

**Questions and Answers to RFI for Real Property Tax Administration System
Solution (RFI 12-15)**

Questions	Answers
1. How many years of legacy data will need to be converted for each jurisdiction? Will data to be converted be provided in digital form with field names and definitions?	We currently recommend no more than 3 years worth of data (current year, prior year and next year) on a production data base. The amount and structure of archived RPSV4 data varies from user to user and can go back as far as 1999. Any proposed solution should provide for access to current and future archived data. Yes, documentation concerning existing table structures, column names and definitions is available electronically.
2. Will the jurisdictions require conversion of Income & Expense data currently residing in the existing system or elsewhere?	Yes.
3. Are any of the jurisdictions currently utilizing other systems to track or store assessment data that will be necessary to convert? If so, what systems and format is this data in?	There are currently 961 city/town assessing units using RPSV4; there are 33 city/town assessing units who do not use RPSV4. In addition, there are currently 37 village assessing units that use RPSV4. We have no information at this time as to any specific non-RPS users that would likely convert to RPS.
4. Are there any real time or batch interfaces that would be required with this project?	RPSV4 currently provides for mass updates on its existing database; any proposed solution should provide equivalent update capability. In addition, there is a vast amount of local legacy code maintained by users/vendors which feeds off the existing RPSV4 file format or some standard extract thereof. There is an expectation that any new solution would provide for a reversion program (proposed format back to RPSV4) as well as production of some standard extract text files to facilitate local data usage with minimal local impact.
5. Will the jurisdiction require conversion of Personal Property data if applicable?	No.
6. Is there a preferred server database engine that is required as part of this project? Is there a preferred architecture that is required as part of this project?	The Department has no preferred database engine. Local costs are a consideration. No specific architecture is preferred but we do wish to eliminate our current client/server

	model.
7. Are the jurisdictions expecting to purchase new hardware as part of this project? If so, will this be purchased outside of an RFP?	The Department has no specific expectations concerning local hardware purchases. Users would be expected to meet any proposed solution minimum standards. Local costs are a consideration. Please also see response to question 8.
8. If an RFP is to be issued, what is the expected timeframe?	This is a Request for Information only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future.
9. When is the new system expected to be fully implemented and running live?	There is currently no specific timeframe defined for implementation. In addition, it is expected that all users would not convert at the same time and that conversions would be phased in over a period of several years. Please also see response to question 8.
10. Will the new system require remote access for staff in the field?	Yes.
11. Page -3 (Last Bullet) What would some of the shared services agreements, the new solution should be able to accommodate?	The current RPSV4 system is an assessment administration system that does not directly provide for the billing, collection and distribution of real property taxes. This is currently a local function served through an array of private vendor solutions. The Department is interested in potential solutions which can accommodate a scenario where the Department provides these services to local users.
12. Page 3 (Bullet Eight) Supports other business functions associated with overall real property tax administration in NYS. Can you please provide some example of “Other Business Functions?”	These additional business functions include but are not limited to: filing and processing of real property sales related information; providing improved public access to state-wide real property related information; improved integration of local real property related data with the Department’s personal income tax data for use in determining STAR eligibility; and real property tax billing and collection.
13. How many Assessing Units currently utilize RPSV4?	See answer to question 3.
14. Would all of the existing RPS Licensed Assessing Units be converting to the new solution?	It is expected that the majority of existing users will convert to any new solution.
15. Approximately how many existing users	See answer to question 3. There are

<p>are on RPS?</p>	<p>approximately 3000 Sybase ASA (current database engine associated with RPSV4) seats deployed across the state. Current installations range from individual client PCs to centralized processing models involving Citrix or Terminal Server.</p>
<p>16. Page 2 Last Paragraph- The department is looking for Vendors who can offer partial and or whole solutions. Please clarify the major function of the new solution e.g CAMA, TAX, Collections, etc</p>	<p>The Department is looking for information about solutions that contain, at a minimum, the existing local assessment administration functionality within the Department's RPSV4 system. In addition to this existing assessment administration functionality, the Department seeks a solution which facilitates, or can be made to facilitate, enhanced GIS capability, improved image management, an integrated sketching package and the ability to use handheld devices for improved local inventory collection. Vendors should refer to the Department's website to determine the primary components of the existing RPSV4 system: http://www.tax.ny.gov/research/property/asses/s/rps/support/WebHelp/RPSV4_Web_Help.htm</p>
<p>17. What is the desired approach for improved integration of local real property related data with the Department's personal income tax data for use in determining STAR eligibility?</p>	<p>The Department has no specific desired approach. Improved integration between existing Department personal income tax data and local real property owner data is the desired result.</p>
<p>18. Does the state prefer client-side (i.e. local shape files) or server-based GIS (i.e. ArcSDE / ArcGIS server) as the go-forward GIS direction?</p>	<p>The Department prefers server-based GIS (i.e. ArcSDE / ArcGIS server), however, we are open to all options.</p>
<p>19. Does the state still require the database replication (i.e. between County and Town database instances) features of RPSV4?</p>	<p>No.</p>
<p>20. Does the state intend to host the solution for the 1000 assessing units or do they prefer that the vendor also provide the hosted environment via the cloud?</p>	<p>The Department is interested in reviewing all options.</p>
<p>21. Are there any document management or workflow technologies (i.e. software and hardware) in place today that the state</p>	<p>The Department is open to all options.</p>

<p>would like the tax solution to integration with or does the state prefer if the vendor solution provides these capabilities?</p>	
<p>22. What type of implementation timeframe is the state considering? Does the state prefer a multi-year phased deployment or a more aggressive “big-bang” approach?</p>	<p>See response to question 8 and 9.</p>
<p>23. Is the state intending to manage the implementation to the individual Counties, Cities, and Towns via its internal project management office or does the State prefer that the vendor directly manage all of the state-wide deployment?</p>	<p>The Department anticipates being actively involved in managing the implementation of any proposed solution. Also please see response to question 8.</p>
<p>24. Is the state intending to perform conversions of the individual County, City, and Town datasets using generic conversion programs or does it prefer that the vendor use the generic conversion programs to perform conversion of the individual data sets?</p>	<p>The Department anticipates being actively involved in database conversions.</p>
<p>25. Cost Approach Valuation System; a) Can you provide further insight on the particulars about the current residential cost, commercial / industrial and agricultural cost systems, i.e. what vintage M&S or Boeckh are they based on, and whether the cost system is customized to pre-existing NYS classification / coding systems? b) Does the State plan to migrate to Marshall & Swift’s MVP solution which is the direction M&S is moving?</p>	<p>a. No further details are available at this time. b. No.</p>
<p>26. Critical Business Functions; a) One of the bulleted items identifies that the system needs to support <i>other critical business functions associated with overall real property tax administration</i> – Can you provide further detail and information on these critical business functions?</p>	<p>See response to question 12.</p>

<p>27. The RFI indicates the State's current RPS is licensed to 95% of the assessing units. Can the State provide a list of these assessing units, and an approximate number of users in total?</p>	<p>If this process were to proceed to an RFP, a list could be made available at some future point. Also, please see responses to questions 3 and 15.</p>
<p>28. Can you provide a brief overview of the functionality to be supported by the new property tax solution that would require the access and storage of SSN?</p>	<p>The Department is looking for options for improving the integration of the Department's personal income tax related data with locally maintained real property tax related data. The use of SSN is one possible solution.</p>
<p>29. When does the Department anticipate that an RFP will be issued for a new system to replace RPSV4?</p>	<p>See response to question 8.</p>
<p>30. Does the Department have a target date for when the replacement system should be operational?</p>	<p>See response to question 8 and 9.</p>
<p>31. The objectives outlined on page 2 of the RFI significantly expand the scope of a replacement system for RPSV4 by including several other areas in addition to assessment administration; do these other areas have to be developed in parallel with the replacement system or can they be developed/deployed as part of a phased implementation after the replacement system is fully installed and operational? Have priorities been assigned to these additional areas along with desired operational dates?</p>	<p>A phased implementation for various components is an acceptable option. No specific priorities for individual component functionality have been determined at this time.</p>
<p>32. Will Department staff work collaboratively with the selected vendor to develop a Requirements Analysis document that will detail the specific needs of the Department for the replacement system and serve as the foundation for all related software development efforts?</p>	<p>Yes.</p>
<p>33. In order to provide costs for the proposed solution vendors will need detailed information regarding data to be converted, number of people to be trained, number of internal users of the system within the department and external to the department, etc. Will this information be included with any RFP</p>	<p>See response to question 8. Yes, it is anticipated that further information would be made available should the process proceed to the RFP stage. No, the Department does not have a preferred licensing model at this time.</p>

that is issued in the future? Does the Department have a preferred software licensing model?	
34. What computer equipment does the Department plan to purchase? Is a fail-safe (redundant) network design required for this project; is all network infrastructure (servers, etc) to be outsourced?	The Department is currently seeking options for a solution. . No further details are available at this time.
35. Regarding mobile requirements, is the State looking to support native apps for various mobile devices (Android, IOS, Windows Mobile) only, or web-based (browser-based) HTML5 mobile applications as well?	The Department is open to all options.
36. What requirements exist to support non-standard mobile devices?	The Department does not have any requirements at this time.
37. What are the best and worst features (at least top 3) of the current applications from your end-user's perspective?	Results of a customer survey are contained on the Department's website: http://www.tax.ny.gov/research/property/assess/rpsv5/surveyresults.htm
38. Will the State share existing source code with incoming vendors for re-use during re-design and development?	Yes.
39. What are the Key Non-Functional Requirements (NFR's) related to response time and system uptime?	The Department does not have any defined at this time.
40. As part of Public Access, what functionality should be made available to the Public via web or mobile access? (I.e. filing of various forms, assessment details, STAR Eligibility online payments, sending out email notifications, etc.)	Functionality available would be expected to include, but not necessarily limited to: filing of various forms, detailed assessment information, STAR eligibility and online payments.
41. Are field employees expected to interact with the core system in real time from their handheld remote devices?	Yes.
42. We understand the current 1000 assessing units in NYS containing approximately 5.5 million parcels. What growth do you anticipate in assessing units and parcels in next 8-10 years?	The number of parcels and assessing units in NYS has been relatively stable and we do not anticipate any significant changes. Future consolidation efforts may reduce the number of assessing units.
43. How does the current RPSV4 interact, or exchange data, with other critical business functions within NYS Department of Taxation and Finance,	The Department developed and supported the interface.

including Department's personal income tax?	
44. What type of centralized Authentication and Authorization (single Sign on) application is in place which the proposed system can make use of for authentication and authorization?	The Department uses the NYS LDAP system for single sign on.
45. How does the current system cater to any shared service agreements with local taxing agencies?	No shared services agreements currently exist.
46. Can you describe the databases that Marshall and Swift uses which provides the primary source data needed to support the existing RPSV4 valuation component. This information will help us design, scope and price the integration to the legacy system as part of our overall solution.	Marshall & Swift (M&S) currently provides yearly cost updates to structure codes and building component codes via Microsoft Office Excel comma separated transaction files. These files are currently converted and loaded to the current RPSV4 database format by ORPTS. We have no specific information as to the source files M&S may use to create these transaction files.
47. Does ORPTS have specific devices in mind for this project? IOS, Android, BB WP 8 / phones or tablets?	No.
48. Keeping in mind the strict requirements for security of information and if both options are equally secure, has ORPTS a preference for an on premise or cloud deployment of the solution? Not to be confused with hosting the solution - in a cloud deployment no data leaves ORPTS firewall without being encrypted and is never stored or decrypted by the cloud infrastructure.	The Department has no specific preference.