

REQUEST FOR PROPOSAL
TAX BILLING AND COLLECTION SYSTEM
(Software/Hardware)

FOR
Orangeburg County

REQUEST FOR PROPOSAL

ISSUE DATE:
APRIL 20, 2016

Title and Summary

Request for Proposals
Request for Proposals
RFP to Proposal Publication:

No. FY16-0520
Tax Billing and Collection System
As follows:

- 04/22/2016 <http://www.orangeburgcounty.org/>
- 04/22/2016 Bulletin board, Basement Fl., Admin. Centre

Invitation Composition:

Request for Proposal FY16-0520 is
Composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work/Deliverables
- Vendor Qualifications and Information
- Evaluation Criteria
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgements
- Sample Document Requests

Invitation Amendments:

If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on

Basement Floor Administrative Center, Procurement

Contracting Entity:

Orangeburg County, South Carolina (“Owner”)
A political subdivision of the State of South Carolina

Procurement Coordinator:

Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. (“Administrative Center”)
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Proposals

- Questions:

If bidders have questions, same shall be

Directed to Procurement Director

Mode of Communication via e-mail only

No later than 12-Noon 04/29/2016

Project Coordinator:

Curtis Williams, Senior System Analyst, (803) 533-6183

Proposals:

- Submission Composition:

Each submitted bid is required to be composed of the following, including fully completed and executed forms:

- Code and Articles Acknowledgment
 - Scope of Work/Deliverables
 - Addendum Acknowledgment
 - Technical Proposal – Vendor’s Qualifications and Information
 - Proposal Cost Sheet
 - Certification of No Exceptions
 - Certification of Preference(s)
 - Optional – Additional documents, phamlets or information
 - Provide required documents:
 1. Sample Contract
 2. Maintenance Agreement
 3. Support Agreement Hardware
 4. Software License Agreement
- Submission Deadline: 2:00 p.m. on May 20, 2016
 - Submission Location: Administrative Centre, Basement Floor Procurement Office
 - Opening Time: 2:05 p.m. on May 20, 2016
 - Opening Location: Administrative Centre, Basement Floor, Procurement (Only names of proposers read aloud)

Special Conditions

Intent/Award/Contract:

The intent to award, award, and the contract regarding FY16-0520 is subject to the following special conditions:

Orangeburg County may request oral presentations, demonstrations or discussions with any or all Offerors for the purpose of clarification or to amplify the material presented in any part of the proposal. If the County determines that interviews and/or demonstrations are necessary to make the selection, they will be scheduled by Orangeburg County Procurement Office.

Code and Articles

Request for Proposal FY16-0520 Tax Billing and Collection System

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the “Code”). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal §5-301 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor’s Authorized Agent

Printed Name of Vendor’s Authorized Agent

Title with Vendor of Vendor’s Authorized Agent

REQUEST FOR PROPOSAL

Orangeburg County is requesting a one year contract to acquire and implement a new Tax Billing/Collections system. Orangeburg County is requiring a state of the art automated revenue billing and collection system encompassing the needs of the Auditor, Treasurer and Delinquent Tax Departments. We expect to leverage this system by expanding it to the Internet as well as enabling the sharing of information between the core tax system departments, internal and external customers, and the public, where appropriate. Orangeburg County is requiring this system to be completely functional July 1, 2017.

Project Departments

Orangeburg County Auditor

The primary responsibility of the Auditor's Office is to assess all personal property within the County including vehicles, boats, campers, aircraft, and business personal property. The Auditor's Office also accepts applications for the Homestead Exemption Program for individuals' age sixty-five as of December 31, preceding the tax year. A person legally blind, or 100% disabled also qualifies for the exemption.

County Treasurer

The Orangeburg County Treasurer's office ensures that all properties in our county, real and personal, are valued at Fair Market Value, comply with all laws and statutes in a responsible and reasonable manner, and maintain a high standard of assessment and equity for each taxpayer.

Delinquent Tax Collector Office

The function of the Delinquent Tax Collector Office is to collect delinquent real and personal property taxes, penalties and costs. Unpaid taxes become delinquent on March 17th every year, with the exception of motor vehicles. The Treasurer issues a warrant of execution to the Delinquent Tax Collector. The Execution orders the Delinquent Tax Collector in the name of the State of South Carolina and the County of Orangeburg to levy by distress, and sell the defaulting taxpayer's property to satisfy all taxes, penalties, and costs.

Scope of Work for Orangeburg County Tax Billing/Collection System

Orangeburg County has approximately 144,397 Real Estate and Personal Property records that are processed each year for taxes on the AS400.

Summary of Current Account Information:

55,957 Real Estate Property Records
10,246 Mobile Home Property Records
10,434 Personal Property Records
67,760 Motor Vehicles (Department of Motor Vehicles)

1. Real Estate
2. Mobile Homes
3. Manufacturing
 - a. Real
 - b. Personal
4. Water Crafts/Boats
5. Fee In Lieu (Separate billing from tax billing system)
6. Air Crafts
7. Office
8. SCTC Utilities and Business Personal Property

The county will require multiple years of historical data to be converted or accessible and a timeline for data conversion on real estate, mobile homes, personal property and motor vehicles and any other data needed by the delinquent tax office pertaining to research on assignments, forfeit land commission and yearly sales information. Additionally, for delinquent accounts where the properties are conveyed, the records must be kept indefinitely as part of the chain of title. There is a 2 year statute of limitations for property sold, but this starts after taxpayer “know” – which can be years after the tax sale..

This project Scope of Work includes the review of the current billing system and review new window base systems that would demonstrate and has the experience and ability to satisfy all tax laws pertaining to the creation of taxes with the taxation process in the state of South Carolina. Also have the flexibility to adapt for state mandates and comply with new state mandates.

The tax software proposed must be fully functional in South Carolina for at least 4 years from date signing of contract.

The system must be user friendly and menu driven.

The software must have the same similarities and functions within all modules or functional screens provided in the proposed software.

In conjunction with this purchase, the County expects the selected vendor to provide on-site support in installing the proposed system. This support would include the resolution of any technical difficulties encountered in completing acceptance testing jointly constructed by the selected vendor and the County.

This support must also include migrating specified data from the County's existing system that presently performs required functions.

After acceptance testing, the County expects that the vendor will continue to provide, at a minimum, technical support required to locate and repair discrepancies in the operation of the system. Such assistance would be expected for a minimum of one year from system acceptance.

The vendors will include as part of their proposal, documentation that addresses problem resolution. This must include the procedure for identifying the problem and the amount of time required for resolution.

Orangeburg County has the right to accept or reject any/or all proposals.

BACKGROUND

Orangeburg County (hereafter OC) is soliciting Requests for Proposals (hereinafter referred to as “RFP”) from qualified vendors to provide a Tax Billing and Collection System. OC has implemented an in house application ran on the AS400. The current system does not address in full the needs of some of our Departments therefore the offices are forced to use other means in order to conduct their business.

Orangeburg County current tax billing system:

1. Assessor office supplies appraisal data for the yearly tax roll
2. The data is delivered in text file format from the Assessor (CAMA) Aumentum application
3. Information Services format and upload data to AS400 for the yearly tax roll
4. Taxes are then calculated after all data has been updated
5. The millage is set and updated for real & autos by the county Auditor
6. Spooled data is sent to vendor for mass printing yearly taxes and monthly autos
7. General Ledger is updated after taxes are paid by Treasurer
8. Installments are processed by Treasurer
9. Fee-In-Lieu are processed by Auditor
10. Manufacturing Reimbursement process by Auditor
11. Back taxes and additional billing are processed by Auditor
12. Roll back tax are processed by Auditor
13. Mortgages are exported and imported by Information Technology Services for Treasurer to process
14. Credits and rebilling are processed by Auditor after changes from Assessor
15. Manufacturing download and upload by Information Services and process by Auditor
16. Monthly auto process (Department Of Motor Vehicles) by Auditor
17. Over The Counter are processed by Auditor
18. Tax payment and receipting are processed by Treasurer
19. Delinquent tax season
20. Homestead process and upload to State done by Information Services for Auditor to process
21. Special Source Credit is processed by Auditor
22. SCTC download/upload to server is done by Information Services for Auditor
23. Yearly boat download/upload to server done by Information Services for Auditor
24. City of Orangeburg process by Information Services and emailed to city
25. Online web real and auto payment process that sends tax information for taxpayer making online payment to SC.gov
26. Webpage view capability to inquire and option to pay taxes online

Deliverables Orangeburg County is requiring for the new tax billing system:

A system that will comply with all tax laws and regulations of the state of South Carolina

Interface Requirements

Functionality	INTERFACE	DATA IMPORT/EXPORT	OTHER
Import assessment data from Assessor current (CAMA) Tax Appraisal System in order to create yearly tax roll and supplemental rolls (all year round)		X	
Extract city yearly tax roll data and supplemental roll data to send County of Orangeburg for tax processing with email capabilities to encrypt data (all year round)		X	
Apply payments that will automatically marked tax records paid on the new system received from online tax payments through SC.gov	X		
Update and write to General Ledger Function of Treasurer’s Office	X		
Interface with other external systems	X		
Online public website search for taxes with option to pay taxes online			X
Extract yearly tax roll data to send to mortgage companies		X	
Import returned mortgage file data and mark tax records paid in batch coming from mortgage companies		X	
Import/upload electronic file sent monthly for auto renewals from the state Department of Motor Vehicles in order to calculate monthly auto tax notices as well as over the counter renewals		X	
Import yearly auto value files for automobiles, trucks and motor cycles for monthly processing sent from Department of Motor Vehicles		X	
Send electronically transmit payment transactions to the Department of Motor Vehicle after payments are process from the County Treasurers Office in batch or one by one	X		
Import annual boat and motor data file for yearly maintenance for yearly tax notice process		X	
Import and process S C T C personal property and manufacturing certification data files sent from Department of Revenue		X	
Create homestead reimbursement data file and upload to State	X		

Auditor Requirements

Monthly Automobile Process

FUNCTION	REQUIRED/ MANDATORY	IMPORTANT	OPTIONAL	YES	NO
Value monthly automobile and assign districts to the monthly renewals prior to calculating taxes due (printout listing)	X				
Add records to the system for Over The Counter(OTC) or Mailer automobile notices and generate a tax notice on demand for waiting tax payers with distributions of tax dollars listed on notice	X				
Abate an automobile notice and setup new notice with high millage applied	X				
Generate a report of only handicap tags as well as a report of automobiles not value with a missing district with last year assign district for comparison.		X			
Generate and print a verification report of monthly automobile file currently processing with calculations		X			
Generate monthly automobile tax notices and duplicate roll with option to email to printing vendor for processing and mailing	X				
Generate an assessment report of each individual district and the total distribution dollars for the month processing		X			
Create/update millage for current and future years. System should allow for at least 10 years of millage	X				
Create an temporary tag for new registered vehicles	X				
Issue an exempt auto certification notice for all exempt automobiles to send to the South Carolina Department of Motor Vehicles	X				
Display with the option to reprint any automobile tax notices already created or paid receipts		X			
Create an automobile tax notice with or w/o road and bridge fee	X				
Load a file of deal notices to the system to process tax notices to mail taxpayers (Pink slips supplied by DMV and have to manually be entered by clerks)		X			
Issue refund (credit) to taxpayers of notices generated in error	X				
Run fiscal year end process	X				
Provide tax information in real time		X			
Email yearly real estate/personal property tax notices, monthly automobile tax notices file and yearly duplicate tax roll files to vendor in batch for printing	X				

Other Personal Property (boats, vessels, office, utilities, airplanes, manufacturing personal or other personal property records)

FUNCTION	REQUIRED/ MANDATORY	IMPORTANT	OPTIONAL	YES	NO
Add or update records to system for Over The Counter (OTC) or Mailer notices for boats, vessels, office, utilities, airplanes, manufacturing or other personal property records	X				
Abate boats, vessels, office, utilities, airplanes, manufacturing or other personal property and regenerate a new tax notice on demand for waiting tax payers for Over The Counter (OTC) or Mailer based on the updated assessment	X				
Generate reports to identify types of personal property records with assessed values for listed types above		X			

Real Estate and Mobile Homes

FUNCTION	REQUIRED/ MANDATORY	IMPORTANT	OPTIONAL	YES	NO
Add records to the system for Over the Counter(OTC) or Mailers and generate a new tax notice for waiting tax payers with distributions of tax dollars listed on notice	X				
Change, remove or add new exemption and generate a new notice from changes (legal, non-legal and homestead)	X				
Abate and regenerate a new tax notice OTC or Mailer	X				
Create and update millage for upcoming tax years	X				
Process changes and new records, in batch or individually, sent from Assessor application	X				
Back tax for up to 10 years of data	X				
Add an indicator/flag on a record to do roll back taxes on multi years		X			
Create and generate a special source credit	X				
Search engine to inquiry on multi tax years notices of any type		X			
Ability to put tax records on hold and remove holds	X				
Ability to remove penalties on tax notices	X				
Ability to display with the option to reprint a notice of any type	X				
Ability to add fees on tax notice records on yearly tax processing or OTC	X				
Abate and purge the system of tax notices over 10 years old by date range	X				
Create and generate Fee-in-Lieu special assessment notices for businesses	X				
Ability to maintain and process manufacturing reimbursements for the state	X				
Create and generate 80% notice on real property, mobile homes and other personal property records	X				
Setup a mobile home as Prepaid account and generate a notice for tax payers	X				
Allow database field encryption for sensitive data: SSN, DOB		X			

Add notes to records that can be viewed by all departments		x			
Ability to Setup the millage tables with distribution	x				
Ability for Over The Counter billings to flow all the way thru the tax system		x			
Email capability to send notices/receipts to tax payers		x			
Scan and attach documents		x			
Scroll back and forwards on screen		x			
Allow the public access to view assessment and tax billing information		x			
Ability to search by description		x			
Ability to display fields with calculation		x			
Ability to apply homestead to tax record and maintain existing exemptions	x				

Treasurer Requirements

FUNCTION	REQUIRED/ MANDATORY	IMPORTANT	OPTIONAL	YES	NO
Accommodate and process payments for Over-the-Counter (OTC) walk ins for all property types at multiple teller locations including online and credit card	X				
Process payments in batch without restrictions on the number processed and ability to back date receipting payment on a certain date	X				
Process mailer payments in batch and print receipts	X				
Process automobile mailer payments and print receipts for only DMV verification with a code other than 00	X				
Accept multiple payment types including cash, certified check, credit cards, ACH(personal check) or multiple checks per tax bill	X				
Mark and notate the system of bad checks, suspensions, delinquencies, bankruptcies etc. and the authority to override this alert by authorized users	X				
Process automobile transactions, transmit payment information to Department of Motor Vehicle for return verification in real time and option to change mailing address on a record	X				
Reprint duplicate receipts and have it labeled as duplicate or reprint copy		X			
Add suspensions on driver licenses on overdue dealer notices not paid within 30 to 45 days on DMV	X				
Generate refunds(credits) and print checks on demand from request of the Auditors' Office or through automatic process	X				
Unselect a tax record selected in error	X				
View or inquire on credits/refunds		X			
Apply refunds to an unpaid tax bill		X			
Generate new installment notices yearly or on demand	X				
Maintain and print all associate documents such as coupons and cancellation notices for installments	X				
Inquire on installment payments		X			
Update the G/L with installments	X				
Create and run a tax distribution data report	X				
Run cash receipts journal by teller daily and monthly	X				
Add notes to records that can be viewed by all departments		X			
Generate reports from distribution data on tax relief exemption, homestead exemption and homestead & tax relief on demand		X			

Process mortgage files from mortgage companies and have an indicator set on screen to identify as mortgage paid	x				
Mark all homestead tax records with a 0 balance paid as of the system	x				
Email capability to send receipts to tax payers		x			
Scan and attach documents		x			
Scroll back and forwards on screen		x			
Allow the public access to view assessment and tax billing information		x			
Ability to search by description		x			
Ability to display fields with calculation		x			
Provide tax information in real time		x			
Print mailer receipts for vehicles that don't return a clean renewal 00	x				

Delinquent Tax Requirements

FUNCTION	REQUIRED/ MANDATORY	IMPORTANT	OPTIONAL	YES	NO
Mail delinquent notices (to all heirs listed on the deed) and certified notices to primary owners	X				
Mark posted delinquent property on the system	X				
Create sale file with the most recent/primary property owner that certifies were mailed to	X				
Mark records in sales file "Sold" or "Forfeited Land Commission" on sale date	X				
Post the sale to the tax file process	X				
Mail letters to property owners whose property was sold at the sale	X				
Process redemptions	X				
Process assignments	X				
Process buyer reimbursements	X				
Process up to 10 years of records on the delinquent tax system	X				
Remove penalties or fees on delinquent property records	X				
Track, change and remove notices with bankruptcy status and bad checks	X				
Print daily and monthly cash receipts journals by teller	X				
Complete the entire sale process including the posting of bids at the sale with redemption amounts available at the time of sale and bidder totals and receipts are available to print on demand	X				
Update property status when properties been posted	X				
Generate refund checks to bidders when property owners redeem property	X				
Generate a file for newspaper ads for advertising prior to tax sale with capabilities of emailing this information multiple times before the sale	X				
Register all bidders for tax sale and keep on file for 3 to 5 years with the original bidder number		X			
Identify and assign all unsold property records to Forfeited Land Commission (FLC) status	X				
Reset status of properties when payment is not received from bidder	X				
Void any tax sale property at any time or transfer from one account to another	X				
Generate cash receipts reports per teller daily and monthly	X				
Mark property with different codes if property is not able to post for some reason	X				
Remove and add holds	X				
Inquire tax bill system at all times in real time		X			
Null a tax record	X				
Unselect a tax record selected in error	X				

Generate series of reports by type, district(s), FLC titles, property with totals, red book, voided sales with options of exporting in word, excel, pdf etc.		X			
Automatically update system with posting data from outside vendor	X				
Automatically update all city tax records with payments made to the city	X				
Update inactive mobile homes from data file received from Assessor	X				
Accept multiple payment types including cash, certified check, credit cards, ACH(personal check) or multiple checks per tax bill	X				
Process payments in batch without restrictions on the number processed and ability to back date receipting payment on a certain date	X				
Reprint duplicate receipts and have it labeled as duplicate or reprint copy		X			
View or inquire on credits/refunds		X			
Generate reports from distribution data on tax relief exemption, homestead exemption, and homestead & tax relief on demand		X			
Process mortgage files from mortgage companies and have an indicator set on screen to identify as mortgage paid	X				
Reprint any delinquent tax notice receipt and label it as reprint		X			
Add notes to records that can be viewed by all departments		X			
Track trusts for Del Tax	X				
Email capability to send receipts to tax payers		X			
Scan and attach documents		X			
Scroll back and forwards on screen		X			
Public access to view assessment and tax billing information		X			
Search by description, map, name, account, decal, address and title number		X			
Display fields with calculation		X			
Reverse payment paid in error		X			
Generate standardized and customized form letters and labels		X			
Calculate interest and add cost on payments and refunds daily/monthly	X				
Purge data more than 10 years old with the nulla bona process	X				
Add additional cost due	X				
Print sales listing	X				
Print tax receipts to use at the sale	X				
Print sales reports with sales number, taxes, cost, bid amount, bidder name and number		X			
Add partial payment for bankruptcy	X				

Maintain or upload Lien Holders information		x			
Ability to refund fees	x				
Perform mass updates to all fields based on criteria(Null FLC Records)		x			
Accommodate and process payments for Over-the-Counter (OTC) walk ins for all property types at multiple teller locations including online and credit card	x				
Ability to create and work in a test environment		x			

Hardware/Software requirements

- 1.1 Please indicate requirements with recommended hardware and configuration specifications with hardware maintenance and support agreement that applies to the hardware
- 1.2 Recommendations should cover growth requirements on hardware for data storage on multi years of tax data
- 1.3 Indicate any other hardware needed to be purchase to implement bar code scanners and any special printers if required
- 1.4 Please provide on call support names and numbers for transition period and support for after system is up and running in production
- 1.5 Please provide a data dictionary and schema of database tables
- 1.6 Vendor must include company policy covering maintenance of the proposed software

Orangeburg County will require data conversion from the current AS400 billing system to the new billing system. The vendor should provide conversion services.

1. Testing will be required to ensure good data conversion
2. On-site training will be required on new billing system to key personnel who will be responsible for operating the system and the support and administrative personnel who will be responsible for the system utilization
3. Vendor is required to provide adequate training manuals in sufficient quantities to meet the needs of the departments
4. Vendor should also provide a breakdown of the total cost for these categories:
 - Data Conversion
 - Software Application
 - Hardware equipment
 - Training
 - Interface(s)

****Note: Information is subject to change.**

Vendor Qualifications and Information

Request for Proposal FY16-0520 Tax Billing and Collection System

Vendor shall provide with its proposal, the following which should be collated, fastened together, and clearly labeled “Vendor’s Certification of Qualifications and Information for Request for Proposal No. FY16-0520 1 (one) original and 5 copies to be returned:

1. Brief summary of Vendor’s organization to include years in business, corporation, partnership, number of employee’s, chain of command etc. Please limit to 5 pages or less.
2. Documentation of vendor’s specific comparative experience(s) to demonstrate that vendor has successful experience with a comparative scope of work. The vendor’s specific comparative experience should include a brief description of whatever parallels vendor believes exist between the scope of work for this procurement and vendor’s actual experience. Vendor may, but is not required to, supply up to three (3) client references in connection with its response to this item.
3. Documentation of vendor’s general viability to demonstrate vendor can satisfactorily and timely complete the scope of work, including evidence that vendor has all of the following:
 - a. Adequate capital;
 - b. An acceptable credit rating;
 - c. Efficient office force with satisfactory record timely and sufficient materials delivery and communications skills to act as liaison with County;
 - d. Efficient and adequate field force with extensive knowledge of each type of work involved in the scope of work;
4. A description of any litigation within the last 10 years to which vendor has been a party.
5. Vendor ability to acquire Workmen’s Compensation Insurance (Orangeburg County as Certificate Holder) if awarded bid. Attached copy of Workmen’s Compensation Insurance (optional)
6. Proof vendor is licensed to do business in the State of South Carolina.
7. Vendor timeline for completion of proposal
8. Certification from vendor that they have the ability to commence full operations with 30 days after notification of award.

Evaluation Criteria

FY16-0520 Tax Billing and Collection System

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner
5. Customer Support/ Training Methodology/Implementation of Timeline

Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certification of No Exceptions

RFP No. FY16-0520 Tax Billing and Collection System

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the RFP and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its proposal(s):

1. Vendor AGREES to all of the terms of the RFP (including the incorporated Code terms) and takes NO EXCEPTIONS: Yes No

2. Vendor does NOT AGREE to all of the terms of the RFP (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes No

Identification

Of Excepted Vendor's

Term Description of vendor's substituted term Initials

Exception 1:

Exception 2:

Exception 3:

Exception 4:

Exception 5:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the RFP (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

RFP No. FY16-0520 Tax Billing and Collection System

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
--------------	---------------	---------------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission.
Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Certification of Preference(s)

RFP No. FY16-0520 Tax Billing and Collection System

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with it proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

- Preference 1. Vendor is a resident of the State of South Carolina:
- Preference 2. Vendor is a resident of Orangeburg County, SC:
- Preference 3. Vendor is an MBE:

<u>Yes!</u>	<u>No</u>
<u>Yes!</u>	<u>No</u>
<u>Yes!</u>	<u>No</u>

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certified Proposal Bid Sheet

Total Project Cost (lump sum) \$ _____

(To include all applicable taxes)

Please attach a breakdown of costs (training, equipment, etc.) and attach.

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY16-0520.
2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.
3. The foregoing proposal: contains proposal prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Attached the following documents:

SAMPLE CONTRACT- RESPONDING VENDOR
SOFTWARE LICENSE AGREEMENT
HARDWARE- SUPPORT AGREEMENT
HARDWARE REQUIREMENTS
Tentative Timeline for Completion

Any other attachments required in this proposal