



ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
(703) 228-3410

REQUEST FOR INFORMATION (RFI) NO. 21-DREA-RFI-501

COMPUTER ASSISTED MASS APPRAISAL (CAMA) SOLUTION

ELECTRONIC SEALED RESPONSES WILL BE RECEIVED BY ARLINGTON COUNTY VIA [VENDOR REGISTRY](#). REGISTRATION IS NOT REQUIRED TO DOWNLOAD THE RFI. **IN ORDER TO SUBMIT A RESPONSE TO THIS RFI, REGISTRATION IS REQUIRED.** ELECTRONIC SEALED RESPONSES WILL BE RECEIVED ON DECEMBER 13, 2021, AT 1:00 P.M. NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME

Responses will not be publicly opened.

NOTICE: FOR ANY FUTURE SOLICITATION RELATING TO THIS RFI, OFFERORS ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA PRIOR TO SUBMITTING A RESPONSE.

Arlington County reserves the right to amend this RFI or to cancel this process, in whole or in part, at any time.

Arlington County, Virginia
Office of the Purchasing Agent

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I. INTRODUCTION AND PURPOSE

The Department of Real Estate Assessments Office is responsible for the annual appraisal of all real property with the county for ad valorem taxation. Arlington County, Virginia is slightly less than 26 square miles, and divided into approximately 66,544 parcels, with a mix of single-family, condominium, and commercial property types. In addition, Real Estate Assessments Office performs the following functions:

- Track ownership changes
- Maintain maps of parcel boundaries
- Maintain descriptions of buildings and property characteristics
- Receive and process applications from taxpayers eligible for property tax exemptions

This Request for Information is for research and budget planning purposes only: it is not a competitive solicitation and will not result in a contract for any products or services. Responding to this RFI does not prequalify vendors, nor does failure to respond preclude vendors from responding to any Computer Assisted Mass Appraisal (CAMA) related RFP that may follow.

Those vendors who wish to suggest a product for consideration are requested to submit relevant information as outlined in this RFI.

Information realized because of this RFI may be used as part of a competitive process for the selection of such goods and services and may be used to construct a list of prospective vendors. The County may request demonstrations of the Respondents solution. There is no commitment, implied or otherwise by Arlington County to continue with a procurement process. It is not the intent to restrict the competitive process. Those vendors not responding to this RFI are able to respond to a Request for Proposal, if issued.

Organizational Overview

Arlington County currently has an inventory of approximately 66,544 parcels with the following break-down in parcel count and market value:

Property Type	Parcel Count	2021 Total Assessed Value
Residential SF	35,571	\$32,518,076,800
Condominium	27,224	\$11,514,915,500
General Commercial	1,284	\$4,742,451,000
Apartment	755	\$18,497,089,700
Office	266	\$14,108,564,700
Hotel	78	\$1,668,057,100
Tax Exempt	1,366	\$9,312,720,400
Totals	66,544	\$92,361,875,200

Major Business Areas Supported

The following list shows the County's major business areas and specific processes in scope for the solution. Some of the areas listed include multiple processes.

Residential Appraisal	CAMA, Market and Cost Approaches, Mobile Data Collection
Commercial Appraisal	CAMA, Market, Income and Cost Approaches
Condominium Appraisal	CAMA, Market Approaches
Maintain real property characteristics	
Maintain Ownership characteristics	
Maintain sales data, of all real property	
Manage valuation appeals	Departmental, and Board of Equalization
Create/Maintain property sketches	
Conduct Field Inspections	Mobile data collection and entry
Process property Resubdivisions	Splits, and consolidations
Import & Manage new Construction permits	
Approved Site Plans and Amendments	
Rehab tax-exemptions	

In addition to the annual valuation of county parcels, the Department of Real Estate Assessments conducts field inspections for approximately 3,500 sales, 1,800 property permits, and updates 6,081 property ownership records (annually) from recorded instruments (Deeds/Probate items).

II. INFORMATION FOR RESPONDENTS

1. SOLICITATION SCHEDULE

RFI No. 22-DREA-RFI-501 – TENTATIVE SCHEDULE

RFI ISSUANCE	NOVEMBER 12, 2021
QUESTION DEADLINE	DECEMBER 6, 2021
RESPONSES DUE	DECEMBER 13, 2021

2. QUESTIONS AND ADDENDA

Respondents **MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR INFORMATION.**

QUESTIONS REGARDING THE REQUEST FOR INFORMATION MUST BE SUBMITTED BY DECEMBER 6, 2021, AT 5:00 P.M. EASTERN TIME TO BE CONSIDERED FOR ADDENDUM. ALL QUESTIONS WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL RESPONDENTS. THE SYSTEM WILL NOT ALLOW QUESTIONS TO BE POSTED AFTER THIS DATE AND TIME.

If any questions or responses require revisions to this request for information, such revisions will be by formal Addendum only. Respondents are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County's technical contact, that appear to change any portion of the solicitation, unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

3. TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information that a Respondent submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act ("VFOIA"). However, the Respondent must invoke VFOIA protection clearly and in writing on the Proposal Form for County review. The Proposal Form must include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the Respondent's sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

III. INFORMATION TO BE PROVIDED FOR REQUEST FOR INFORMATION

Workload Indicator for the Arlington County Assessor's Office for 2020 include:

Real Property Parcels	66,544
Administrative/BOE Appeals	506
Subdivided Parcels Processed	143
Deeds and wills reviewed	6081

REQUIRED INFORMATION

The County is requesting vendors that currently provide a Computer Assisted Mass Appraisal (CAMA) solution to respond to this Request for Information. The information requested below outlines specific areas of interest to the County. Respondents to this RFI are encouraged to also provide any information not specifically identified in this RFI but which the Respondent feels will better describe its solution's capabilities. Please give a detailed overview and description of your company. This should include the overall organizational make up as well as that part of the organization that is dedicated to the support of the CAMA system. Please describe:

- The organization, to include headquarters, locations, and size
- How CAMA systems are supported, including the percentage of dedicated staff for developing and supporting the CAMA system.
- Number of clients using the CAMA system and for how long
- Number of clients located in Virginia using the CAMA system
- Type of clients using the CAMA system (private sector, larger city, county, etc.)
- The largest client (in terms of overall parcels managed) using the CAMA system and how many users are supported
- The implementation services available, including conversion of data and training
- Schedule of updates and upgrades in the past three years

CAMA Software Functionality

Based on the overview of the system and services required, please provide the following information

- Name of the product(s) and current version number
- Description of product/system functionality. Please include in this description how your system handles these elements:
 - Data entry and maintenance functionality
 - Property administration functionality
 - Sketching functionality
 - GIS functionality and integration
 - Valuation methodologies supported
 - Sales ratio calculations
 - Assessment administration functionality
 - Regression analysis methods supported
 - Workflow functionality
 - Condominium evaluation process
 - Office Building evaluation process
 - Mixed Commercial evaluation process
 - Appeal Process Functionality
 - Board of Equalization Functionality with scheduling

- Exemption functionality
 - Audit functionality
 - Electronically submitted documentation (including property appeals, income & expense statements and tax exemption applications)
 - Sales, Income, and Cost approach functionality
 - Income approach with Income and Expense data
 - Describe any other system functions supported
 - Generate landbook and taxable file
 - Comparable sales module
 - Image storage
- List of property types supported
 - List of valuation approaches supported
 - Description of CAMA methodologies supported
 - Describe the process for in-field data entry

Import Functionality and Interfaces

Describe the capabilities the CAMA application provides for importing data from third party systems. Please include:

- Import of property transfer data from the Clerk of the Court/recorder of deeds'
- Import of building permit data
- Import of zoning information
- Import SPSS and other modeling systems data
- Other imports that are supported by your system
- The level of configurability in the importing functions of your system

Export Functionality, Interfaces, and Reporting

Describe the capabilities the application provides for exporting information to third party systems. Please include:

- Exporting data for tax bills
- Exporting of data into an appeals process
- Exporting of data for Land Book process and creation
- The different export formats that are available in the system
- Any other exports that are supported by the system
- Reporting capabilities that are supported by the system – both standard and configurable

Configurability of CAMA Application

Describe the level of system and user configurability that is included. Please include:

- Workflow configurability
- Screen and menu configurability
- User role configurability
- Data manipulation and configurability including any user definable data elements that may be supported

Mobility

Describe the level of support for mobility that is included with a base system or as add on options. Please include:

- Architecture supported for mobility
- Types of devices supported
- Features and functions supported by mobility
- For field inspections please describe the level of support for a tablet application and describe the architecture supported.
- Please describe systems capabilities for third party mobile applications

Cloud Based Solution

Describe security protocols for maintaining security of data

Describe backup and disaster recovery protocols

Legacy System Replacement and Data Conversion Services

Data conversion is an important aspect for any future solution. Please describe:

- Implementation services that include configuration, conversion, testing, training, user support,
- Describe offerings for post-production maintenance
- Services your organization offers in the replacement of legacy applications

Other Software Modules

The County is also interested in exploring any other software modules for the Recorder of Deeds. Describe any additional capabilities the software must support the Recorder of Deeds.

Pricing Structure for CAMA Software and Services

For budget purposes only, please provide an overview of a pricing structure for the application and all services. An overview of levels of pricing for the licenses components and any additional options can be selected along with related pricing. The Respondent will not be bound to any budget pricing provided as part of the response to this RFI.

- An overview of budget pricing for a hosted environment with any additional options that can be selected
- An overview of budget pricing for implementation services including integration, configuration, data conversion, and training necessary to ensure that the County's legacy applications are converted
- An overview of support and maintenance pricing

IV. RESPONSE REQUIREMENTS

1. GENERAL

The County will not accept responses by fax or e-mail. Responses and all documents related to this request for information become the property of the County upon receipt.

2. RESPONSE SUBMISSION

The Response must be submitted electronically via Vendor Registry no later than the date and time deadline specified in this request. The Vendor Registry System will not accept responses after the close date and time.

ONLY ELECTRONIC SUBMISSION IS ALLOWED, ANY RESPONSES SUBMITTED VIA ANY MEANS OTHER THAN VENDOR REGISTRY WILL NOT BE ACCEPTED. Arlington County is not responsible for late submissions, missed Addenda, or questions not submitted before the end date and time.

Timely submission is solely the responsibility of the Respondent.

3. RESPONSE STANDARDS

Responses submitted in response to this request for information should be accurate and grammatically correct and should not contain spelling errors.

4. UNNECESSARILY ELABORATE RESPONSES

The County may view unnecessarily elaborate brochures or other presentations, including elaborate or expensive artwork, paper, bindings, and visual and other presentations, as an indication of the Respondent's lack of cost consciousness.

5. EXPENSES INCURRED IN PREPARING RESPONSE

The County accepts no responsibility for any expense incurred by any Respondent in the preparation or presentation of a response or related in any way to an offer.