charge back (See ADDS-ABATES Section)			
A.767	Ability to track amount of money prepaid for interest calculations and should create credit of interest by designated date			
A.768	All adjustments should be done immediately with no delay after 2nd half collection (no lock out period – deficiency of the current system)			
A.769	Ability to correct errors if wrong data is initially entered. (i.e. wrong tax year or starting year of contract)			
A.770	Report of parcels and contracts by collector ID, tax years and starting date			
A.771	Automatically generate notices either by email or standard mail according to some pre-set schedule or criteria			

FORECLOSURE

A.772	Foreclosure information is maintained by both the Treasurers and Prosecutors Office's. Each department must be able to maintain their own information. Each department must have secured/read-only access to the other Department's information. (see \TREASURER\FORECLOSURE on Attachments CD).			
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**TERMS AND CONDITIONS
TAX ACCOUNTING/CAMA PROJECT**

A.773	<p>Maintain a minimum of the following information for Foreclosure Case:</p> <ul style="list-style-type: none"> a. Parcel number b. Pro number c. Account number d. Name and address e. Tax billing address f. Method <ul style="list-style-type: none"> i. Total Tax Delinquent ii. 2/3 value g. Investigator h. Date started i. Date finished j. Transferred to Prosecutor <ul style="list-style-type: none"> i. Date ii. Prosecutor (lookup-table in drop-down box) k. Remarks (unlimited and attached to the case) l. Case Number m. Parties involved n. Complete Legal Description for each parcel involved o. Alternate Mailing Address if different than Tax Billing Address p. Case Status (currently maintained by pro numbers - i.e., currently 2FCL, 1FCL, 3PCA, etc.) q. Title Company (lookup table) r. All associated costs/fees with a description (i.e., Court Costs, Titlework fees) <ul style="list-style-type: none"> i. Allow these to be assessed to the Taxpayer on the Tax Bill ii. Streamline the current process of paying for these fees. Possible integration with Clerk of Courts Office to avoid having Taxpayer go to Court to pay fees 			
A.774	As history is created for each parcel, any previous action should be noted with activities			
A.775	No overriding any Foreclosure Code or Tax Lien Code without prior authorization. Secured access to certain fields.			
A.776	<p>The system should track an unlimited number of activities related to the Foreclosure process, such as:</p> <ul style="list-style-type: none"> a. Determine eligibility for Foreclosure b. Order title work c. Investigation d. Transfer case to the Prosecutor's office e. File case f. Track case development g. Transfer to Forfeited Land (Auditor's office) h. Forfeited Land data and program i. Payoff's and payoff specifications j. 3PCA's (Third-Party Court Action) activities 			
A.777	Workflow process to ensure that all necessary steps for Foreclosure have been completed.			
A.778	Ability to maintain one or multiple parcels for Foreclosure case. Allow parcels to be deleted. Track Parcel, Date, Reason and User if parcel is removed.			

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A.779	Interface or enable import of information from industry-standard file formats from the following departments/systems: <ul style="list-style-type: none"> a. Sheriff's Department for the purpose of Sheriff's Sale (export parcel information) b. Clerk's Office c. Auditor's Office d. State Department of Taxation e. Prosecutors Office 			
A.780	Ability to track parcels eligible for Foreclosure, either by pro number, cert year, collector I.D., tax amount due or other pertinent identifying information			
A.781	Immediate notification of a defaulted payment plan. Generate a Workflow Process. Notify Collector when Foreclosure case has been initiated.			
A.782	Initiate a workflow process if a parcel in Foreclosure has been involved in any type of change such as a transfer, land change, BOR, etc.			
A.783	Initiate a Workflow Process if there is a change in status on the case (i.e., Paid In Full, Initiated Payment Plan, etc.)			
A.784	Initiate a Workflow Process if a Bankruptcy or Third Party case has been filed			
A.785	Initiate a Workflow Process for the Auditor's Office if there is an Order to Forfeit on a parcel			
A.786	Generate an Electronic Case File that can be added to and changed as the Foreclosure process occurs (integrate with enterprise OnBase Imaging). At certain point, Case File cannot be changed without Supervisory Access, because it must be an amendment made in Court.			
A.787	Extensive Search/Reporting Capabilities. Ability to search by the minimum of the following fields: <ul style="list-style-type: none"> a. Case Number b. Attorney c. Investigator d. Parcel e. Owner Name f. Activities (ones that have occurred and have not occurred) 			
A.788	Once Foreclosure action has been taken, no tax bills should be printed or payments accepted without override authorization. <ul style="list-style-type: none"> a. Ability to stop bills from being printed without proper authorization 			
A.789	Ability to assess and collect additional fees, Title Work Fees <ul style="list-style-type: none"> a. Provide an easier method for "paying in" title work fees (automatic process, Auditor approval) 			
A.790	System should have the ability to produce a Foreclosure Notice (letter) on demand			
A.791	All information should be entered into the system one time, and eliminate duplicate entries of data			
A.792	Ability to track Utility Liens and handle these with respect to delinquencies (i.e., City of Toledo Water Department Water Liens)			
A.793	Ability to easily identify all properties owned by an individual, and ability to see all Ownership interest (currently HEIRS Screen)			
A.794	Ability to produce Delinquent Land Listing			

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TAX LIEN SALES

A.795	The majority of the tracking of Tax Lien Sales is currently maintained in Microsoft Excel spreadsheets, and all of the computations are performed manually. All existing data should be integrated into the new System. (see TREASURERITAX LIEN SALE on Attachments CD).			
A.796	Accommodate any new change in the law regarding Tax Lien sales. There is currently pending legislation (Senate Bill 353/Senate Bill 313). The passing of this Bill would change the format of the Sale. The System must accommodate all these changes if the Bill is passed.			
A.797	Parcels involved in Tax Lien Sales are currently designated by the Pro Number (i.e., TXLN, TXL7, etc.)			
A.798	Maintain or calculate all information currently stored in Excel Spreadsheets (see TREASURERITAX LIEN SALESPREADSHEETS)			
A.799	Pre-Sale (Tax Lien) <ul style="list-style-type: none"> a. Ability to create Tax Lien portfolio - tax parcels that are subject to sale <ul style="list-style-type: none"> i. Identify and flag potential Tax Lien parcels based on specified criteria (these are currently identified by Pro Number) ii. Review parcels and either confirm or remove from upcoming Sale iii. Create Tax Lien portfolio including parcel, Address and taxes due with totals iv. Notify taxpayer of impending Tax Lien Sale b. Ability to identify and maintain parcels in pre-sale c. Ability to maintain U.S. Postal Service data relating to Certified Mail, including mail piece number d. Ability to establish exclusion categories to remove delinquent parcels from Tax Lien sale (manually or based upon criteria such as exception code or other status) e. Ability to create and alter selection criteria for possible sale Parcels and hand review final selections 			
A.800	Sale Information <ul style="list-style-type: none"> a. Sale Date b. Purchaser 			
A.801	Post Sale Tax Lien <ul style="list-style-type: none"> a. Notify taxpayer that Tax Lien has been sold b. Track tax liens individually and by bundle c. Ability to create Tax Lien portfolio of delinquent tax parcels that have been sold d. Track the sale of subsequent Tax Liens on the parcel for which a primary Tax Certificate has been sold e. Track foreclosure status of a tax certificate, including adjustments of the interest rate based upon its foreclosure status and foreclosure charges. f. Track payments by taxpayers on sold certificates in post-sale status and generate reports in bulk or by parcel g. Ability to track a parcel to a particular Tax Certificate holder and track amount that needs to be paid to the certificate holder based upon payments made by taxpayers h. Calculate various interest rates based upon year in 			

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	<ul style="list-style-type: none"> which liens are sold i. Track foreclosure status of a tax certificate in foreclosure case 			
A.802	<p>Track a minimum of the following information for each parcel in a sale. Liens can be resold:</p> <ul style="list-style-type: none"> a. Sale Date and purchaser of Tax Liens b. Redeemed, Transferred and Foreclosed Tax Liens sold c. Fees d. Payments e. Payment Plans 			
A.803	Lucas County primarily works with Plymouth Park Tax Services			
A.804	Ability to upload data from outside systems and export data from System			
A.805	Ability to sort and/or print bills or notices based upon if it is a Tax Lien Sale candidate or based on a previous Tax Lien Sale.			
A.806	Integrate with Cashiering System to collect additional fees related to the Sale			
A.807	Ability to generate form letters from Tax Lien data including Certificate of Lien			
A.808	Initiate workflow when any major change occurs to a Tax Lien Parcel, including Land Change, Add/Abate, Value Change, transfer or address change.			
A.809	Link to supporting documentation in Enterprise OnBase Imaging			
A.810	Secured Access to Tax Lien Sale information. User must be given rights to edit the Tax Lien parcel information.			

BANKRUPTCY MAINTENANCE

A.811	<p>System must maintain a minimum of the following data on Bankruptcy Cases:</p> <ul style="list-style-type: none"> a. Parcels <ul style="list-style-type: none"> i. Ability to maintain one or multiple parcels for Foreclosure case. Allow parcels to be deleted. Track Parcel, Date, Reason and User if parcel is removed. b. Case Number c. Parcels d. Court/Jurisdiction (S. Dist. OH., N Dist III) e. Court addressing information f. Date filed g. Bar date (due date for filing of claim) h. Debtor's name (should be name of property owner, but not necessarily) i. Case type (Chapter 13, Chapter 11 etc.) j. Remarks/Notes k. Alternate Mailing Address if different than Tax Billing Address 			
A.812	<p>Ability to enter an unlimited number of activities specific to Bankruptcy, including Date Entered, Date Occurred, drop-down of activities or event, and a UserID</p> <ul style="list-style-type: none"> a. Ability to enter new activities into a System Table to be used in Activity drop-down box. b. Automatic date/time stamp when the Bankruptcy is filed 			
A.813	Permit the electronic import of Court data			

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A.814	Initiate a Workflow Process if a Bankruptcy Case is filed, and parcel is on a Delinquent Payment Plan, in an upcoming Tax Lien Sale or going through Foreclosure.			
A.815	Ability to export data			
A.816	Ability to distinguish pre and post petition taxes: a. Pre-Petition Taxes: General Taxes, Penalties and Interest, Special Assessments, etc. accumulated prior to the filing date of the Bankruptcy Case b. Post-Petition Taxes: Penalties, Interest, Assessments, etc. that arise after the filing date of the bankruptcy case. Need to be able to override values with secured access.			
A.817	On a bulk or individual parcel basis, ability to allow the user to create Tax Bills for either payment to pre or post-petition taxes			

COUNTY LAND BANK

A.818	The Lucas County Land Reutilization Corporation (or County Land Bank) was formed in 2010 . Land Banking authority was extended to Ohio counties with populations over 60,000 through House Bill 313. The System needs to be able to identify parcels that have been acquired by the Land Bank.			
A.819	Ability to track all activities related to the Land Bank process (i.e., ability to track if parcel went through the Board of Revision expedited foreclosure process)			
A.820	Ability to maintain Court Case numbers to enable the parcels to link to any related court cases (i.e., Foreclosure)			
A.821	Ability to link to related documents that have been scanned into the enterprise OnBase Imaging.			

TREASURER REPORTING

A.822	All reports must meet or exceed functionality of current reports			
A.823	All Real Estate and Mobile Home System fields must be accessible for viewing and report capability by Treasurer's office staff.			
A.824	Reports and queries must easily export to industry-standard file formats including MS Office applications (.doc, .xls) , .csv, .txt and .pdf.			
A.825	Based on security levels, Treasurer's office staff must be able to generate their own reports by posing standard queries on any and all fields relating to any individual parcel(s) or multiple parcels based upon characteristics of a particular field(s): <ul style="list-style-type: none"> Examples: Exception codes, Mortgage/Bank Codes, payment amounts, parcel number, date ranges, bundle numbers, collection half and year, etc. 			
A.826	All reports must be sortable by any field			
A.827	Ability to view and scroll through all reports in a print manager			
A.828	Productivity Reports			

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	<p>Ability to define productivity measures or functions performed by user and create reports to track user productivity by date range, such as:</p> <ul style="list-style-type: none"> • Number of address changes • Number of Tax Bills processed • Number of payments posted <p>Ability to generate audit reports of corrections by user, and ability to identify who made the original edit</p>			
A.829	<p><u>Security Audit Reports</u> User profile report (access levels assigned to user)</p>			
A.830	<p><u>Bulk Reporting</u></p> <ul style="list-style-type: none"> • All parcels for one or multiple Mortgage Company/Banks that includes all information printed on a regular Real Estate tax mailer • Payments that have not been posted • Weekly address changes • Parcel ID, mail name and address, owner name and address sorted by any field • Transaction report of all Real Property maintenance performed by the Treasurer by a date range • Generate a listing of delinquent parcels in label format 			
A.831	<p><u>Balancing and Settlement Reporting</u></p> <ul style="list-style-type: none"> • All reports should have the option to run for a whole year or for a half • Payment detail or totals by machine number by collection year, half, and date • Payments entered by the Treasurer's office by date range, collection year, and half (Form 7). Payments listed in bundle order for each day with a subtotal for each bundle, a total for each day, and a grand total for all. • Payment Reporting selectable by date range, districts, Collection year and half with sorting options, and an option to view either summary amounts or individual payment details within each summary.: <ul style="list-style-type: none"> • Agricultural/Residential • Other • Public Utilities • Total Real Estate • Special Assessments • Personal Property • Estate Tax • Total Overall • Treasurer Settlement reports by district and fund with tax year, collection, half, paid dates and class/landuse options • Auditor's Tax List Totals • Surplus Amounts by date range, collection year and half • Cash posting edit report that will check the cash payments that have been posted to the file and show any negative balances including negative balances in surplus • Cash history year-to-date report of payments processed during a specific previous Collection. 			

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	<p>Payments should be listed in bundle order for each day with a subtotal for each bundle, a total for the day, and a grand total for all.</p> <ul style="list-style-type: none"> Total amount of taxes due by Taxing District 			
A.832	<p><u>Bank/Mail Address Reports</u></p> <ul style="list-style-type: none"> Listing of Parcel, owner name and property address by Mortgage Company/Bank code. Non US Postal Regulation addresses by time period (i.e., collection cycle, monthly, and annually) Mailing labels in Parcel order, with option to limit to those without Service Company flag Parcels with a specified Bank Code that have unpaid taxes Single or multiple Bank Code listing that identifies district, parcel number, and property address Bank codes with no parcels All parcels without a mailing name or address Extract Address and Billing information for the purposes of Postal Certification Bank Codes including the company name, mailing address, telephone number, fax number, email address, and total number of parcels per code sorted by any of these fields Mailing addresses updated daily. Report should include the district and parcel number, date mailing address was previously changed, the address change reason code, old and new values, the change date and the total number of parcels updated Ability to request reports by all codes, sort by code number or name. Should include all parcels with the Code and information maintained on Mortgage Company/Banks 			
A.833	<p><u>Payments</u></p> <ul style="list-style-type: none"> Surplus amount by parcel and collection number Daily listing of duplicate payments Daily listing of payments not equal to half amount due 			
A.834	<p><u>Payment Plan Reporting (Delinquent and Current)</u></p> <ul style="list-style-type: none"> Delinquent or current payment plan status detailing the active payment plans or recently defaulted payment plans for a defined time frame (weekly, monthly, or annually) including individual amounts due, paid, etc. Delinquent Land List and Vacant Land List and advertising pursuant to the ORC Periodic reports (daily, weekly, monthly) notifying users/supervisors of contract with zero balance due or which have fallen into a default status (failed to pay a required payment, and installment payment, or semi-annual current tax payment) Report to identify any parcels flagged as Contract, Bankruptcy or Foreclosure with unpaid taxes 			
A.835	<p><u>Bankruptcy</u></p> <ul style="list-style-type: none"> Payment activity on Bankruptcy parcels by date range or other user defined criteria Report identifying parcels being voided which have a tax lien, bankruptcy or other exception code 			

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A.836	<p><u>Tax Lien Reporting</u></p> <ul style="list-style-type: none"> • Form letter notifying taxpayer of impending Tax Lien sale • Form letter notifying taxpayer when Tax Lien has been sold on parcel • Create electronic file of parcels eligible for Tax Lien Sale for newspaper publication • Report identifying parcel numbers being voided which have a Tax Lien, Bankruptcy or other exception code • Customized listing of parcels designated for prospective Tax Lien Sale including parcel, owner name, lien amount, property description, etc. 			
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APPENDIX - ATTACHMENTS

NOTE: Due the large number of attachments, Lucas County has provided a companion CD to the ITB. The CD contains a spreadsheet with an Index and all of the documents.

PLEASE CONTACT LUCAS COUNTY SUPPORT SERVICES TO RECEIVE A COPY OF THE CD:

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