



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
TAX12007

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

STATE TAX DIVISION
 PROPERTY TAX DIVISION
 GREENBROOKE BUILDING
 1124 SMITH STREET
 CHARLESTON, WV
 25301 304-558-3940

DATE PRINTED
07/10/2012

BID OPENING DATE: 07/17/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED AND SHOULD BE RETURNED WITH YOUR BID. FAILURE TO RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION.						
3. NO CHANGE IN BID OPENING DATE.						
END OF ADDENDUM NO. 01						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: TAX12007

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Questions & Answers are attached.

No change in bid opening date.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

WV State Tax Division
TAX12007
Questions for RFQ

- 1.) Q. Are the Purchasing Affidavit and/or the Vendor Preference Certificate to be submitted along with our response?

A. **Yes.**

2. Q. On Page 0036 of the RFQ there is a "TAX12007 Cost Sheet", is this to be completed and submitted along with our response?
A. **Yes, this is the bidding sheet for this RFQ.**

3. Q. On Page 0043 of the RFQ the "Workers' Compensation Insurance" box is checked. Does proof of insurance need to be included with our submission or would this just be part of the contractual agreement to be submitted by the winning bidder?

A. **The Workers Compensation Insurance may be provided prior to *award* of contract. It does not need to be submitted with your bid.**

4. Q. On Page 0039 in the RFQ under the "Bid Submission" section, it makes reference to a request for proposal and submitting one technical and one cost proposal. Does that statement apply to this RFQ (i.e. Do vendors need to make two separate submissions or can the technical and cost be all together in one submission)?

5. **No, this is a RFQ not a RFP. One submission listing both technical and cost.**

6. Q. May we submit our bid via email in the form of a PDF document?

A. **No. All documents must be submitted in writing via USPS or dropped off in person at the Purchasing Division by the bid closing time.**

7. Q. On Page 39 the number of convenience copies is left blank, please confirm that no convenience copies are required, and that the bid submittal consists of one technical and one cost proposal ONLY.

A. **Only one (1) copy of the bid is required. This is not a RFP so therefore, only one complete copy is due to the Purchasing Division.**

8. Q. Please confirm that the selected vendor will choose the pilot project area and that that area will consist of one district.

A. **Confirmed; area will consist of one tax district with moderate challenges.**

9. Q. Please confirm that the cost proposal consists of the Solicitation (first) page of the RFQ (front and back) ONLY.

A. **The solicitation consists of pages 1 thru 54. Please refer to instruction to Bidders.**

10. Q. Please confirm or clarify the scope of tax map conversion to be quoted – page 8 indicates that the Scope of Work is ONLY for Mingo County. Our understanding therefore is that the Bid should be only for the tax map conversion for Mingo County and make no reference to nor include any costs for other counties.
- A. Tax map conversion is for Mingo County only.
11. Q. What is the purpose of the Tax12007 Cost Sheet on Page 36 of the RFQ?
- A. To list your cost for each item so that we can compare prices for each vendor that submits a price. To discover the price per parcel.
12. Q. Please clarify the evaluation criteria and scoring factors for the RFQ.
- a. Is it simply lowest bid price? Yes.
- b. Does the technical proposal have any weight in the evaluation? Vendor must meet mandatory requirements of the solicitation.
- c. What is meant by “lowest vendor meeting specifications” (page 36)? Lowest cost vendor that meets ALL the specifications will be awarded the contract.
- d. How do you wish vendors to demonstrate that they meet “specifications”? By confirmation of the specifications and meeting all mandatory requirements.
13. Q. Can a sample scanned district map for Mingo County be provided? Can the associated IAS property records for that district also be provided?
- A. We have no problem with an applicant checking out Mingo County and their maps – we are not providing sample data prior to assignment of project. Once the assignment has been made we will have a ‘kick-off’ meeting where sample data will be distributed.
14. Q. What are the expectations for the format and content of the technical proposal? Please provide an outline of the major sections and instructions.
- A. Refer to page 3 reading thru page 7; there is no specific format but the bidding vendor must provide evidence that they can successfully meet the needs stated in pgs. 1-7 and can use the “Tax12007 Cost Sheet” (Pg.36).
15. Q. Page 32 (15 1-3) describes the “potential” for software customization – shall we assume that this is out of scope and NOT to be included in the bid price until after award and at such time as the task is defined? If not, then the following questions apply:
- a. What is meant exactly by a “functional interface”? Can an example be provided? Functional interface is the map books. No sample at this time.
- b. What is the current chosen software system of Mingo County? Mingo County does not have software at the present time. We assume they will go with Ersi software.

- c. Please provide more detail of the customization of queries and reports needed by the county. To name a couple of necessary items, map books, linking to assessment system (IAS) to accompany updates and other needs the county may encounter.

16. Q. Page 34 (19.2 b) presents the specification of “near 100%” match rate for parcels to property records. This is a common goal but achieving it is not under the control of the consultant. A common approach is for the consultant to link parcel polygons to property records and report on the match rate and identify the specific cases of missing or mismatched records, after which the County is responsible for correcting errors of commission and omission. Please reconsider this QC standard in light of the respective roles and responsibilities of the consultant and the county.

A. We recommend notes to accompany trouble spots, allowing the county(ies) to correct or update as needed.

17. Q. On page 6 it refers to Liquidated damages. Would the State consider a hold back percent rather than liquidated damages? Is that something that could be negotiated with the State at time of contracting?

A. We are unsure of the ‘hold back’ wording – if you are asking if there will be no cost extension the answer is no. We will not negotiate changing liquidated damages.

18. Q. We currently have geographic parcel data for the entire State of West Virginia, compiled in a manner consistent with the methodology describe in the RFQ, and currently being used by numerous private sector clients. We would like to offer this data to the State as part of the final deliverable, but we would need to maintain redistribution rights for our product. Is this acceptable?

A. PTD is an agent acting on behalf of the counties for the conversion of tax surface maps to a digital format, we are not the custodian - therefore the distribution is not within our control. Mapping disclaimer states the documents are copyright protected, also, the legislative regulations prohibits reproduction, coping, distribution and/or selling without written permission of the County Assessor.

19. Q. Would the State be willing to sign our standard Data Evaluation Agreement so that we could submit Mingo County digital parcel data for evaluation with our proposal?

A. No.

20. Q. The bid documents page 0008 indicates the RFQ - scope of work pertains only to Mingo County with an acknowledgement that the remaining fourteen counties represent potential candidates for future work. The cost sheet on page 0036 includes all fifteen counties with locations for pricing both the parcel polygon data and the finished tax map publication. Is the RFQ only for Mingo or are you requesting pricing for all counties?

A. Mingo only.

21. Q. The 2012 State transparency web site for the tax division indicates a \$300,000 amount for Marshall State Research Corp - an entity that has completed tax map preparation for the tax division in the past. Is this firm being considered as a sole source for this project if no other bids are received or have they been awarded some other project?
- A. **We have requested an open bid to all vendors; there is no sole source involved.**
22. Q. Is this bid open to all vendors, or do we have to be pre-qualified in advance before we can submit a proposal?
- A. **This bid is open to all vendors. However, if you are the selected vendor, you must be registered with the State and meet all the "requirements" to be awarded the contract.**
23. Q. The first paragraph on page 0008 says that the Scope of Work pertains only to Mingo County. Pages 0009 through 0023 document the parcel counts for the 15 counties that have not yet been completed and the pricing sheet on Page 0036 shows all 15 counties. Does pricing need to be submitted for all 15 remaining counties or only for Mingo County?
- A. **Mingo only.**
24. Q. If pricing is required for all 15 counties, does a separate cost breakdown need to be submitted for each county or can a single cost sheet as shown on Page 0036 of the RFP be submitted?
- A. **No- Mingo only.**
25. Q. Does the December 15, 2012 project completion deadline apply only to Mingo County?
- A. **Yes.**
26. Q. Will the selected vendor be required to use any source maps other than the tax maps (i.e. subdivision plats, survey drawings, deeds, CADD files, etc.) for the parcel GIS database construction?
- A. **Yes.**
27. Q. Will the selected vendor have to come on-site to the County to copy/scan the source maps or will the source maps be provided electronically?
- A. **Source maps will be provided electronically.**
28. Q. If the selected vendor has to copy/scan the source maps, does the County have equipment on-site to perform this work or will we need to provide our own copier or scanner on-site.
- A. **See #10.**

29. Q. Will the selected vendor be required to perform any field survey work or field verification during the project?
- A. **No.**
30. Q. Will the selected vendor be required to perform any deed research or will they only be required to use tax maps to create the parcel GIS database?
- A. **No.**
31. Q. If deed research is required, do you have an estimate from the counties that have already been completed as to how many parcels or what percentage of parcels may require deed research?
- A. **See #13.**
32. Q. Under Additional Requirements on Page 0006, the third bullet says "Submit to the WVPTD a one-time cost analysis". Can you please describe this requirement in a little more detail?
- A. **Detail of price per parcel.**
33. Q. Item 6 on pages 0038 and 0039 of the RFQ contains the Bid Submission requirements. At the end of that Section, there is an option defining the Bid Type as Technical or Cost. Neither of the two items is checked. Should we just submit a cost proposal or should we submit a full proposal with technical approach, QA/QC procedures, project management procedures, resumes, references, project experience, organization chart, etc.?
- A. **Basis for award: Award shall be made to the lowest vendor meeting specifications.**
34. Q. In regards to RFQ Page No. 3 "The scope of work (SOW) for the tax maps includes both digital and manual elements....." The term digital & manual elements required more clarification, kindly elaborate.
- A. **Within the context of this project (for conversion and final products), the vendor is to follow all specifications during the "digital" conversion with the ability to produce print print-ready ESRI Mapbooks for post document formats, pdfs. Within the WV Statewide Procedures §189-5-3, all requirements for this can either be found in the sections referring to digital or manual sections, and in some cases referenced to the IAAO Standards on Manual (2004) and Digital (2012) Cadastral Maps and Parcel Identifiers.**
- In some cases, the vendor may also be required to physical handle hardcopy or draft tax maps provided by the County if updated maps are relevant for the conversion (e.g. urban regions).**
35. Q. In regards to Statement of Work RFQ Page No. 4, we assumes that the QC benchmark guidelines of WVPTD will be shared with the Vendors? Please confirm.

- A. Yes, we will work with the vendors for many of parameters that will assist in QC measures. Although there may be unique situations, previous experiences with previous projects will be provided as need.
36. Q. We assume that the Geodatabase schema for production of conversion of tax maps into GIS will be provided by the West Virginia having all of the layers (FC) etc. Please confirm.
- A. Correct, we will provide Geodatabase schema, but allow vendor to make improvements where see fit after consulting with the WVPT for desired changes.
37. Q. Please confirm, what kind of attribute needs to be tagged? Does it need to be tag in tax maps (pdf form) or somewhere else? Kindly elaborate.
- A. Attribute Tagging is referring to digital Table fields as digitization occurs (See Pgs. 29-31 for attribute examples) This is essential for a) Data Driven Pages Mapbooks within ArcMap10.x. Road features that contain essential geometry and routing attributes for future development of network connectivity datasets may be necessary; Tags are considered annotation and is essential for final Mapbooks.
38. Q. What is IAS data? Please explain about its format and structure. Please confirm, the format of the IAS data which needs to be linked and with whom the data need to be linked? Kindly elaborate.
- A. IAS stands for Integrated Assessment Data and contains the necessary information to complete county tax maps-the data and necessary schema will be provided to you. It will be provided in a access/database base format file and will used to populate fields in vector files.
39. Q. Please confirm, what kind of Annotation/symbol needs to be tagged? Kindly elaborate.
- A. These are provided in Appendix B- and include-but not limited to- all the features on the county's tax maps. Details can be found in the referenced literature within the RFQ (see WV Statewide Procedures §189-5-3)
40. Q. Does rectification of maps also include Orthorectification? Kindly clarify.
- A. Use of ortho-rectified imagery for rectification of scanned tax maps (tiff image). (pg. 27)
41. Q. In regards to Final Product, RFQ Page No. 5 – 6, does this mean that Road & Hydrology features also need to be captured? Please confirm.
- A. Correct, All features on the tax maps will include these features.
42. Q. We assume that aerial photographs, Map Grids as an Input or reference data will be provided by the West Virginia, Please confirm.
- A. Correct; standardization of imagery for all maps is essential for edge-matching adjacent Counties and tax maps.

43. Q. The term Aerial Photography has same meaning as the (2 feet) seamless mosaic of Orthophotography 2003 countywide, Please confirm.
- A. **Correct.**
44. Q. Is symbol creation under the current scope of work? If yes, kindly provide the details of the symbols to be created.
- A. **See Page 32 and is based upon Standars on Manual Cadastral Maps and Parcel Identifiers (IAAO 2004). The symbology will match the County's tax maps.**
45. Q. Since the ROW need to be extracted from Road center line, kindly confirm whether the center lines are available for the entire county?
- A. **Yes**
46. Q. Please clarify whether West Virginia requires an application or facility for the generation of the PDF Maps from the existing data in the MXD?
- A. **The application within ArcMap 10.x permits batched Mapbook MXD to PDF exports using Python scripting. No large-scale printing is required from the Vendor.**
47. Q. In regards to Appendix B – Technical Information Specifications, Section 3.1 a Secondary Imagery, RFQ Page No. 24, we assume that all the required secondary imageries will be provided by the Department.
- A. **Correct. Single-source imagery of WVSAMB 2003 data is preferred for edge-matching of adjacent tax maps, but additional sources may be required to aid technician in digitization of tax maps elements.**
48. Q. In regards to Appendix B – Technical Information Specifications, Section 5 Roads, RFQ Page No. 25, Does this mean that there are other maps also available (Scale 1:400), which needs to be converted other than the tax maps? Please explain.
- A. **Pre-existing road networks may be utilized (Rahall Transportation Institute and US Tiger lines), but these may need to be adjusted to meet the specifications contained within the RFQ.**
49. Q. We assume that the County will provide the necessary information on addition or removal of the roads.
- A. **Correct, close relationships with County is essential for success of tax map conversion.**
50. Q. In regards to Appendix B – Technical Information Specifications, Section 9 Parcel Layer Attributes, RFQ Page No. 25-26, we assume that the attributes shown in the Table 2 are the required attributes and no additional attributes are required to be captured?
- A. **These needs will be finalized by the County and WV State Property Tax- the table is a "list of desirable..." elements.**

51. Q. In regards to Appendix B – Technical Information Specifications, Section 10 Tax Map Rectification Section 10.1 Control Points and Transformations – 1st Order Affine RFQ Page No. 27, we assume that orthophotographs and tax maps will be sufficient to identify features as Ground Control Points (GCP) for the required rectification accuracy and no additional GCP collection is required?
- A. Correct
52. Q. In regards to Appendix B – Technical Information Specifications, Section 15 IAS Data Linkages, RFQ Page No. 32, kindly elaborate on the functional interface for the GIS graphic data and IAS textual data. Kindly elaborate on the county's chosen software for compatible interface.
- A. Unique fields are populated as technicians digitize tax maps-these are joined/merged with IAS table dataset provided by WVPTD.
53. Q. In regards to Instructions to Vendors Submitting Bids, Section 6 Bid Submission, RFQ Page No. 39, is the Technical Proposal desired in a defined format? If yes, kindly provide the desired format.
- A. No.
54. Q. We assume that West Virginia will provide all kind of source material i.e. tax parcel mapsheet, Street centreline, hydrology features, ortho photos or imagery for the GIS conversions. Kindly confirm.
- A. Yes. Features and baselayers (e.g. topos and ortho-rectified imagery) may consist of more than one source (it is up to the vendor and County to work together using the best source data to accurately digitize the tax maps with minimal errors.
55. Q. Are all the Maps having any specific naming convention? If yes, please elaborate.
- A. These are on the tax maps and tax map index's.
56. Q. Please provide the details of post implementation maintenance and also number of staff to be trained and location of training?
- A. Vendor's Post implementation maintenance staff numbers depend on quality of tax map conversion and quality control. Since this the answers to this question is variable, it is hard to determine; however, I would say one to two staff member should be on stand-by if issues are found. or as many to fix necessary. The location of training is between the County and Vendor; If possible, training should occur at the county using their hardware/software.
57. Q. Please specify that is it required to execute project in onsite or whether offshore conversion is acceptable.
- A. If work is conducted by a vendor's technician, a supervisor must be on-site-where on-site is the vendor's normal operating location resides.

58. Q. We understand that there is no Survey envisaged under the scope of this RFQ, Please confirm?

A. If this is referencing the final deliverable product, then the answer would be to geospatially replicate the county's tax maps using ESRI software with MapBook (Data Driven Page) technology.

59. Q. In reference to the Technical Information Specifications included as part of Appendix B (specifically 16. Metadata) can you please provide some clarification? The text of the RFQ states that "The metadata reference should define the parcel dataset for any given jurisdiction and should meet The North American Profile (NAP) of ISO 19115, the 5FGDC (1998)". It is my understanding that the ISO 19115 was established in 2003 by the FGDC and contains a different content standard than the 1998 version which is referenced in the footnote. Which standard is the correct for metadata under this RFQ?

A. You are correct; the FGDC footnote is not the endorsement for the transition to the NAP (which I think the referenced paragraph on pg.33 attempted to convey), and was inappropriately cited. The standard under this RFQ will be ISO-19115.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX12007

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012