



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: November 9, 2017

FROM: Stephanie Parkins

MEETING DATE REQUESTED: November 20, 2017

*Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm*

SUBJECT: Update of Tax Software Request for Proposal

REQUEST: Request to enter into negotiations with Bi-Tek, LLC for purchase and implementation of tax software.

BACKGROUND: Haywood County tax staff reviewed four tax software proposals and has selected Bi-Tek, LLC as the most responsive bidder.

IMPLEMENTATION PLAN: To be determined

FINANCIAL IMPACT STATEMENT: Some cost have been budgeted

SUPPORTING ATTACHMENTS: YES _ NO _____ HOW MANY?

LIST: _____

PowerPoint Presentation: YES NO _____

PERSON MAKING PRESENTATION AT MEETING: Stephanie Parkins

TITLE: Tax Administrator

PHONE NUMBER: 828/452-6644

E-MAIL:stephanie.parkins@haywoodcountync.gov

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

Tax Software RFP #2018-4142-1

Haywood County Tax Administration

Deadline: Wednesday

10/25/2017

Bid Opening: 3:33 PM

Bid Tabulation

	VENDOR	Sealed Bid/ Submitted By Deadline?/ Time?/ Date?	Performance/Payment Bond ltr executed by Corporate Surety licensed under NC laws to execute bond for total contract and must accept bid award within 30 days or performance within agreed period or \$200,000 penalty?	1 Original & 5 Complete Paper Copies & 1 digital copy on flash drive Included?	7 Sections: Executive Summary, Proposed Solution, Data Conversion Plan, Staff Training Plan, Project Timeline Vendor Profile & Overview and Budget Included?	Signed/ notarized Anti-Collusion Affidavit Included?	Signed/ notarized E-Verify Affidavit Included?	9/21/2017 Addenda acknowledged by email?	COSTS
1	Tyler Technologies 1 Tyler Dr Yarmouth MA 04096	Y 11:24 AM 10/24/2017	Y	Y	Y	Y	Y	Y	Initial software: 377,970; Annual: 271,409 Other: 377,970 iosWord; 151,300 MUNIS Hardware: 9.208
2	BIS 333 Industrial Park Rd Piney Flats, TN 37686	Y 9:55 AM 10/25/2017	N	Y but no flashdrive	Y	Y	Y	Y	Initial software: 320,000; Annual: 50,000 Other: N/A Hardware: 45,800
3	Farragut 2775 Meridian Parkway Durham NC 27713	Y 11:12 AM 10/25/2017	N-Exception	Y	Y	Y	Y	Y	Initial software: 397,825; Annual: 99,525 Other: 333,500; Annual Other: 30,000 Hardware \$?
4	Bi-Tek 2315 W Arbors Dr, Suite 2 Charlotte NC 28262	Y 11:40 AM 10/25/2017	Y	Y	Y	Y	Y	Y	Initial software: 370,001; Annual: 57,500 Other: 98,600 Hardware: N/A
5	Keystone	No Bid							
6	Devnet	No Bid							
4	Key Mark	No Bid							

County Employee/Witness & Department:

Stephanie Parkins, Tax Administration	Greg West, Assessor	Julie Davis, Finance
Judy Hickman, Assessor	Donna Corpening, Finance	

The Haywood County Tax Administration team will present to the Board of Commissioners at the next meeting the vendor recommendation & contract based on RFP outlined criteria including: Total Cost, RFP Responsiveness, Exec Summary, Proposed Solution, Data Plan, Staff Plan, Timeline and Vendor Profile on Bid Evaluation Form.