



FINANCE
NEW YORK
THE CITY OF NEW YORK
DEPARTMENT OF FINANCE

Addendum Number Two
to the
Request for Proposals
for
the Development, Installation and Implementation of a
Computer-Assisted Mass Appraisal (CAMA) System for
the Department of Finance

PIN: 836061211598

July 11, 2006

Dear Prospective Proposer:

This notice in its entirety will serve as Addendum Number Two to this Request for Proposals (RFP) and includes responses to questions asked at the Pre-Proposal Conference held on July 11, 2006 at 59 Maiden Lane, New York, New York.

Q1. Will the proposal due date be extended?

A.1 No.

Q2. The RFP provides that the CAMA system must be operational by September 2007. Must all customization be implemented by September 2007?

A2. Yes, except for the Real Estate Utility Corporations (REUCs) properties and the digital maps interface.

Q3. The RFP provides that the CAMA system source code is to become the property of the Department of Finance. How will the contractor maintain the system if the Department modifies the source code?

A3. The source code will be placed in escrow with an independent third party. The Contractor will have authorized access to the source code for purposes of maintaining the CAMA system.

Q4. Does New York State Law permit supplemental valuation? (Supplemental valuation is the ability to refine and adjust property characteristics and the assessment prior to the roll out of the tentative assessment roll.)

A4. Yes. During the tentative valuation period, the Department of Finance has the right to make changes to the property sketches, associated database images, and the tentative assessment roll.

Q5. How should proposers respond to the functional requirements set forth in Appendix D, Section 6 of the RFP?

A5. Each item or group of items in Appendix D must be answered both qualitatively (full narrative explanation) and quantitatively (Yes/No). The Department will provide this Appendix D as a word document for optional use. The document is available through the DOF website:

http://www.nyc.gov/html/dof/html/services/services_vendors_proposals.shtml.

Q6. What is the actual parcel count?

A6. There are 1,013,493 ordinary real estate and REUC properties (including non-exempt, partial and wholly exempt), as well as an additional 9,816 condominium development records.

Q7. How many parcel records currently have sketches on them for conversion purposes?

A7. None.

Q.8 Is the word “and” in Appendix D, question 97, a typo?

A.8 Yes. Delete it.

Q.9 The RFP states that there are 150 users. Are all of these individuals full users of the system?

A.9 Yes. All users will need the ability to pull up subsets of the parcels (their assignments) in order to isolate trends, or value them on a macro scale, and change descriptive variables or enter new variables into the system. About 20 users will need the additional ability to report on larger collections of parcels (up to 50,000 parcels simultaneously). About 10 users will need the additional ability to manipulate the entire CAMA database to value as much as 650,000 parcels simultaneously for application of the valuation models.

Q.10 How many of the 150 users would need to use the sketch package?

A.10 All 150 users would need access to the sketch package.

Q.11 How many of the users would actually use the statistical SPSS package?

A.11 Approximately 10 – 20 users would need to use the statistical modeling package?

Q.12 Why has the DOF established September 2007 as the implementation date?

A.12 September is the beginning of the annual valuation cycle and the business risks of relying on the existing system beyond that date are too great. The DOF would entertain any opportunities to accelerate the schedule.

Q.13 Can the VSAM file formats be provided to the vendors?

A.13 Yes. They will be posted on the DOF website at http://www.nyc.gov/html/dof/html/services/services_vendors_proposals.shtml.

Q.14 Describe the City's network setup? Is there connectivity between the boroughs?

A.14 The City has a fairly robust network. Yes, there is connectivity.

Q.15 How will the required performance be tested and verified?

A.16 Vendors should provide an answer to this question in their proposals. In addition, the DOF will perform stress and volume testing pre-implementation, and will continue to monitor performance post-implementation.

Q.17 Will a two-tiered solution be acceptable? What technology is required?

A.17 Yes, a two-tiered approach is acceptable. While the DOF's preference is for Java and Cold Fusion, we would consider an alternate solution.

Q.18 What is the definition of "pass-through" as referenced on page 39, item 117?

A.18 Pass throughs are expenses that are passed through from the landlord to the tenant. It is in reference to the income and expense analysis required for the income approach to value.

Q.19 Can source code be held in escrow? Who owns it? Will DOF modify it?

A.19 The City will require that the vendor place its proprietary software source code in escrow with an independent third party. The City will have access to this source code for purposes of maintaining its customized software product and under certain prescribed terms to be set forth in the contract. The vendor shall also provide a list of any non-proprietary software upon which its application is dependent upon for full functionality. The City will own the customized modifications and enhancements without restriction. The vendor will own its underlying proprietary software application. The DOF will have the right to maintain the entire software application.

Q.20 What is included in “vendor support”, as referenced on page 4, section III(B)?

A.20 This refers to the support of the vendor’s application, not the operating environment.

Q.21 What level of Disaster Recovery is being requested?

A.21 Clarification of the disaster recovery requirement will be forthcoming.

Q.22 Explain the requirement for 24/7 system availability.

A.22 This refers to reliability and redundancy of the system.

Q.23 Where would the application run? Is the DOF asking for hosting capabilities?

A.23 The application would run at the City sites. We are not asking for hosting.

Q.24 Explain the hardware purchase/ownership, referred to on page 4, section III(B).

A.24 We are asking the vendor to specify the hardware requirements. We would prefer that the vendor purchase the equipment on behalf of the City, and pass-through the costs.

Q.25 Does the vendor need to include hardware costs or just the hardware specifications in the proposal?

A.25 At a minimum, include the specifications. If the vendor has specific cost information, it should be included in the proposal although this is not a requirement.

Q.26 Will the system need to integrate with handhelds? What devices are currently being used?

A.26 This is not a requirement for September 2007. Vendors should provide wireless standards for planning purposes. Currently, there is a project underway that might identify such devices. The City's WIFI standards will be posted to the DOF Website when it becomes available.
(http://www.nyc.gov/html/dof/html/dof/html/services/services_vendors_proposers.shtml.)

Q.27 Will the DOF provide information on discounted cash flow?

A.27 Yes. See Attachment.

Q.28 Will the sign-in sheet to the pre-proposal conference be provided?

A.28 Yes. See attachment.

Q.29 Is video-capture being used today or expected to be part of this proposal?

A.29 No.

Q.30 Is there an image or sketch requirement for this project?

A.30 Image conversion is not part of this project. The DOF does not have sketches for any of its properties.

Q.31 Is there a graphical user interface preference? VB or Java?

A.31 No preference.

Q.32 Are utility properties (REUC) part of this project?

A.32 Although REUC implementation is not required for September 2007, the DOF requires a solution to value these properties. The interface to digital maps is not required for September 2007.

Q.33 and A.33 Appendix C- Price Proposal Sheet: 1) Can vendors propose options that were not specifically addressed in the RFP? Yes. 2) Should additional lines be inserted to identify separate costs within a certain category, such as 3rd party software licenses and hardware? Yes. But do not delete. 3) What should be included under Future Modifications? Identify new functionality and post-release enhancements that vendors believe the system should have. 4) a) Does the City want the cost of license and implementation for a digital image system, including hardware? No. b) If so, does the City have current digital images it wants converted as part of the project? No. c) Where should the cost of implementation and conversion be included? N/A

5) Data Conversion: a) Is it the City's intention to have values and CAMA database converted? Yes. b) Is the contractor required to replicate the valuation tables for the previous ten years, thereby allowing the City to generate values for these previous years within the new CAMA system? No. 6) Archiving Services: a) Which records are to be archived? Vendors must propose an archiving system for all property data older than 10 years. b) For what purposes? Historical and Research purposes.

Q.34 Proposer's Certification- Page 13, Section B- Proposal Package Contents (Checklist): What is this?

A.34 This is actually the Proposer's Affirmation of Payment of Taxes- See Attachment.

Q.35 Appendix D, Subsection 6.3, Required System Level Functions: How does the City intend to utilize Marshall and Swift? Will it be used to generate replacement cost for all residential and commercial parcels? Does the City have sufficient property attributes captured in the current CAMA database to support M&S approach to be available for future use? Should vendors include the annual M&S license and software support as part of the 3rd party costs?

A.35 The City intends to utilize Marshall and Swift to generate cost approach values for residential and commercial parcels in the future. We do not currently have sufficient attributes to be able to accomplish this so a solution must be proposed that would either lay out a plan for the collection of the additional data, or to modify the existing Marshall and Swift reference so that it can be used with the data that we currently possess.

The Request for Proposals (RFP) for the Development, Installation and Implementation of a Computer-Assisted Mass Appraisal (CAMA) System for the Department of Finance is hereby amended to incorporate the information presented herein. Proposers must acknowledge receipt of Addendum Number Two in writing, using the form set forth in Appendix B (Acknowledgment of Addenda) on page 21 of the RFP, or your submission may be deemed non-responsive. Prospective proposers are further reminded that proposals are due on July 21, 2006 by 3:00 p.m.

Robert Schaffer
Agency Chief Contracting Officer