



**Boulder County Procurement
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-077-24

Project Name: Assessor Field Work Application

Background:

The appraisal staff in the Assessor's Office are required to do field work as part of the statutory requirement of Colorado Assessors to discover and accurately list property characteristics and status of construction. Currently, we do not have a field application to do this work, so it is mostly done on paper and then data is entered into our CAMA (computer aided mass appraisal) database when they return to the office. We would like to purchase field work software that would integrate with our CAMA system, allowing appraisers to document and enter property attributes right in the software more efficiently.

Goals:

The goal of this project is to streamline fieldwork for our appraisal staff. We want to move away from printing out information and taking notes on paper out in the field to using a mobile, digital application to collect and verify property data.

High Level Requirements:

- Mobile friendly application
- Easy to use interface that is intuitive for our appraisal staff.
- Application must integrate with our CAMA (Computer Aided Mass Appraisal) software. Our current CAMA software is CustomCAMA by Aumentum Technologies Inc.
- Must have a GIS component so a field worker can verify the location of the property they are inspecting.
- A built-in workflow so a field worker can have a checklist of items they need to verify in the field; ideally there would be multiple workflows available depending on what kind of field work is being performed.
- Administrative companion tool so supervisors can review work and/or assign work.
- Ability to take photos of a property with a date stamp visible on the photo and tie them to the account in CAMA.
- Ability to review permit data within the application.

- Ability to take notes (voice to text option would be ideal)
- Ability to review basic building attributes from CAMA database in the field.
- Ideally, we would want software that is flexible with different devices (android or iPad; not specific to one)
- Project will need to include purchase of field devices that can be shared among staff.
- Ability to work offline in areas of the County that does not have cell service.
- Ability to select a property on a map or by entering the address
- Ability for appraiser to pull up assigned properties; status assigned to the next appropriate status.
- This would apply to real and personal property.
- Additional requirements listed in requirements documentation (attached)

Current Business Process:

The primary scenario would be an appraiser needs to go into the field and verify the status of construction for a set of properties. Every year, we must determine the status as of January 1. So, if a new building is being built and it is 50% complete as of January 1, the value for that whole tax year is based on that January 1 status. Even if the building is complete in March, it is valued at 50% for the full year. With this requirement, our field work around December/January every year is very important. It is critical that we take photos and have an accurate record of the building as of January 1. Currently, the appraiser would pull a list of properties that have permits from a data dashboard we have. They try to sort the list by geographic location and then print it. Then they might also print a map of the area. Then they will drive out to that neighborhood and go down their list and make notes and take photos of the properties to determine the status of construction. When they've visited all of the properties on their list, they will drive back to the office and start doing data entry into our CAMA system for each of the properties on their list. If they realize they missed something or didn't write something down correctly, they may need to go back out to the field to verify.

Business Process after implementation of new software:

With a new field application, the process above would look something like this: Query within the field app administrative tool for the properties assigned to them that need status on construction or other types (property sales, review of appeals for example) verified and load that into the field app. The field app would have a routing feature to route them to all the properties on their list in the most efficient order. With the field device, they take a photo and answer a series of questions on the app about each property. When they get back in the office or it syncs when they get in cell range, they can push that data (hopefully with just one button) into our CAMA system. Instead of spending hours doing data entry, it might take minutes

Timeline:

Ideally, we would have the project completed (or at least a working prototype available for testing) by November of 2024. A large amount of our field work is done in December and January each year as we need to determine the status of construction as of January 1. If we had a field application tool available for this time frame, we would really be able to reap some of the efficiency benefits we are looking for with this tool.

Instructions:

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Procurement or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.