

REQUEST FOR PROPOSALS

for

**Computer Assisted Mass Appraisal, Real Estate and Property
Taxation System (CAMA)**

TRUMBULL COUNTY AUDITOR

Martha C. Yoder

2026

TABLE OF CONTENTS

SECTION A	LEGAL NOTICE - AS ADVERTISED
SECTION B	INSTRUCTIONS TO OFFERORS
SECTION C	GENERAL INFORMATION
SECTION D	WORK SPECIFICATIONS
SECTION E	PROPOSAL FORMS (These forms are required to be completed.)
ATTACHMENT A	CHECKLIST FOR SUBMITTING PROPOSALS
ATTACHMENT B	PROPOSAL FORM
ATTACHMENT C	REFERENCES
ATTACHMENT D	DELINQUENT TAX CERTIFICATION R.C. 5719.042
ATTACHMENT E	NON-COLLUSION
ATTACHMENT F	REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

**LEGAL NOTICE
TRUMBULL COUNTY OHIO
REQUEST FOR PROPOSALS**

Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System

Sealed proposals will be received by the Trumbull County Auditor, 160 High Street NW, Warren Ohio 44481 no later than 10:30 a.m., Local Time, June 29, 2026, as per O.R.C. 307.86 et seq., and opened immediately thereafter to furnish all labor and material for the following described services:

Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System (CAMA)

Detailed instructions, specifications, and proposal forms are available from the Trumbull County Auditor's Office, 160 High Street NW, Warren Ohio 44481 and do hereby become part of the legal ad. For information on this RFP contact Martha Yoder, Trumbull County Auditor at the Trumbull County Auditor's Office, martha.yoder@co.trumbull.oh.us, (330)675-2425.

Seal and endorse the proposal:

Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System (CAMA)

All proposals must be signed and submitted on the form(s) furnished in the RFP documents and must contain the name of every interested party therein.

All businesses, including minority-owned, female-owned, or small businesses are encouraged to submit proposals.

Where there is reason to believe that collusion exists among offerors, the proposals of those involved will be rejected.

Be advised that ORC 5719.042 provides that no contract be awarded until the successful offeror submits a statement informing the Trumbull County Auditor of any delinquent personal property taxes owed to Trumbull County.

The Trumbull County Board of Commissioners reserves the right to reject any and all proposals, to waive any irregularity in any proposal, and to determine the lowest and best proposal.

This Legal Notice is posted on the internet and may be viewed on Trumbull County's web site at: [Bid Opportunities - Commissioners Trumbull County](#)

By order of the Board of Commissioners of Trumbull County, Ohio.

Publish: May 22, 2026

SECTION B
INSTRUCTIONS TO OFFERORS

SUBMITTING AND DELIVERING PROPOSALS: Proposals must be submitted on the Proposal Form (SECTION E Attachment B) described and contained in these RFP documents. Vendor must submit a completed, signed, competitive, sealed proposal, which, at minimum, should include all the pages of the Proposal Form, any additional information or samples required by the specifications and, a proposal guaranty. The vendor shall submit a proposal upon the forms furnished by the Trumbull County Auditor. All figures shall be in ink or typed. All blank spaces for each item bid upon must be fully filled in with prices stated in both writing and numerals. Proposals should be signed, in ink, where indicated on the Proposal Form; signature must be written (not typed or printed).

Said documents must be submitted in their entirety in a sealed envelope addressed to the Auditor of Trumbull County, Ohio, Trumbull County Auditor's Office, 160 High St. NW, Warren, Ohio 44481, with the name and address of the vendor, the date set for bid opening, and the words "**Computer Assisted Mass Appraisal, Real Estate and Property Taxation System (CAMA)**" plainly marked thereon. The Trumbull County Auditor must receive proposals no later than the scheduled proposal opening time. The Trumbull County Auditor receives proposals during the hours of 8:30 a.m. through 4:30 p.m., Monday through Friday, except county observed holidays. Proposals will be received until the time and date set for the opening thereof and must be by that time in the hands of the official indicated.

Each proposal must be submitted in a sealed envelope with the proposal title clearly marked on the outside of the envelope. The Trumbull County Auditor does not accept proposals with insufficient postage or collect on delivery. If forwarded by mail, or courier service, said envelope shall be placed in another envelope which shall be sealed and addressed and marked in identical fashion. A proposal that is not properly and clearly marked and is inadvertently opened before the scheduled opening time may not be evaluated for contract award.

Vendors are required to inform themselves fully of the conditions relating to the work that will be performed, and vendors must also employ, so far as possible, such methods and means in the carrying out of the work as will not cause any interruption or interference with any contractor.

Proposals are due June 29, 2026, at 10:30 a.m. at which time they will be publicly opened, and names of vendors read aloud. All sealed proposals received after this time and date, for any reason, will be rejected.

Proposals must be submitted in triplicate. The Trumbull County Auditor reserves the right to reject any, and all proposals and waive any informalities in the RFP process.

The deadline to submit questions is Wednesday, June 17, 2026, by 9:30 a.m. Any questions that arise during the preparation of a vendor's proposal, concerning the content of the proposal, should be submitted, in writing, to Martha Yoder, Trumbull County Auditor at the Trumbull County Auditor's Office, martha.yoder@co.trumbull.oh.us. Questions received after the deadline will not receive a reply. Contact with any Trumbull County staff person concerning this RFP, except through the inquiry method with questions specific to the contents of this RFP, is **PROHIBITED**. Any clarification, modifications, additions, or deletions to these specifications will be addressed within an addendum issued to each interested vendor, 72 hours prior to the time of proposal opening.

Copies of all documents will be obtainable from the Trumbull County Auditor's Office, 160 High St. NW, Warren, Ohio 44481. There is no charge for specifications.

Detailed instructions, specifications, and proposal forms are available from the Trumbull County Auditor's Office, 160 High St. NW, Warren, Ohio 44481 and do hereby become part of the legal ad. For information on this project contact: Martha Yoder, Trumbull County Auditor at the Trumbull County Auditor's Office, martha.yoder@co.trumbull.oh.us or (330)675-2425.

The Successful vendor must furnish the county with taxpayer identification number. Internal Revenue Code requires the county to file an information return by January 31st of the following year on all payments made to another person of \$600.00 or more. Section 3406 of the Internal Revenue Code requires the county to withhold at a rate of 20 percent if a payee fails to furnish a correct taxpayer identification number, and the backup withholding requirement continues until the requested information is received.

The Trumbull County Auditor will not be responsible for any other explanation or interpretations of the proposal documents.

PROPOSAL GUARANTY: No proposal will be considered unless accompanied by a proposal guaranty in the form and amount specified herein. Proposals must be submitted on the Proposal Form and shall be accompanied by either a bid bond with satisfactory surety, OR a certified check, cashier's check, or money order on a solvent bank or savings and loan association, in the amount of five hundred dollars (\$500.00), drawn in favor of the Trumbull County Auditor. All checks will be returned upon placement of the formal order with the successful vendor. The check or bond submitted by the successful vendor will be returned when the contract is signed.

REQUIREMENTS FOR PROPOSAL: In submitting a proposal, each vendor represents that, before submitting, he has read all of the proposal documents and has made the necessary examinations and investigations of conditions and difficulties that may be encountered in the execution of the work, as provided in and required by these proposal documents.

Each proposal must contain the full name of every person or company interested in the same proposal.

All proposals shall be submitted to the Trumbull County Auditor in accordance with these specifications and the conditions as set forth in the RFP. The successful vendor will be required to sign a contract with the Trumbull County Auditor, which will comply with the terms and conditions hereof.

The vendor warrants the accuracy of information submitted and acknowledges that the Trumbull County Auditor will rely on the vendor's information in making its selection and contracting with the successful organization.

The Trumbull County Auditor will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.

Vendors shall submit with their proposal, references, and customers along with name of person to contact in reference thereto.

Total liability of the Trumbull County Auditor is limited to the terms and conditions of a resulting contract. Nothing in this RFP should be construed to limit in any way the rights of the Auditor of Trumbull County, Ohio under Ohio law.

The Trumbull County Auditor is an Equal Opportunity Employer and, as such, adheres to a policy of nondiscrimination and expects all vendors and suppliers to do likewise. By properly signing their proposal, a vendor will be deemed committed to performing in accordance with The Trumbull County Auditor's EEO policy and all applicable federal and state regulations.

QUALIFICATIONS OF VENDORS: The Trumbull County Auditor will not award the contract to any vendor who, in its judgment, is not a responsible vendor or does not possess the necessary experience, capital, personnel, organization and/or equipment to conduct and complete the work in strict accordance with the proposal documents. The vendor shall provide the information as is required in these proposal documents pertaining to such qualifications and may also be required to file additional statements as necessary for the Auditor to make such judgments.

REJECTION OF PROPOSALS: The Trumbull County Auditor may reject any proposal, in whole or in part, if any of the following circumstances are true:

- Proposal offers supplies or services that are not in compliance with the requirements, specifications, terms of conditions stated in the RFP.
- The price of the lowest responsive and responsible proposal is excessive in comparison with market conditions or with the purchasing agency's available funds, or
- The Trumbull County Auditor determines that awarding any item is not in the best interest of Trumbull County.

DISQUALIFICATION OF VENDORS: A vendor may be disqualified, and his proposal rejected for any of the following reasons:

- More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- Evidence of collusion among vendors.
- Proposal prices, which are obviously unbalanced.

IRREGULAR PROPOSAL: A vendor's proposal will be considered irregular and may be rejected for the following reasons:

- If the proposal is on a form other than that furnished by the Trumbull County Auditor in specifications, or if the form is altered.
- If there are unauthorized additions, conditional or alternate proposals or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- If the vendor adds any provisions reserving the right to accept or reject an award, or to enter a contract pursuant to an award.
- If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items or lump sum items.

AWARD AND CONTRACT EXECUTION: The vendor to whom the award is made will be required to execute a written contract with the Trumbull County Auditor as herein stipulated.

The successful vendor **SHALL NOT** subcontract the award without the written consent of the Auditor of Trumbull County, Ohio.

The "Legal Notice" and this RFP are a part of the contract subsequently executed for doing the work referred to, as fully as though they had been set forth in full in the body of the proposal and contract.

PERSONAL PROPERTY TAX AFFIDAVIT: The successful vendor must submit a notarized statement addressed to the Trumbull County Auditor stating whether the vendor has or has not been charged with any delinquent personal property taxes on the general tax list of Trumbull County, Ohio at the time the proposal was submitted. If the vendor has been charged with a delinquency, the statement shall state the amount of the due and unpaid interest and penalties on the delinquency. The statement is to be submitted on the form made part of these proposal documents and incorporated as part of the contract. No payment under the contract can be made until the statement is so incorporated. This statement is required by Section 5719.042 of the Ohio Revised Code.

VENDOR RESPONSIBILITIES: Vendors are required to exercise their own judgment as to the nature and the amount of the whole of the work to be done, and for the proposal prices, and must assume all risk of variance by whomsoever made in any computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the specifications.

REQUIREMENTS FOR SIGNING PROPOSAL:

- Proposals, which are not signed by the individual making them, shall have attached thereto, a power of attorney evidencing authority to sign the bid in the name of the person for whom it is signed.
- Proposals which are signed for a partnership, should be signed by all the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there should be attached to the bid a Power of Attorney evidencing authority to sign the proposal executed by the partners.
- Proposals, which are signed for a corporation, should have the correct corporate name thereof and the signature of the president or other authorized officers of the corporation, manually written below the corporate name following the word “By_____”. If such a proposal is manually signed by an official other than the president of the corporation, a certified copy of a resolution of the board of directors, granting the authority of such official to sign the proposal, would be attached to it. Such proposal should also bear the attesting signature of the secretary of the corporation and the impression of the corporate seal. The principal office address of the vendor shall be stated.

OPENING OF PROPOSALS: Proposals will be opened and accepted publicly at the time and place designated in the “Legal Notice”. Vendors, their authorized agent, or other interested parties may attend the proposal opening. Proposals will be acknowledged, and proposal guaranty verified, but proposals will not be available for immediate public review. After the proposal is awarded the proposal documents are public records as defined in Ohio Revised Code 149.43 and are subject to all laws appurtenant thereto.

INDEMNIFICATION / HOLD HARMLESS: The vendor shall indemnify, hold harmless and defend the Trumbull County Auditor and the other political entities in Trumbull County, Ohio, and their employees, from and against all claims, liability, damage or loss to person or property which may arise or grow out of the performance of this contract by the vendor, vendor’s agents, employees, invitees or others acting on behalf of the vendor.

PROPOSAL EVALUATION: Consideration for the proposal will include:

- The proposal will be awarded based on the vendor’s ability to perform services, references received, time required to commence service and total cost.
- Compliance with the specifications of the RFP.
- Implementation plan and statement of work.
- Vendor’s industry experience and longevity, integrity, past performance record and financial resources.
- Total cost of the proposal.

The goal of evaluation is to award the best, lowest, and most advantageous vendor with a contract. To do this, the county will first narrow the proposal consideration pool. This will be accomplished by using the guidelines established prior to obtaining the proposals.

It is the intention of the Trumbull County Auditor to select a vendor to provide services based on factors which include the comprehensiveness and quality of the proposal, the experience of the vendor, and the

costs submitted by the vendor. The price in and of itself will play a major role as a deciding factor in awarding the contract, however, will not be the only factor.

The Trumbull County Auditor shall be responsible for determining the suitability of vendor's responses for all portions of the proposal received.

All proposals will be reviewed to verify that the vendor has included all the pertinent information requested. For each vendor who is eliminated, the evaluation team will immediately document the reason for elimination. If no bids remain, the evaluation team will need to decide how to continue, and new scoring procedures will be adopted. Again, only proposals not eliminated in this step will be considered further.

The Trumbull County Auditor may request additional information to evaluate a vendor's responsiveness to the RFP or to evaluate a vendor's responsibility. If a vendor does not provide the requested information, it may adversely impact the Trumbull County Auditor's evaluation of the vendor's responsiveness or responsibility.

Once all proposals have been reviewed as described above, the evaluation team will begin scoring vendor responses in alphabetical order by the company's name. The evaluation team will determine which and how many vendors provided references / clients will be contacted and what questions will be asked. The evaluation team will divide the responsibility of calling the named references. Depending on the contacts preference, the evaluator can either read or email the questionnaire. When obtained, the client reference scores will be entered into the vendor score worksheet by the corresponding evaluator.

Once all scoring to this point has been entered, the vendor score worksheet will be used to determine the top/best vendor. If the evaluation team cannot reach an agreement on the top/best vendor, the evaluation team may reject all bids offered.

The Trumbull County Auditor has the right to interview any or all vendors and select the firm based upon review and an analysis of the qualification statements. The Trumbull County Auditor will enter, into a contract with the responsible vendor whose qualifications will be most advantageous to the Trumbull County Auditor and subject to negotiation and fair and reasonable compensation with responsible vendor.

SECTION C
GENERAL INFORMATION

Article I-1. Proposals are a Public Record

I-1.1 Interested offerors may attend the proposal opening.

I-1.2 After proposals are opened and accepted, they will not be available for immediate public review.

I-1.3 After the proposal is awarded the proposal documents are public records as defined in Ohio Revised Code 149.43 and are subject to all laws appurtenant thereto.

Article I-2. Interpretation of Specifications

I-2.1 Offeror May Request Clarification: If an offeror discovers an inconsistency, error or omission in this RFP, the offeror should request clarification from the Trumbull County Auditor. Such clarification may be made only by letter, or through email and addressed to the Trumbull County Auditor's Office. Offerors should make their requests for clarification a minimum of five (5) working days before the date of proposal opening. No other form of clarification is acceptable. Failure of offeror to comply may result in the offeror being deemed not responsive.

I-2.2 Modifications through Written Addendum: When it is necessary to modify an RFP, the Trumbull County Auditor does so by written addendum only.

I-2.3 Damages Arising from RFP Specifications: An offeror may not be compensated for damages arising from inaccurate or incomplete information in the proposal specifications or from inaccurate assumptions based upon the specifications.

Article I-3. Evaluation of Proposals The contract will be awarded to the lowest responsive and responsible offeror as determined by the Trumbull County Auditor under the Ohio Revised Code.

I-3.1 Lowest Offeror: An offeror is lowest if its proposal offers the lowest-cost supply or service in comparison to all other offerors. While offerors may offer discounts for prompt payment and other similar incentives, discounts and incentives will not be used to determine the lowest offeror.

I-3.2 Responsive Offeror: An offeror is responsive if his proposal responds to the proposal specifications in all material respects and contains no irregularities or deviations from the specifications that would affect the amount of the proposal or otherwise give the offeror an unfair competitive advantage.

I-3.3 Responsible Offeror: The Trumbull County Auditor's determination of an offeror's responsibility include but are not limited to the following factors:

- Experience of the offeror
- Financial condition
- Conduct and performance on previous contracts
- Facilities
- Management skills
- Ability to execute the contract properly

I-3.4 Unit costs: Offeror shall not insert a unit cost of more than three (3) digits to the right of the decimal point, digit(s) beyond three (3) will be dropped and not used in the evaluation of the proposal.

Article I-4. Requests for Revisions or Additions to the Contract Offerors are required to comply with all the terms and conditions of the proposal specifications, whether the offeror had actual knowledge of the terms and conditions of the proposal specifications and regardless of any statement or omission in the RFP that might indicate an offeror's contrary intention. The Trumbull County Auditor will not agree to any additional or inconsistent terms or conditions proposed by the offeror. The terms and conditions of the proposal specifications prevail over any inconsistent or additional terms or conditions of the proposal submitted by the offeror.

Article I-5. Protests and Communications during Evaluation Any offeror, who is not in agreement with the RFP process used to make the award may file a protest. The protest must be timely and submitted in writing to the Trumbull County Auditor. Any attempt by the offeror, the offeror's agent(s), or any party representing the offeror to file a protest with any entity of the county other than the Trumbull County Auditor may result in the offeror being deemed as not responsive. During the evaluation process, unless requested by the Trumbull County Auditor as part of the evaluation process, any attempt on the part of the offeror, the offeror's agent(s), or any party representing the offeror, to submit correspondence that is determined by the Trumbull County Auditor to be an attempt to compromise the impartiality of the evaluation or any attempt on the part of the offeror, the offeror's agent(s) or any party representing the offeror to communicate with any member of the Trumbull County Auditor's Office regarding the evaluation process may be grounds for immediate disqualification of the offeror. A determination to stay the proceedings or reverse an award determination will be at the sole discretion of the Trumbull County Auditor. The decision of the Trumbull County Auditor shall be final and conclusive unless any person adversely affected by the decision commences an action in a court of law.

Article I-6. Ethics All offerors and employees of the Trumbull County Auditor are bound by the Ethics Laws of the State of Ohio. Any offeror or employee who violates any of these laws will be subject to penalties set forth by law.

Article I-7 Registration with the Secretary of State When applicable, by the signature affixed to this Proposal, the offeror attests that Offeror is:

- An Ohio corporation that is properly registered with the Ohio Secretary of State; or
- A foreign corporation, not incorporated under the laws of the state of Ohio, but is registered with the Ohio Secretary of State pursuant to Ohio Revised Code Section 1703.03; or
- A foreign corporation, not incorporated under the laws of the state of Ohio, and that is not registered with the Ohio Secretary of State pursuant to Ohio Revised Code Sections 1703.02 and 1703.03 (as applicable to interstate commerce).

Article I-8. Non-Collusion Certification By the signature affixed on the non-collusion affidavit of the proposal, the offeror certifies that he is the sole owner, partner, president, secretary, etc. of the party making the forgoing proposal; that such proposal is genuine and not collusive or sham; that offeror has not colluded, conspired or agreed, directly or indirectly, with any offeror or person, to put in a sham proposal; or colluded or conspired to have another not propose and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other offeror, or to fix any overhead, profit or cost element of the proposal price, or of that of any other offeror, or to secure any advantage against any offeror or any person or persons interested in the proposed contract and that all statements contained in the proposal are true; and further, that the offeror has not, directly or indirectly, submitted this proposal, or the contents

thereof, or divulged any related information or data to any association or to any member or agent of any association.

SECTION D **WORK SPECIFICATIONS**

INTRODUCTION

The Trumbull County Auditor is requesting sealed proposals from interested and qualified vendors to provide a Computer Assisted Mass Appraisal (CAMA) Real Estate, and Property Taxation System. The proposed solution should accommodate all current processes and procedures. The selection and implementation of this new CAMA system should also be seen as an opportunity to improve the Trumbull County Auditor & Treasurer offices' business functions, productivity and the use of new and future technology.

OVERVIEW

It is the duty of the Auditor to see that every parcel of land and the buildings thereon are fairly and uniformly appraised and assessed for tax purposes.

A general reappraisal is mandated by Ohio law every six years with an update at the three-year midpoint.

Ohio's Constitution, laws, and court cases have determined that the value of property for tax purposes is the estimated fair market value of the property; the price the property would be expected to sell for in the open market when both buyer and seller have full knowledge of all relevant facts about the property and the uses to which it may be put. Market value takes into consideration the physical characteristic of the property, recent sales, and the location of the property.

The County Auditor maintains a detailed and accurate record of the appraisal on each parcel in the county. These records are open for public inspection and in many counties available on the Internet.

The County Auditor determines the eligibility of properties for various tax reductions and rollbacks under state law, including the Homestead Exemption Act, Current Agricultural Use Value, Forestry Tax Law, and other tax reduction programs.

The County Treasurer is responsible for the Collection of local taxes, including Real Estate, Personal Property, Manufactured Homes, Estate, Hotel/Motel, and Special Assessments.

Currently, the Trumbull County Auditor and Treasurer offices use Harris – Aumentum Computers MVP-Ohio software platform.

Purpose and Goals, Objectives, and Proposal Guidelines

Purposes and Goals

The Trumbull County Auditor desires a CAMA, Real Estate, and Property Taxation System that will meet current core functions and future needs of the Auditor's and Treasurer's offices and enable the offices to conduct and perform their business needs on a cloud-hosted infrastructure. Additionally, the Auditor desires to enhance service delivery to the public, eliminate repetitive data entry and workflow processes, improve existing and establish further enhanced internal reporting and controls, and reduce physical document storage needs. In addition to the CAMA, Real Estate, and Property Taxation System, the

vendor must lead the conversion of current system data to the new system database. The Trumbull County Auditor and Treasurer also require the vendor to train all key users and to extend technical support throughout the duration of the project.

Objectives (Technical Requirements)

- a. The Computer Assisted Mass Appraisal System (“CAMA”), Real Estate, and Property Taxation System are fully integrated in single system on day one (“Go live date”).
- b. The entire system will be live by May 1, 2028.
- c. The system shall manage Real Property, including parcels, land, improvements, manufactured homes, public utilities, oil/gas wells and application reports.
- d. The system shall provide the ability to manage tax collection and all items that impact tax billing, such as homestead exemption, CAUV, special assessments, etc. and application reports.
 - i. Additionally, this shall include payment batches, certify cash, counter-payments, coupons, escrow, foreclosures, lender payments, refunds, tax distribution, tax bill generation and tax mailing address maintenance.
- e. The system shall include Marshall & Swift Commercial Valuation at no extra charge.
- f. The system shall include automated document processing.
 - i. For example, we can attach 10 of the 100 parcel CAUV renewals in one step, versus having to process each form individually and multiple times.
- g. The system will provide a fully integrated GIS sketch placement, which supports real time sketch and change detection, without a third-party requirement.
- h. The system will provide Appraisal desktop review, which accommodates workflow for the Triennial and Revaluation, including semi-annual aerials through CAMA.
- i. The system will provide real-time notifications between the County Auditor staff and County Treasurer staff on all property transfers (i.e., transfers, address changes, owner occupied credit and homestead exemptions).
- j. The system will segregate importation and spatial analysis of Oil and Gas rights.
- k. The system will provide permit implementation of custom rates for alternative energy sources.
- l. The system will provide Native support for customization of tax increment financing and tax abatements, including automated expiration.
- m. The system will provide real-time GIS system layers that allow appraisal staff to value properties as CAMA changes are being made.
- n. The system will include all years from current CAMA system to be converted into the new system at no additional cost (where data integrity is complete).
- o. The system will be a cloud hosted system, by the vendor, at no additional cost.
 - i. Including system management, hosting, storage, nightly extracts to county’s server.
 - ii. Including current third-party integrations (sketch, bulk document attachment, mailing address validation).
 - iii. Vendor must include description of the environment required to operate the software. Trumbull County seeks to deploy this system in a virtual environment and will need to plan for the needs.
- p. The system will be compatible with the Microsoft Windows 10 and 11 operating systems.
- q. The system will be compatible with the following browsers:
 - i. Google Chrome
 - ii. Microsoft Edge

- iii. Firefox
- r. The Vendor will be responsible for all system software updates.
- s. The Vendor will be responsible for the system's disaster recovery.
 - i. All cloud vendors should be expected to deliver, at a minimum, a SOC 2 Type II audit annually for security, deployment, development, and disaster recovery.
 - ii. Shall provide a nightly extract that includes unencrypted data.
 - iii. The client owns the data. The vendor shall provide complete extract, if requested by the client.
- t. The system updates to meet State of Ohio Department of Taxation requirements, will be the responsibility of the Vendor, at no cost to the Client (Trumbull County, Ohio).
- u. On-site training for the Auditor's and Treasurer's staff is included in the bid (specify the number of days/hours).
- v. The Vendor will assign a project manager/point of contact to the project, who will coordinate all phases of the project.
- w. The system shall be an automated process for tax calculation, penalty, and interest.
- x. The system shall automatically calculate tax adjustments, based on changes to value or programs (i.e., Homestead, Owner Occupied Credit).
- y. The system shall automatically disqualify a property from programs, such as homestead, when a transfer is processed.

Proposal Guidelines

The submitted proposal must address all categories and performance expectations within this RFP. Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP. These instructions describe the required format for vendor's proposals. The vendor may include any additional information considered pertinent. An identifiable tab sheet shall precede each part for easy reference. The proposal submitted shall follow the same format as described below. All pages, except preprinted technical inserts, shall be sequentially numbered.

1. Executive Summary

Provide a concise overview describing the proposed approach to completing the work.

2. Description of Organization and Qualifications

Provide a description of the major business functions, history, and structure of the organization. Include a profile of the office location, staff and services that will be assigned to the Trumbull County Auditor & Treasurer account. Specify the number of years the vendor has been in the public sector CAMA/Real Estate/Property Taxation System business. Provide a brief statement of the company's background demonstrating longevity and financial stability. Describe internal performance metrics used to quantify key customer support responsiveness, such as issues resolved on the first call or average time to reach issue resolution. Provide the following background information on the proposed CAMA/Real Estate/Property Taxation System: original development, date of first release and date of most recent release.

3. Experience on Similar Projects

Provide summaries or brief descriptions of a minimum of three projects performed which are most related to the requirements of this project. Limit descriptions to those most relevant to this project and most representative of the vendor's capabilities. References must be for a CAMA/Real Estate/Property Taxation System and services provided within the last three years, including anyone currently going through the implementation process. Include the name of the client and a contact

person, date of implementation, any conversion issues, and custom features or extensive report capabilities.

4. Detailed Description of Proposed Solution

Describe how the vendor will meet all the functionality requirements found in the “Objectives (Technical Requirements)” listed above. Indicate for each of the requirements whether the CAMA/Real Estate/Property Taxation System is fully compliant, requires a modification or is not available. Provide a timeline with proposed dates beginning with contract execution and ending with full implementation.

5. Software and Hardware Platform

Describe the software and hardware platform required and provide a brief explanation of any exceptions to Trumbull County standards.

6. Data Conversion

Describe how the vendor will convert current data into the new CAMA/Real Estate/Property Taxation System. Conversion should include all historical data currently in the existing database. The vendor shall convert all data. The vendor shall provide all personnel, mechanisms, and resources necessary to make this conversion.

7. Implementation and Training

This proposal shall include a detailed schedule including project tasks and milestones, identification of project manager, team members, and key personnel with resumes attached for all personnel involved. Provide an installation plan as part of this proposal. This plan shall be detailed enough so that Trumbull County will know every step of the process. Each task shall be broken out and described in detail. Describe the approach and resources needed to implement the proposed CAMA/Real Estate/Property Taxation System. Provide a user training approach that will properly prepare staff, supervisors, and other personnel on the day-to-day use of the new system. Provide a training approach that will properly prepare Trumbull County staff in the administration, management, and any planned and unplanned maintenance of the new CAMA/Real Estate/Tax Collection system.

The vendor will proceed with the work at such a rate of progress to ensure the full completion within the contract time. It is expressly understood and agreed by and between the vendor and the Contracting Authority that the contract time for the completion of the work described herein is a reasonable time, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the work.

The contract time to fully complete the installation and training to “Go Live” on the proposed CAMA/Real Estate/Property Taxation System shall be May 1, 2028.

8. System Testing and Acceptance

Trumbull County cannot accept the CAMA/Real Estate/Property Taxation System until it has validated that the vendor has met all requirements stated in the RFP. The vendor shall provide all labor and supervision for the installation, testing and final implementation. The Auditor’s Office, working with the vendor, will develop acceptance procedures to ensure the CAMA/Real Estate/Property Taxation System is properly installed and accepted. The CAMA/Real Estate/Property Taxation System provided shall be tested to confirm that it is compliant with the current specification and shall be free from defects in design, material, workmanship, and is capable of sustained performance in the operating environment. Moreover, ensure that all requirements, project tasks, and milestones defined in this RFP satisfy the expectations of Auditor’s Office. The CAMA/Real Estate/Property Taxation System shall

pass the tests described below and have the Trumbull County Auditor's Office declare that the objectives of the tests have been met.

- Free from operational defects.
- Compliant with all specifications and requirements.
- Delivered and accounted for, including all media, documentation, training and support items.

In the event the vendor does not satisfy all the required functionality as stipulated in this RFP, the Trumbull County Auditor's Office reserves the right to withhold payment for the CAMA/Real Estate/Property Taxation System and services rendered until the requirements are delivered and approved by Trumbull County Auditor's Office.

9. Post Implementation Support

The vendor must provide a timely response and remediation of technical problems. If there is a system failure or other problems, the Client needs to be assured that the vendor shall respond immediately to correct problems so that the service is not disrupted in any way. The post implementation maintenance program will include CAMA/Real Estate/Property Taxation System assurance application upgrades, technical support, ongoing training and customer meetings with the vendor's account manager and Client staff. Describe all support resources available. The vendor should provide support that can solve any CAMA/Real Estate/Property Taxation System related problems during all Client business hours. Vendor must provide a description of the CAMA/Real Estate/Property Taxation System maintenance services, terms, and dates. Vendor shall make every effort to diagnose and remedy each problem.

10. Annual Maintenance and Upgrades

Vendor shall provide the annual maintenance fees associated with the new CAMA/Property Taxation System. It is expected that upgrades shall be available to allow Trumbull County to take advantage of improvements in both software and hardware capabilities. The vendor shall provide regular upgrades to the software from the date of implementation. Describe the upgrade process.

11. User Group Status

Trumbull County is committed to developing and maintaining a quality comprehensive system. We have interest in sharing methods and other points of efficiency with other government entities who are using the selected CAMA/Real Estate/Property Taxation System software. The vendor shall provide any active user group and demonstrate that the vendor has been responsive to the user's request for change.

12. System and Data Protection

Vendor shall not withhold any data, data definition, process, or operational parameter from Trumbull County. If transition to a future system should be determined, vendor must be cooperative, expeditious and informative.

13. Audit

The county may, from time to time, conduct an audit in person or by proxy for system operations and management. Vendor shall cooperatively participate in such audit and remediate any findings as part of annual maintenance.

SECTION E
PROPOSAL FORMS

Attachment A
CHECKLIST FOR SUBMITTING PROPOSAL

All bids responding must include the following

- ❑ ATTACHMENT A CHECKLIST FOR SUBMITTING PROPOSAL
- ❑ ATTACHMENT B PROPOSAL FORM
- ❑ ATTACHMENT C REFERENCES
- ❑ ATTACHMENT D DELINQUENT TAX CERTIFICATION R.C. 5719.042
- ❑ ATTACHMENT E NON-COLLUSION
- ❑ ATTACHMENT F REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Attachment B
PROPOSAL FORM

TO: Trumbull County Auditor's Office
160 High Street NW
Warren, Ohio 44481

The Undersigned does hereby designate the address given below as the legal address to which all notices, directions, or other communications may be served or mailed:

Company Name _____

_____ Address _____

_____ City State Zip _____

Phone: _____ Fax: _____

Email: _____

If notified of the acceptance of any proposal within sixty (60) days from the time of opening of the proposals, the offeror agrees to execute a contract within ten (10) days for the work, for compensation as herein stated.

Having carefully read the specifications attached hereto, the undersigned hereby proposes to furnish **Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System for Trumbull County**. The vendor shall identify and describe all costs associated with the proposed solution. Within each listed category, please provide all solution requirements. Vendors are encouraged to provide additional related supporting documentation to include all assumptions, notes or comments associated with the pricing submitted in this proposal.

Software Solution	Unit Cost	One Time Cost	Ongoing Annual Cost
System Licenses			
Implementation & Deployment			
Configuration			
Data Conversion			
Training & Deployment			
Other			

The offeror acknowledges the following addenda to the specifications.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

The Offeror shall supplement proposal by supplying the following information for use in the preparation of the Contract and/or Notice of Commencement, if applicable.

PRESIDENT’S NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

WHERE INCORPORATED: _____

CONTACT PERSON FOR CONTRACT PROCESSING: _____

Additional Signature for Joint Venture

NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

Offeror understands that the Contracting Authority reserves the right to reject any or all proposals and to waive any informality in the Request for Proposals.

NOTE: Proposals must be sealed and addressed to the Trumbull County Auditor’s Office and showing the name of the project “**Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System for Trumbull County.**”

Attachment C
REFERENCES

PLEASE LIST THE NAME, ADDRESS, PHONE NUMBER AND CONTACT PERSON OF COMPANIES WHERE WORK HAS BEEN PERFORMED RELATIVE TO THIS PROJECT. THIS LIST SHALL REPRESENT A MINIMUM OF THREE (3) PROJECTS AND THE NAMES OF PEOPLE TO CONTACT IN REFERENCE TO THE PROJECT. REFERENCES MAY BE CONTACTED AS DEEMED NECESSARY.

1. NAME _____ PHONE # _____

CONTACT _____ E-MAIL: _____

ADDRESS _____ PROJECT NAME: _____

_____ PROJECT DATES: _____

2. NAME _____ PHONE # _____

CONTACT _____ E-MAIL: _____

ADDRESS _____ PROJECT NAME: _____

_____ PROJECT DATES: _____

3. NAME _____ PHONE # _____

CONTACT _____ E-MAIL: _____

ADDRESS _____ PROJECT NAME: _____

_____ PROJECT DATES: _____

4. NAME _____ PHONE # _____

CONTACT _____ E-MAIL: _____

ADDRESS _____ PROJECT NAME: _____

_____ PROJECT DATES: _____

5. NAME _____ PHONE # _____

CONTACT _____ E-MAIL: _____

ADDRESS _____ PROJECT NAME: _____

_____ PROJECT DATES: _____

COMPANY NAME: _____

Attachment D
DELINQUENT TAX CERTIFICATION R.C. 5719.042

The/I _____ hereby certify(s) that _____ have/has not been charged now or at the time of bid opening, _____, for **Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System** for the Trumbull County Auditor, delinquent personal property taxes on the general tax list of personal property of Trumbull County, Ohio. That if _____ has been charged with delinquent personal property taxes, the amount of the unpaid delinquent taxes and any due and unpaid penalties and interest thereon is \$_____.

(Name/President of Corporation)

(Secretary of Corporation)

STATE OF OHIO)
) ss
COUNTY OF Trumbull)

Before me a Notary Public in and for said County, personally appeared _____, **PRESIDENT** and _____, **SECRETARY** of _____ the corporation which executed the foregoing instrument as such **PRESIDENT** and **SECRETARY** in behalf of said corporation and by authority of its board of directors; and that said instrument is their free act and deed individually and as such **PRESIDENT** and **SECRETARY** and the free and corporate act and deed of the said

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal at _____, this _____ day of _____, 20_____.

Notary Public

Attachment E
NON-COLLUSION AFFIDAVIT

State of Ohio
Trumbull
County

PROPOSAL Identification: “Computer Assisted Mass Appraisal, Real Estate, and Property Taxation System for the Trumbull County Auditor”

CONTRACTOR _____, being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of _____ the party making the foregoing PROPOSAL; that such PROPOSAL is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such PROPOSAL is genuine and not collusive or sham; that said OFFEROR has not directly or indirectly induced or solicited any other OFFEROR to put in a false or sham PROPOSAL and has not directly or indirectly colluded, conspired, connived or agreed with any OFFEROR or anyone else to put in a sham PROPOSAL, or that any one shall refrain from bidding; that said OFFEROR has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the PROPOSAL price of said OFFEROR or of any other OFFEROR, or to fix any overhead, profit or cost element of such PROPOSAL price, or of that of any other OFFEROR, or to secure any advantage against the CONTRACTING AUTHORITY awarding the contract or anyone interested in the proposed contract; that all statements contained in such PROPOSAL are true; and further, that said OFFEROR has not, directly or indirectly, submitted his PROPOSAL price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, PROPOSAL depository, or to any member of agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said OFFEROR in his general business.

Signed:

Subscribed and sworn to before me this _____ day of _____, 20____.

Seal of Notary

Attachment F
REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Company Name: _____
2. Company Address: _____

3. Telephone Number: _____ FAX: _____
4. E-mail Address: _____
5. The name and telephone number of the person(s) who has the authority to submit bids:

6. The name and telephone number of the person(s) who has the authority to sign contracts:

7. The legal status of the bidder's organization (e.g., corporation, sole proprietorship, post-secondary education institution, etc.)

8. Date of establishment/ incorporation: _____
9. Federal Employer Identification Number (FEIN): _____
10. Worker's Compensation Account Number: _____
11. Unemployment Insurance Account Number: _____
12. Is the company co-owned or controlled by a parent company? _____ Yes _____ No
If yes, name of parent company: _____
13. Is the bidder authorized/ licensed to do business in the state of Ohio? _____ Yes _____ No
14. Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _____ Yes _____ No
15. If yes, has the company filed all required EEO reports to the necessary agencies? _____ Yes _____ No
16. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _____ Yes _____ No
17. Does the company have current or future plans for a buyout or sale? _____ Yes _____ No

- 18. The company certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Bids. ___ Yes ___ No
- 19. The company certifies it will not use the contract funds to lobby. ___ Yes ___ No
- 20. The company certifies it is a drug-free workplace. ___ Yes ___ No
- 21. The company certifies it is not delinquent on any Federal debt. ___ Yes ___ No