
BOONE COUNTY COMMISSIONERS

BOONE COUNTY, INDIANA

Request for Proposal (RFP)

“TECHNICAL SERVICES”

**RELATING TO NEW CONSTRUCTION, MOBILE HOME, BUSINESS
PERSONAL PROPERTY and OTHER ASSESSMENT SERVICES**

May 20, 2025

BOONE COUNTY COMMISSIONERS

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SECTION 1 BACKGROUND AND SCOPE OF SERVICES

1.1 Background - The Board of Commissioners of Boone County is the governing body of Boone County Indiana. Their offices are located at 116 West Washington Street, Lebanon, Indiana, 46052. The Commissioners and the County Assessor's Office has expressed the need for a Contractor/Vendor to provide assessment services which include the handling of Mobile Homes, Business Tangible Personal Property and real estate new construction, assessment field work, providing trending and ratio studies, work on annual land orders, meet with tax payers as it relates to this work, data submittals to the State of Indiana, and consulting services to the County Assessor.

1.2 Existing Environment – Certain services described above are currently being provided by contractors. Boone County is experiencing extensive new growth and development. This growth is projected to continue into the foreseeable future. Jennifer Lasley, the Boone County Assessor, and the Boone County Commissioners are issuing this Request for Proposal (RFP) to satisfy the purchasing of requested services as described elsewhere in this document.

1.3 Project Objectives - The objectives for this project, in part, are stated as follows: That the Contractor: 1. Shall follow the duty list and timeline necessary to maintain and develop sound and accurate assessment records for all real estate and personal property types attached to this RFP. 2. Shall assist the Assessor in developing an on-going plan which will result in all property assessments. 3. Shall be required to follow the Constitution and laws of the State of Indiana.

1.4 Project Locations - Boone County

Boone County Courthouse
201 Courthouse Square
Lebanon, IN 46052

Boone County Annex
116 West Washington Street
Lebanon, IN 46052

Boone County Key Bank
127 W Main Street
Lebanon, IN 46052

Zionsville Assessment Office
PO Box 398
Zionsville, IN 46077

City of Lebanon
401 South Meridian Street
Lebanon, Indiana, 46052

1.5 Project Term – The prices submitted on each bid proposal must be guaranteed for a period of ninety (90) days from delivery of the bid. The Commissioners and the County Assessor expect to negotiate a four-year (4 year) contract for the services requested under this RFP.

SECTION 2 GENERAL INFORMATION FOR THIS RFP

2.1 Purpose of This RFP – The county wishes to get pricing to complete the work described in this RFP. Each bid should be submitted based upon an understanding of both the services requested and the extensive growth anticipated over the next four years.

Where the term “Contractor / Vendor” is used herein, it shall mean a Professional Appraiser as that term is defined in I.C. 6-1.1-4-17. A Contractor must be certified under I.C. 6-1.1-31.7 to be eligible to submit a bid. Documentation confirming such certification shall be included as a part of the bid package.

2.2 Issuer - This RFP is being issued by the following people in care of the county:

Boone County Commissioners
116 West Washington, Room 103
Lebanon, IN 46052
Telephone: (765)-483-4492

2.3 Non-Disclosure – All information pertaining to Boone County obtained by the Vendor as a result of its participation in this RFP is deemed confidential and shall not be disclosed or used by the Vendor except as authorized herein by the Boone County Commissioners. The content of Vendor responses will be held in confidence and will not be divulged to any other Vendor.

The commissioners reserve the right to share with any consultant of their choosing, the RFP responses and any resultant responses in order to secure expert opinion. The consultant shall be required to sign a non-disclosure agreement guaranteeing that all information received pertaining to this RFP or subsequent contract shall be held in confidence.

2.4 Incurring Costs - The Boone County Commissioners are not liable for any cost incurred by any Vendor in connection with said Vendor’s response to this RFP and may not be charged to the County.

The Boone County Commissioners reserve the right to accept or reject any or all response(s) to this RFP and shall be under no obligation to explain any such rejection(s). It is to be expressly understood by each respondent that no liability will be incurred by the Boone County Commissioners by reason of the rejection of, or failure to accept the respondent’s quotation.

The Boone County Commissioners reserve the right to cancel the proposed RFP at any time prior to the execution of a written contract, without any liability to the Boone County Commissioners, if in its sole determination, its best interest would be served by doing so.

Once the full process has been exercised and funds are available to support a contract, the project will move forward. In the event that the current funds do not support the project, the commissioners reserve the right to postpone or cancel this project.

2.5 Procurement Schedule - Vendors must adhere to the following schedule of events in the procurement process. The commissioners reserve the right to change this schedule at any future

date.

2.5.1 Request for Proposal Available: August 1, 2025, through August 8, 2025

2.5.2 Questions regarding this RFP to be submitted in writing to the issuer no later than: 4:00 p.m. August 11, 2025.

2.5.3 Responses to any written questions to all Vendors by: 4:00 p.m. August 18, 2025.

2.5.4 Deadline for Receipt of RFP Responses: Responses must be received by the Boone County Commissioners before 3:00 p.m. on Wednesday August 27, 2025. Responses received after the due date will be returned to the Vendor unopened.

2.5.5 Award Date: September 2, 2025

2.6 Acceptance of Proposal Content - The content of this RFP and the quotation submitted by the Vendor will be included as part of the contractual obligations, if a contract ensues. Failure of the successful Vendor to accept the obligations stated within this RFP, unless otherwise agreed to in writing by both the Vendor and the commissioners, may result in cancellation of the award of the contract.

2.7 General Bidding Information - Any bids received after the stated date and time will be returned to the Contractor unopened. This applies to bids sent by mail, as well as those which are hand-delivered.

Any Contractor may withdraw their bid by written request at any time prior to the close of the business day on the date of submission.

Telegraphic bids are not acceptable and telephonic or telegraphic amendments or withdrawals will not be accepted under any circumstances.

Negligence on the part of the Contractor in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

2.8 Vendor Selection Criteria - Vendor Selection Criteria - All eligible bids submitted shall be carefully evaluated by and decided upon by the County Assessor and presented to the County Commissioners. Responses to this RFP will be evaluated based upon the following factors:

- Cost
- Best overall solution that meets county criteria
- Project implementation
- Experience and qualifications of personnel assigned to the project

During the period in which bids are being evaluated, it is requested that all Contractors refrain from contact with the Assessor by phone or in person so that a fair and effective determination can be made. The Assessor, however, reserves the right to contact a Contractor for bid interpretation or clarification if deemed necessary.

2.9 Monthly Reports - The Contractor will be required to submit to the Contract Representative for approval a work plan that shows a schedule for the completion of work designated in the contract. This plan shall be submitted within fifteen (15) working days of signing of the contract. The Contractor will be required to submit monthly progress reports under the contract. The reports shall demonstrate whether the Contractor is adhering to the work schedule shown in the work plan.

In addition to reports, the quality of the work performance and adherence with contractual specifications and approved procedures will be evaluated by the Contract Representative. The Contractor shall provide access to all records requested for the purpose of program monitoring.

The Contractor shall schedule, upon notice from the Contract Representative, a monthly meeting with the Assessor. This meeting shall be held to keep the Assessor informed of the progress being completed and to discuss any problems which may arise.

2.10 Billings - The Contractor shall be responsible for providing a schedule, approved by the Assessor consisting of work progress for the determination of the monthly payment.

Payments to the Contractor shall be made on a monthly basis but pending approval of the monthly progress reports submitted by the Contractor and on the Contract Representative's inspection of the assessment records. Payment shall be made within thirty (30) days after approval by the County Executive.

2.11 County Responsibilities - It is understood that the County shall provide adequate office space for project utilization during this project, as well as an adequate number of networked computers and corresponding license seats for Mobile Home, Business Personal Property, and real estate, etc., data entry. Any additional expenses and liabilities incurred by the Contractor shall be the responsibility of the Contractor and not the County.

2.12 Non-Discrimination - The Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire or tenure, or with respect to the terms, conditions and privileges of his employment, because of his race, color, religion, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of contract.

Any person, firm or corporation submitting a bid shall submit either their latest certification of compliance issued by a Federal, State or Local Civil Rights enforcement agency, or if such certification is not available, the company or firm's Affirmative Action Plan set forth as policy shall be provided. This plan must comply with standards for contract compliance established by the State of Indiana Department of Civil Rights.

2.13 Field Identification - All field personnel and all individuals involved with the mobile home, personal property, real estate, etc., program shall carry suitable identification cards which shall include an up-to-date photograph supplied by the Contractor, and the signature of the Assessor.

All automobiles used by field personnel shall be registered with the County Sheriff's Office, as well as with local Police Departments in the various cities and towns within the County. Such

registration shall include license number, make, model, year and color of the vehicle. The Contractor shall also register all vehicles used by field personnel with the County Assessor's Office.

2.14 Contractors Employees - The Contractor shall assign, by name, an Indiana Level III Certified Assessor to this project. The Contract Representative shall have final approval of all Contractor employees.

2.15 Quality Control and Inspection - The Contract Representative reserves the right to inspect the work being done by the Contractor at frequent intervals during the process, and/or the Contract Representative may assign one or more staff personnel to work with the Contractor to assure a high quality and thorough program.

2.16 Insurance - The Contractor shall carry insurance in the minimum amounts as follows:

Type	Coverage	Amount
Automobile	Bodily Injury	\$100,000/300,000
Automobile	Property Damage	\$100,000
Public Liability		\$100,000/300,000
Professional / Errors and Omission Insurance		\$1,000,000

If requested, a certificate from an insurance carrier authorized to do business within the State of Indiana shall be furnished to the County Assessor attesting to the above coverage.

The Contractor shall indemnify the County, its officers and all employees harmless from all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description brought or recovered against it by reason of any act or omission of the Contractor, its agents, or employees in the execution of this project.

SECTION 3 VENDOR REQUIREMENTS UNDER THIS RFP

3.0 Introduction - The information contained in this section includes the minimum specifications to be rendered under this RFP. Once a contract is awarded, any deviation from these minimum requirements must be stated in writing and must be approved in writing by the Boone County Commissioners and the County Assessor. The act of submitting a bid in response to this RFP may be construed by the County as the bidder's representation that the firm is fully knowledgeable of the County's requirements.

3.1 Basic Services to be Provided Under this RFP - The successful Vendor will be required to provide but not limited to the following services:

3.1.1 Vendor Profile - Each vendor submitting a bid must provide the information requested in section 4.1. Any Contractor wishing to submit a bid shall submit a qualifications package including profiles of the appraisal company, its principals, key personnel, equipment, qualifications and experience.

3.1.2 Ability to secure and deliver a solution that meets the requirements listed in section 5.2. - The assessor and commissioners will only accept proposals that meet these criteria. Any proposal that does not indicate and explain how it will meet the requirements will not be considered or accepted. Contractors must submit a complete response to all requirements set forth in this Request for Proposal (RFP). Contractors may submit alternative proposals, if they desire. Contractors interested in providing these technical services are invited to view the current records housed at the County Assessor's office and all other appropriate information which will assist them in preparing their bid.

3.1.3 Proposal Contents - The contents of the proposal of the successful bidder will be considered as contractual obligations. Failure to meet these obligations may result in cancellation of the contract.

SECTION 4 VENDOR RESPONSES

4.1 General Instructions:

4.1.1 Response due date - The Vendor will be required to provide four (4) copies of the response by 3:00 p.m. on **Wednesday August 27, 2025**, to the following:

The Boone County Commissioners
116 West Washington Street
Room 103
Lebanon, IN 46052

The proposal package must be clearly marked “Bid for Assessment Technical Services”.

4.1.2 RFP Format – Each proposal should be submitted in the following order:

4.1.2.1. - Letter of transmittal

- The letter of transmittal is to be signed by an officer of the company authorized to enter into a contract with Boone County.
- Company full name
- Company address
- Company telephone number
- Projects primary contact

4.1.2.2. - Detailed services proposal

- Please list all products/services intended to be provided under this proposal.

4.1.2.3. - Company’s Profile and Qualifications

- How long has company been in business?
- Annual Sales?
- Products/services you provide
- Number of employees
- List of employees to be involved

4.1.2.4. - Cost Proposal

SECTION 5 PROJECT SERVICES

5.1 Required Services - Each Vendor's quotation will indicate how their proposal meets the following requirements. All services necessary to meet the requirements must be explicitly listed in the response.

5.1.1 Mobile Homes - All Manufactured Housing structures that are not considered real property. In Boone County this currently consists of approximately 600 parcels. The Contractor shall provide the following services as a part of this RFP:

- Process mobile home moving permits received from the County Treasurer
- Process title transfers of all mobile homes received by the County Treasurer
- Process all Notices of Placing of Mobile Home Upon Land or Lot Forms (State Form 23341) received by the County Assessor
- Compile a current list of pertinent information for each mobile home located in a mobile home park.
- Consult with mobile home park office personnel to determine the accuracy of the list, and to update any missing assessment data. (The law establishes penalties for moving a mobile home without a permit, failing to report placement on land, and failing to provide the proper permit to the owner IC-6.1.1-7-12, 13). It's possible for mobile homes to be moved without following proper procedures.
- Enter all updated data into property management system.
- Whenever possible, obtain the sale price from the mobile home park for all mobile homes sold throughout the previous year.
- Search for sale prices on homes that have been transferred without published sale data, this is on the Transfer permit now.
- Enter all sales data into county property management system
- Site visit each existing mobile home in the county, looking for accuracy of assessment details (Skirting, Tip-outs, Expandos, Decks, Porches, Sheds, Pools, etc.) and new construction.
- Site visit each new mobile home in the county to compile the initial needed assessment data.
- Calculate the value of each mobile home (for 2024, there are 494 reported mobile homes being assessed in Boone County, there could be more that we don't know about) from the N.A.D.A guide, including all exterior features and yard items.
- Produce Mobile Home Worksheet for each property which is a working record of the detailed assessment data
- By statute, the True Tax Value of each mobile home "shall be the least of the values determined by the NADA guide, the purchase price, and the sales data for generally comparable mobile homes". Do NADA on 2009 or newer.
- Compare current assessment, most likely compiled from the NADA guide, with other known sales information
- Enter determined assessed value into County property management system
- Produce (via first class mail) Notice of Assessment of Mobile Home (State Form 2) for each mobile home and distribute as prescribed by Indiana Code.

- Process all appeals related to mobile home assessments in the same manner as real property.
- Throughout the coming year, maintain a file of all mobile homes moved and/or transferred for next assessment period.

5.1.2 Business Personal Property, Vendor is required to process all business personal property returns as outlined below. Based on the new legislation passed in 2025, for 2026 there will be approximately 1800 filers including those filing for the BPPE exemption (one-time filers), for 2027 that number will drop to approximately 200 filers.

- Work the list from the IN DOR and create new accounts in the county CAMA system, PVDNet, for all new businesses. Letters are sent to each new business explaining the requirements to file. (approximately 250 each year) All letters will be on Boone Co letterhead and approved by the Boone Co Assessor.
- Create letters to be sent in January to all businesses in the system who are still required to file. The letter should state the changes in the law based on new legislation passed. This letter should explain each form required, due dates, no extensions granted in county, means to file (mail, email, or walk in), where to obtain forms, fines for late and missing filings, at a minimum. All letters will be on Boone Co letterhead and approved by the Boone Co Assessor.
- Create letters to be sent in January to all businesses that filed in previous year claiming the BPPE exemption explaining they no longer are required to file. All letters will be on Boone Co letterhead and approved by the Boone Co Assessor.
- As returns are received, process all forms in the county CAMA system, PVDNet. Including 104, 103 Short, 103 Long, 102, 103 ERA, and 102 ERA, and any supplemental forms. The county CAMA system, PVDNet, will calculate all the math once the original cost is entered. Verify this matches the return received. Verify if the form was received timely or if a fine code needs to be added. If changes are needed, or a fine code is added, create a Form 113 to mail to the taxpayer explaining the corrections. Once completed, file all paper returns for retention.
- Supplemental Abatement forms (103 ERA or 102 ERA) should include equipment list for all newly acquired equipment requesting abatement. First time filers should also include the resolution that states the duration and schedule for the abatement. Check the list to make sure all equipment is acceptable for abatement. Verify the ERA form is equal to or less than the corresponding line on the Form 103 Long or Form 102 Check the schedule and math on the form and make any necessary corrections. The ERA forms are not in the county CAMA system, PVDNet. Verify the form is correct. If changes are needed, create a Form 113 to mail to the taxpayer explaining the corrections.
- Once all received forms are processed, run reports to show any "failure to files". Place an assessment on each of these records, mark the appropriate fine, and create a Form 113 to send to the taxpayer. The county copy of the failure to file notices should be kept in numerical order for future reference

- Processing any forms received after the 113s are sent with appropriate fines.
- Review Treasurer's demand list and check against Secretary of State office for businesses that have closed.
- Run reports to identify judgements that are more than 5 years old and pull paperwork from files so remaining returns can be destroyed per the retention schedule.
- Run "clean up" reports from the county CAMA. PVDNet, system to identify missing data (files dates, NAICS codes, business entity codes, etc.) that would adversely affect the DLGF Data Files.
- From the county CAMA system, PVDNet, create the PERSPROP and POOLDATA files, along with the No Pooling Report to be sent to the DLGF data department.

5.1.3 Neighborhood Delineation – The Contractor shall review and adjust the county's current neighborhood delineations for all classes of property.

- All changes to neighborhood boundaries must be based upon verifiable market data that justifies the change.
- Upon request, the Contractor shall supply the County Assessor with all underlying market data used to reassign or create new neighborhood boundaries.
- All proposed changes or re-stratification to neighborhood boundaries must be approved by the County Assessor.
- All approved neighborhood changes must be data-entered into the county's property management system by the Contractor.

5.1.4 Residential, Agricultural, and Real Property Mobile Home Valuation - Upon completion of land valuation updates and an accurate cost-based improvement assessment, the Contractor must consider all available sales and market data in order to arrive at a total assessment as described in the IAAO standards.

- The Contractor shall establish proposed neighborhood factors as dictated by verifiable sales and market data.
- All proposed neighborhood and/or adjustment factors must be approved by the County Assessor.
- All approved neighborhood and/or adjustment factors must be data-entered into the county's property management system by the Contractor.

5.1.5 Commercial/Industrial Valuation –Upon completion of land valuation updates and an accurate cost-based improvement assessment, the Contractor must consider all available source data in order to arrive at a total assessment that encompasses all three recognized approaches to value (Sales/Market, Income Capitalization, Cost) as described in the IAAO standards. After consideration of all three approaches, an assessed value will be calculated for each commercial/industrial property.

- Upon request, the contractor shall provide the County Assessor with all source data and methodology used in the calculation of commercial/industrial property

assessments. Such data would include, but not be limited to: Additional sales not provided by the Assessor, Sales Comparison Approach calculations and adjustments, Income Approach market data sources such as Market Rental/Revenue Rates, Market Occupancy/Vacancy Rates, Market Expense and Ratio sources, Market Capitalization Rates, alternative Construction Cost sources, etc.

- Where mandated by current Indiana Legislation, the Contractor will apply the specific, designated approach to value for each appropriate commercial/industrial property (Golf Course, Multi-Family, Mini-Warehouse, etc.).
- The county will provide access to all sales disclosure forms received by the county.
- The county will provide access to the income model application currently subscribed to by the county (Income Works).
- All training on the Boone County income model application (Income Works) will be provided at the Contractor's expense.
- If the income approach is not applicable, and sufficient sales are not available, it is the Contractor's responsibility to apply appropriate adjustment factors based upon other acceptable information. All support data shall be provided, upon request, by the Contractor in the event of the application of such alternative ("other") approaches.
- All proposed commercial adjustment factors must be approved by the County Assessor.
- All approved commercial adjustment factors must be data-entered into the county's property management system by the Contractor.

5.1.6 Ratio Study

- Once the County Assessor has reported that all properties for the current cycle are completed and entered in the PVDNet CAMA system, The Contractor is responsible for performing a preliminary review of the overall assessment levels of all properties, according to the valid sale prices, for each required property type, in preparation for the Sales Ratio Study submittal.
- The Contractor shall, in cooperation with the County Assessor, identify, investigate, and, if instructed, take appropriate action to address properties with assessment sales ratios that are outside the accepted levels as designated by IAAO standards.
- The Contractor is responsible to conduct any further stratification and adjustments until the required statistical conformity is reached.
- Upon completion of the preliminary review of all properties that will be included in the annual Sales Ratio Study, The Contractor is responsible to develop a final County Ratio Study, for each required property class, encompassing and including all required formatting and supplemental documents required by the Indiana DLGF.
- The Contractor is responsible for the development of the required County Narrative Document to be submitted in the required format.
- The Contractor is responsible for the development of the required County Workbook to be submitted in the required format.
- The Contractor is responsible for the review and extraction of the required County Land Order to be submitted in the required format.

- The Contractor is responsible for final submittal of the completed Sales Ratio Study and aforementioned supplements via Microsoft Teams as required by DLGF.
- The Contractor is responsible to review, analyze, make any corrections, and resubmit the County Sales Reconciliation File as directed by the DLGF and in accordance with the ratio study process.
- The Contractor is required to monitor and maintain continual communication with the assigned DLGF review personnel and make any appropriate or requested changes or submittals until the ratio study is approved.

5.1.7 Appeal Support (Commercial properties)

- The Contractor shall provide technical support to the County Assessor and PTABOA when requested regarding appeals. A minimum of 15 days (or 105 person hours) are to be included in the base fee of the General reassessment contract.
- The cost of each additional day and/or hour shall be quoted in the bid.
- The Contractor shall be responsible to perform all required functions associated with the normal workflow of all appeals forwarded by the County Assessor.
- The Contractor shall work within the PVDNet Appeals Module database to process the appeals through to completion.
- The Contractor is responsible for contacting the Petitioners for initial preliminary review in the manner and procedure outlined by the County Assessor.
- The Contractor is responsible for communicating with Petitioners, working to resolve or refute the issues raised in the appeal until it is resolved, withdrawn, or continued.
- The Contractor is required to research, collect, maintain, and provide all market data or supplemental data utilized to set or revise any assessment as the result of an appeal.
- Upon request, the Contractor shall provide to the County Assessor and or PTABOA any and all data used to arrive at a corrected or revised assessment before a final agreement or offer is made with the petitioner.
- The Contractor is responsible for preparing, communicating, and submitting the appropriate forms or documents to the Petitioner and/or County Assessor used for all appeal resolutions.
- The Contractor is responsible for notifying the County Assessor upon final completion of each resolved appeal.
- In the event that an appeal is not resolved at the preliminary level, the Contractor is responsible, if requested, for preparing documentation and presenting evidence to support the County's position in a PTABOA, IBTR, or Tax Court hearing.

5.1.8 New Construction (Residential and Commercial) Property –New Construction, Vendor is responsible for all new construction, Residential and Commercial/Industrial

- Obtain building permits from various entities. (County, Lebanon, Zionsville, Whitestown, Thorntown, Jamestown, Advance) These include all new structures, build outs, additions, yard items, and remodels.

- Create a spreadsheet of all permits issued, which tracks their status of placement within the work flow. This spreadsheet should be housed in the Boone County Shared Drive with access to the County Assessor. Commercial and Residential should be separated.
- Building plans may be used as a starting point for new construction. Some jurisdictions will have plans available online, some jurisdictions will need on site review of plans.
- Pictometry will be available within PVDNet for reference. Boone flies every “even” year.
- Print PRCs as needed for permits, specially build outs, additions and remodels.
- Sketch and enter all characteristics for all new buildings and dwellings into the county CAMA system, PVDNet
- Enter data characteristics for all new yard items present into the county CAMA system, PVDNet. Ensure that yard items are in the correct Cap allocation (Cap 1, Cap 2, or Cap 3)
- Update land values as needed in county CAMA system, PVDNet. Building permit issue will change land from Cap 2 to Cap 1 regardless if improvement is going on for that year.
- Update property subclass and neighborhood as needed in county CAMA system, PVDNet
- Field check that plans are accurate and verify the new exterior features or yard items, Make necessary changes in county CAMA system, PVDNet
- Take pictures and upload to county CAMA system, PVDNet
- Update spreadsheet with completion and % complete of structures.
- All structures less than 100% complete will need to carry over to the next year's spreadsheet and will be updated/completed with that year's workflow.

5.1.9 Parcel Splits, Combines, New Plats, and Annexations

- Obtain paperwork from GIS office for all Parcel Splits, Combines, New Plats, and Annexations. At the end of the year all completed paperwork should be returned to the Boone Co Assessor's Office for retention.
- All Splits and Combines will be in a queue in the county CAMA system, PVDNet.
- **For Parcel Splits**, From the county CAMA system, PVDNet, pull transaction through the queue in the order entered by GIS. Update/process all land changes and allocate all improvements to correct parcels. ArcView will be used to re-allocate soils on all parcels with farmland. If improvements are moved, transfer all photos to the correct parcel. Update Verification section for new parcels. Update property class codes, and neighborhoods as needed. For all splits to Government entities add government exemption and move to correct government neighborhood and subclass.
- Update sales disclosures with new parcel numbers and return to the county assessor's office for processing
- **For Combines**, From the county CAMA system, PVDNet, pull through the queue, and update/process any land changes or property class codes as needed. Transfer photos to Active parcel as needed.

- **For New Plats**, From the county CAMA system, PVDNet, create new neighborhoods as needed. Send emails to county assessor on all new neighborhoods for land rates. Update the county CAMA system, PVDNet with land (developer's discount or full value if permit issued or sale to non-developer), property subclass, and common properties with 100% influence factor. Update Verification section of PVDNet. Update land on any remainder parcels after plat.
- **Annexation**, From the county CAMA system, PVDNet, Import all data from original parcel to new parcel. Make any necessary changes to land, property subclass, or neighborhoods

5.1.10 Abatements - There are spreadsheets available for Real Estate abatements going back many years. These show the parcel number, layer, term, base, percent of base, abatement value (base x %), schedule, and which part of building is included for each layer. A new spreadsheet or tab for each year using the prior year as a starting point

- For existing abatements, update the spreadsheet including base, %, and value based on information in PVDNet and spreadsheet. Check for new construction that may not be included or needs a new filing for a new layer.
- For new abatements, the auditor's office will forward all new 322/RE applications along with resolution. Add to spreadsheet including the parcel number, layer, term, base, percent of base, abatement value (base x %), schedule, and which part of building is included for each layer. Update all information based on the current PRC and valuation
- Once all abatements are updated, provide the parcel number, new base, %, current year of abatement. and abatement amount to the Boone Co Auditor.
- For 2024 pay 2025 there were 116 layers of Real Estate abatements in Boone County.

5.1.11 Consulting Services - Provide the County Assessor with consulting services as required and requested to support the assessor's operation as it relates to the Mobile Home, Business Personal Property and Individual Personal Property activities.

5.1.12 Data Entry - Perform data entry into the PVDNet Property Management System. The selected vendor will be responsible for paying for any and all training required to be able to put data into the county's system. The vendor shall be responsible for entering parcel characteristics modified and provided by taxpayers as a result of the above-mentioned activities into the County's Property Management System.

5.1.13 Data Cleanup - Data issues identified by the Vendor or County Assessor should be verified and updated as directed by County Assessor.

5.1.14 Property Classification - The Contractor shall be responsible for the identification of each parcel of personal property in accordance with the North American Industry Classification System NAICS class codes as established by the DLGF.