Corporate Finance Department

Materials Management Division   **784-2009 ADDENDUM 2**

PROVISION OF A COMPUTER ASSISTED MASS APPRAISAL (CAMA) SYSTEM

ISSUED: January 4, 2010
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

Questions form Bidders Conference held on December 16, 2009

Q1   How many years of complete and partial history does the City want electronically converted?
A1   Ten (10) years – all changed property characteristics.

Q2   How many different sources of data currently exist that will have to be converted? Is there 3rd party data?
A2   Only one data source will be converted. There is no 3rd party data. The historical data to be converted is in the same data structure as the current data.

Q3   Do you have a record of the changes?
A3   Yes, they can be provided to the Contractor.

Q4   Does a file layout/data dictionary exist for all the sources?
A4   Yes

Q5   Does the data to be electronically converted include sketches? If so, approximately how many? If so, were the sketches created using the Sigma sketch tool? If so, can the "string" of directions and distances be accessed form the system?
A5   Yes. Initial guesstimate is 40,000 sketches. The sketches were created with the Sigma sketch tool. The string of directions for the sketch is stored in a database table. NOTE: Review after the conference indicates that we have 110,000 sketches when all historical sketches are included, spanning 16,500 properties.

Q6   Will the City consider a Train-the-Trainer approach in order to reduce the cost of training?
A6   In general, the City likes the Train-the-Trainer approach. Our concern is, with the amount of employees retiring in the next two years, that it may not be feasible. It is acceptable to include quotes for two alternatives in the bid for training: one for train the trainer, one for full training.

Q7   Does the City want to acquire a new Computer Assisted Mass Appraisal (CAMA) or a Data Management Tool (DMT) as referenced in B3.2.1?
A7   We are expecting to have the entire CAMA system replaced.

Q8   Can some of the weekly meetings be conducted via conference call rather than on-site, in order to reduce the cost of these meetings?
A8   Yes some of the weekly meetings can be replaced with conference calls.

Q9   How much is the Non-Resident Withholding Tax on Non-Resident Bidders?

A9   We withhold 15% of our payment from any vendors outside of Canada who come here to perform services, and then remit that withholding to the Canada Revenue Agency.

Q10   Are there any other taxes that will apply to this Project?
A10   None that we are aware of.

Q11   What is the desired timeframe for the completion of this Project?
A11   The desired completion of this project is February 2012 – prior to the start of the 2014 reassessment. We would consider an earlier completion date, but this would be contingent on the schedule for reassessment, which affects availability of internal business staff.

Q12   Are there any approvals, clearances, permits, licenses and certificates required by law or by any by-laws, ordinances, regulations, codes or orders of the authorities having jurisdiction for the performance of the Work that must be procured by the vendor awarded the Contract?
A12   None that we are aware of.

Q13   Based on Section E and Appendix C (Pricing), is the City differentiating between Maintenance and Support?
A13   Maintenance and Support refer to the same thing.

Q14   Is Section E a definite requirement?
A14   Yes

Q15   Is Section E negotiable and to what degree?
A15   'Shalls' are required, and 'shoulds' are negotiable. As such, City must be able to maintain all code. The upfront and ongoing costs of allowing code maintenance by the City is negotiable, but will be scored accordingly in the evaluation process.

Q16   Is the City interested in a system that supports both imperial and metric measures?
A16   Presently only imperial is required, but it would be good to have the ability for both.

Q17   Have you ever entertained a substitute for Geomedia?
A17   No and the City does not have an interest in doing so. Geomedia is a City-wide standard.

Q18   Could we have a breakdown by job functions of who would be using the CAMA system?
A18   The groups consist of approximately 120 staff and include as follows:

Valuation Staff (Assessors, Field Assistants, Valuation Officers)	70
Data Services (Clerical support staff)	26
Managers	9
Clerks (valuation support staff)	7
IT Staff	6
Taxation	2
Total	120

There may be two external users but they would not be given access to the system.

Q19   Does any CAMA information get published on the website?
A19   Yes, but attribute changes do not get published until the final value of the property is applied to the public roll.

Q20   Does appeal information get published on the website?
A20   No.

Q21   Does the City want Bidders to quote hosting prices?
A21   No, not unless it needs to be part of the proposal.

Q22   Are there other projects that will be competing with this RFP?
A22   No.

Q23 Have you commenced work on the 2012 reassessment?
A23 Everyday leads up to the next reassessment. Currently only data entry is being done.

Q24 Will the new CAMA system need to replace the existing valuation methods?
A24 99% of properties default to a MRA, but the following will need to be replicated: cost valuation approach, modified income approach (rents from MRA, vacancy rates, etc from table lookups), multiple regression analysis approach from sales

Q25 Does City staff have Crystal report expertise?
A25 No. The department has initiated the implementation of a business intelligence tool (Cognos) to create analytical reports. For standard operational reports, the department would consider using a reporting tool internal to the new CAMA system or have reports built in Cognos, there is no preference.

Q26 Will City staff be involved with configuration?
A26 Our business staff will be involved with configuration that is consistent with administration of the system. City IT staff will be involved with both configuration and customization. This is very important as City IT staff will be maintaining the product after implementation.

Q27 What will be the availability of City personnel?
A27 The department intends to have sufficient IT staff made available but cannot guarantee it as the IT staff report to a Corporate IT department.. Departmental business staff availability will vary depending on the reassessment schedule.

Q28 Has the City seen any software demonstrations in the part in regards to this project?
A28 No.

Q29 Do you want bidders to quote hardware?
A29 Yes, but only the handhelds as stated in Pricing. No quotes are necessary for servers or client workstations.

Q30 Is there a preference on Databases?
A30 Oracle.

Q31 Is there a deadline for vendor questions?
A31 5 business days prior to submission deadline. This works out to January 18, 2010.

Q32 Will the City consider signing a non-disclosure agreement regarding information submitted for Section B.21.1 (a) or could we provide such detail after short listing?
A32 B.21.1 (a) is required prior to short listing as it is part of the short listing evaluation. The City will sign non-disclosure agreements as required.

Q33 Whar are the City's expectations regarding the requested one page summary detailing concentration of customers?
A33 The City is looking to get a geographical breakdown of customers, to get an indication of the diversity and flexibility of the software.

Q34 Can forms H1, H2, and J be provided in Word or Excel format?
A34 These forms are only for post-award purposes.