



September 15, 2021

Request for Proposals (RFP)

Online Portal for Declaration of Personal Property and Oil and Gas Renditions and Division of Interest

Submission deadline: Sunday, September 26, 2021

Additional information may be obtained by calling or emailing Wendy Prosser, Barton County Appraiser, at (620) 793-1821 or wprosser@bartoncounty.org. Questions will be answered within two (2) business days via email, with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

Introduction

Barton County Appraiser's Office invites proposals for purchasing, installing, and maintaining an online portal that can be utilized by the Barton County Appraisers Office to allow individuals and commercial businesses to verify current personal property holdings on the tax rolls, report new personal property, report personal property no longer owned, allow oil and gas renditions and division of interests to be submitted. Data from all of the above will need to be uploaded and integrated into the current personal property software system, the Tax Administration System by Computer Information Concepts (CIC), utilized by the Barton County Appraiser's Office.

Submission Procedure

Vendors may receive electronic notifications and submit bids online through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org. Bids should be submitted no later than 1:00 pm, September 26, 2021.

Bids may also be submitted via U.S. mail or courier to Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.

Proposals must state that they are valid for a period of at least one hundred eighty days (180) days from the closing deadline. Barton County will not consider any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Bids submitted after the closing date and time will be returned to the bidder unopened. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Scope of Work

Proposals, together with letters of transmittal, should include the following information:

- The name and contact information of the person in your firm who would be the official contact for any contractual relationship
- A project bid includes but is not limited to: the scope of work, product list, itemized costs, detailed warranty information, approximate hours to complete the job, and project timeline
- Certificate of Insurance for the bidder
- Affidavit of exempt status under worker's compensation act, should bidder not maintain workers compensation insurance

Specifications

The successful bidder shall purchase, install, maintain, and provide training for an online portal utilized to access, verify, and edit personal property information that is currently on file within the Barton County Appraiser's Office.

Specifications are as follows:

- The portal must be able to integrate with the Tax Administration System by Computer Information Concepts (CIC), both retrieving data from the program and uploading data back into the Tax Administration System
- The portal shall allow taxpayers to access their current personal property holdings to confirm ownership or report any changes.
- The portal shall allow the submission of oil and gas data and division of interest data. The data should be able to be entered into fields and uploaded into the Tax Administration System by Computer Information Concepts (CIC).
- A date record shall be made for all completed verifications and submissions of data and that date uploaded into the Tax Administration System by Computer Information Concepts (CIC) as the date received.
- A report shall be available for all accounts accessed but did not have a completed submission.
- A report shall be available for conformation that all data was successfully uploaded into the Tax Administration System by Computer Information Concepts (CIC) and show details for those that failed to upload.
- Initial user training shall be provided and additional user trainings done with any changes made to the program.

Timeline

Installation is to be completed by December 31, 2021.

Barton County reserves the right to reject any and all proposals and to award in the best interests of the County. Barton County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.