



St. Lawrence County
REAL PROPERTY DEPARTMENT
48 Court Street, Court House
Canton, New York 13617-1169
PHONE: (315) 379-2272
FAX: (315)229-3222

REQUEST FOR PROPOSALS

SUBJECT: Professional Study to Analyze a Centralized Property Tax Administration Program

Introduction:

St. Lawrence County Real Property Department is requesting proposals from qualified vendors to develop a study to implement County wide assessment services. The study will also include assessment programs for Coordinated Assessment Programs (CAPs) and contracts for assessment services in accordance with Section 1537 of the Real Property Tax Law.

Scope of Work:

The vendor will be required to provide and/or adhere to the following information in their proposal:

- Provide an analysis of current administration of Real Property Tax in St. Lawrence County
- Specify functions necessary for County performance
- Provide implementation schedule for various phases of the project performed by County employees
- Comply with all provisions of the Centralized Property Tax Program being administered by the New York State Office of Real Property Services
- Provide cost estimates and timetables for work performed by the vendor
- Provide a statement of qualifications and experience that shows your firm's ability to meet or exceed the requirements of the study
- Demonstrate your ability to finish the project by the August 4, 2008 deadline, unless the date for final submission is extended by the NYS Office of Real Property Services and stay within the proposed budget of \$25,000.00 with timetables and cost projections.

All costs of preparing the proposal response to this RFP and participation in the overall process will be borne by the Offerer, and not St. Lawrence County.

Request for Proposal Contents:

In order to help review each submission, St. Lawrence County is asking that your proposal be organized according to the following format.

1. Title Page
2. Letter of Introduction
3. Table of Contents
4. Firm's Approach
5. Staff Assignment Please provide resumes of staff you will assign if your firm is selected.
6. Experience, in particular to the New York State area
7. References
8. Cost Proposal

Selection Process and Award of Contract:

- A. The Review Committee will be the Director of Real Property Tax Services and staff, Town & City officials, and 2 Legislators. They will review and evaluate the proposals submitted in response to this Request for Proposals. Proposals will be evaluated on the basis of the information provided with the proposal, the ability of the Offerer to perform, past performances, recommendations, and understanding of the work to be performed.
- B. Following the receipt of proposals, the County may request some or all of the firms submitting proposals to provide a presentation of their proposal in order to complete the evaluation and selection of firms. The County reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services, and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.
- C. The finalists will be ranked by the members of the Review Committee utilizing a scoring matrix that will be based on the following criteria:
 - References and/or Portfolio information for Key Staff
 - Firm's Experience in similar projects
 - Experience within New York State
 - Proposal Presentation
 - Cost Proposal
- D. After the proposals have been evaluated a recommendation will be made to the St. Lawrence County Board of Legislators to authorize the signing of a contract with the firm best qualified based on the Committee's evaluation. If contract terms deemed fair and reasonable by St. Lawrence County cannot be agreed upon with this firm, the negotiations will be formally terminated with the selected firm. St. Lawrence County reserves the right to negotiate with the second most qualified firm. This process will continue until an agreement is reached or St. Lawrence County exhausts the list of qualified finalists.

Receipt of Proposals:

A. Proposals must be received no later than **Wednesday, June 25, 2008 at 4:00 PM** at the St. Lawrence County Department of Real Property. Please address all proposals to:

St. Lawrence County Real Property Dept.
Jane Powers, Director of Real Property Tax Services
48 Court St., Courthouse
Canton, NY 13617

B. **Three copies of all Proposals must be submitted.** One copy must be clearly marked **ORIGINAL**, and the others marked **DUPLICATE**.

C. St. Lawrence County reserves the right to reject any or all proposals in whole or in part.

Contact Person:

Your Contact at the St. Lawrence County Real Property Department is:

Jane Powers
Director of Real Property Tax Services
St. Lawrence County
48 Court Street, Canton, New York 13617
Phone: 315-379-2272
Email: jbpowers@co.st-lawrence.ny.us

Additional copies of this RFP may be obtained at the St. Lawrence County Department of Real Property webpage listed at the address below:

http://www.co.st-lawrence.ny.us/Real_Property/SLCRP.htm

Attachments:

- 1) Non-collusion Statement
- 2) General Specifications