The items of these Addenda shall modify and become part of the contractual documents for this project as of this date. Receipt and incorporation of these Addenda must be acknowledged in the proposal. Failure to acknowledge these addenda will be grounds for rejection of proposal.

Updated versions of this document will be available at: http://www.ccpao.com/publications.html.

Any Bidder in doubt as to the specifications of any part of the contract, or contract terms, may submit a written request on or before the Deadline for Bidder's Questions to be considered for a response. Any interpretation to a Bidder will be made only by addenda duly issued. Telephone inquiries with questions regarding clarification of any and all specifications of the proposal will not be accepted. All communications must be addressed to:

Clay County Property Appraiser’s Office  
Attn: Nancy J. Walker, CGCIO, CFE  
Email: nwalker@ccpao.com

**The deadline for questions or clarifications is today, February 27, 2014 at 4:00 PM.**

*Submit all questions on the form labeled Exhibit G  
*Submit these questions via email to you  
*Check for the answers to the questions via the link listed on Exhibit G.

If you have any questions, please get them to me today before 4:00 pm., so that we can help you better understand our needs and requirements.

**Example:**

1. When do you anticipate the award date of the contract and the work beginning?  
   Response: Contract award 00/00/2014. Work begins 00/00/2014.

1. We downloaded a copy of Proposal # 0001-2014, CAMA System RFP, from the county website. Would it be possible to receive a copy of the Addenda in word doc format so that we may be able to answer the system requirements questions and pricing more efficiently?  
   We have placed a copy of the RFP Addenda in Word format on our website this afternoon. Please do not make any changes to the verbiage or specifics that we have provided. Our
intention was to make certain that the original document not be tampered with or modified in any way, so we appreciate your cooperation and adherence to these intentions.

2. **Page 12 of the RFP**
   States “Scanned documents and images are indexed to each parcel. The new CAMA system must seamlessly interface to our current scanned image files, including the ability to quickly store and retrieve the images by parcel.”
   a. **What EDMS system, if any, is currently being used by the County?**
      The Electronic Document Management System that our office currently utilizes is a product call Document Wizard written and maintained by USSI, Inc.

3. **Exhibit K**
   **General Requirements**
   *Page 27, question #10 - Could you provide further information on controlling system behavior?*
      This would be the equivalent of an “if, then, else” programming process. For example, if an exemption specialist is taking an exemption application, but not all of the documentation necessary for the exemption qualifications to be met is provided, a copy of the partially completed application would be printed for the applicant, along with a letter explaining what information is needed by this office to consider the application for approval. “If, then, else”.

4. **Page 28, question #25 - What imaging software is currently being used by County?**
   Document Wizard, written and maintained by USSI, Inc.

5. **Page 29, question #31 – What 3rd party name/address software is currently being used by County?**
   Our office has, in the recent past, our office has utilized a third party software that provides CASS certification addressing; which is to say, the address is in a format that the United States Postal Service will consider to be a verified, deliverable address. An additional purpose for this process is to ensure that addressing is consistent. For example, we have a road named ‘US 17’, which can currently be keyed as ‘U.S. 17’, etc. If your software currently accomplishes this integrity checking without the use of a third party software, please state that in your proposal, otherwise, we require assurance that if a third party application is needed, the proposed solution will be compatible. If your proposed solution has already been integrated with a third party solution instead of an internal one, then please supply the company name and software application that has been used, so that can also be taken into consideration.

6. **Cost**
   *Page 43, question #1 – Is the County considering integration with Marshall and Swift in addition to or in replacement of the CAMA system-based cost methodology?*
      Our current software provides an avenue that can be integrated with Marshall and Swift; however it isn’t designed in the way we would like. We currently have subscriptions with Marshall and Swift for both the server based application for commercial properties and the cost handbook for residential properties. If your proposed solution is equal to or greater than what is offered by Marshall and Swift, then please explain the process. If not, but your solution integrates with Marshall and Swift, please indicate that in your submission.

7. **Market**
   *Page 45, question #1 – Are you referring to an external MRA system or requirement that MRA be built-into the system. If external MRA program, what system is being currently being used?*
Our multiple regression analysis is currently handled internally using our current appraisal system. It is preferred that the MRA system remain as an internal function of the application.

8. **Ownership/Sales/Legal Description**  
Page 49, question #14 – What recording system is being currently being used?  
Our Land Records Department accesses the recorded data from the Clay County Clerk of Circuit Court’s website using a secure user name and password.

At this time, all of these deeds are keyed manually into our CAMA system. The potential for human errors, such as misspelled names, incorrectly keyed addresses or legal descriptions, etc. is always there. Our objective in this section is to automate the process by having the data imported directly into the CAMA system from the Clerk of Courts recorded deeds, eliminating a good deal of the possibility of errors. This would free up our processors and provide them with the time it takes for any research or corrections that need to be made.