
BOONE COUNTY COMMISSIONERS

BOONE COUNTY, INDIANA

Request for Proposal (RFP)

**TECHNICAL SERVICES
RELATING TO 2026 GENERAL REASSESSMENT FOR
AGRICULTURAL, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND
EXEMPT PROPERTIES**

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 have expressed the need for a Contractor/Vendor to provide technical assistance to the county in connection with the General Reassessment (Cyclical) of Real Property in Boone County for the cyclical assessment year of 2026 through 2030.
- 1.2 Project Objective** – The Contractor will complete all responsibilities imposed upon an assessing official under I.C. 6-1.1-4 and 50 IAC 2.4 regarding the assessment of real property for the 2026 General Reassessment for all classes of real property.
- 1.3 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 contents of the proposal of the successful bidder will be considered as contractual obligations. The Commissioners and the County Assessor expect to negotiate a final contract for the services requested under this RFP. This contract will commence 5-1-2026, or an alternative date as established by the Indiana General Assembly. The term of the contract will follow the timeline established by legislation for reassessments.
- 1.4 Project Location** – Adequate office space will be provided by Boone County Commissioners. Phone, long distance phone charges, training manuals, field equipment, and general office supplies shall be provided by the Contractor.

SECTION 2 GENERAL INFORMATION FOR THIS RFP

2.1 Purpose of this RFP – The Boone County Assessor is engaged in the 2026 general cyclical assessment of all Boone County parcels in accordance with the rules set forth by the Indiana Department of Local Government Finance.

Where the word “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 in order to be eligible to submit a bid. Documentation confirming such certification shall be included as a part of the bid package.

The County Assessor shall be the Contract Representative to serve as the primary contact person under the Contract.

Contractors submitting bids must not have filed any appeals against Boone County since the 2022 general reassessment and are prohibited from such activity for two (2) years following the completion of all contracted work.

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 - Information pertaining to Boone County obtained by the Vendor as a result of its participation in relation to this RFP is 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 choosing, the RFP responses and any resultant response 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. 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. 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 that are hand delivered.

Any Contractor may withdraw a 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 - 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 of time 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 County Assessor. This meeting shall be held to keep the County Assessor informed of the progress being made in the revaluation program and to discuss any problems which may arise.

2.10 Billings - The Contractor shall be responsible for providing a schedule acceptable to the Assessor 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 - The County shall provide photocopying or printing of existing property record cards, plat maps, door hangers, access to Pictometry, necessary work space, and necessary computer equipment. The county will provide the Contractor access to the Boone County Property Management System.

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 with same either their latest certification of compliance issued by a Federal, State, or Local Civil Rights enforcement agency, or if no such certification is 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 2026 General Reassessment shall carry suitable identification cards that shall include an up-to-date photograph supplied by the Contractor, and the signature of the County 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 Contractor's Employees - All work performed under this contract must be organized, supervised and reviewed by a Level III Assessor-Appraiser certified under IC 6-1.1-31.7. Additionally, a Level III Assessor-Appraiser certified under IC 6-1.1-31.7 must personally complete the following duties: (1) Analysis and recommended changes of all land values as they pertain to current market conditions within the timeframe set forth in the 2026 reassessment guidelines; (2) Establishing grade, condition, and effective year calculations relative to depreciation for residential properties; (3) Overall supervision of all changes discovered and made in the county CAMA system, PVDNet. 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 establish a plan acceptable to the County.

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 and save 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 5.1. - 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 real property 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. **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 2026 General Reassessment 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
- Project’s 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. All data collection, recommended values and assessments shall be determined in accordance with the Constitution and laws of the State of Indiana, including all applicable rules, regulations, forms, schedules, standards, instructional bulletins and directives, provisions, and directions set forth by the Indiana Department of Local Government Finance. The Contractor shall understand the confidential nature of appraisal data.

5.1.1 Boone County Property Management System - All employees with direct access to the Boone County Property Management System (PVDNet) must be trained by Government Utilities Technology Service at the Contractor's expense before access will be granted.

5.1.2 Land - The Contractor shall be responsible for reviewing all land values for all classes of property for the most recent assessment date to determine if any modifications are needed in order to promote uniform and equal assessments as dictated by market value and in accordance with IAAO Standards. Documentation and submission of all underlying data sources for all proposed land base rate changes shall be presented to County Assessor for approval.

- Standard tables, with calculations and explanation of methodology, for documenting all proposed influence factors or applicable adjustments shall be presented to County Assessor for approval.
- Proposed allocation methods, and re-allocation methods of commercial/industrial Primary, Secondary, and Undeveloped land rates shall be presented to County Assessor for approval.
- Proposed allocation methods, and re-allocation methods of residential support land rates shall be presented to County Assessor for approval
- All proposed changes to existing land base rates, adjustments, and factors as they relate to the individual land valuations must include detailed analysis of how the proposed change would affect overall assessed value changes and ratios in the given neighborhoods or jurisdictions.
- The Contractor is responsible to prepare a report of land values for the County Assessor to present to the DLGF & PTABOA.
- The Contractor must be available to answer questions from the PTABOA, and at the public hearing regarding land values.
- All approved changes to land rates and data must be data-entered into the county's property management system by the Contractor.

5.1.3 Data Collection of Improvements - The Contractor shall be responsible for verification and review of all dwellings, structures, commercial/industrial buildings, appurtenances, and yard items within Boone County. Contractor must follow the 2026 –

2030 Reassessment Plan that has been approved by the DLGF. All physical inspections and data entry shall be completed on or before December 31, 2029.

- All field inspection map/routing organization will be the responsibility of the Contractor. Property record cards will be supplied in parcel number order, based on the county's 10-digit parcel number.
- Field Staff shall Visually inventory the property with the property record card in hand, and confirm that all buildings, structures and improvements ("improvements") are properly displayed on the property record card.
- If any improvements do not appear to be properly described, collect the necessary measurements or information to properly describe the improvements. All collected information must be clearly marked on the property record card.
- If any buildings or structures have been added, with the exception of current-year new construction, to the land that do not appear to be fully described, exterior measurements must be obtained. If no owner of the property is present, leave a printed form such as a door hanger requesting owner-supplied interior information necessary for a complete assessment. All collected information must be clearly marked on the property record card.
- If any buildings or structures have been removed from the parcel site, they should be marked as such to be removed from the assessment records.
- Each property record card copy must contain the name and date reviewed.
- Supply digital photograph of selected properties as deemed necessary by the County Assessor.
- All property record cards used to gather information must be turned in to the County Assessor when appraisals are completed.
- Review and update, where necessary, the grade, condition, and *effective year calculations relative to depreciation for all improvements. (*The Contractor shall document a clear and concise methodology used in the calculation of effective year, whether increase or decrease, for all improvements resulting from updates, remodeling, additions, removals, or degradations to ensure equity and uniformity).
- All data collection should be conducted Monday through Saturday during appropriate daylight hours.
- All changes, deletions, additions discovered must be data-entered into the county's property management system by the Contractor.

5.1.4 Appeal Support (Primarily Commercial)

- 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.

Parcel Counts

Boone County Parcel Count per approved 2026-2030 Reassessment Plan (as of 5-20-2025)

- Agricultural - 5032
- Residential – 29842
- Comm/Ind – 1877
- Utility RE– 55
- Exempt – 1796
- **Total Parcels – 38602**