

(This table of contents was written by DOR in order to combine all related RPF files into one document).

Section	Page Number
Part A: Instructions and Information about the RFP Process	2 - 16
Part B: Contract	17 - 50
Part C: Proposal Requirements	51 - 68
Appendix A	69 - 69
Appendix B	70 - 73
Appendix D	74 - 76
Appendix E	77 - 89
Appendix F	90 - 90
Appendix G	91 - 92
Appendix H	93 - 94
Appendix I	95 - 118
Appendix J	119 - 119
Appendix K	120 - 120
Appendix M	121 - 137
Appendix N	138 - 139
Appendix C	140 - 178
Appendix L	179 - 319
Attachment A	320 - 346
Attachment B	omitted
Attachment C	347 - 355
Attachment D	356 - 397
Attachment E	398 - 439
Attachment F	440 - 442
Attachment G	443 - 458
Attachment H	459 - 477
Attachment I	478 - 479
Attachment J	480 - 480
Attachment K	481 - 481
Attachment L	482 - 482

Request for Proposals Part A



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

ADVERTISED DATE: FEBRUARY 28, 2008

Request for Proposals (RFP) Title: Property Based System (PBS) Replacement

RFP Number: 1041-08AMW

Due Date: March 27, 2008 – 2:00 p.m.

Buyer: Ann Wornstaff, ann.wornstaff@kingcounty.gov, 206-263-9318

Pre-proposal Conference:

A pre-proposal conference to discuss questions related to this RFP will be held at the Chinook Building, 401 Fifth Avenue, Seattle WA, 3rd floor, Conference Room 310, on March 13, 2008 at 9:00 a.m. A bridge conference line is available. The bridge number is 206-205-0999.

Sealed Proposals are hereby solicited and will **only** be received by:

King County Procurement Services Section
New County Office Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

Note: This RFP consists of Three Parts:

Part A – Instructions and Information about the RFP Process

Part B – The Contract King County intends to enter with the selected Proposer

Part C – Scope of Work, Proposal Requirements, Price Information, Appendixes, Attachments

We acknowledge that all Addenda issued for this RFP have been examined as part of the proposal documents.

Company Name

Address

City/State /Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

Prime Proposer SCS / DBE Certification number (if applicable)

This Request for Proposal will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

RFP PART A - TABLE OF CONTENTS

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A OF THE RFP3

SECTION 1 PROPOSAL PREPARATION.....4

- 1.1 Proposal Submission 4
- 1.2 King County Internet Web Site..... 4
- 1.3 Late Proposals 4
- 1.4 Cancellation of RFP or Postponement of Proposal Opening..... 4
- 1.5 Proposal Signature 5
- 1.6 Addenda..... 5
- 1.7 Questions and Interpretation of the RFP..... 5
- 1.8 Schedule 5
- 1.9 Inquiries 5
- 1.10 Preproposal Conference 5
- 1.11 Examination of Proposal and Contract Documents 6
- 1.12 Cost of Proposals and Samples..... 6
- 1.13 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date..... 6
- 1.14 Proposal Withdrawal After Public Opening 6
- 1.15 Error and Administrative Corrections 6
- 1.16 Compliance with RFP Terms, Attachments and Addenda..... 8
- 1.17 Forms Required before Contract Signing..... 9
- 1.18 Collusion 10
- 1.19 Proposal Price and Effective Date 10
- 1.20 Procedure When Only One Proposal Is Received..... 10
- 1.21 Protest Procedures 10
- 1.22 Supported Employment Program..... 10

SECTION 2 PROPOSAL EVALUATION AND CONTRACT AWARD.....11

- 2.1 Proposal Evaluation 11
- 2.2 King County Contracting Opportunities Program (use only when SCS is applicable) 12
- 2.3 Responsive and Responsible 12
- 2.4 Financial Resources and Auditing..... 13
- 2.5 Evaluation Criteria and Proposal Scoring 13
- 2.6 Public Disclosure of Proposals..... 14

PROPOSAL LABEL 15

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A OF THE RFP

Words and terms applicable to the Contract are defined in Part B

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the County during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the County.

Days: Calendar days.

Proposal Evaluators (PE): Team of people appointed by the County to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals, also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings which are available to Proposers for information and reference in preparing proposals but not as part of this Contract.

SECTION 1 PROPOSAL PREPARATION

1.1 Proposal Submission

Proposers are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed proposals shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this RFP or as amended. The proposals shall show the title and number, the due date specified, and the name and address of the Proposer on the face of the envelope. Proposers are cautioned that failure to comply may result in non-acceptance of the proposal. The Proposer accepts all risks of late delivery of mailed proposals or of misdelivery regardless of fault. Proposals properly and timely submitted will be publicly opened.

Proposals will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one proposal for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a proposal, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this RFP and state the reason they did not submit a proposal.

1.2 King County Internet Web Site

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at http://www.metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx.

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access [Contact Us >> Registration Form](#). Thank you for your cooperation.

Only proposals, modifications of proposals received in accordance with the requirements of this RFP will be accepted. Facsimile or electronic proposals will not be considered.

After all Proposals have been opened, the County will post a listing of the Proposers submitting Proposals, or the name of a person to contact for information at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

1.3 Late Proposals

Proposals, modifications of proposals, received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.4 Cancellation of RFP or Postponement of Proposal Opening

The County reserves the right to cancel this RFP at any time. The County may change the date and time for submitting proposals prior to the date and time established for submittal.

1.5 Proposal Signature

Each proposal shall include a completed Proposal response form, the first page of this document, signed by an authorized representative of the Proposer.

1.6 Addenda

Proposer shall acknowledge receipt of all Addenda issued during the proposal process. Failure to acknowledge receipt of all addenda may result in a proposal being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County will issue a written Addendum to the RFP.

1.7 Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any Proposer. All questions and any explanations must be requested in writing and directed to the Buyer no later than **five (5) Days** prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. **Communications concerning this proposal, with other than the listed Buyer may cause the Proposer to be disqualified.**

1.8 Schedule

<u>Day/Month/Year</u>	<u>Event</u>
<u>02/28/08</u>	Public announcement of Request for Proposals
<u>03/06/08</u>	Preproposal questions due, in writing
<u>03/13/08</u>	Preproposal conference
<u>03/20/08</u>	Last questions due, in writing
<u>03/27/08</u>	Proposals due
<u>03/31/08</u>	*Begin Evaluation of Proposals
<u>05/16/08–08/14/08</u>	*Begin Interviews/Demonstrations/conduct Site Visits if applicable
<u>05/16/08-08/14/08</u>	*Begin Negotiations
<u>08/16/08-12/31/08</u>	*Execute Contract

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

1.9 Inquiries

Inquiries concerning the procurement process shall be directed to Ann Wornstaff at e-mail address: ann.wornstaff@kingcounty.gov or at phone number 206-263-9318 or FAX number 206-296-7676 or in writing to the County's Procurement & Contract Services Section, 3rd floor, Chinook Building, Mailstop CNK-ES-0340, 401 Fifth Avenue, Seattle, WA 98104.

Communications concerning this RFP, with other than the listed buyer may cause the Proposer to be disqualified.

1.10 Preproposal Conference

A preproposal conference will be held at **9:00 a.m. on March 13, 2008** at the **Chinook Building at 401 Fifth Avenue Seattle, WA 98104, 3rd floor, Conference Room 310**. All prospective Proposers are strongly encouraged to attend. The intent of the preproposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses; these questions should be E-mailed to the Buyer

before the close of business March 6, 2008. Questions will be encouraged during the preproposal conference also.

1.11 Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with the above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

1.12 Cost of Proposals and Samples

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

1.13 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may submit a modification of a proposal previously submitted to the County. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person by a Proposer or authorized representative provided their identity is made known and they sign a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for receipt of proposals. All requests for modification or withdrawal of proposals, whether in person or written, shall not reveal the amount of the original proposal.

1.14 Proposal Withdrawal After Public Opening

Except for claims of error granted by the County, no Proposer may withdraw a proposal after the date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFP, unless the award is delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.15 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

Proposal Content Requirements

A. The proposal shall contain the following items and follow the exact sequence outlined below:

1. Executive Summary or Overview of Proposal – two pages maximum.
2. Submit your proposal in the below order of sequence:

Part A - Instructions and Information about the RFP Process

Cover sheet with Proposer's Signature

Compliance Forms:

- [Equal Benefit Worksheet and Declaration :](#)
- [Personnel Inventory Report*:](#)
- [Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity*:](#)
- [Statement of Compliance – Union or Employee Referral Agency Statement*:](#)
- [Internal Revenue Service Form W-9 *](#)
- [504/ADA Assurance of Compliance](#)

*If not on file with the County within the past two years.

Part B – Contract:

Identify any exceptions to terms and conditions and attachments with a signed letter from an attorney or authorized representative

Part C - Proposal Requirements

Proposer's Response to RFP Questions

Price Proposal

Appendices:

Appendix A – Current List of Existing Real Property Account Types*

Appendix B – Glossary*

Appendix C – Reports. (PDF, 6.3MB)

Appendix D – Remittance Scanners*

Appendix E.1 – King County System Integration*

Appendix E.2a – Data Files Interface to ARMS System [Accounting System] *

Appendix E.2b – Data Files Interface From ETAX System*

Appendix E.2c – Data Files Interface to GIS System*

Appendix E.2d – Data Files Interface to CAMA*

Appendix F – Parcel Count*

Appendix G – Primary Users of the PBS System*

Appendix H – PBS Technology Standards*

Appendix I.1a – Sample Screen Shoot [PPIB] *

Appendix I.1b – Sample Screen Shoot [AN07] *

Appendix I.1c – Sample Screen Shoot [REFN] *
Appendix I.1d – Sample Screen Shoot [LFFF] *
Appendix I.2 – Intentionally Omitted*
Appendix 1.3 – Property Tax Information for Counter Staff*
Appendix J – One Too Many*
Appendix K – OIRM Organization Chart*
Appendix L – PBS Replacement Project. (PDF, 3MB)
Appendix M – Calculation Examples*
Appendix N – Business Cycle Calendar*

*Appendices marked with asterisk are compiled in ascending order.
Access

http://www.metrokc.gov/procurement/rfpdocs/2008/FebruaryGoodsAndServices/1041-08/1041-08_appendices.pdf (PDF, 1.7MB)

Attachments

Attachment A – King County Global Req (Excel, 134KB)
Attachment B – Intentionally Omitted (Excel, 31KB)
Attachment C – King County Property Valuation (Excel, 63KB)
Attachment D - King County Account Administration (Excel, 200KB)
Attachment E - King County Tax and Fee Accounting (Excel, 168KB)
Attachment F – King County LIDS (Excel, 37KB)
Attachment G – King County Technical (Excel, 109KB)
Attachment H – Vendor Profile Support and Project Management (Excel, 89KB)
Attachment I – Price Collection (Excel, 23KB)
Attachment J – Vendor Operating Environment (Excel, 29KB)
Attachment K – Sample Screenshot (Word, 45KB)
Attachment L – Sample Standard Reports (Word, 38KB)

Submit **Twelve (12)** copies of the proposal and attachments. One original [marked ORIGINAL] shall be unbound.

1. Proposers shall submit with their proposal an exact duplicate of the original proposal, excluding the pricing information, on **Three (3)** compact disks in Adobe Acrobat™ format.

1.16 Compliance with RFP Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –

- Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
 - Any proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
 - Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- D. The County may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the County determines that the proposal continues to be advantageous to the County.
- E. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- F. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.17 Acceptance of Contract, Attachments and Addenda

Proposer(s) shall review Part B Contract, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the proposal.

If there are exceptions taken to the terms and conditions in Part B Contract and any of its attachments, the Proposer's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and Part B Contract as an attachment to the proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked in Part B Contract using the tracking changes feature in Microsoft Word®.

The project schedule is such that it requires a very efficient proposal review and negotiation period. It is very important that any possible roadblocks or issues the Proposer may have with the terms and conditions are identified during the proposal process and resolved prior to proceeding with the Contract negotiations.

1.18 Insurance Forms Required before Contract Signing

The Proposer shall to submit within five (5) Days of notification from the County the insurance certificate and endorsement meeting the levels of coverage set forth in this RFP.

1.19 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The County's determination shall be final.

1.20 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for 300 Days after the proposal due date, unless extended by agreement.

1.21 Procedure When Only One Proposal Is Received

If the County receives a single responsive, responsible proposal, the County may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.22 Protest Procedures

King County has a process in place for receiving protests based upon the RFP or contract awards. The protest procedures are available at this web site

http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc

1.23 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your proposal. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

SECTION 2 PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 Proposal Evaluation

- A. The County will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the County determines that the proposal is not within the Competitive Range the County shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the County may issue to all remaining potentially acceptable Proposers within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.
- F. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

2.2 Project Funding

Any contract to proceed with this PBS Replacement Project is contingent upon receiving appropriation authority from the County Council. At the time of advertisement of this RFP, funding for this project has not yet been secured. While it is anticipated that funding may be appropriated on or about November 2008, King County makes no assurance that such appropriation authority will ultimately be granted or that this Project will proceed.

2.3 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) through the use of rating points in the award of King County competitively solicited contracts for the acquisition of technical services. The program is open to all firms that are certified as an SCS by King County's Business Development and Contract Compliance Office.

A "Small Contractors and Suppliers" (SCS) means that a business and the person or persons who own and control it are in a financial condition, which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SCS by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Website address: <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the BDCC office at 206-205 0711.

In the evaluation of proposals, points will be allotted for SCS participation. King County will count only the participation of SCSs that are certified by King County at the date and time of proposal submittal. After tabulation of the selection criteria points of all prime submitters points shall be added to the score of all proposals that meet at least one of the two following sub-criterion:

- A. If the Prime submitter is a SCS firm that anticipates performing work for the entire contract unassisted and includes the SCS certification number on page one of this submittal.
- B. If the Prime submitter is not an SCS but will use SCSs for at least 5% of the total value of the work to be performed in this contract, and who complete the following table and include it in their proposal submission.

SCS Certification Number	Sub-Consultant Name	Contact Name / Phone	Work to be performed	Percentage of Total Hours

SCS participation shall be counted only for SCSs performing a commercially useful function according to custom and practice in the industry. A commercially useful function is defined as a specific scope of work for which the SCS has the management and technical expertise to perform using its own workforce and resources.

2.4 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible

In determining the responsibility of the Proposer, the County may consider:

- the ability, capacity and skill to perform the Contract and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times proposed;
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

2.5 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.6 Evaluation Criteria and Proposal Scoring

Each proposal has a total possible score of 340 points with the points assigned as follows:

	Proposal Evaluation Criteria	Points
PRICING	Proposal Price, Refer to Criteria in Attachment I Proposers may be requested to submit revised pricing information after demonstrations	15
TECHNICAL REQUIREMENTS	Ability to meet technical requirements System, Data and Database Requirements Electronic Documents and Workflow System Design, Integration and Training Reporting and Data Analysis	20
VENDOR PROFILE, SUPPORT AND PROJECT MANAGEMENT	Vendor Qualifications Vendor Profile Maintenance and Support Train, Test and Implementation	25
FUNCTIONAL	Global Requirements	40

	Proposal Evaluation Criteria	Points
REQUIREMENTS	Property Valuation Account Administration Tax and Fee Accounting Local Improvement District (LIDS)	
TERMS AND CONDITIONS	Compliance with Part B, Contract Terms and Conditions	26
SCS	Small Contractors and Suppliers (SCS)	34
VENDOR DEMONSTRATIONS	Detailed Demonstrations Data Entry Ease of Use Output Overall	90
OFF-SITE VISITS	Off Site Client Visits and/or Vendor Headquarter visit	90
Total Evaluation		340

2.7 Public Disclosure of Proposals

This procurement is subject to the Washington Public Disclosure Act, RCW (Revised Code of Washington) 42.17.250 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the contract has been made, the proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County will release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

PROPOSAL LABEL

Complete the form below (or reasonable facsimile) and affix to the exterior lower left hand corner of the submission envelope(s), box(es), etc.

URGENT – SEALED PROPOSAL ENCLOSED Do Not Delay – Deliver Immediately	
 King County	King County Procurement & Contract Services Section Chinook Building, 3 rd FL CNK-ES-0340 401 Fifth Avenue Seattle, WA 98104
Proposal Number.	1041-08AMW
Proposal Title	Property Based System (PBS) Replacement
Opening Date	
Firm Name	

URGENT

URGENT

URGENT

Sample Document

**PART B
TECHNOLOGY CONTRACT**



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

THIS CONTRACT, made this _____ Day of _____, 200__, by and between King County, Washington, a home rule charter county and a political subdivision of the State of Washington (hereinafter "County") and _____ with its principal place of business at _____ (hereinafter "Contractor").

WITNESSETH:

WHEREAS, the County has caused Contract documents for:

Contract No.: _____

Contract Title: _____

to be prepared for certain Work as described therein; and

WHEREAS, the Contractor has assured the County that it has the specialized expertise and experience necessary to properly Provide the goods and Services in a timely manner and that its proposal includes all of the functions and features required for the goods and Services; and

WHEREAS, the County has accepted the Contractor's offer to provide the goods and Services in accordance with the Contract's terms, Scope of Work and proposal documents; and

WHEREAS, by executing this Contract, the Contractor represents that the waiver of the Contractor's immunity under industrial insurance, Title 51 RCW, as set forth in the Contract documents was mutually negotiated by the parties; and

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to supply the goods and Services at the price and on the terms and conditions herein contained, and to assume and perform all of the covenants and conditions herein required of the Contractor, and the County agrees to pay the Contractor the Contract price provided herein for the supply of the goods and Services and the performance of the covenants set forth herein.

THE FURTHER TERMS, CONDITIONS AND COVENANTS of the Contract are set forth in the following exhibit parts each of which is attached hereto and by this reference made a part hereof in the following order of precedence: **[1]** Contract Amendment; **[2]** the Contract Document which includes: Definition of Words and Terms, Standard Contractual Terms and Conditions, Specific Contractual Terms and Conditions, Insurance Requirements, Scope of Work, and Attachments A) Price, B) Equal Benefits Declaration and Worksheet, C) Personnel Inventory Report, D) Affidavit and Certificate of Compliance, E) Contractor's Statement of Union or Employee Referral Agency, F) 504/ADA Assurance of Compliance, G) Software License Agreement, H) Maintenance Agreement, I) Contractor's Insurance Forms; **[3]** RFP Addenda; **[4]** Request for Proposals; **[5]** Best and Final Offer; and **[6]** Contractor's Proposal.

COMPANY NAME

KING COUNTY

Authorized Signature

Authorized Signature

Name and Title (Print or Type)

Name and Title (Print or Type)

Date Accepted: _____

Date Accepted: _____

Approved as to form only: _____

TABLE OF CONTENTS

DEFINITION OF WORDS AND TERMS	4
SECTION 1 STANDARD CONTRACTUAL TERMS AND CONDITIONS.....	6
1.1 Administration	6
1.2 Contract Amendment	6
1.3 Termination for Convenience/Default/Non-Appropriation	6
1.4 Force Majeure	7
1.5 Washington State Sales Tax.....	8
1.6 Taxes, Licenses, and Certificate Requirements.....	8
1.7 Assignment	8
1.18 Indemnification and Hold Harmless	8
1.8 Applicable Law and Forum.....	9
1.9 Conflicts of Interest and Non-Competitive Practices.....	9
1.10 Claims and Appeals	10
1.11 Mediation.....	11
1.12 Maintenance Of Records	11
1.13 Other Public Agency Orders	12
1.14 Recycled Products Policy.....	12
1.15 Nondiscrimination and Equal Employment Opportunity.....	12
1.16 Severability.....	14
1.17 No waiver of Breach.....	14
1.18 Equal Benefits to Employees with Domestic Partners	15
SECTION 2 SPECIFIC CONTRACTUAL TERMS AND CONDITIONS	16
2.1 Execution of the Contract.....	16
2.2 Contract Term	16
2.3 Notices	16
2.4 Payment Procedures.....	17
2.5 Advance Payment Prohibited.....	17
2.6 Purchase Orders	17
2.7 Pricing	17
2.8 Shipping Charges.....	18
2.9 Acceptance Process	18
2.10 Final Acceptance Process.....	18
2.11 Warranty Provisions	19
2.12 Express Warranties for Services	19
2.13 Express Warranties for Software	20
2.14 Warranty Remedies	21
2.15 Defective Work.....	21
2.16 Software Warranty Process	21
2.17 Software Maintenance	22
2.18 Independent Status of Contractor	22
2.19 Non-Disclosure of Data	22
2.20 Non-Disclosure Obligation	22
2.21 Public Disclosure Requests	22
2.22 Product Return.....	23
2.23 No Prototype Components.....	23
2.24 Design Defects.....	23
2.25 Changed Requirements	23
2.26 Patents, Copyrights and Rights in Data	23
2.27 Software License.....	24

2.28	Disaster Recovery	24
2.29	Authorized Users.....	24
2.30	Bug Status Reports	24
2.31	Enhancements, Upgrades, Replacements and New Versions of Software	24
2.32	HIPAA – Protecting Patient Privacy	25
SECTION 3	INSURANCE REQUIREMENTS	26
3.1	Evidence and Cancellation of Insurance	26
3.2	Insurance Requirements	26
3.3	The Contractor shall maintain limits no less than, for:	27

Sample Document

DEFINITION OF WORDS AND TERMS

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Acceptance or Accepted: Written Documentation of the County's determination that the Contractor's Work has been completed in accordance with the Contract.

Buyer: Individual designated by the County to conduct the Contract solicitation process, draft and negotiate Contracts, resolves contractual issues and supports the Project Manager during Contract performance.

Contract Amendment: A written change to the Contract modifying, deleting or adding to the terms or Scope of Work, signed by both parties, with or without notice to the sureties.

Contract or Contract Documents: The writings and drawings embodying the legally binding obligations between the County and the Contractor for completion of the Work under the Contract as set forth on Page 2 of this document.

Contractor: The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, contracting with the County for the performance of Services or Work under the Contract.

Cost Analysis: The review, evaluation and verification of cost data and the evaluation of the specific elements of costs and profit. Cost Analysis is the application of judgment utilizing criteria to project from the data to the estimated costs in order to form an opinion on the degree to which proposed costs represent what the Contract should cost, assuming reasonable economy and efficiency.

County: King County and its officers, employees, agents, contractors, and subcontractors.¹

Day: Calendar Day.

Documentation: Technical publications and/or documentation relating to the use of the Software or Services to be Provided and delivered by Contractor under this Contract, such as reference manuals, training manuals, user manuals, maintenance manuals, installation, systems administration and technical guides designed to instruct the County on the features, uses, and functions of the Software or Services.²

Effective Date: The date the Contract is countersigned by the County.

Enhancement: Technical or functional additions to the Software to improve Software Functionality and/or operations. Enhancements are delivered with new releases of the Software.

Error: An unanticipated Software problem resulting in program behavior not following the Software's logical design and/or the Contract.

Final Acceptance: The point when King County acknowledges that the Contractor has performed the entire Work in accordance with the Contract.

Object Code: The executable, machine-readable, form of a software program. Object code is instruction code in machine language produced as the output of a compiler or an assembler.

Person: Includes individuals, associations, firms, companies, corporations, partnerships, and joint ventures.

Price Analysis: The process of examining and evaluating a price without evaluating its separate cost elements and proposed profit.

Project Manager: The individual designated by the County to manage the project on a daily basis and who may represent the County for Contract administration. This Contract may be part of a larger County project.

Provide: Furnish without additional charge.

RCW: The Revised Code of Washington.

Scope of Work (SOW): A section of the Contract consisting of written descriptions of Services to be performed, or the goods to be provided or the technical requirements to be fulfilled under this Contract contained within Scope of Work Section.

Services: The furnishing of labor, time or effort by a Contractor, including Software Maintenance or Support, custom Software, or consulting but not involving the delivery of any specific manufactured goods.

Software: All or any portion of the then commercially available version(s) of the computer Software programs and Enhancements thereto, including Source Code, localized versions of the computer Software programs and Enhancements thereto, including Source Code and Documentation licensed and delivered by Contractor to the County.

Source Code: A set of instructions, written in a programming language, that must be translated to machine instructions before the program can run on a computer. These instructions must be compiled into Object Code before the computer can understand them.

Subcontractor: The individual, association, partnership, firm, company, corporation, or joint venture entering into an agreement with the Contractor to perform any portion of the Work covered by this Contract.

Update: All published revisions to the Documentation and copies of the new release of the Software, which are not designated by Contractor as new products.

Upgrade: Subsequent releases of the Software and Documentation that generally have a new major version number, i.e. version 6.3 to version 7.0, not 6.3 to 6.4.

Virus: Software code that is intentionally and specifically constructed for the purpose of destroying, interrupting or otherwise adversely impacting other code or data in a computer, such as replicating itself or another program many times without any useful purpose.

Work: Everything to be Provided and done for the fulfillment of the Contract and shall include all Software, Hardware and Services specified under this Contract, including Contract Amendments and settlements.

SECTION 1 STANDARD CONTRACTUAL TERMS AND CONDITIONS

1.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the Work described herein. The County is not party to defining the division of Work between the Contractor and its Subcontractors, if any, and the Scope of Work has not been written with this intent.

The Contractor represents that it has or shall obtain all personnel, materials and equipment required to perform Work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by County personnel. Reports and data required to be Provided by the Contractor shall be delivered to the County as described herein.

1.2 Contract Amendment

All changes to the Contract shall be through a Contract Amendment. No oral order or conduct by the County shall constitute a change to the Contract. If any Contract Amendment causes an increase or decrease in the cost of, or the time required for performance of any part of the Work under this Contract, the Contract may be modified if agreed to in writing by both parties. Contract Amendments may require a Cost/Price Analysis to determine the reasonableness of the proposed adjustments to the Contract.

Ref: KC CON 7-8-1 (AEP).

1.3 Termination for Convenience/Default/Non-Appropriation

A. Termination for Convenience

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop Work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor shall be paid its costs, including necessary and reasonable Contract closeout costs and profit on that portion of the Work performed and Accepted up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis.

B. Termination for Default

If the Contractor does not deliver Work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or if the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

1. A "Notice to Cure" shall be served on the Contractor by certified mail (return receipt requested) or delivery service capable of providing a receipt. The Contractor shall have ten (10) Days to cure the default or Provide the County with a detailed written plan,

which indicates the time and methods needed to bring the Work into compliance and cure the default.

2. If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.
3. The Contractor shall only be paid for Work delivered and Accepted, less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis.
4. The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

If expected or actual funding is withdrawn, reduced or limited in any way during the Contract term or in any Contract Amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.5, payment shall not exceed the appropriation for the year in which termination is effected. If the Contract is terminated for non-appropriation:

1. The County shall be liable only for payment in accordance with the terms of this Contract for Services performed and Accepted prior to the effective date of termination; and,
2. The Contractor shall be released from any obligation under this Contract (including any related purchase order) to Provide further Work pursuant to the Contract.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

1.4 Force Majeure

The term "force majeure" shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, terrorism, fire, accidents, shutdowns for purpose of emergency repairs, industrial, civil or public disturbances causing the inability to perform the requirements of this Contract. If a party is rendered unable, wholly or in part, by a force majeure event or any other cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default. Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

1.5 Washington State Sales Tax

The County shall make payment directly to the State of Washington for all applicable State sales taxes if the Contractor is not registered for payment of sales taxes in the State of Washington. If the Contractor is so registered, it shall add the sales tax to each invoice and upon receipt of payment from the County, promptly remit appropriate amounts to the State of Washington.

1.6 Taxes, Licenses, and Certificate Requirements

This Contract and any of the Work Provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to Provide the specified goods or Services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required licenses or certificates are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and Subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as may be required to Provide the Work under this Contract.

1.7 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. An assignment shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

1.18 Indemnification and Hold Harmless

A. Patent and Copyright Indemnity

The Contractor shall protect, indemnify, defend and save harmless the County from any and all claims or lawsuits alleging a violation of a third party's copyright or patent rights. So long as the County gives Contractor prompt notice of any infringement claim brought against the County regarding the Software and the County gives Contractor information, reasonable assistance, and sole authority to defend or settle any infringement claim, then, in the defense or settlement of an infringement claim, Contractor shall, in its reasonable judgment and at its option and expense: (i) obtain for the County the right to continue using the Software; (ii) replace or modify the Software so that it becomes noninfringing while giving equivalent performance; or (iii) if Contractor cannot obtain the remedies in (i) or (ii), the parties may proceed to a court of competent jurisdiction to determine the amount of fees that shall be returned to the County. Before final payment is made on this Contract, the Contractor shall, if requested by the County, furnish acceptable proof of a proper release from all such fees or claims. Contractor shall have no liability to indemnify or defend the County to the extent the alleged infringement is based on: (i) a modification of the Software the County or others authorized by the County but not by the Contractor; or (ii) use of the Software by other than in accordance with the Documentation. If the County is required to defend itself or enter into a settlement agreement due to Contractor's failure to defend, Contractor

shall indemnify the County for its costs and expenses as well as any judgment entered against the County.

B. Indemnification For All Other Actions

Contractor shall protect, defend, indemnify and save harmless the County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages for injuries to Persons and/or damage to tangible property, arising out of or in any way resulting from the acts or omissions of the Contractor its officers, employees, Subcontractors and/or agents. Contractor's indemnification obligation shall include but is not limited to, all claims against the County by an employee or former employee of the Contractor or its Subcontractors, and the Contractor expressly waives by mutual negotiation, with respect to the County only, all immunity and limitation on liability under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In the event the County incurs any costs including attorneys' fees to enforce the provisions of this subsection, all such costs and fees shall be recoverable from the Indemnitor.

C. Limitation of Liability

Except for the County's intentional and willful violations of Contractor's intellectual or proprietary rights, which can be attributed to the County management, and injuries to persons by either party, neither party shall be liable for any indirect, incidental, special or consequential damages, including but not limited to lost data or profits, however arising, even if it has been advised of the possibility of such damages. Excluding damages incurred under the paragraphs A and B, either party's liability for damages to the other under this Contract shall be limited to (__ X times) the value of the Contract or one million dollars whichever is greater. The parties agree to the allocation of liability of risk set forth in this subsection.

1.8 Applicable Law and Forum

This contract shall be governed by and construed according to the laws of the State of Washington, including but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract may only be filed and prosecuted in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle, Washington.

1.9 Conflicts of Interest and Non-Competitive Practices

A. Conflict of Interest

By entering into this Contract to perform Work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest in the Contract, and that it shall not acquire any interest that conflicts in any manner or degree with the Work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

B. Contingent Fees and Gratuities

By entering into this Contract to perform Work, the Contractor represents that:

1. No Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid.
2. No gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any of its agents, employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.
3. Any Person having an existing Contract with the County or seeking to obtain a Contract who willfully attempts to secure preferential treatment in his or her dealings with the County by offering any valuable consideration, thing or promise, in any form to any County official or employee shall have his or her current Contracts with the County canceled and shall not be able to enter into any other Contracts with King County for a period of two (2) years.

C. Disclosure of Current and Former County Employees

To avoid any actual or potential conflict of interest or unethical conduct:

1. County employees or former County employees are prohibited from assisting with the preparation of proposals or contracting with, influencing, advocating, advising or consulting with a third party, including Contractor, while employed by the County or within one (1) year after leaving County employment if he/she participated in determining the Work to be done or processes to be followed while a County employee.
2. Contractor shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's termination of this Contract.
3. After Contract award, the Contractor is responsible for notifying the County of current or former County employees who may become involved in the Contract at any time during the term of the Contract.

Ref: K.C.C. 3.04.015, 3.04.20, 3.04.30, 3.04.035, 3.04.060.

1.10 Claims and Appeals

The Contractor shall address claims for additional time or compensation under the Contract in writing to the Buyer and Project Manager within ten (10) Days of the date in which the Contractor knows or should know of the basis for the claim. Claims shall be accompanied by supporting documentation and citation to applicable provisions in the Contract Documents. The county reserves the right to request additional documentation necessary to adequately review the claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision issued jointly, but absent such written response, the claim shall be deemed denied upon the tenth (10th) Day following receipt by the Buyer and Project Manager of the claim, or requested additional documentation, whichever is later.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall, within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall

include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager on additional time or compensation claims shall be a condition precedent to litigation.

Pending final decision of a claim and appeal hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manager. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgment of prejudice to the County.

1.11 Mediation

If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be resolved through the claims and appeal process set forth in the Claims and Appeals Section above, the parties may, upon mutual agreement, endeavor to settle the dispute in an amicable manner by mediation, or other agreed form of ADR process, prior to commencing litigation.

1.12 Maintenance Of Records

A. Retention of Records

The Contractor and its Subcontractors shall maintain books, records and documents of its performance under this Contract in accordance with generally accepted accounting principles for governmental entities. The Contractor shall retain all financial information, data and records for all Work under the Contract for six (6) years after the date of final payment.

B. Audit Access

1. Federal, state or County auditors shall have access to Contractor's and its Subcontractors' records for the purpose of inspection, Cost or Price Analysis, audit or other reasonable purposes related to this Contract. Federal, state or County auditors shall have access to records and be able to copy such records during the Contractor's normal business hours. The Contractor shall Provide proper facilities for such access, inspection and copying.
2. Audits may be conducted during or after the Contract period for purposes of evaluating claims by or payments to the Contractor and for any other reason deemed appropriate and necessary by the County. Audits shall be conducted in accordance with generally accepted accounting principles for governmental entities and/or federal, state or County audit procedures, laws or regulations. The Contractor shall fully cooperate with the auditor(s).

3. Proof of Compliance with Contract

The Contractor shall, upon request, provide the County with satisfactory documentation of the Contractor's compliance with the Contract.

In addition, the Contractor shall permit the County and if federally funded, the Comptroller General of the United States, or a duly authorized representative, to inspect all Work, materials, payrolls and other data and records involving the Contract.

Ref: KCC 2.20.035, 2.20.040, 2.20.050, RCW 43.09.050, 43.88, 42.40.020, 42.40.040m 42.160.

1.13 Other Public Agency Orders

Other federal, state, county and local entities may utilize the terms and conditions established by this Contract if agreeable to all parties. The County does not accept any responsibility or involvement in the purchase orders or Contracts issued by other public agencies.

1.14 Recycled Products Policy

Contractors able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them.

The Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the Contract and shall, whenever practicable, use both sides of the paper.

Reference: KCC 10.16 and King County Executive Policy CON 7-1-2.

1.15 Nondiscrimination and Equal Employment Opportunity

A. Nondiscrimination in Employment and Provision of Services

During the performance of this Contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of Services or any other benefits under this Contract. King County Code Chapter 12.16 is incorporated herein by reference, and such requirements shall apply to this Contract.

B. Nondiscrimination in Subcontracting Practices

During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County Contracts or to obtain or compete for Contracts and subcontracts as sources of supplies, equipment, and Services. In considering offers from and doing business with Subcontractors and suppliers, the Contractor shall not discriminate against any Person on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

Ref: KCC 12.16.020.

C. Compliance with Laws and Regulations

The Contractor shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit discrimination.

D. Unfair Employment Practices.

King County Code Chapter 12.18 is incorporated by reference as if fully set forth herein and such requirements apply to this Contract.

E. Record-keeping Requirements and Site Visits

The County may, at any time, visit the project site, Contractor's and Subcontractors' offices to review records related to the solicitation, utilization, and payment to Subcontractors and suppliers

in compliance with Executive Order 11246 as amended by Executive Order 11375. This provision includes compliance with any other requirements of this section. The Contractor shall Provide all reasonable assistance requested by King County during such visits. The Contractor shall maintain, for six (6) years after completion of all Work under this Contract, the following:

1. Records, including written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate on this Contract, and any other information necessary to document the actual use of and payment to Subcontractors and suppliers in this Contract.
2. The Contractor shall make the foregoing records available to the County for inspection and copying upon request. Any violation of the mandatory requirements of the provisions of this subsection shall be a material breach of Contract, which may result in termination of this Contract or such other remedy as the County deems appropriate, including but not limited to damages or withholding payment.

F. Discrimination In Contracting

King County Code Chapter 12.17 is incorporated by reference as if fully set forth herein and such requirements apply to this Contract. During the performance of this Contract, neither Contractor nor any party subcontracting under the authority of this Contract shall discriminate or engage in unfair contracting practices prohibited by KCC 12.17.

G. Small Contractors and Suppliers and Minority and Women Business Enterprises Opportunities - King County encourages the Contractor to utilize small businesses, including Small Contractors and Suppliers (SCS) and Minority-owned and Women-owned Businesses Enterprises (M/WBEs) in County contracts. The County encourages the Contractor to use the following voluntary practices to promote open competitive opportunities for small businesses, including SCS and M/WBEs:

1. Inquire about King County's Contracting Opportunities Program. Application materials are available at the following Web-site address:
<http://bdcc.metrokc.gov/bred/Lists/SCS%20Contractors/Public%20View1.htm>
2. Telephone 206-205-0700, TTY: Relay 711, for more information

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) in the award of King County contracts. The program is open to all firms SCS certified by King County's Business Development and Contract Compliance Office.

A "Small Contractors and Suppliers" (SCS) means that a business and the person or persons who own and control it are in a financial condition which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industry Classification System and Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SCS by the King County Business Development and Contract Compliance (BDCC) office. Information about

becoming a Certified Firm, as well as the Directory of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Web-site address:
<http://bdcc.metrokc.gov/bred/Lists/SCS%20Contractors/Public%20View1/htm>

or contacting the BDCC office at 206-205-0700.

3. King County's Directory of Certified Small Contractors and Suppliers (SCS) as an available resource to identify small businesses. The directory is available on the King County Contracting Opportunities Program Web site at the following address:
<http://bdcc.metrokc.gov/bred/Lists/SCS%20Certified%20Contractors/Public%20View1.htm>
4. or contacting the BDCC office at 206-205-0700, TTY: Relay 711.
5. Contact the Washington State Office of Minority and Women's Business Enterprises (OMWBE) to obtain a list of certified M/WBEs by visiting their Web-site at www.omwbe.wa.gov or by telephone 360-704-1181
6. Use the services of available community organizations, consultant groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses, including SCS and M/WBEs.

H. Compliance with Section 504 of the Rehabilitation Act of 1973

For all Contracts providing consulting, maintenance, training or other services, the Contractor shall complete a Disability Self-Evaluation Questionnaire. The 504/ADA Disability Assurance of Compliance will cover all programs and Services offered (including any Services not subject to this Contract) for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Contractor shall complete a 504/ADA Disability Assurance of Compliance.

Ref: KCC 12.16.060 D.

1.16 Severability

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid and enforceable and have the intent and economic effect as close as possible to the invalid, illegal and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

1.17 No waiver of Breach

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

1.18 Equal Benefits to Employees with Domestic Partners

Pursuant to Ordinance 14823, King County's "Equal Benefits" (EB) ordinance, and related administrative rules adopted by the County Executive, as a condition of award of a contract is valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with spouses, and employees with domestic partners during the performance of this Contract. Failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Contractor to administrative sanctions and remedies for breach.

When the contract is valued at \$25,000 or more, the Contractor shall complete a Worksheet and Declaration form for County review and acceptance prior to Contract execution. The EB Compliance forms, Ordinance 14823 (which is codified at KCC Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at:

<http://www.metrokc.gov/procurement/forms/default.aspx>.

Sample Document

SECTION 2 SPECIFIC CONTRACTUAL TERMS AND CONDITIONS

2.1 Execution of the Contract

The documents constituting the Contract between the County and the Contractor are intended to be complementary so that what is required by any one of them shall be as binding as if called for by all of them. In the event of any conflicting provisions or requirements within the several parts of the Contract documents, they shall take precedence as listed on the Contract, page 2. Upon the Effective Date, the County shall issue purchase orders directing the Work to be performed.

The Contract may be executed in counterparts, any of which shall be deemed an original and which shall together constitute one Contract.

2.2 Contract Term

The initial term of this Contract shall be **Implementation through Final Acceptance**, and may be extended for additional Four (4) one year increments, commencing on the Effective Date of the Contract and subject to the termination provisions at subsection 1.3, Termination for Convenience/Default/Non-Appropriation. The Warranty Period begins at Final Acceptance and continues for a period of twelve (12) months. Upon the completion of the Warranty Period, the Maintenance Agreement begins and continues from year to year unless terminated as described in this Contract. The maximum term for this Contract, consisting of the initial term plus extensions, is **Five (5) years** unless extended by written agreement signed by all parties. The Software License shall be perpetual.

2.3 Notices

All notices or documentation required or provided pursuant to this Contract shall be in writing and shall be deemed duly given when delivered to the addresses set forth below.

For Project Management related notices, questions or documentation:

KING COUNTY	CONTRACTOR
Project Manager -	
Seattle, WA	
206-	
xxxxx@kingcounty.gov	

For Contract related notices, questions or documentation contact:

King County Procurement and Contract Services Section	
M.S. CNK-ES-0340	
Chinook Building, 3rd Floor	
401 Fifth Avenue	
Seattle, WA 98104	
Buyer – Ann Wornstaff	
(206) 263-9318	
ann.wornstaff@kingcounty.gov	

2.4 Payment Procedures

A. Invoices

The Contractor for Work Accepted by the County shall furnish invoices to:

King County Accounts Payable
M/S CNK-ES-0320
Chinook Building, 3rd Floor
401 – Fifth Avenue
Seattle, WA 98104

Important – When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery Accepted by the County. All invoices shall include the following information: purchase order number, requester's name and phone number, date of invoice, invoice number and invoice total. For each item in the Contract, provide: item number, quantity, description, Contract price and when applicable provide the manufacture, list price and discounts. For Services, invoices shall identify either milestones Accepted, hours worked and Contract hourly rates, or authorized fees.

The County will not be bound by prices contained in an invoice that are higher than those in this Contract. The invoice may be rejected and returned to the Contractor for a correct invoice.

FAILURE TO COMPLY WITH THESE REQUIREMENTS OR TO PROVIDE AN INVOICE IN CONFORMANCE WITH THE CONTRACT MAY DELAY PAYMENT.

B. Payments

Within thirty (30) Days after receipt of an invoice, the County shall pay the Contractor for Accepted Work, upon acceptance of payment Contractor waives any claims for the Work covered by the Invoice.

C. Subcontractor Prompt Payment

The Contractor agrees to pay each Subcontractor under this Contract for satisfactory performance of its Subcontract within thirty (30) Days from the receipt of each payment the Contractor receives from the County.

2.5 Advance Payment Prohibited

No advance payment shall be made for the Work furnished by Contractor pursuant to this Contract.

Ref: Article VIII, § 7 of the Washington State Constitution.

2.6 Purchase Orders

Purchase orders shall be issued referencing this Contract number. Purchase order(s) shall define and authorize the Work by the Contractor based on the prices contained in this Contract. The purchase orders issued by the County may reflect agreed to modification(s) of Contract terms, funding or other matters subject to subsection 1.2, Contract Amendment.

2.7 Pricing

Prices shall be as stated in the Contract Price, and shall remain firm during the initial term. Any price adjustments shall be addressed in accordance with paragraph 1.2.

2.8 Shipping Charges

All prices shall include freight FOB to the designated delivery point. The County shall reject requests for additional compensation for freight charges.

2.9 Acceptance Process

The County may Accept Work by phase or milestone as specified in the Scope of Work. The Contractor will give the County “notice of completion” of Work related to a specific milestone following the Contractor’s completion of all such Work in accordance with the requirements in the Contract.

- A. Acceptance Process. Upon completion of the milestone deliverables, the Contractor will notify the County and the Acceptance process will commence. Acceptance shall be based on conformance with the Scope of Work. After notice by Contractor of completion of the milestone, County will issue a written notice of milestone Acceptance or provide Contractor with a notification of rejection, which will include documentation of the specific grounds for the rejection, outlining items not in compliance with the deliverable guidelines.
- B. Correction of Deficiencies Process. If a deliverable is rejected, Contractor will have a commercially practicable time to correct items documented in the County’s notification of rejection. Following the delivery of Contractors’ notice that the Work has been corrected, the County will issue a written notice of Acceptance or provide Contractor with a notification of rejection, which will include documentation of the specific grounds for the rejection, outlining Work not in compliance with the milestone. The project schedule will be adjusted accordingly in the event that a dispute regarding the method or accuracy of the correction causes a delay. If the deliverable(s) fails to comply with the milestone after Contractor’s second attempt to correct the Work and no clear plan can be agreed upon between the County Project Manager and the Contractor’s Project Manager, the County will determine the appropriate corrective actions.

2.10 Final Acceptance Process

The County shall begin the Final Acceptance process in accordance with the Contract as follows:

- A. The parties shall agree on the start date for the Acceptance test.
- B. The Acceptance test shall include thirty (30) Days of continuous operation of the Work without material defect in accordance with the Contract in the County’s fully implemented production environment.
- C. If the County Accepts the Work, the County will send a notice of Final Acceptance to the Contractor.
- D. If County determines that the Work is not Acceptable, the County shall notify the Contractor in writing, describing the deficiencies.
- E. The Contractor shall either Provide a detailed, written plan to achieve Final Acceptance or to make corrections or replacements within a mutually agreed upon time period. The parties shall mutually agree on a start date for beginning another Acceptance test.
- F. Another thirty (30) Day successful operation period shall follow any corrections or replacements to the Work. Two (2) or more thirty (30) Day operation Acceptance test periods can occur if mutually agreed to by the parties.

- G. If the County Accepts the Work following a second or subsequent Acceptance test the County will send a notice of Final Acceptance to the Contractor.
- H. If the Contractor does not correct or replace the unacceptable Work the County may declare a breach of Contract.

2.11 Warranty Provisions

- A. No Waiver of Warranties and Contract Rights. Conducting of tests and inspections, review of Scope of Work or plans, payment for Work, or Acceptance or Final Acceptance of the Work by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty/guarantee responsibility.
- B. Warranty Term. The Contractor warrants that the Work performed under this Contract shall be free from defects in material and workmanship, and shall conform all requirements of this Contract, for a period of twelve (12) months from date of Final Acceptance of such Work by the County. Any Work corrected shall be subject to this subsection to the same extent as the Work initially provided.
- C. Warranty Applicable to Third Party Suppliers, Vendors, Distributors and Subcontractors. The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor is responsible for liability and expense caused by any inconsistencies or differences between the warranties extended to the County by the Contractor and those extended to the Contractor by its suppliers, vendors, distributors and Subcontractors. Such inconsistency or difference shall not excuse the Contractor's full compliance with its obligations under this Contract. The Contractor shall cooperate with the County in facilitating warranty related Work by such suppliers, vendors, distributors and Subcontractors.

2.12 Express Warranties for Services

- A. Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract.
- B. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services.
- C. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.
- D. Contractor warrants that the performance of the Services and any Software Provided is free from intentional Viruses, disabling code or other intentional programming defects. Prohibited intentional programming defects include, but are not limited to, features such as "backdoor shutdown mechanisms", "time bombs", "automatic unauthorized connection to outside systems", programming that responds to or Provides information to outside systems' "pinging", and features that can "retire", "shut down", "cripple" or "stop" the Software. Contractor further warrants that neither the Software alone or through contact with the Contractor is capable of electronic self-help that may deprive the County of the use of the licensed Software.

THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

2.13 Express Warranties for Software

- A. Contractor warrants that on the date of Final Acceptance, the Software Provided hereunder shall be free from significant programming Errors and when used in accordance with this Contract shall operate and conform to the Scope of Work, performance capabilities, functions and other descriptions and standards as identified in this Contract and all supplemental information Provided by Contractor.
- B. Contractor warrants that it has full power and authority to license or sublicense the Software to the County without the consent of any other Person.
- C. Contractor warrants that the Software, the License to the County to use the Software, instructions for use of the Software, Documentation and the performance by Contractor of the Services, shall be in compliance with all applicable laws, rules and regulations.
- D. Contractor warrants the tapes, CD's, DVD's or other media delivered to the County to be free of defects in materials and workmanship under normal use for sixty (60) Days from the date of receipt by the County.
- E. Contractor warrants that the Software provided is free from intentional Viruses, disabling code or other intentional programming defects. Prohibited intentional programming defects include, but are not limited to, features such as "backdoor shutdown mechanisms", "time bombs", "automatic unauthorized connection to outside systems", programming that responds to or Provides information to outside systems' "pinging", and features that can "retire", "shut down", "cripple" or "stop" the Software. Contractor further warrants that neither the Software alone or through Contract with the Contractor is capable of electronic self-help that may deprive the County of the use of the licensed Software.
- F. Contractor warrants that future maintenance or Software releases shall not degrade the Software, cause a breach of any other warranty or require the County to purchase new or additional hardware or Software for continued operation of the Software.
- G. The Contractor warrants functionality as described in the Scope of Work and represents that the configuration identified in the Contract has been specifically selected and designed for the County as being an operationally efficient integration of hardware, Software and Services.
- H. Contractor shall be responsible for providing and implementing a Software system that is successfully integrated into the existing system environment of the County and meets the functional requirements as specified in this Contract.

THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

2.14 Warranty Remedies

- A. If at any time during the twelve (12) month period immediately following Final Acceptance of any Work covered by this Contract, Contractor or the County discovers one or more material defects or Errors in the Work or any other aspect in which the Work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, Error or nonconformity by, among other things, making additions, modifications or adjustments to the Software as may be necessary to keep the Software in operating order in conformity with the warranties herein. Any Work corrected shall be subject to this subsection to the same extent as the Work initially provided.
- B. During the sixty (60) Day media warranty period, the County may return defective media to Contractor and it shall be replaced without charge to the County.
- C. In order to qualify for remedial action under these warranties, the County shall report a warranty failure to the Contractor in writing within thirteen (13) months from the date of Final Acceptance. The Contractor shall not be responsible for remedial action under this warranty to the extent the failure to meet the warranty is caused by modification to the product(s) by the County or anyone other than the Contractor or its Subcontractors, unless under Contractor's or its Subcontractor's direction.
- D. The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected the defect within thirty (30) Days after receiving the written notice, the County, in its sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case, the County shall charge-back the cost for such warranty repair to the Contractor.
- E. The Contractor is responsible for all costs of repair or replacement in order to restore the Work to the applicable Contract requirements or Scope of Work, including shipping charges, for Work found defective within the warranty period, regardless of who actually corrects the defect.

2.15 Defective Work

Prior to Final Acceptance, when and as often as the County determines that the Work, furnished under the Contract is not fully and completely in accordance with any requirement of the Contract, it may give notice and description of such non-compliance to the Contractor. Within seven (7) Days of receiving such written notification, the Contractor shall supply the County with a detailed, written plan which indicates the time and methods needed to bring the Work in compliance with the Contract. The County may reject or accept this plan at its discretion. If the County rejects the plan the Contractor may be determined to be in material default of the Contract. This procedure to remedy defects is not intended to limit or preclude any other remedies available to the County by law, including those available under the Uniform Commercial Code, Title 62A RCW.

2.16 Software Warranty Process

During the warranty period, Software support shall be as described in the Maintenance Agreement, Attachment H.

2.17 Software Maintenance

After the warranty period, Software Maintenance support shall be as described in the Maintenance Agreement, Attachment H.

2.18 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent Contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

2.19 Non-Disclosure of Data

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

2.20 Non-Disclosure Obligation

While performing the Work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County's or the third party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

2.21 Public Disclosure Requests

This Contract shall be considered a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, Chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to King County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s) deemed by the County to be subject to disclosure. King County shall not be liable to the Contractor for

inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.”

2.22 Product Return

The County reserves the right to return to the Contractor, those parts and supplies determined to be surplus and no longer required by the County. Parts and supplies eligible for return to the Contractor shall have been purchased for inventory or as spares, be unused, and in the same general condition as when received. The County shall advise the Contractor in writing of its intention to return any parts and supplies before the Contract closes.

The Contractor shall only be authorized a restocking fee if agreed to at the time of Contract execution and as described in Attachment A, Price, for the return of parts and supplies. The Contractor shall, at the County’s option, issue a credit for the dollar value of the merchandise returned or refund that dollar amount (less any restocking fee) to the County.

This subsection does not apply to any merchandise made to order for the County.

2.23 No Prototype Components

All Work shall be in production and be used by customers comparable to the County at the time of the Contract Effective Date. Test or prototype items shall be clearly identified as such. A sufficient inventory of the Work shall be available to meet delivery requirements.

2.24 Design Defects

The County shall declare a design defect in the event that twenty percent (20%) of the items purchased under this Contract fail for the same failure. The County shall notify the Contractor of the defect in writing; the Contractor shall Provide a modification, redesign or a plan to correct the defect within Thirty (30) Days of receipt of the notification.

The warranty period and terms for corrected items shall be the same as for the initial items purchased under this Contract. An extended warranty on items determined to be design defects shall have the same term as the original warranty. This extended warranty shall begin on the correction of the defect.

If repairs or modifications made necessary by design defects are not completed for an extended period of time, the extended period of the lack of correction shall not be considered in computing the warranty end date. The same warranty shall remain in effect until a correction is implemented.

2.25 Changed Requirements

New federal, state and county laws, regulations, ordinances, policies and administrative practices may be established after the Contract Effective Date is established and may apply to this Contract. To achieve compliance with changing requirements, the Contractor agrees to accept all changed requirements that apply to this Contract and require Subcontractors to comply with revised requirements as well. Changed requirements shall be implemented through subsection 1.2, Contract Amendment.

2.26 Patents, Copyrights and Rights in Data

Any patentable result or materials suitable for copyright arising out of this Contract shall be owned and retained by the County. The County in its sole discretion shall determine whether it is in the public's interest to release or make available any patent or copyright.

The Contractor agrees that the ownership of any plans, drawing, designs, Scope of Work, computer programs, technical reports, operating manuals, calculations, notes and other Work submitted or which is specified to be delivered under this Contract, whether or not complete (referred to in this subsection as "Subject Data") shall be vested in the County.

All such Subject Data furnished by the Contractor pursuant to this Contract, other than documents exclusively for internal use by the County, shall carry such notations on the front cover or a title page, (or in such case of maps, in the name block), as may be requested by the County. The Contractor shall also place its endorsement on all Contractor-furnished Subject Data. All such identification details shall be subject to approval by the County prior to printing.

The Contractor shall ensure that the substance of foregoing subsections is included in each subcontract for the Work under this Contract.

2.27 Software License

Subject to the terms and conditions set forth in this Contract and the Software License Agreement, Attachment G, including payment of the license fees by County to Contractor, Contractor hereby grants to County a perpetual, non-exclusive, non-transferable license to use the Software, as well as any Documentation and training materials.

2.28 Disaster Recovery

In the event a disaster is declared at any County site(s), Contractor will allow the County the right to use the Software in accordance with the Software License Agreement, Attachment G, at the recovery site identified by the County, at no additional cost to the County for the Services or maintenance thereof.

2.29 Authorized Users

Only employees, agents, and Contractors who need to use the Software in the performance of their duties for the County and who are authorized and enabled by the County may access and utilize the Software.

2.30 Bug Status Reports

The Contractor shall Provide bug status reports specifying all known outstanding bugs in the current version of the Software. The initial bug status report shall accompany the Software when delivered. Subsequent reports shall be Provided monthly or as agreed to by the County Project Manager.

2.31 Enhancements, Upgrades, Replacements and New Versions of Software

- A. The Contractor agrees to Provide to the County, at no cost, prior to, and during installation and implementation of the system any Software/firmware Enhancements, Upgrades and replacements which the Contractor initiates or generates.
- B. As long as the County has a maintenance agreement for the Software, the Contractor shall notify the County of the availability of newer versions of the Software and within thirty (30) Days Provide the County with this new version. The Contractor shall Provide free Updated Documentation in the form of new revision manuals or changed pages to current manuals consistent with the original Documentation supplied and reflecting the changes included in the new version of the Software. The Contractor shall Provide bug status reports specifying all known, outstanding bugs in the new Software versions. The information shall be updated periodically as new information

and work-arounds become known. The Contractor shall also Provide free installation instructions, procedures and any installation program required by the Enhancement, Upgrade, Replacement or New Versions of the Software.

2.32 HIPAA – Protecting Patient Privacy

The Work under this Contract may require compliance with “The Health Insurance Portability and Accountability Act of 1996” (HIPAA). Information on this Act can be found at the U.S. Office of Civil Rights website: <http://www.hhs.gov/ocr/hipaa/>.

Sample Document

SECTION 3 INSURANCE REQUIREMENTS

3.1 Evidence and Cancellation of Insurance

- A. Prior to execution of the Contract, the Contractor shall file with the County evidence of insurance and endorsements from the insurer(s) certifying to the coverage of all insurance required herein. All evidence of insurance shall be certified by a properly authorized officer, agent, general agent or qualified representative of the insurer(s) and shall certify the name of the insured, the type and amount of insurance, the location and operations to which the insurance applies, the expiration date, and that the County shall receive notice at least forty-five (45) Days prior to the effective date of any cancellation, lapse or material change in the policy.
- B. The Contractor shall, upon demand of the County, deliver to the County all such policies of insurance, and all endorsements and riders, and the receipts for payment of premiums thereon.
- C. Failure to Provide such insurance in a timeframe acceptable to the County shall enable the County to suspend or terminate the Contractor's Work hereunder in accordance with Contract provisions regarding "Termination for Convenience/Default/Non-appropriation." Suspension or termination of this Contract shall not relieve the Contractor from its insurance obligations hereunder.

3.2 Insurance Requirements

- A. The Contractor shall obtain and maintain the minimum insurance set forth below.
By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage shall apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained with this provision shall affect and/or alter the application of any other provision contained with this Contract.

For all coverages:

Each insurance policy shall be written on an "occurrence" form; excepting insurance for professional liability/errors and omissions. Professional liability/errors and omissions when required, may be acceptable on a "claims made" form.

If coverage is approved and purchased on a "Claims Made" basis, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the Work which is the subject of this Contract.

- B. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- 1. General Liability

Insurance Services Office form number (CG 00 01 current edition) covering COMMERCIAL GENERAL LIABILITY.

2. Automobile Liability

Insurance Service form number (CA 00 01 current edition) covering BUSINESS AUTO COVERAGE, symbol 1 “any auto”; or the combination of symbols 2, 8 and 9.

3. Professional Liability

Professional Liability, Errors and Omissions coverage.

In the event that services pursuant to this Contract either directly or indirectly involve or require professional Services, Professional Liability, Errors and Omissions coverage shall be provided.

4. Workers' Compensation

Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this Work by applicable federal or “Other States” State Law.

5. Employers Liability or “Stop Gap”:

The protection provided by the Workers' Compensation Policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the “Stop Gap” endorsement to the General Liability policy.

C. Minimum Limits of Insurance

3.3 The Contractor shall maintain limits no less than, for:

- A. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.
- B. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- C. Professional Liability, Errors and Omissions: \$5,000,000 per Claim and in the Aggregate.
- D. Workers' Compensation: Statutory requirements of the state of residency.
- E. Employers Liability Stop Gap: \$1,000,000.
- F. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions shall be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor.

G. Other Insurance Provisions

The insurance policies required in this Contract are to contain, or be endorsed to contain the following provisions:

1. Liability Policies:

The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Use the above exact language on the Endorsement Form. (CG 20 10 current edition or its equivalent)

To the extent of the Contractor's negligence, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and agents. Any insurance and/or self-insurance maintained by the County, its officers, officials, employees or agents shall not contribute with the insurance or benefit the Contractor in any way.

The Contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

H. Acceptability of Insurers

Unless otherwise approved by the County:

Insurance is to be placed with insurers with a Bests' rating of no less than A:VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.

If at any time one of the foregoing policies shall fail to meet the above stated requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

I. Subcontractors

The Contractor shall include all Subcontractors as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each Subcontractor. **Insurance coverages Provided by Subcontractors as evidence of compliance with the insurance requirements of this Contract shall be subject to all of the requirements stated herein.**

J. Work Site Safety

The Contractor shall have the "right to control" and bear the sole responsibility for the job site conditions, and job site safety. The Contractor shall comply with all applicable Federal, State and Local safety regulations governing the job site, employees and Subcontractors. The Contractor shall be responsible for the Subcontractor's compliance with these provisions.

K. Endorsements

Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2010 current edition" or its equivalent is required. **The County requires this Endorsement to complete the Contract.**

ATTACHMENT H
SOFTWARE MAINTENANCE AGREEMENT

1. Entire Agreement

This Maintenance Agreement, as an Attachment to Contract No. _____, and all documents referenced herein, constitutes the entire agreement between Contractor and County and supersedes all proposals, oral and written, between the parties on this subject.

2. The Services

In consideration of the payments to be made to the Contractor, the Contractor agrees to provide the Services described in this Maintenance Agreement with respect to the Software. The Services shall be performed as specified in the software license and the Price which is attached to Contract No. _____.

3. Applicability to Software License Agreement

During the warranty period for the Software in Contract No. _____ between Contractor and County pertaining to the Software described in all of the provisions of this Maintenance Agreement shall be applicable without additional charge to the County.

4. Service Responsibilities of the Contractor

- 4.1 *Maintenance.* Contractor shall maintain the Software so that it operates in conformity with all descriptions and specifications herein and in the applicable Software License Agreement and Contract No. ___ between the Contractor and the County, including specifications for the performance of all improved or modified versions of the Software which the County has been licensed to use. Contractor shall correct all Errors discovered by the County.
- 4.2 *Support and Response Time:* In the event that County detects any Error, defect or nonconformity in the Software, Contractor shall furnish complete off-site telephone support, in the form of consultations, assistance and advice on the use or maintenance of the Software, within four (4) hours of County's request. In the event that such problem in the Software is not corrected within twenty-four (24) hours of the initiation of such off-site telephone support, County shall submit to Contractor a listing of the output and all such other data which Contractor reasonably may request in order to reproduce operating conditions similar to those present when the Error, defect or nonconformity was discovered. In the event that such problem is not corrected within five (5) working days after Contractor receives from County a listing of output and other data, Contractor shall within the next twenty-four (24) hours provide on-site Service. Contractor shall implement temporary workaround procedures and shall demonstrate to County the good faith and diligent initiation and prosecution of corrective measures for all such problems involving the Software within Twenty Four (24) hours of the commencement of such on-site Services.

In the event it is determined that the problem was due to County error in the use of the Software, as opposed to an Error, defect or nonconformity in the Software itself, County shall pay Contractor it's standard commercial time and materials rates for all on-site Service provided plus

Contractor's actual travel and per diem expenses, provided that this paragraph shall only be applicable if Contractor makes an on-site repair visit to a King County location.

5. Responsibilities of the County

- 5.1 The County shall notify the Contractor immediately following the discovery of any Error, defect or nonconformity in the Software, unless such Error defect or nonconformity is discovered after 5:00 p.m. on a business day. In that case, the County shall notify the Contractor by 10:00 a.m. on the following business day. In the event that an Error, defect or nonconformity is discovered between 5:00 p.m. Friday and 9:00 a.m. Monday, the County shall notify the Contractor of the Error, defect or nonconformity by 10:00 a.m. on the Monday morning immediately following the weekend during which the Error, defect or nonconformity was discovered. The period within which Contractor is obligated herein to provide telephonic off-site support shall not commence until such time as the Contractor receives the County's notification of the Error, defect or nonconformity.
- 5.2 The County, upon detection of any Error, defect or nonconformity in the Software, shall, if requested to do so by the Contractor under Section 4.2 submit to the Contractor a listing of output and any such other data which Contractor may request in order to reproduce operating conditions similar to those present when the Error occurred or the defect or nonconformity was discovered.

6. Charges

Computation. Charges shall be as stated in Attachment B, Price. These charges shall cover all Services provided under this Maintenance Agreement.

7. Warranties

The warranty provisions of contract No. _____ shall apply to this Maintenance Agreement.

8. Termination

The termination provisions of Contract No. _____ shall apply to this Maintenance Agreement, except as noted below.

8.1 *Termination of Software License Agreement.* If either the Licensor of the Software or the County terminates the Software License Agreement for any reason provided therein, County shall have the right without penalty to terminate this Maintenance Agreement at the same time.

8.2 *Rights and Obligations of the Parties on Termination.* In the event that this Maintenance Agreement is terminated as a result of the occurrence of a Force Majeure, or other cause except default by the Contractor, each party shall return to the other all data, materials, and other properties of the other party then in its possession, except that County may retain for a reasonable period such materials as may facilitate securing the services of another Contractor.

9. Indemnification

The indemnification provisions of Contract No. _____ shall apply to this Maintenance Agreement.

10. Assignment

The assignment provision of Contract No. _____ shall apply to this Maintenance Agreement.

11. Miscellaneous

- 11.1 *Insurance.* Contractor shall maintain in effect at all times during the term hereof, insurance as described in Contract No. ____ between King County and the Contractor.
- 11.2 *Cumulation of Remedies.* All remedies available to either party for breach of this Maintenance Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 11.3 *Severability.* Any invalidity, in whole or in part, of any provision of this Maintenance Agreement shall not affect the validity of any other of its provisions.

IN WITNESS WHEREOF, the parties have caused this Maintenance Agreement to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of this Maintenance Agreement duly authorized by all necessary and appropriate corporate action to execute this Maintenance Agreement.

CONTRACTOR:

KING COUNTY:

By: _____

By: _____

Title: _____

Title: _____

Sample Document

ATTACHMENT G
SOFTWARE LICENSE AGREEMENT

This agreement made this _____ day of _____, 20____, by and between _____ (hereinafter "Licensor") organized under the laws of the State of ____ and having its principal place of business at _____ and Licensee, (hereinafter "County") with its principal place of business at _____, Seattle, WA 98____.

TERMS AND CONDITIONS

1. Entire Agreement

This agreement, as an attachment to Contract No. _____ constitutes the agreement between Licensor and the County with respect to the software licensed under Contract No. _____.

2. License.

- 2.1 Licensor hereby grants the County a nonexclusive, nontransferable and perpetual license to use the _____ Software (hereinafter "Software") as described in Attachment B to Contract No. _____, Price, including the Source Code(s) and related Documentation under each program element. The licensed Software shall include in its meaning, in addition to the description contained in herein any improvements, additions, or modifications of the version or versions of the Software which Licensor licensed to the County to use and materials related thereto and all materials, Documentation and technical information Provided to the County in written form and identified in herein for use in connection with the Software.
- 2.2 The County may utilize the object code version of the Software as required by County on hardware owned or leased by the County.
- 2.3 The County may use and copy Documentation pertaining to the Software as supplied by Licensor as required to exercise the license granted herein.
- 2.4 The County shall be permitted to make back up copies of the Software and Documentation in accord with the back up procedures followed by the County. The County may copy, reproduce, modify, adapt or translate the Documentation as it deems necessary provided that such copies are used in accord with the License granted herein and any such copies of the Documentation are utilized solely by County.

3. Delivery and Installation; Modification of Software

Licensor shall deliver the Software at the time, place and order of delivery as described in Contract No. _____ Scope of Work. Licensor shall install the Software and provide necessary support services, including training, at no additional charge. Licensor shall notify the County that the program is ready for Acceptance testing no later than the date set forth in Contract No. _____, Scope of Work.

4. Payment

In consideration of the License granted to the County by this Agreement, the County shall pay to Licensor the License Fee as identified in Attachment B, Price, of Contract No. _____ Improvements and Other Modifications

4.1 Improvements in the Software, including any additions or modifications made by the Licensor to or in the Software at any time after Acceptance Testing, which improve the efficiency and effectiveness of the basic program functions and which do not change the agreed upon functions, shall be Provided to the County.

4.2 If, after Provided Acceptance Testing, the Licensor shall develop improvements or changes to the Software which change the basic program functions or add new program functions, the County shall have the right to obtain such program changes pursuant to the Contract Amendment Process on Contract No. _____. The warranties in this Software License Agreement shall apply to any improvements or changes to the Software obtained by the County after Acceptance Testing.

5. Termination

The termination provisions of Contract No. _____ shall be applicable to the termination of this License Agreement.

6. Warranties

The warranty provisions of Contract No. _____ shall be applicable to this License Agreement

7. Indemnification

The indemnifications, hold harmless, defense and limitation of liability provisions of Contract No. _____ shall be applicable to this License Agreement.

8. Miscellaneous

8.1 The terms and conditions of Contract No. _____ shall have precedence and control over any term and condition of this Software License Agreement which may be in conflict with Contract No. _____. To the extent that this License Agreement is silent with respect to terms and conditions in Contract No. _____, the terms and conditions in Contract No. _____ shall control.

8.2 Severability. Any invalidity, in whole or in part, of any provision of this License Agreement shall not affect the validity of any other of its provisions.

IN WITNESS WHEREOF, the parties have caused this Software License Agreement to be executed and do each hereby warrant and represent that their respective signatory who signature appears below has been and is on the date of this Software License Agreement duly authorized by all necessary and appropriate corporate action to execute this Software License Agreement.

LICENSOR

COUNTY

By: _____

By: _____

Title: _____

Title: _____

Sample Document

Request for Proposals Part C*



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

Sample Documents

TABLE OF CONTENTS

Part 1 - Introduction..... 4

Part 1a – Project Funding 4

Part 2 – Current Environment..... 4

1. King County Overview 4

2. About the Department of Assessments (DOA) 6

 a) Mission Statement..... 6

 b) DOA Function..... 6

 c) DOA Employees..... 6

 d) DOA Organization Chart 6

3. About Treasury Operations 7

 a) Finance and Business Operations Division (FBOD) 7

 b) Mission Statement..... 7

 c) Treasury Operations Function..... 7

 d) Treasury Operations Employees..... 7

 e) FBOD Organization Chart 7

4. About the Office of Information Resource Management (OIRM) 8

 a) Mission Statement..... 8

 b) OIRM Function 8

 c) OIRM Employees 8

 d) OIRM Organization Chart..... 8

5. Overview of the Current PBS Business Process 9

6. Overview of the Current PBS System 10

 a) Mainframe PBS Applications..... 10

 b) DOA Server-based Applications 10

7. Primary Users of the PBS System 10

 a) Appraisers..... 10

 b) Levy Specialist 11

 c) Current Use Specialist 11

 d) Abstract/Plat/Annexation Specialists..... 11

 e) Exemption Specialists 11

 f) Functional Analyst..... 11

 g) Fiscal Specialists..... 11

 h) Customer Service Specialists 11

 i) Application Development and Support Services 11

 j) Systems Development Group 11

Part 3 - Business Goals / Objectives 12

Part 4 - Scope of this RFP..... 12

 Overview 12

Part 5 – Vendor Detailed Demonstrations and Off-site Visits 13

Part 6 - Proposal Deliverables and Format 13

Part 7 - Instructions..... 15

Table of Figures

Figure 1 – King County Map..... 4

Figure 2 – Parcel Count..... 5

Figure 3 – DOA Organization Chart..... 6

Figure 4 – FBOD Organization Chart 7

Figure 5 – PBS Replacement Project Scope 12

Figure 6 – Example A – Responses to open-ended questions..... 15

Figure 7 – Example B – Responses to close-ended questions 16

Figure 8 – Example C – Price Collection 17

Figure 9 – Example D – Vendor Operating Environment 18

List of Tables

Table 1 – DOA Staff Summary	6
Table 2 – Treasury Operations Staff Summary	7
Table 3 – OIRM Staff Summary.....	8
Table 4 – Chart of Business Processes and User Needs.....	9

List of Appendices:

Appendix A – Current List of Existing Real Property Account Types*
Appendix B – Glossary*
Appendix C – Reports . (PDF, 6.3MB)
Appendix D – Remittance Scanners*
Appendix E.1 – King County System Integration*
Appendix E.2a – Data Files Interface to ARMS System [Accounting System] *
Appendix E.2b – Data Files Interface From ETAX System*
Appendix E.2c – Data Files Interface to GIS System*
Appendix E.2d – Data Files Interface to CAMA*
Appendix F – Parcel Count*
Appendix G – Primary Users of the PBS System*
Appendix H – PBS Technology Standards*
Appendix I.1a – Sample Screen Shoot [PPIB] *
Appendix I.1b – Sample Screen Shoot [AN07] *
Appendix I.1c – Sample Screen Shoot [REFN] *
Appendix I.1d – Sample Screen Shoot [LFFF] *
Appendix I.2 – Intentionally Omitted*
Appendix I.3 – Property Tax Information for Counter Staff*
Appendix J – One Too Many*
Appendix K – OIRM Organization Chart*
Appendix L – PBS Replacement Project . (PDF, 3MB)
Appendix M – Calculation Examples*
Appendix N – Business Cycle Calendar*

*Appendices marked with asterisk are compiled in ascending order. Access http://www.metrokc.gov/procurement/rfpdocs/2008/February/GoodsAndServices/1041-08/1041-08_appendices.pdf (PDF, 1.1 MB)

List of Attachments

Attachment A – King County Global Req (Excel, 134KB)
Attachment B – Intentionally Omitted (Excel, 31KB)
Attachment C – King County Property Valuation (Excel, 63KB)
Attachment D - King County Account Administration (Excel, 200KB)
Attachment E - King County Tax and Fee Accounting (Excel, 168KB)
Attachment F – King County LIDS (Excel, 37KB)
Attachment G - King County Technical (Excel, 109KB)
Attachment H – Vendor Profile Support and Project Management (Excel, 89KB)
Attachment I – Price Collection (Excel, 23KB)
Attachment J – Vendor Operating Environment (Excel, 29KB)
Attachment K – Sample Screenshot (Word, 45KB)
Attachment L – Sample Standard Reports (Word, 38KB)

Part 1 - Introduction

The Department of Assessments (DOA) and Treasury Operations jointly manage King County's main revenue stream. In 2007, on approximately 645,000 real property and 40,000 personal property accounts, the County billed \$3.0B in real and personal property taxes and non-tax fees of \$100M. These dollars are distributed to 167 taxing districts. DOA is responsible for accurately assessing value for tax purposes, establishing levy rates and calculating the amount of taxes due. Treasury is responsible for billing, collecting and distributing property taxes.

These county property tax management functions are supported by systems and data from both the mainframe Property Based System (PBS) and DOA server-based systems. PBS is a mainframe-based system built in the 1970's that is administered by the Office of Information Resource Management (OIRM). The County has recognized for some time that, at some point in the near future, they will need to replace some or all of the PBS systems. The DOA, Treasury and OIRM commissioned the PBS Replacement Project in early 2006 with the goal of evaluating potential alternatives for PBS replacement and recommending a potential solution. The County's 2007 Information Technology (IT) Strategic Plan discusses the PBS Replacement Project primarily in terms of its ability to mitigate various risks currently affecting existing tax management systems. The project to replace the PBS has been categorized as "Risk Management" due to continuing, serious business risks caused by major functional deficiencies of the existing PBS systems.

Part 1a – Project Funding

Any contract to proceed with this PBS Replacement Project is contingent upon receiving appropriation authority from the County Council. At the time of advertisement of this RFP, funding for this project has not yet been secured. While it is anticipated that funding may be appropriated on or about November 2008, King County makes no assurance that such appropriation authority will ultimately be granted or that the PBS Replacement Project will proceed.

Part 2 – Current Environment

1. King County Overview

King County is located on Puget Sound in Washington State. Covering 2,134 square miles, King County is nearly twice as large as the average county in the United States. With more than 1.8 million people, it also ranks as the 13th most populous county in the nation.

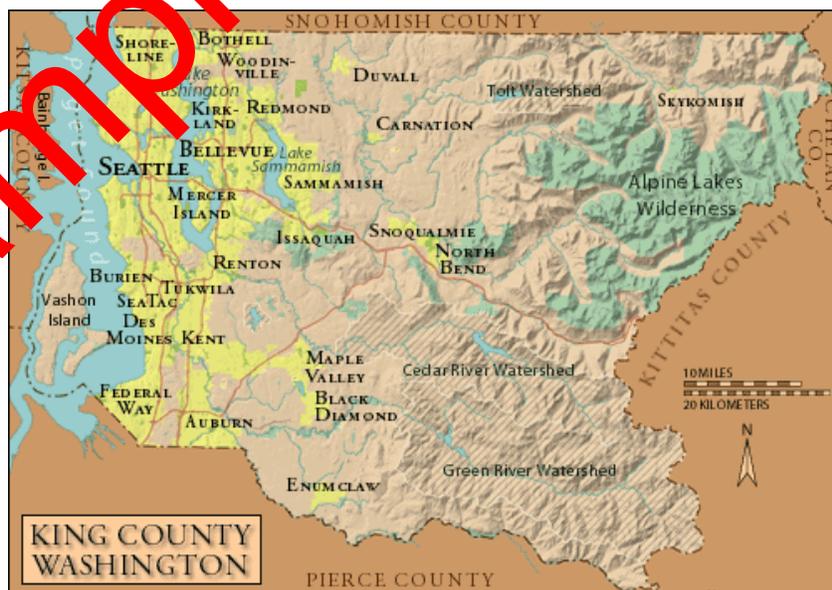


Figure 1 - King County Map

Thirty-nine incorporated cities are located in King County: Algona, Auburn, Beaux Arts Village, Bellevue, Black Diamond, Bothell, Burien, Carnation, Clyde Hill, Covington, Des Moines, Duvall, Enumclaw, Federal Way, Hunts Point, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Maple Valley, Medina, Mercer Island, Milton, Newcastle, Normandy Park, North Bend, Pacific, Redmond, Renton, Sammamish, SeaTac, Seattle, Shoreline, Skykomish, Snoqualmie, Tukwila, Woodinville, Yarrow Point. Seattle is the county seat and the most populated city, with an estimated 563,376 residents.

1		ResSingleFamily	ResCondoTownhouse	Real Property MobileHomeHouseBoat	Total
2	Algona	612	3	158	773
3	Auburn	7,173	101	75	7,349
4	Beaux Arts	116			116
5	Bellevue	27,551	437	1	27,989
6	Black Diamond	1,303	1	66	1,370
7	Bothell	3,160	26	3	3,189
8	Burien	8,134	34	47	8,215
9	Carnation	505		4	509
10	Clyde Hill	1,102			1,102
11	Covington	5,245	1	68	5,314
12	Des Moines	6,850	50		6,900
13	Duvall	1,829	1		1,831
14	Enumclaw	2,616	11		2,627
15	Federal Way	18,287	115	183	18,585
16	Hunts Point	185			185
17	Issaquah	5,339	513	6	5,858
18	Kenmore	5,434	161	17	5,612
19	Kent	14,204	390	65	14,659
20	Kirkland	10,195	382	5	10,582
21	Lake Forest Park	4,349	12	1	4,362
22	Maple Valley	5,931	334	208	6,473
23	Medina	1,171			1,171
24	Mercer Island	7,058			7,058
25	Milton	241		6	247
26	Newcastle	2,914	8	2	2,924
27	Normandy Park	2,180	4		2,184
28	North Bend	1,082	5	8	1,095
29	Pacific	1,305		140	1,445
30	Redmond	10,045	71	1	10,117
31	Renton	11,672	182	19	11,873
32	Sammamish	13,423	8	46	13,477
33	SeaTac	5,145	36	80	5,261
34	Seattle	129,261	7,992	69	137,322
35	Shoreline	15,335	209	20	15,564
36	Skykomish	139		7	146
37	Snoqualmie	2,666	9	5	2,680
38	Tukwila	3,166	36	78	3,280
39	Woodinville	2,620	8	4	2,632
40	Yarrow Point	398			398
41	Unincorporated				
41	King County	108,272	260	4,067	112,599
42	Commercial Accounts				44,387
43	Total	450,470	11,438	5,544	511,839

Figure 2 – Parcel Count¹

Additional county information is available on these websites:

- <http://quickfacts.census.gov/qfd/states/53/53033.html>
- <http://www.ofm.wa.gov/pop/april1/default.asp>
- http://www.metrokc.gov/mkcc/Council_facts.htm#overview
- <http://www.metrokc.gov/budget/2006/adopted/orgchart.pdf>

¹ Source: Appendix F - Parcel Count

2. About the Department of Assessments (DOA)

a) Mission Statement

The Department of Assessments is fully committed to serving the citizens of King County by providing fair, equitable, and understandable property valuations, forming the basis for funding of public services.

b) DOA Function

DOA is responsible for accurately assessing value for tax purposes, establishing levy rates and calculating the amount of taxes due.

c) DOA Employees

DOA consists of approximately 225 employees.

Division	Budgeted
Administration	15
Chief Appraiser	6
Accounting	46
Information Systems	14
Residential Appraisal	85
Commercial Business	59
Total	225

Table 1 – DOA Staff Summary

d) DOA Organization Chart

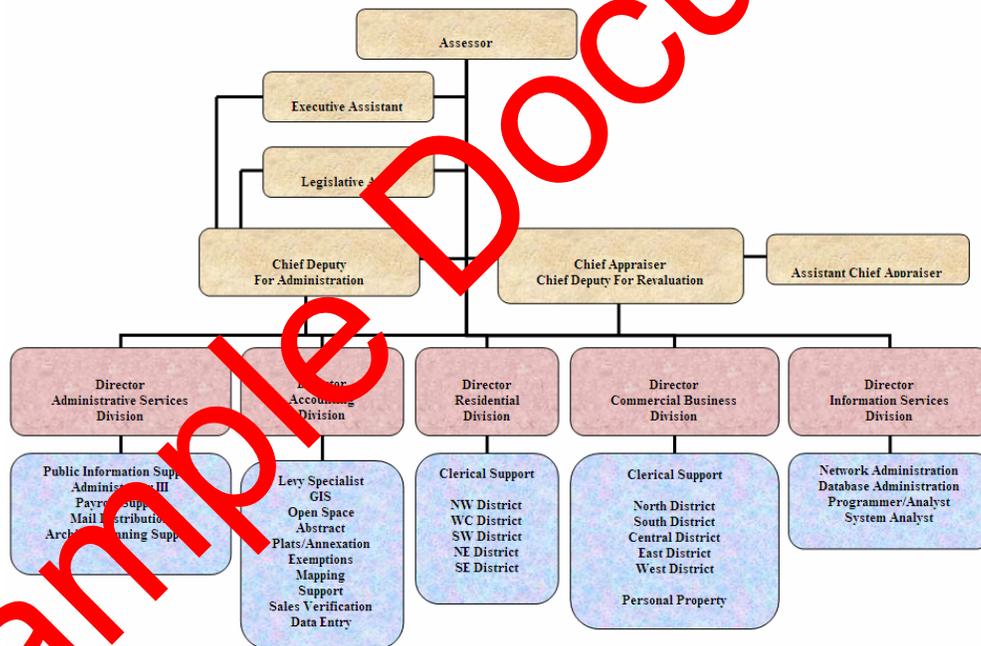


Figure 3 – DOA Organization Chart

3. About Treasury Operations

a) Finance and Business Operations Division (FBOD)

FBOD is one of the five divisions under the Department of Executive Services. The Division provides a variety of financial services, such as Treasury Operations, to King County residents and other governments, and internal services to county employees.

b) Mission Statement

The Finance and Business Operations Division strives to provide fast, accurate, useful and professional financial services for the citizens and governments of King County.

c) Treasury Operations Function

Treasury Operations is responsible for the management of the county's investment portfolios, bonds and investments, production of property tax statements, and the collection of real estate and personal property taxes and distributions to the appropriate governmental entities.

d) Treasury Operations Employees

Unit	Budgeted
Administration	4
Cash Management	10
Property Tax Services	13
Mailroom	5
Total	32

Table 2 – Treasury Operations Staff Summary

e) FBOD Organization Chart

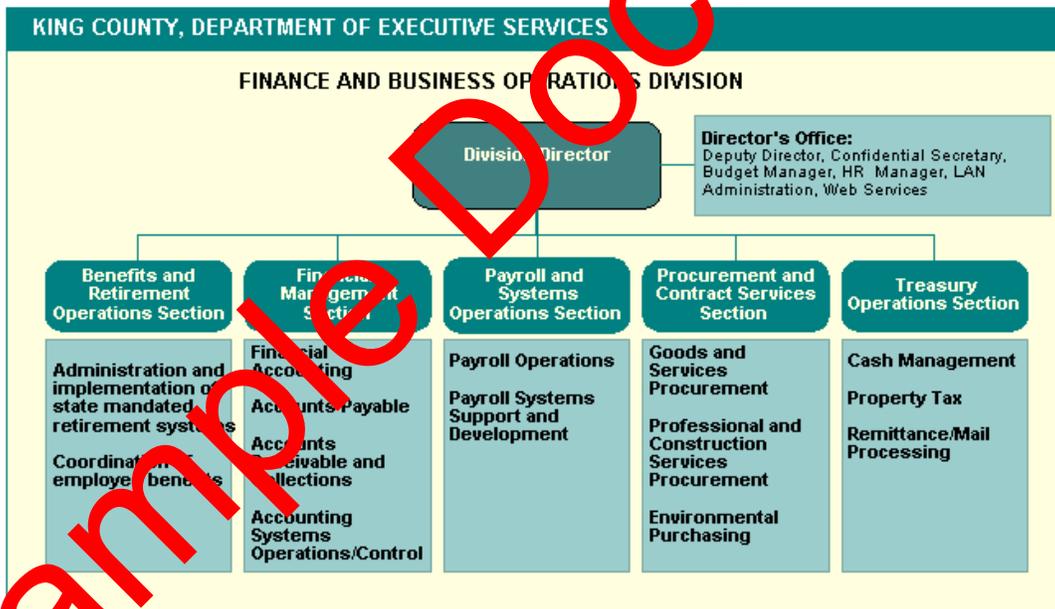


Figure 4 – FBOD Organization Chart

4. About the Office of Information Resource Management (OIRM)

a) Mission Statement

The OIRM mission is to identify, promote and facilitate innovative and effective information technology management countywide. The OIRM vision is that all county information and information-based services are cost-effective, easy to access and use by the public, private companies and internal staff through web-based technologies with appropriate security and privacy controls.

b) OIRM Function

OIRM is the central information technology (IT) organization for the government of King County. OIRM provides strong information technology leadership for King County government by partnering with clients to develop the best information technology solutions and provide quality delivery of King County enterprise level IT services. OIRM is chartered to ensure a common technology vision, planning, oversight and management of information technology in the county.

c) OIRM Employees

OIRM consists of approximately 241 employees.

Division	Budgeted
CIO Management	14
Service Development and Management	42
Enterprise Services	105
Network, Systems, and Operations	77
HR Service Delivery/Labor relations	3
Total	241

Table 3 – OIRM Staff Summary

d) OIRM Organization Chart

Refer to Appendix K - OIRM_orgchart²

² Source: http://www.kingcounty.gov/business/oirm/~/_media/business/oirm/OIRM_orgchart.aspx

5. Overview of the Current PBS Business Process

The existing business functions that support the assessment and taxation processes of King County are property valuation and description, account administration, and tax and fee accounting. Refer to Appendix N for additional information related to King County's Business Cycle Calendar. Refer to Appendix M for calculation examples.

These business functions are dynamic with daily changes occurring on thousands of parcels. Daily changes are a result of tax roll corrections, appeal changes, and valuation updates. Currently, the linkages and integrations between work steps are not streamlined, are inefficient, and are augmented by significant manual processes to provide basic functionality. An inordinate amount of time is spent reviewing parcels that do not change rather than spending time on those parcels which in fact require attention.

In the course of the PBS Replacement Project, twenty-seven business processes were evaluated. Of those, approximately 18% meet user needs within the current environment (**Green**), 54% conditionally meet the needs (**Yellow**), and 28% fall short of meeting business users' needs (**Red**). Additional information regarding the County's current PBS business process and existing environment can be found in Appendix L - KC PBS Report on Existing Environment Final (9NOV06).

BUSINESS PROCESS	User Needs Supported?	
1. Property Valuation and Description		
2. Real Property (RP) Valuation	Green	
3. Personal Property (PP) Valuation		Red
4. Property Characteristic Maintenance	Green (RP)	Red (PP)
5. Timber Tax-		Yellow
6. Valuation Adjustments	Green (RP)	Red (PP)
7. Annexations		Yellow
8. Abstract		Red
9. Geographic Information Systems (GIS)/Mapping		Yellow
10. GIS Appraisal Integration		Red
11. Account Administration		
12. Maintain Account Information		Yellow
13. Property Sales Identification		Yellow
14. Exemption Management		Red
15. Current Use Management		Yellow
16. Maintain Levies and Rates		Red
17. Manage Fees		Green
18. Administer Local Improvement Districts (LIDs)		Yellow
19. Posting and Notice Generation		Red
20. End of Year Rollover		Yellow
21. Appeal Management		Yellow
22. Tax and Fee Accounting		
23. Bill Taxes and Fees	Green (RP)	Red (PP)
24. Collect Taxes and Fees	Green (RP)	Red (PP)
25. Fund Accounting		Yellow
26. Collect Delinquent Accounts		
27. Process Refunds	Petition ³	Automatic ⁴

Table 4 – Chart of Business Processes and User Needs

³ Petition refunds involve a taxpayer's petition for a refund from a prior year or for payment of tax on the wrong account.

⁴ Automatic refunds are system-generated when there has been an overpayment of property tax in the current tax year.

6. Overview of the Current PBS System

These business functions are supported by systems and data from both mainframe PBS and DOA server-based systems. Additional information regarding the County's current PBS system and existing environment can be found in Appendix L - KC PBS Report on Existing Environment Final 29NOV06.

a) Mainframe PBS Applications

For several years, there has been a moratorium on building new systems for the mainframe within the PBS environment. Over that time, the size of the development team supporting the PBS mainframe systems was reduced owing to staff retirements and reduction of funded positions. Partly due to the lack of ongoing enhancements and the corresponding introduction of new functionality, the mainframe code is generally stable and requires only occasional repairs.

The County's mainframe development group is a team that limits its activities mainly to production problem resolution and critical maintenance. This team of 2.25 programmers supports Assessor and Treasurer county systems running on the mainframe, including those used in the PBS environment. There are more than 50 online PBS transactions and over 200 batch jobs currently maintained. Most of these are inquiry read-only transactions. Only 15 provide update capabilities.

The vast majority of mainframe update activity takes place during overnight batch processing. Input data for these batch runs is queued up during the day by the data entry staff. Data entry staff accepts various paper change order forms from DOA and Treasury users and keypunch them into the formats required by the batch programs. When the batch programs run, they may encounter processing errors that need to be corrected and processed during the next day's batch run.

b) DOA Server-based Applications

The DOA systems are supported by a group of six system developers and three analysts who report to the DOA IS Director. However, system development is only a part of what this group supports. They also perform database administration, server administration, DOA user help, and many other maintenance functions. This team supports over 20 systems that run primarily on a client desktop personal computer. A few can be accessed via the Internet or Intranet using an appropriate browser.

The existence of these systems has provided a degree of independence to DOA by allowing them to conduct business without the delays inherent in mainframe batch processing. Nevertheless, batch processing still goes on every night and there is a considerable effort each week to make sure the data from the mainframe is updated to the DOA servers. Often, changes to the mainframe data are needed and several batch cycles are run at times, via manual intervention to ensure the changes are populated to the DOA servers correctly.

7. Primary Users of the PBS System

a) Appraisers

Residential Appraisers are part of the Residential Division within DOA. They are responsible for determining the true and fair market value on all residential properties for tax assessment purposes, performing field data analysis, and preparing appeals to defend values. Their function is entirely supported by DOA server-based real property valuation systems.

Commercial Appraisers are part of the Commercial Business Division within DOA. They are responsible for determining the true and fair market value on all commercial real property for tax assessment purposes, performing field data analysis, and preparing appeals to defend values. Their function is entirely supported by DOA server-based real property valuation systems.

Personal Property Appraisers are part of the Commercial Business Division within DOA. They are responsible for reviewing and applying value on all personal property accounts. They also audit and appraise personal property to ensure that tax assessments are consistent with market value of the property.

b) Levy Specialist

The Levy Specialist is part of the Accounting Division within DOA. S/he is responsible for the tax roll certification process.

c) Current Use Specialist

The Current Use Specialist is part of the Accounting Division within DOA. S/he is responsible for administering complex legislation and regulations pertaining to assessment of forest lands, farm lands, open space lands, common properties and other special use properties.

d) Abstract/Plat/Annexation Specialists

Abstract Technicians are part of the Accounting Division within DOA. They are responsible for maintaining the configuration of King County's real property tax assessment parcel structures. They work with internal and external customers to resolve issues relating to property title and taxes and record actions.

e) Exemption Specialists

Exemption Specialists are part of the Accounting Division within DOA. They are responsible for providing specialized, technical and program-specific information, reviewing financial records, maintaining data/records, performing calculations, preparing documents and assisting taxpayers.

f) Functional Analyst

The Functional Analyst is part of the Administration Section within Treasury Operations. S/he is responsible for monitoring reports and data collection systems to ensure data integrity and appropriate reporting levels for management needs, regulations, policy and procedures, and audit findings. The Functional Analyst routinely produces reports as needed for Operations, Division, and Department.

g) Fiscal Specialists

Fiscal Specialists are part of the Property Tax and Remittance/Mail Processing Sections within Treasury Operations. They are responsible for remittance processing, tax balancing, property tax refund processing, and new plat processing.

h) Customer Service Specialists

Customer Service Specialists are part of the Property Tax Section within Treasury Operations. They are responsible for responding to taxpayer inquiries for tax and LID account information in person, over the phone, regular and email, and tax foreclosure processing.

i) Application Development and Support Services

Application Development and Support Services is part of the Enterprise Services Section within OIRM. They are responsible for daily maintenance and support of the mainframe PBS systems.

j) Systems Development Group

The Systems Development Group is part of the Information Services Division within DOA. They are responsible for daily maintenance and support of the DOA server-based systems.

Part 3 - Business Goals / Objectives

The scope of the PBS Replacement Project is to have the existing business functions accessing one centralized system of record and transparently interfacing with other King County systems. See Figure 5 and refer to Appendix E.1. The County expects that one centralized system of record will substantially reduce systemic gaps, overlaps, fragmented/duplicated data and increase data integrity when running reports and queries. King County is seeking to replace the current mainframe PBS systems and retain King County's in-house existing real property valuation / computer aided mass appraisal (CAMA) system with minimal impact to the County's main revenue stream.

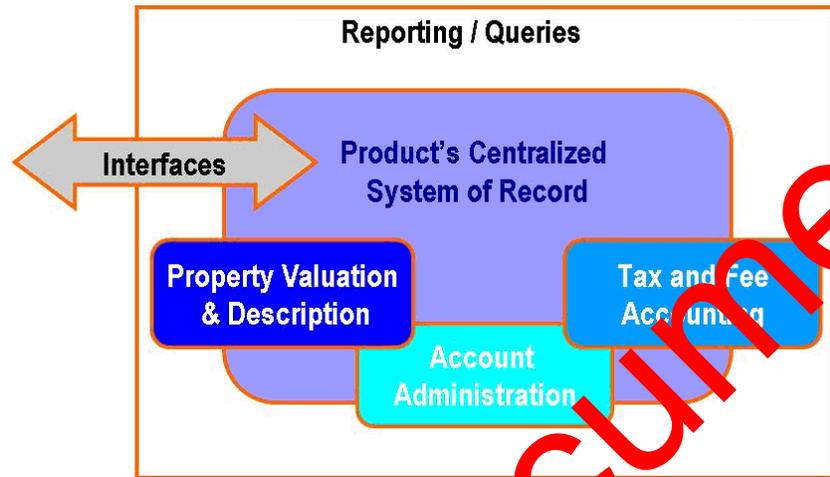


Figure 5 – PBS Replacement Project Scope

The vision for the future King County PBS solution is an integrated, automated, real-time, transactional system without manual or paper processes between DCA and Treasury Operations. The new PBS solution will position King County for a rapidly-evolving future, in terms of county business drivers and technological changes. The new solution addresses the County's business needs in three major functional areas: 1) Property Valuation and Description, 2) Account Administration, and 3) Tax and Fee Accounting. System functionality, reliability, usability, maintainability, and operability are critical components of the vision, which will offer significant improvements in efficiency and effectiveness for the County and fulfils the County's desire to bring the existing PBS systems out of a high risk environment.

The County requires a stable, reliable and supportable software solution encompassing:

- Application and database software
- Implementation/integration services
- Project management services
- Data conversion services
- Training, both technical and end-user
- Complete documentation both technical and end-user
- Software and hardware configuration and testing
- Follow-up maintenance and support.

Part 4 - Scope of this RFP

Overview

- a) The intent of the County is to select a software solution that supports the County's needs as detailed in the attachments to this RFP, but expects the proposer to modify the proposed system to meet any changes in project scope.
- b) This RFP requests proposals for all hardware and software necessary for the initial installation, operation, maintenance of the software solution, plus staff training. Submitted proposals shall include hardware specifications, proposed software, data conversion, and training procedures. Detailed costs for all system components by line item shall be provided.

- c) King County reserves the right to purchase compatible hardware using existing King County contracts. If King County purchases hardware from someone other than the proposer, King County assumes the hardware warranty while the proposer still guarantees the operation of their software with that hardware.
- d) For the initial installation, the proposer shall be responsible for guaranteeing hardware compatibility, software development, installation and integration of all hardware and software, project management, and training.
- e) The proposed system shall include the replacement of its current mainframe PBS systems with minimal impact to the County's main revenue stream.
- f) The intent of the County is to select a system that supports the County's needs as described in this RFP, but shall also be flexible to meet changing policies and requirements related to government property assessment and treasury operations with a minimum of customization. In other words, the proposed system shall be expandable from its initial configuration.
- g) The proposer shall modify the proposed system or shall provide the County the capability to modify the proposed system to meet any changes in law or court rulings that apply to property assessment and treasury operations.
- h) The proposer shall guarantee that the proposed system shall conform to the requirements described in this proposal.

Part 5 – Vendor Detailed Demonstrations and Off-site Visits

- a) Those proposals within a competitive range from the written proposal evaluations will be requested to arrive on-site in Seattle. The proposer will be requested to demonstrate that their product meets the stated specifications as detailed in the attachments to this RFP. This may be done based on demonstration scripts provided to the proposers invited to demo. In addition, the proposer will be allowed to demonstrate any other requirements that the proposer feels would be of interest or use to King County.

Hands-on use by the evaluation team and other interested parties will validate that the proposer's product meets the stated specifications as detailed in the attachments to this RFP. Participants will take into account that with proper training the proposer's product will be much easier to handle.

- b) For those proposals within a competitive range from the written proposal, the evaluation team will arrange off-site client visits and/or on-site visits to proposer headquarters.

Part 6 - Proposal Deliverables and Format

- Failure to provide the following deliverables and failure to adhere to the format described below may be grounds for elimination of the proposal from further consideration.
- Return all attachments of the RFP without any format changes.
- All questions and statements in the attachments shall have a response. **There are approximately 1400 total questions and statements.** If the question or statement requires supporting documentation, associated price, diagrams, screenshots or flowcharts it shall be provided clearly and concisely.

Following is an outline of the attachments to be completed by the proposers for their responses.

1. For purposes of this RFP, the functional areas are organized as follows:
 - a) Attachment A – King County Global Reqs.xls containing the following 4 worksheets/tabs:
 - a. High-Level functionality
 - b. Overall business functionality
 - c. Maintenance
 - d. Appeals
 - b) Attachment B – Intentionally omitted

- c) Attachment C – King County Property Valuation.xls containing the following 1 worksheet/tab:
 - a. Personal Property
- d) Attachment D – King County Account Administration.xls containing the following 8 worksheets/tabs:
 - a. Posting Process
 - b. Abstract Process
 - c. Exemptions and Deferrals
 - d. Current Use
 - e. Notice Generation and Mailing
 - f. Adjustment Process
 - g. Annexations Process
 - h. Tax Roll Certification
- e) Attachment E – King County Tax and Fee Accounting.xls containing the following 6 worksheets/tabs:
 - a. Pre-pay and Advance Tax
 - b. Bill Taxes and Fees Process
 - c. Collect Taxes and Fees Process
 - d. Delinquency
 - e. Distribution and Fund Accounting
 - f. Refund Process
- f) Attachment F – King County LIDS.xls containing the following 1 worksheet/tab:
 - a. Local Improvement District

2. For purposes of this RFP, the technical areas are organized as follows:

Attachment G – King County Technical.xls containing the following 5 worksheets/tabs:

- a. System Requirements
- b. Data Requirements
- c. Database Requirements
- d. Electronic Documents and Workflow
- e. Reporting and Data Analysis

3. For purposes of this RFP, the vendor profile, support, and project management areas are organized as follows:

Attachment H – Vendor Profile, Support, and Project Management.xls containing the following 3 worksheets/tabs:

- a. Profile
- b. Maintenance and support
- c. Project Management

4. Attachment I – Price Collection.xls containing 1 worksheet/tab.

5. Attachment J – Vendor Operating Environment.xls containing 1 worksheet/tab.

6. Attachment K – Sample Screenshots – Include samples of screens used throughout the system. These sample screen shots shall include the most commonly used screens and shall also illustrate the “look and feel”, usability, and consistency of the proposer’s software.

7. Attachment L – Sample Standard Reports – Include a list of the proposed system’s standard reports, business functions and what they are meant to do. Also provide sample copies.

Part 7 - Instructions

- This section is intended to assist proposers in completing the RFP worksheets representing the specifications and supporting documentation. The specifications are intended to meet the project objectives and each proposer shall submit a proposal that responds to these specifications.
- In completing the RFP worksheets, it is assumed the reader has read the previous sections and has a basic understanding of King County’s current environment. Refer back to the rest of the document to help clarify the specifications. A glossary is also provided, Appendix B.
- The proposer is expected to respond to all the questions or statements in the RFP and to follow the instructions accordingly.
- Each question or statement is prioritized by King County as Necessary (N) or Optional (O).

The following are instructions for completing the various types of worksheets.

1. EXAMPLE A - RESPONSES TO OPEN-ENDED QUESTIONS

The proposer is required to complete the vendor profile, support, and project management worksheet (**Attachment H – Vendor Profile, Support, and Project Management.xls**). The worksheet has an introduction to help clarify the topic area. The proposer shall provide answers to the open-ended questions in the “Response” column. If the proposer provides additional information, it shall be noted in the “Reference Documentation” column.

Vendor Profile			
#	Topic	Response	Reference Documentation
Company			
	Provide an introduction of your company including the year established, the number of years in business, the number of years the company has been providing Property Tax Software to the public sector, the total number of employees		
	Provide a set of your current and previous year audited financial statements, including breakout of the Property Tax Systems Division.		
	What is the total gross annual revenue of your company?		

Figure 6 – Example A – Responses to open-ended questions

2. EXAMPLE B - RESPONSES TO CLOSE-ENDED QUESTIONS

- a. These worksheets contain the County’s functional and technical specifications.
- b. Each worksheet has an introduction to help clarify the topic area. The proposer is required to answer all questions by placing a 3, 2, 1, or 0 in the proposer response column. These numbers indicate the following:

- 3 - The stated feature is part of the proposer’s standard* product and is fully met by core Application. Standard is defined as “out of the box”.
- 2 - The stated feature is included in the proposer’s standard* product but requires minor custom development, implemented through standard exit routines, or Application tools with no upgrade
- 1 - The stated feature is not included in the proposer’s standard* product and requires custom development, such as changes to core processing logic, or design and development of new modules. Customization must be reapplied with each upgrade.

0 - The stated feature is not part of the proposer's standard* product. Nor are there any plans to incorporate this feature into the proposer's standard product.

- c. Failure to include a response may be scored as a zero (0) for that question.
- d. Any necessary features with zero (0) may be grounds for elimination of the proposal from further consideration.
- e. If the proposer indicates that no modification is necessary, the proposer is expected to demonstrate that capability if requested to arrive on-site in Seattle.
- f. If a modification is necessary the proposer is required to include price of the modification. All "2" and "1" responses shall include any price incurred by King County. Failure to include a price may be grounds for elimination of the proposal from further consideration.
- g. If the proposer will be completing the change at no cost to the County, they shall respond with a "No charge" in the column labeled "Price".
- h. The proposer is encouraged to utilize the "Explanation or Comment" column to clarify responses.

Global and General Requirements - Business Functionality				
Section Definition:	The vision for the King County PBS solution is an integrated, automated, real-time, transactional system without manual or paper processes between DOA and Treasury Operations.			Weight
Additional Information:	Proposer response 3, 2, 1, 0			N
Item Number:	Requirement:	Price:	Explanation, Comments, or Link to Supporting Document	O
Overall				
1.0039	The Application shall provide real-time edit and input capabilities for day-to-day activities for account administration and tax and fee accounting business functions, for example, when a cancellation update is performed, the updated information shall be available in less than 1.5 seconds.			N
1.0040	The Application shall provide bulk edit and input capabilities via a data entry group for scheduled processing at a specific date and time.			N
1.0041	The Application shall accommodate all Washington State constitutional and statutory assessment and reporting requirements, as well as DOR rule changes.			N
1.0042	The Application shall have one screen where all related values, market and assessed values and exemptions broken down by land, improvements, and new construction, exist for a given real and personal property account number.			N
1.0043	The Application shall provide summary screens for Account Administration and Tax/Fee Accounting functionality. Refer to Appendix 1 and 2 for sample screen shots.			N
1.0044	This Application shall provide detail history on all adjustments to the taxes created from property account history on the customer service screens and reports through to billings through to adjusting accounting entries to the receivable and revenues on the County's GL.			N
1.0045	The Application shall identify the source of information.			N

Figure 1 - Example B – Responses to close-ended questions

3. EXAMPLE C - PRICE COLLECTION

The proposer is required to complete the price collection worksheet (**Attachment I – Price Collection.xls**). The proposer shall provide any additional supporting information. Alternative price worksheets will not be accepted and may be grounds for elimination of the proposal from further consideration.

King County Property Tax System Proposed Pricing		
Pricing Worksheet		
Pricing Area	One-time Price	Ongoing Annual Price
Application Software		
Base price of proposed product		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -
Application Software Client Licenses		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -

Figure 8 – Example C – Price Collection

4. EXAMPLE D - VENDOR OPERATING ENVIRONMENT

Proposers are required to complete the Vendor Operating Environment worksheet (**Attachment J - Vendor Operating Environment.xls**). This worksheet describes the proposer’s hardware, operating system, network, and database software products required to adequately process the proposer’s software. Proposers shall complete both the Minimum Configuration and Preferred Configuration columns of the worksheet.

PROPERTY TAX SYSTEM for King County, Washington Vendor Operating Environment Worksheet		
Description	Minimum Configuration	Preferred Configuration
Server		
Make/Model		
Operating System		
Capacity:		
CPU		
Memory		
Storage		
Monitor		
Network Card		
Workstation		
Make/Model		
Operating System		
Capacity:		
CPU		
Memory		
Storage		
Monitor		
Other		
Other Hardware/Software		
CD/DVD ROM		
Bar Code Reader		
Document Scanning		
Cash Drawer		
Receipt Printer		
Printer		
Other - Specify		
Database		
Vendor		
Version		
Network		
Other		
Query/Report Writer		
3rd Party Software #1		

Figure 9 – Example D – Vendor Operating Environment

APPENDIX A – CURRENT LIST OF EXISTING REAL PROPERTY ACCOUNT TYPES

Property Type

Type	Code
Residential	R
Commercial	C
Condominium	K
Timber	T
Undivided Interest	U
Coal & Mineral Right	M
Mining	M
Exempt	X

Application Groups

Group	Code
Residential	R
Commercial	C
Condominium	K
Timber	T
Floating Home	F
Accounting	A
Mixed	M
Mobile Home	H

Sample Document

APPENDIX B - GLOSSARY

Word	Definition
Abatement	A charge by a municipality for demolishing a structure for health or safety reasons. Treasury is asked (required by state law) to place this charge on our property tax system as a lien on the property. The county then includes this charge on the standard tax bill and remits the total funds collected to the appropriate city or the County DES, depending upon who sends us the paperwork. (Distribution of principal and interest therefore has different rules, by RCW, than for tax payments even though they are on the same system. Penalties do not apply. Interest applies but is calculated differently than for delinquent taxes, as abatements become “due” the month that they are place on the system.) The current system identifies abatements by setting the roll year and the omit years as the same. We normally add 5 to 6 of these to our system on an annual basis.
Abend	Abnormal end to processing, the process failed before finishing.
API	Application Programming Interface
Application	Application with a capital A is the proposer’s software solution.
Appraisal Value	Aka market value
Assessed value	Aka taxable value
Batch Processing	The execution of a series of programs (“jobs”) on a computer without human interaction.
Bulk Processing	When a large quantity of data is processed during a single cycle without human interaction.
Board Refund/Rebill	Taxpayers can appeal their assessed values through the county Board of Equalization (BOE), who will sometimes grant a revised assessment and tax. A refund is made to the taxpayer by Treasury, including interest for the time period involved up to the date of the refund. These appeals are then forwarded by the BOE to the state Board of Tax Appeals (BTA) for further review where sometimes the assessed value is “rolled back” to the original value. In this case, taxes need to be recollected, including the amount of interest that the county paid out, added together they are placed back on the tax roll as one receivable. The taxpayer has 30 days to pay without interest. Penalties are not assessed.
BOE	Board of Equalization
BTA	State Board of Tax Appeals
CAMA	Computer aided mass appraisal
CBT	Computer-based training
Change order process	The formal process to make a modification to and existing account. This includes what is being changed, why it is changing and who is making the change.
DBS	City of Seattle Drainage Billing System
DOA	Department of Assessments
Etax	The County’s application for online tax and fee payments, https://payments.metrokc.gov/metrokc.ecommerce.propertytaxweb
Foreclosure	Real property taxes non-paid for 3 years subject the property to seizure and sale of property (foreclosure) proceedings. For example, 2005 unpaid taxes, 2006 paid taxes, 2007 paid taxes on a

	parcel would cause the foreclosure process to start in 2008 solely because of the unpaid 2005 taxes.
GL	General Ledger
Home office account	A home office account is a type of business account. It's also referred to as a H4 account. For example, Starbucks has one headquarter with numerous stores.
KCHA	King County Housing Authority
LET	Leasehold excise tax
Levy code	A geographic area with a unique combination of taxing districts. Our current application stores g/l fund numbers and tax factors by levy code and roll year.
LID account number	A Local Improvement District (LID) is a specific geographical district formed by a group of property owners working together to bring needed capital improvements such as sidewalks, streetlights, street pavement or water or sewer lines. LID's are not a tax. A separate application runs on our current mainframe for managing the annual bills and collection for these, but the 16 digit account number includes a unique leading 4 digit LID number plus our 12 digit property tax account number so that these obligations can be linked to a property tax account at the time of a sale etc. when escrow companies call and want to know all obligations for a parcel.
Market value	Aka appraised value
MSP	Mortgage Service Provider
NAICS	North American Industrial Classification System
NSF	Non-Sufficient Funds
Omit	Due to a DOA error, a real property improvement assessment value (or a personal property value for personal property) is omitted from a prior year tax roll that can be placed on the next year roll (a maximum of 3 years back can be captured). In our current real property system, omitted taxes are placed on the same real property account as current taxes but are identified with a non-blank omit tax year. Currently, personal property omits are on individual accounts, one for each of the three omit years, as appropriate. Omitted taxes have different "due dates" and late interest calculations than current year taxes, based upon when they were put onto the system. Taxpayers are given an extra year to pay omitted taxes without interest.
OCR	Optical Character Reader
Owner	The party or parties having the fee interest in land, except where land is subject to real estate contract "owner" means the contract vendee. Legal owner is the person holding legal title to the property against which property tax is charged. The term lien holder is used on personal property.
Parcel number	A 10 digit number created and assigned by DOA that includes the 6 digit major number (section, township, and range) and the 4 digit minor number (tax lot). If the property is unplatted the first digit of the 4 digit minor number will start with a 9.
PP	Personal Property
PILOT	Payment in lieu of taxes
Plats and Binding Site Plans	Developers of new building projects are expected to pay any delinquent and current year property taxes on the existing real property tax parcels and pay estimated taxes for the future tax year on the land only (if they come in after May 31 st in any given year), prior to being authorized by the county to begin their development work. DOA is contacted to get the future year appraisal data for the land, and current year levy rates are applied, plus an additional 25% since we do not know what the future year levy

	<p>rates will be yet. At this time, King County only does this for Formal Plats (which means 4 or more lots.) We currently do not have a business process in place for Short Plats (fewer than 4 lots.) So for example, a developer comes into the county in November of 2007, seeking release to start building. We make sure that his 2007 and all earlier tax years are fully paid. (This usually involves parcels with only LAND value, no IMPS.) We then collect an estimated 2008 tax (on only the land) and put these funds into an advance plat tax general ledger account, and alter the mailing address on the parcel so that the annual 2008 tax statement will sort with other plat statements which are routed to Treasury staff and NOT mailed to the taxpayers. The "advance plat tax" collected in 2007 is then removed from general ledger and applied in early 2008 to the 2008 property tax fund when the bills are created. Any excess funds are removed from the advance plat tax fund and sent back to the developer.(Note: Different fund than standard refund account). By 2009, new individual parcels will be set up for each property and they will be taxed directly.</p>
Quick Collect (QC)	Collection of "advance tax" for personal property
RBS	Role based security
Roll Year	
RP	Real Property
Referential Integrity	
RFP	Request for proposal
Route	A category of personal property accounts, geographic and/or property type, established for efficiency in the valuation process.
Splits	Refer to accounts internally, such as, current use, undivided interest, historic property, 0 → 8 or 9. Account established, for tax billing purposes only, by appending the suffix 8 or 9 to the 10 digit parcel number. Split accounts are established for senior citizen exemptions on parcels larger than one acre, for parcel whose land and buildings are owned by separate parties, and other special cases.
Seg (Segregation)	Always applies to something to land. The process of splitting one or more real property parcels into two or more parcels. Also referred to as a "seg".
SC&DPO	Senior Citizen & Disabled Property Owners
SPS	State Public Service, aka State Utility Value
SWM	Surface Water Management
SOR	System of Record
Taxable value	Aka assessed value
Taxpayer	The person holding legal title to the property against which tax is charged. Taxpayer shall mean any individual, corporation, association, partnership, trust, or estate whose property has been or will assessed for property tax purposes according to title 84 RCW.
Tax Status	Our current system values: (T) Taxable – taxed property (E) Exempt – tax exempt property, but could still pay fees (O) Operating – operating property such as railroad right-of-ways, public utilities (phone companies, electrical and natural gas companies) airlines etc. also called State Public Service accounts as they are assessed by the State of Washington. Accounts aggregated by levy code area with one bill created for

	each, account numbers starting with 97 on our current real property system. There can be a number of parcels associated with each SPS levy code area account, and each of these individual operating accounts with status code = O can have fees associated with them even though the taxes are aggregated on the SPS accounts. (There are also personal property SPS accounts)
TAV	Timber Assessed Value and Distribution
UBI	Uniform Business Identifier
Unibase	Type of software for high volume data entry.
WACs	Washington Administrative Codes

Sample Document

APPENDIX D – REMITTANCE SCANNERS**King County Tax Receipt System – Scanner File Specifications – revised 10/2005**

The scanner entry system creates 70 byte records of scanned tax receipt data for processing on the mainframe. The DSN of this created file is PD.PRP.TRT00560.TRT115NF.

** There is a new file being created October, 2005 that will contain scanned cashier tax receipts. The file layout will be identical to the file above, but will have a DSN of PD.PRP.TRT00560.TRT115TR. **

Record Descriptions

These 70-byte records contain the scanned receipt data. These records use the first two bytes to determine the record type. There are six record types, and each has its own layout. The two-byte record codes (positions 1 – 2 of the record) are listed below:

43 = Batch Header Record
 05 = Omit Record
 06 = Delinquent Record
 07 = Current Tax Record
 30 = Batch Total Record
 31 = Transmission Total Record

Each batch begins with a record type '43' (Batch Header) and ends with a record type '30' (Batch Total), and can contain multiple records of the other types between the two. Each transmission of batches is culminated with a record type '31' (Transmission Total).

Note: Each '05' and '06' record in the transmission file is followed by a '07' record for the same account/receipt.

Record Layouts

The following layouts describe each of the record types that may be created, and the fields that are expected on them.

If a field is one that must be calculated, a note is made at the end of the record layout.

Batch Header Record (type 43)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'43'
03 - 07	-- filler --	X(5)	(unused)

08 - 09	Machine-Id	X(2)	
10 - 13	Batch-Id	X(4)	
14 - 18	-- filler --	X(5)	(unused)
19 - 24	Header-Date	9(6)	mmddy
25 - 28	Lender	9(4)	
29 - 70	-- filler --	X(42)	(unused)

Omit Record (type 05)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'05'
03 - 08	Receipt-Number	9(6)	
09 - 20	Parcel-Number	9(12)	
21 - 22	Omit-Roll-Year-1	9(2)	
23 - 24	Omit-Omit-Year-1	9(2)	
25 - 26	Omit-Roll-Year-2	9(2)	
27 - 28	Omit-Omit-Year-2	9(2)	
29 - 36	Omit-Amount-1	9(6)v99	
37 - 44	Omit-Amount-2	9(6)v99	
45 - 70	-- filler --	X(24)	(unused)

Delinquent Record (type 06)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'06'
03 - 08	Receipt-Number	9(6)	
09 - 20	Parcel-Number	9(12)	
21 - 28	Delinquent-Amount(1)	9(6)v99	
29 - 36	Delinquent-Amount(2)	9(6)v99	
37 - 44	Delinquent-Amount(3)	9(6)v99	
45 - 52	Delinquent-Amount(4)	9(6)v99	
53 - 60	Delinquent-Amount(5)	9(6)v99	
61 - 68	Delinquent-Amount(6)	9(6)v99	
69 - 70	-- filler --	X(2)	(unused)

Current Tax Record (type 07)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'07'
03 - 08	Receipt-Number	9(6)	
09 - 20	Parcel-Number	9(12)	
21 - 29	Current-Tax-Amount	s9(7)v99	
30 - 35	Current-Cost-Amount	s9(4)v99	
36 - 43	Current-Interest-Amount	s9(6)v99	
44 - 55	Current-Stub-Amount	s9(10)v99	
56 - 67	Current-Check-Amount	s9(10)v99	
68 - 70	-- filler --	X(3)	(unused)

- Current-Stub-Amount = Current-Tax-Amount + Current-Cost-Amount + Current-Interest-Amount

Batch Total Record (type 30)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'30'
03	-- filler --	X(1)	(unused)
04 - 07	Total-Count	9(4)	

08 - 23	Total-Amount	9(14)v99
24 - 39	Total-Scan-Amount	9(14)v99
40 - 45	Total-Begin-Receipt	9(6)
46 - 51	Total-End-Receipt	9(6)
52 - 61	Total-Interest	9(8)v99
62 - 70	Total-Cost	9(7)

- Total-Count = Number of records in batch between Header (43) and Total (30).
- Total-Amount = Sum of ALL Current-Tax-Amounts in batch.
- Total-Scan-Amount = Sum of ALL Current-Tax-Amounts + ALL Delinquent-Amounts(1 to 6) + ALL Omit-Amounts(1 to 2) in batch.
- Total-Cost = Sum of ALL Current-Cost-Amounts in batch.
- Total-Interest = Sum of ALL Current-Interest-Amounts in batch.

Transmission Total Record (type 31)

<u>Position</u>	<u>Field</u>	<u>Picture</u>	<u>Value</u>
01 - 02	Item-Code	X(2)	'31'
03	-- filler --	X(1)	(unused)
04 - 07	Total-Count	9(4)	
08 - 23	Total-Amount	9(14)v99	
24 - 39	Total-Scan-Amount	9(14)v99	
40 - 45	Total-Begin-Receipt	9(6)	
46 - 51	Total-End-Receipt	9(6)	
52 - 61	Total-Interest	9(8)v99	
62 - 70	Total-Cost	9(7)	

The amounts on the '31' record are the same as for the '30' record, but should contain summed totals for all batches in the transmission.

APPENDIX E.1 – KING COUNTY SYSTEM INTEGRATION**A. The following systems shall be integrated with the vendor's product:**

(For an illustration, refer to the diagram at the end of this document.)

Application Name	Functionality
RealProp (CAMA) # 1	Current real property CAMA system which allows users to view and update single properties on a server to include both land and building characteristics. Can run off the production data base when connected to the network or can run off of a local data base when not hooked up to the network for field use Current Frequency – weekly refresh Future Frequency - Daily real time interface Two way interface, vendor application will receive data from CAMA and send data to CAMA
King County General Ledger # 2	The current interface is from the existing property tax mainframe system to the county's general ledger system named ARMS. The ARMS system is being replaced and the project is called ABT. The new general ledger platform will use Oracle Financials. The preference is to build one interface to the new platform Oracle Financials. Current Frequency – Daily batch interface Future Frequency - Daily batch interface Two way interface, vendor application will send data to and receive data from GL system
Stellent # 3	Document imaging and storage system. Current Frequency – Real time Future Frequency – Real time Two way interface, vendor application will receive data from CAMA and send data to CAMA
GIS # 4	Geographical Information System, limited integration. Current Frequency – Once a year send of data Future Frequency - Once a year send of data No interface planned at this time review the vendor application for functionality. Need ability to extract data from vendor application.
King County Web Portal # 5	1. Assessor pages Current Frequency – weekly refresh Future Frequency - Daily real time interface One way interface, vendor application will send data to WEB page 2. Treasury pages Current Frequency – weekly refresh Future Frequency - Daily real time interface One way interface, vendor application will send data to WEB page 3. ETax (online payment) Current Frequency – weekly refresh Future Frequency - Daily real time interface Two way interface, vendor application will receive data from ETAX
OCR (Remittance scanner)	Captures images of the checks used for payment. Current Frequency – Daily batch interface Future Frequency - Daily multiple batch interface

# 6	One way interface, vendor application will receive data from remittance scanner
Casselle (Cashiering System) # 6	Current cashiering system, stand alone system. Current Frequency – Daily Future Frequency - Daily No interface planned at this time need to review the vendor application for functionality.
BOE # 7	County Board of Equalization (Appeals) Current Frequency – Ad hoc Future Frequency – Ad hoc Two way interface sending and receiving data real time from BOE
BTA # 8	Data feed from State Board of Taxation (Appeals) Current Frequency – Real Time Future Frequency – Real Time No interface planned at this time need to review the vendor application for functionality. Need ability to upload data to vendor application.
ReviewTracking & Appeals (Real Property)	Allows users to track appeals, assessment reviews, destruct claims (used by downtown appeals clerical staff to enter state appeals --- portions of this application have been incorporated into CompSales2 and Appeals) Current Frequency – Real Time Future Frequency - Daily real time interface Two way interface, vendor application will receive data from BOE, BTA and CAMA and send data to BOE and CAMA

B. The vendor application should have the ability to accept the data files with various formats. Listed below are data files the County currently receives.

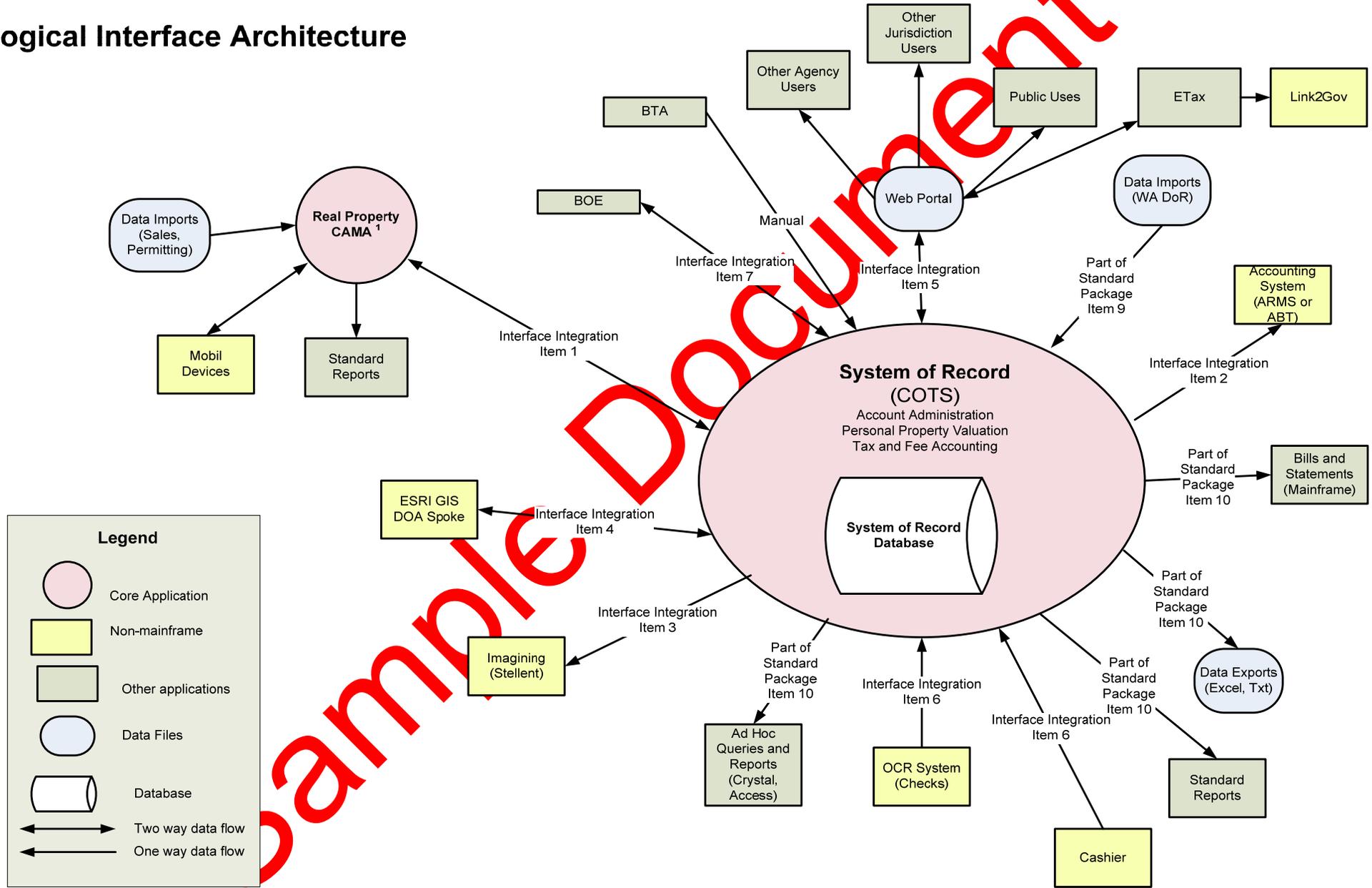
Data Feed	Functionality
Washington State Department of Revenue # 9	Ratio Study Data, Non Profit Data, State Utility Valuation Data, Current Use valuation Data, Timber valuation data Current Frequency – Once a year (The various files come separately at different times.) Future Frequency – Once a year (The various files come separately at different times.) Need ability to upload data to vendor application.
Depreciation Data # 9	Depreciation and trend schedules for personal property valuation. Current Frequency – Once a year Future Frequency – Once a year Need ability to upload data to vendor application.
Mortgage Service Provider # 9	Account and payment Data Current Frequency – Several times a year (The various files come from multiple vendors when taxes are due.) Future Frequency – Several times a year (The various files come from multiple vendors when taxes are due.) Need the ability to extract data to send to the various mortgage service providers. Need ability to upload data to vendor application from MSP's.

C. The vendor's application should produce the items listed below as part of its standard package.

Item	Functionality
Bills and Statements # 10	Creating the standard and ad hoc bills and statements for all the various time frames (yearly, semi-annual, quarterly, monthly).
Standard Reports # 10	Producing the standard canned reports that come with the application. The application should have the functionality to run these reports on either a predefined schedule or on request.
Ad Hoc Queries and Reports # 10	The ability for users to create and run their own queries and reports. The application should have the functionality to run these reports on either a predefined schedule or on request.
Data Exports # 10	The application should produce files in various types (Excel, Txt, MDB, etc.) based upon either standard reports or ad hoc queries and reports. The application should have the functionality to create these exports on either a predefined schedule or on request.

Sample Document

Logical Interface Architecture



Appendix E.2a – Data Files Interface to ARMS System (Accounting System)

The vendor's product shall produce files similar to the ones listed below to integrate to the King County General ledger system (ARMS).

ARMS TC 45/46 Batch Header Interface Record				Record Length = 150
Standard format for all Batch headers				
Field Description	Start Position	Length	Type	Comments
Batch Transaction Code	1	2	Numeric	Fill with 45/46
Batch Date	3	6	Numeric	YYMMDD format
Batch Id	9	4	Numeric	Assigned by ARMS Control
Batch Sequence Number	13	2	Numeric	Starting with 01
Record Type	15	1	Alpha	'B' for Batch Header
Spaces	16	5	Alpha	Required field
Batch Record Count	21	5	Numeric	Required Field
Batch Debit Amount	26	S9(9)V99	Numeric	Zero Fill
Batch Credit Amount	38	S9(9)V99	Numeric	Zero Fill
Billions Batch Debit	49	S9(11)V99	Numeric	If required for batches in Billions, which Taxes needs to use.
Billions Batch Credit	62	S9(11)V99	Numeric	If required for batches in Billions, which Taxes needs to use.

ARMS TC 45/46 Interface Record Format				Record Length = 150
Field Description	Start Position	Length	Type	Comments
Batch Transaction Code	1	2	Numeric	Fill with 45
Batch Date	3	6	Numeric	YYMMDD format
Batch Id	9	4	Numeric	Assigned by ARMS

				Control
Batch Sequence Number	13	2	Numeric	Starting with 01
Record Type	15	1	Alpha	'B' for Batch Header, 'D' for detail records.
Fund	16	9	Numeric	Required field
Account	25	5	Numeric	
Roll-Year-45	30	2	Numeric	
Omit-Year-45	32	2	Numeric	
Real-Personal-45	34	1	Alpha/Numeric	
Cancel-Supl-45	35	1	Alpha/Numeric	
Amount-45	36	S9(9)V99	Numeric	
Other-Fund-45	47	9	Alpha/Numeric	
Task-45	56	3	Alpha/Numeric	
Option-45	59	3	Alpha/Numeric	
Project	62	6	Alpha/Numeric	
True-Date-45	68	6	Numeric	YY/MM/DD
Description-45	74	19	Alpha/Numeric	
Filler	93	58	Alpha/Numeric	

Sample Document

APPENDIX E.2B – DATA FILES INTERFACE FROM ETAX SYSTEM

```

HL1000*****00000100
* COPY BOOK: TAXMQ001 00000200
* CONTENTS : LINKAGE RECORD BETWEEN THE WEB REQUEST 00000300
* FOR TAX PARCEL INFORMATION AND THE CICS 00000400
* PROGRAM TO ACQUIRE THIS INFORMATION 00000500
* 00000600
* SIZE : MQ-CONTROL 51 CHAR 00000700
* : TMQ-COMMON 498 CHAR 00000800
* 00000900
* REDEFINED AREA 3715 CHAR 00001000
* 00001100
* TMQ-INACTIVE-DATA (REDEFINED) 00001200
* INACTIVE DATA 200 CHAR 00001300
* INACTIVE FILLER 3515 CHAR 00001400
* INACTIVE TOTAL 3715 CHAR 00001500
* 00001600
* TMQ-ACTIVE-DATA (REDEFINED) 00001700
* ROLL TABLE 108 CHAR 00001800
* X 6 = 648 CHAR 00001900
* FEE TABLE 74 CHAR 00002000
* X 32 = 2368 CHAR 00002100
* INT TABLE 81 CHAR 00002200
* X 5 = 405 CHAR 00002300
* RCPT TABLE 49 CHAR 00002400
* X 6 = 294 CHAR 00002500
* ACTIVE RECORD TOTAL 3715 CHAR 00002600
* 00002700
* FULL RECORD AREA 00002800
* MQ CONTROL AREA 51 00002900
* COMMON AREA + 498 00003000
* REDEFINED AREA + 3715 00003100
* 00003200
* FULL RECORD SIZE 4264 CHAR 00003300
* 00003400
*****00003500
02 TMQ-TAX-MQ-RECORD-FULL. 00003600
03 TMQ-MQ-CONTROL. 00003700
05 TMQ-MQ-ID PIC X(24). 00003800
05 TMQ-MQ-COOR PIC X(24). 00003900
05 FILLER PIC X(03). 00004000
03 TMQ-COMMON. 00004100
05 TMQ-ID PIC X(10). 00004200
88 TMQ-TAX-RECORD VALUE 'TAXMQ001 ' . 00004300
05 TMQ-TCP-IP-ADDY-19. 00004400
10 TMQ-TCP-IP-ADDY PIC X(15). 00004500
10 TMQ-TCP-ADDY-16-19 PIC X(04). 00004600
05 TMQ-ACCOUNT-NUMBER PIC X(12). 00004700
05 TMQ-PARCEL-NUMBER PIC X(12). 00004800
05 TMQ-STATEMENT-PRINT-RQST PIC X(01). 00004900
88 TMQ-STATE-DO-NOT-PRINT VALUE ' ' . 00005000
88 TMQ-STATE-DO-PRINT VALUE 'P' . 00005100
05 TMQ-ACCOUNT-ACTIVE-FLAG PIC X(01). 00005200

```

88	TMQ-ERROR-RETURN	VALUE 'E'.	00005300
88	TMQ-CURNT-ACTIVE	VALUE 'A'.	00005400
88	TMQ-CURNT-KILL	VALUE 'K'.	00005500
88	TMQ-CURNT-C-OF-D	VALUE 'C'.	00005600
88	TMQ-AUDIT-ACTIVE	VALUE '1'.	00005700
88	TMQ-AUDIT-KILL	VALUE '2'.	00005800
88	TMQ-AUDIT-C-OF-D	VALUE '3'.	00005900
88	TMQ-ABEND	VALUE '*'.	00006000
05	TMQ-FORECLOSURE-FLAG	PIC X(01).	00006100
88	TMQ-SUBJECT-TO-FORECLOSURE	VALUE 'S'.	00006200
88	TMQ-IN-FORECLOSURE	VALUE 'F'.	00006300
05	TMQ-BANKRUPTCY-FLAG	PIC X(02).	00006400
88	TMQ-BANKRUPTCY-CHAPTER-7	VALUE '7'.	00006500
88	TMQ-BANKRUPTCY-CHAPTER-11	VALUE '11'.	00006600
88	TMQ-BANKRUPTCY-CHAPTER-13	VALUE '13'.	00006700
05	TMQ-ACCT-NAME	PIC X(33).	00006800
05	TMQ-ACCT-ADD1	PIC X(33).	00006900
05	TMQ-ACCT-ADD2	PIC X(33).	00007000
05	TMQ-ACCT-ADD3	PIC X(33).	00007100
05	TMQ-MTG-NAME	PIC X(33).	00007200
05	TMQ-LEGAL-LINE1	PIC X(33).	00007300
05	TMQ-LEGAL-LINE2	PIC X(33).	00007400
05	TMQ-LEGAL-LINE3	PIC X(33).	00007500
05	TMQ-LEGAL-LINE4	PIC X(33).	00007600
05	TMQ-LEGAL-LINE5	PIC X(33).	00007700
05	TMQ-INTER-TAX-TITLE	PIC X(24).	00007800
05	TMQ-TRLR-MESSAGE	PIC X(22).	00007900
05	TMQ-INTER-TAX-DUE	PIC ZZZ,ZZZ,ZZZ.ZZ.	00008000
05	TMQ-TOTAL-AMOUNT-DUE	PIC Z,ZZZ,ZZZ,ZZ9.99-.	00008100
05	TMQ-WEB-MSG-CODE	PIC XX.	00008210
05	FILLER	PIC X(35).	00008310
****	THE FOLLOWING DATA EXPLAINS WHY THE ACCOUNT IS INACTIVE		00008410
****	AND WILL BE DISPLAYED TO THE USER ON THE WEB PAGE		00008510
03	TMQ-INACTIVE-DATA.		00008610
05	TMQ-INACTIVE-RESPONSE	PIC X(0200).	00008710
05	FILLER	PIC X(3515).	00008810
****	THE FOLLOWING DATA WILL IDENTIFY THE INDIVIDUAL ITEMS ON		00008910
****	THE PROPERTY IDENTIFIED BY THE PARCEL NUMBER SELECTED		00009010
****	AND WILL BE DISPLAYED TO THE USER ON THEIR WEB PAGE.		00009110
03	TMQ-ACTIVE-DATA REDEFINES TMQ-INACTIVE-DATA.		00009210
04	TMQ-ROLL-TBL OCCURS 6 TIMES		00009310
	INDEXED BY TMQ-ROLL-IDX.		00009410
05	TMQ-ROLL-YEAR	PIC X(04).	00009510
05	TMQ-ROLL-LEVY	PIC X(04).	00009610
05	TMQ-OMIT-YEAR	PIC X(04).	00009710
05	TMQ-OMIT-LEVY	PIC X(04).	00009810
05	TMQ-LAND-VALUE	PIC Z,ZZZ,ZZZ,ZZ9.	00009910
05	TMQ-IMPR-VALUE	PIC Z,ZZZ,ZZZ,ZZ9.	00010010
05	TMQ-TAX-STATUS	PIC X(01).	00010110
88	TMQ-TAXABLE	VALUE 'T'.	00010210
88	TMQ-EXEMPT	VALUE 'X'.	00010310
88	TMQ-OPERATING	VALUE 'O'.	00010410
05	TMQ-SC-EXEMPT-FLAG	PIC X(01).	00010510
88	TMQ-FULL-EXEMPTION	VALUE 'F'.	00010610
88	TMQ-HALF-EXEMPTION	VALUE 'H'.	00010710
88	TMQ-PARTIAL-EXEMPTION	VALUE 'P'.	00010810
88	TMQ-SPECIAL-EXEMPTION	VALUE 'S'.	00010910

	05	TMQ-NEW-CONST-FLAG	PIC	X(01).	00011010
		88 TMQ-NEW-CONSTRUCTION	VALUE	'C'.	00011110
	05	TMQ-AMOUNT-BILLED	PIC	Z,ZZZ,ZZ9.99-.	00011210
	05	TMQ-AMOUNT-PAID	PIC	Z,ZZZ,ZZ9.99-.	00011310
	05	TMQ-PAID-NONE-HALF-FULL	PIC	X(01).	00011410
		88 TMQ-PAID-NONE	VALUE	' '.	00011510
		88 TMQ-PAID-HALF	VALUE	'H'.	00011610
		88 TMQ-PAID-FULL	VALUE	'F'.	00011710
	05	FILLER	PIC	X(36).	00011810
	04	TMQ-FEE-TBL OCCURS 32 TIMES			00011910
		INDEXED BY TMQ-FEE-IDX.			00012010
	05	TMQ-FEE-YEAR	PIC	X(04).	00012110
	05	TMQ-FEE-TYPE	PIC	X(20).	00012210
	05	TMQ-FEE-LEVY	PIC	X(04).	00012310
	05	TMQ-FEE-BILLED	PIC	Z,ZZZ,ZZ9.99-.	00012410
	05	TMQ-FEE-PAID	PIC	Z,ZZZ,ZZ9.99-.	00012510
	05	TMQ-FEE-ACRE	PIC	X(05).	00012610
	05	TMQ-FEE-BENEFIT	PIC	X(05).	00012710
	05	FILLER	PIC	X(10).	00012810
	04	TMQ-INT-TBL OCCURS 5 TIMES			00012910
		INDEXED BY TMQ-INT-IDX.			00013010
	05	TMQ-INT-BILL-YR	PIC	X(02).	00013110
	05	TMQ-INT-OMIT-YR	PIC	X(02).	00013210
	05	TMQ-AMOUNT-BILL-INT	PIC	Z,ZZZ,ZZ9.99-.	00013310
	05	TMQ-AMOUNT-PAID-INT	PIC	Z,ZZZ,ZZ9.99-.	00013410
	05	TMQ-AMOUNT-INTR-INT	PIC	Z,ZZZ,ZZ9.99-.	00013510
	05	TMQ-AMOUNT-PENALTY-INT	PIC	Z,ZZZ,ZZ9.99-.	00013610
	05	TMQ-AMOUNT-DUE-INT	PIC	Z,ZZZ,ZZ9.99-.	00013710
HL1000	05	FILLER	PIC	X(12).	00013810
	04	TMQ-RCPT-TBL OCCURS 6 TIMES			00013910
		INDEXED BY TMQ-RCF-IDX.			00014010
	05	TMQ-RCPT-DATE	PIC	X(08).	00014110
	05	TMQ-RCPT-NUMBER	PIC	X(06).	00014210
	05	TMQ-RCPT-PROTEST	PIC	X(01).	00014310
		88 TMQ-RCPT-NOT-UNDER-PROTEST	VALUE	' '.	00014410
		88 TMQ-RCPT-UNDER-PROTEST	VALUE	'P'.	00014510
	05	TMQ-RCPT-AMOUNT	PIC	Z,ZZZ,ZZ9.99-.	00014610
	05	TMQ-RCPT-INTEREST	PIC	Z,ZZZ,ZZ9.99-.	00014710
HL1000	05	FILLER	PIC	X(08).	00014810

Appendix E.2c – Data Files Interface to GIS System

The vendor's product shall produce files similar to the ones listed below to integrate to the King County Geographical Information System (GIS).

District file layout (record length - 76 bytes).

```

01  GISDIST-REC.
    05  GIS-DIST-LEVY          PIC X(04).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-DIST-NAME         PIC X(20).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-SCHOOL-DIST      PIC X(05).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-WATER-DIST      PIC X(03).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-FIRE-DIST        PIC X(05).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-HOSP-DIST        PIC X(04).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-LIBR-DIST        PIC X(06).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-EMS-DIST         PIC X(04).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-FLOOD-TITLE     PIC X(04).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-FERRY-DIST      PIC X(06).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-OTHER-DIST      PIC X(06).
  
```

Rates file layout (record length - 116 bytes).

```

01  GISRATE-REC.
    05  GIS-RATE-LEVY          PIC X(04).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-RATE-TYPE         PIC X(01).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-LEVY-TOTAL       PIC X(09).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-LEVY-CONS        PIC X(08).
    05  FILLER                 PIC X(01) VALUE ','.
    05  GIS-DIST-MILLAGES    OCCURS 10 TIMES.
    10  GIS-MILLAGE           PIC X(08).
    10  GIS-COMMA            PIC X(01) VALUE ','.
  
```

Appendix E.2d – Data Files Interface to CAMA

The vendor's product shall produce files similar to the ones listed below to integrate to the King County CAMA application.

Parcels/Properties:

PD.PRP.PSI00305.PSI460IN

6.0

25

1	SQLCHAR	0	8	" "	1	Source
2	SQLCHAR	0	6	" "	2	Major
3	SQLCHAR	0	4	" "	3	Minor
4	SQLCHAR	0	1	" "	4	Split
5	SQLCHAR	0	8	" "	5	RunDate
6	SQLCHAR	0	6	" "	6	Jobname
7	SQLCHAR	0	7	" "	7	DocId
8	SQLCHAR	0	1	" "	8	Action
9	SQLCHAR	0	7	" "	9	Folio
10	SQLCHAR	0	2	" "	10	QtrSec
11	SQLCHAR	0	2	" "	11	Section
12	SQLCHAR	0	2	" "	12	Township
13	SQLCHAR	0	2	" "	13	Range
14	SQLCHAR	0	3	" "	14	Area
15	SQLCHAR	0	3	" "	15	SubArea
16	SQLCHAR	0	3	" "	16	LandUseCode
17	SQLCHAR	0	1	" "	17	Suppress
18	SQLCHAR	0	6	" "	18	FromMajor
19	SQLCHAR	0	4	" "	19	FromMinor
20	SQLCHAR	0	1	" "	20	FromSplit
21	SQLCHAR	0	1	" "	21	MFPropType
22	SQLCHAR	0	7	" "	22	PlatBlock
23	SQLCHAR	0	14	" "	23	PlatLot
24	SQLCHAR	0	6	" "	24	MFOwnerPcnt
25	SQLCHAR	0	1	"\r\n"	25	EndMark

Accounts:

pd.prp.pdm02214.pdm180.realacct

6.0

14

1	SQLCHAR	0	12	" "	1	AcctNbr
2	SQLCHAR	0	1	" "	2	Status
3	SQLCHAR	0	10	" "	3	StatusDate
4	SQLCHAR	0	33	" "	4	Taxpayer
5	SQLCHAR	0	33	" "	5	Addr1
6	SQLCHAR	0	33	" "	6	Addr2
7	SQLCHAR	0	33	" "	7	Addr3
8	SQLCHAR	0	5	" "	8	Zipcode
9	SQLCHAR	0	6	" "	9	NaChgIdent
10	SQLCHAR	0	6	" "	10	Major
11	SQLCHAR	0	4	" "	11	Minor
12	SQLCHAR	0	2	" "	12	BankruptStat
13	SQLCHAR	0	10	" "	13	FilingDate

14	SQLCHAR	0	1	"\r\n"	14	EndMark
----	---------	---	---	--------	----	---------

Legal files:

pd.prp.pdm02214.pdm190.legal0

6.0

9

1	SQLCHAR	0	6	" "	1	Major
2	SQLCHAR	0	4	" "	2	Minor
3	SQLCHAR	0	1	" "	3	Split
4	SQLCHAR	0	1	" "	4	CheckDigit
5	SQLCHAR	0	1	" "	5	Status
6	SQLCHAR	0	2	" "	6	LineNbr
7	SQLCHAR	0	235	" "	7	Line
8	SQLCHAR	0	10	" "	8	UpdateDate
9	SQLCHAR	0	1	"\r\n"	9	Filler

Receivable:

pd.prp.pdm02214.pdm230.rcvb1s

6.0

23

1	SYBCHAR	0	12	" "	1	AcctNbr
2	SYBCHAR	0	1	" "	2	RcvbType
3	SYBCHAR	0	4	" "	3	BillyYr
4	SYBCHAR	0	4	" "	4	OmitYr
5	SYBCHAR	0	1	" "	5	AcctStatus
6	SYBCHAR	0	10	" "	6	Billed
7	SYBCHAR	0	10	" "	7	Paid
8	SYBCHAR	0	1	" "	8	TaxStat
9	SYBCHAR	0	4	" "	9	LevyCode
10	SYBCHAR	0	4	" "	10	OmitCode
11	SYBCHAR	0	9	" "	11	LandVal
12	SYBCHAR	0	9	" "	12	ImpsVal
13	SYBCHAR	0	9	" "	13	ApprLandVal
14	SYBCHAR	0	9	" "	14	ApprImpsVal
15	SYBCHAR	0	9	" "	15	ImpIncrease
16	SYBCHAR	0	9	" "	16	AssdTotalVal
17	SYBCHAR	0	2	" "	17	TaxValReason
18	SYBCHAR	0	1	" "	18	NewConstr
19	SYBCHAR	0	1	" "	19	SrCit
20	SYBCHAR	0	3	" "	20	FPtrlAcres
21	SYBCHAR	0	7	" "	21	DrainAcres
22	SYBCHAR	0	3	" "	22	DrainDist
23	SYBCHAR	0	8	"\r\n"	23	DrainBenefit

Change History:

pd.PRP.pdm02214.pdm260.chistory

6.0

16

1	SQLCHAR	0	12	" "	1	AcctNbr
2	SQLCHAR	0	10	" "	2	ChgDate
3	SQLCHAR	0	6	" "	3	ChgTime

4	SQLCHAR	0	2	""	4	ChgType
5	SQLCHAR	0	12	""	5	ChgSeqNbr
6	SQLCHAR	0	4	""	6	ChgBatch
7	SQLCHAR	0	7	""	7	DocId
8	SQLCHAR	0	6	""	8	Major
9	SQLCHAR	0	4	""	9	Minor
10	SQLCHAR	0	14	""	10	Lot
11	SQLCHAR	0	7	""	11	Block
12	SQLCHAR	0	20	""	12	ChgReason
13	SQLCHAR	0	6	""	13	ChgJobId
14	SQLCHAR	0	1	""	14	AuditStatus
15	SQLCHAR	0	1	""	15	PurgeFlag
16	SQLCHAR	0	1	"\r\n"	16	EndMark

Value History

PD.PRP.PDM02214.PDM210.VALHIST1
 PD.PRP.PDM02214.PDM210.VALCODE1
 PD.PRP.PDM02214.PDM210.VALHIST2
 PD.PRP.PDM02214.PDM210.VALCODE2

ValHist

6.0

20

1	SYBCHAR	0	9	""	1	ValHistId
2	SYBCHAR	0	12	""	2	AcctNbr
3	SYBCHAR	0	8	""	3	ChgDate
4	SYBCHAR	0	7	""	4	ChgDoc
5	SYBCHAR	0	9	""	5	LandVal
6	SYBCHAR	0	9	""	6	ImpsVal
7	SYBCHAR	0	9	""	14	ApprLandVal
8	SYBCHAR	0	9	""	15	ApprImpsVal
9	SYBCHAR	0	9	""	17	ImpIncrease
10	SYBCHAR	0	9	""	16	AssdTotalVal
11	SYBCHAR	0	2	""	18	TaxValReason
12	SYBCHAR	0	4	""	7	RollYr
13	SYBCHAR	0	4	""	8	OmitYr
14	SYBCHAR	0	4	""	9	LevyCode
15	SYBCHAR	0	1	""	10	TaxStatus
16	SYBCHAR	0	1	""	11	Newconstr
17	SYBCHAR	0	4	""	12	Appr
18	SYBCHAR	0	10	""	13	CorrDate
19	SYBCHAR	0	6	""	0	Major
20	SYBCHAR	0	4	"\r\n"	0	Minor

ValHistCode

1	SYBCHAR	0	9	""	1	ValHistId
2	SYBCHAR	0	2	""	2	LUTypeld
3	SYBCHAR	0	2	""	3	LUItemld
4	SYBCHAR	0	1	"\r\n"	0	Filler

Parcel Count

	ResSingleFamily	ResCondoTownhouse	Real Property MobileHomeHouseBoat	Total
Algona	612	3	158	773
Auburn	7,173	101	75	7,349
Beaux Arts	116			116
Bellevue	27,551	437	1	27,989
Black Diamond	1,303	1	66	1,370
Bothell	3,160	26	3	3,189
Burien	8,134	34	47	8,215
Carnation	505		4	509
Clyde Hill	1,102			1,102
Covington	5,245	1	68	5,314
Des Moines	6,850	50	84	6,984
Duvall	1,829	1	1	1,831
Enumclaw	2,616	11		2,627
Federal Way	18,287	115	183	18,585
Hunts Point	185			185
Issaquah	5,339	513	6	5,858
Kenmore	5,434	161	17	5,612
Kent	14,204	390	65	14,659
Kirkland	10,195	382	5	10,582
Lake Forest Park	4,349	12	1	4,362
Maple Valley	5,931	334	208	6,473
Medina	1,171			1,171
Mercer Island	7,058	38		7,096
Milton	241		6	247
Newcastle	2,914	8	2	2,924
Normandy Park	2,180	4		2,184
North Bend	1,082	5	8	1,095
Pacific	1,302		140	1,442
Redmond	10,045	71	1	10,117
Renton	13,672	182	19	13,873
Sammamish	13,583	8	46	13,637
SeaTac	5,145	36	80	5,261
Seattle	129,361	7,992	69	137,422
Shoreline	15,335	209	20	15,564
Skykomish	139		7	146
Snoqualmie	2,666	9	5	2,680
Tukwila	3,166	36	78	3,280
Woodinville	2,620	8	4	2,632
Yarrow Point	398			398
Unincorporated King County	108,272	260	4,067	112,599
Commercial Accounts				44,387
Total	450,470	11,438	5,544	511,839

Appendix G – Primary Users of the PBS System

a) Appraisers

Residential Appraisers are part of the Residential Division within DOA. They are responsible for determining the true and fair market value on all residential properties for tax assessment purposes, performing field data analysis, and preparing appeals to defend values. Their function is entirely supported by DOA server-based real property valuation applications.

Commercial Appraisers are part of the Commercial Business Division within DOA. They are responsible for determining the true and fair market value on all commercial real property for tax assessment purposes, performing field data analysis, and preparing appeals to defend values. Their function is entirely supported by DOA server-based real property valuation applications.

Personal Property Appraisers are part of the Commercial Business Division within DOA. They are responsible for reviewing and applying value on all leased personal property accounts. They also audit and appraise personal property to ensure that tax assessments are consistent with market value of the property.

b) Levy Specialist

The Levy Specialist is part of the Accounting Division within DOA. S/he is responsible for the tax roll certification process.

c) Current Use Specialist

The Current Use Specialist is part of the Accounting Division within DOA. S/he is responsible for administering complex legislation and regulations pertaining to assessment of forest lands, farm lands, open space lands, common properties and other special use properties.

d) Abstract/Plat/Annexation Specialists

Abstract Technicians are part of the Accounting Division within DOA. They are responsible for maintaining the configuration of King County's real property tax assessment parcel structure. They work with internal and external customers to resolve issues relating to property title and taxes and record actions.

e) Exemption Specialists

Exemption Specialists are part of the Accounting Division within DOA. They are responsible for providing specialized, technical and program-specific information, reviewing financial records, maintaining data/records, performing calculations, preparing documents, and assisting taxpayers.

f) Functional Analyst

The Functional Analyst is part of the Administration Section within Treasury Operations. S/he is responsible for monitoring reports and data collection systems to ensure data integrity and appropriate reporting levels for management needs, regulations, policy and procedures, and audit findings. The Functional Analyst routinely produces reports as needed for Operations, Division, and Department.

g) Fiscal Specialists

Fiscal Specialists are part of the Property Tax and Remittance/Mail Processing Sections within Treasury Operations. They are responsible for remittance processing, tax balancing, property tax refund processing, and new plat processing.

h) Customer Service Specialists

Customer Service Specialists are part of the Property Tax Section within Treasury Operations. They are responsible for responding to taxpayer inquiries for tax and LID account information in person, over the phone, regular and email, and tax foreclosure processing.

i) Application Development and Support Services

Application Development and Support Services is part of the Enterprise Services Section within OIRM. They are responsible for daily maintenance and support of the mainframe PBS applications.

j) Systems Development Group

The Systems Development Group is part of the Information Services Division within DOA. They are responsible for daily maintenance and support of the DOA server-based applications.

Sample Document

PBS Technology Standards

Database

Relation database management system (RDMS) is essential. The county guideline is Oracle for very large enterprise wide usage, such as Financials. For medium to large database usage and size the county prefers Microsoft SQL Server.

Deviation from the county guide on RDMS would need to be substantially justified give the skills of and familiarity the county is with the defined RDMS environments.

Access as a database for medium to large environment with multiple users is not an acceptable database.

The database must enable a reporting environment that does not degrade transactional business activity.

Application Environment

The application should be web based and operated on utilizing Microsoft Internet Explorer at a minimum at the workstation.

Ideally the application will be web service based allowing for extensibility and integration within the county.

The primary application development languages used by the joint ownership of Property Based Systems is under .net, thus asp.net, vb.net and C#.

Integration

The application and database environment must lend itself to easy integration utilizing Microsoft's Biztalk Server.

Oracle Financials is becoming the county standard, integration with this product is essential.

Reporting Environment

The application solution must support a self end client reporting environment. Products such as Access, Crystal Reports and SQL Reporting Services are utilized at the county and therefore would ideally be utilized.

The reporting environment must not conflict with performance of the transaction operational tasks of the business units.

Load Balanced / Fail Over

Ideally the environment / solution would employ a load balance architecture thereby reducing down time or peak usage degradation in performance.

Security

Ideally the environment would utilize organization units (OU's) of active directory for application access and security levels.

Business Continuity

Ideally the application and data architecture design would support failover to a remote site in the even of significant disruption a the core datacenter.

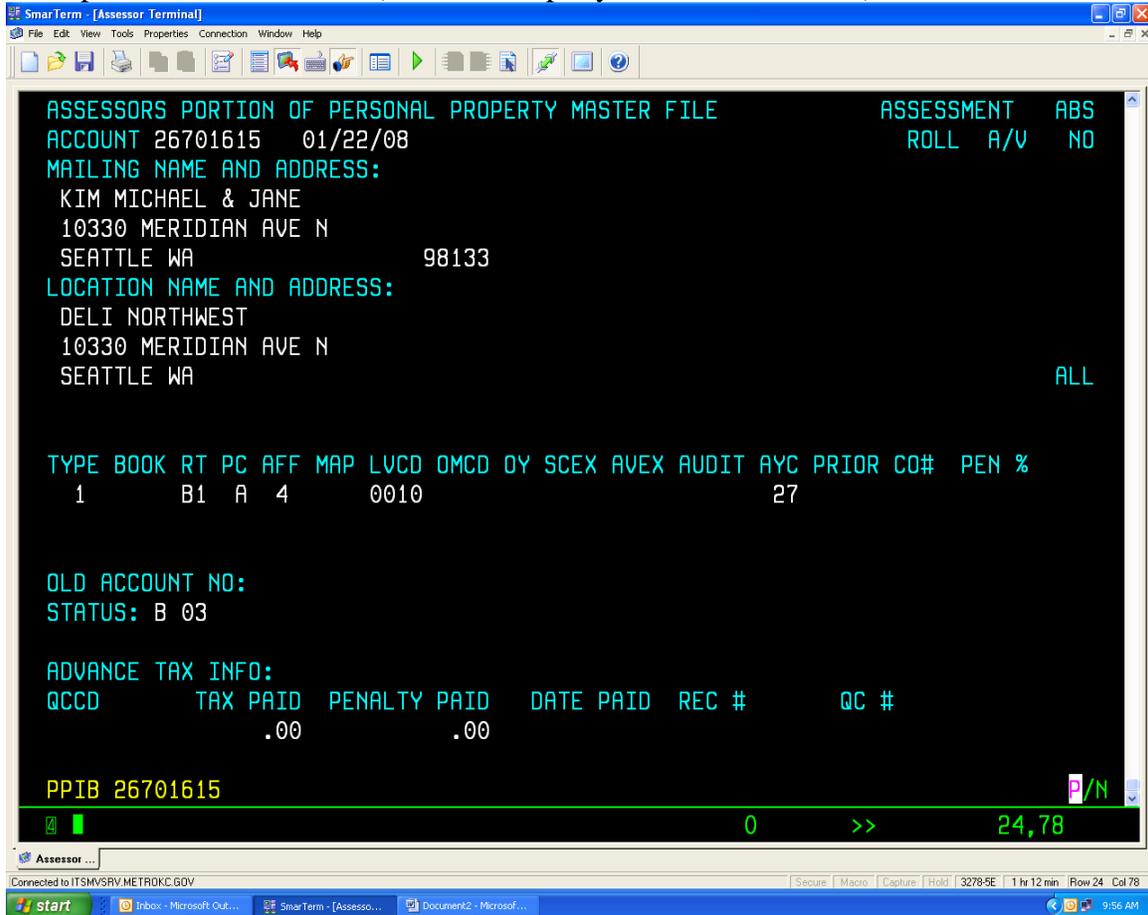
Internet

The application design and data architecture must allow for a secure public self service environment either through a replicated environment that would reside on the DMZ/PAS or some other means that could pass penetration and security audit review activities. The existing Internet environments are Windows server based utilizing .net frameworks and SQL server database engines.

Sample Document

Appendix I.1a – Sample Screen Shoots (PPIB)

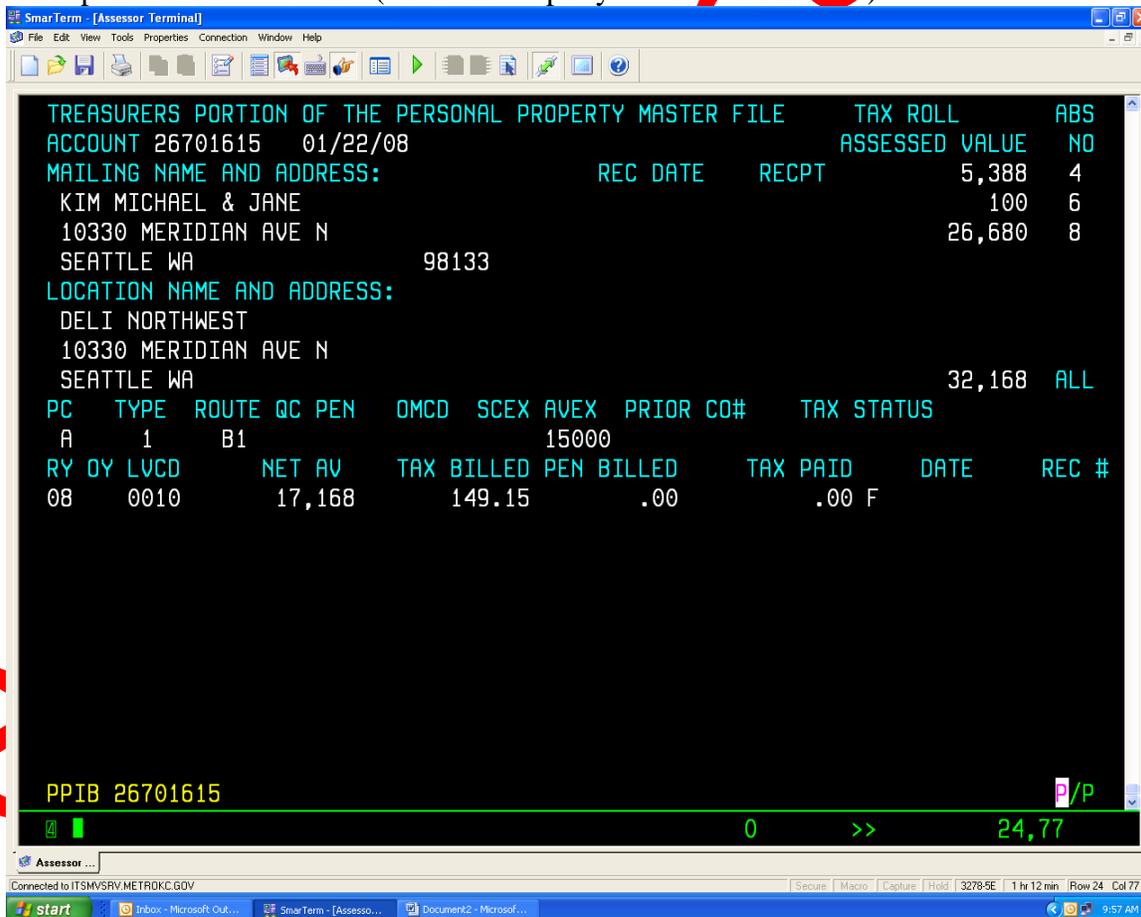
Example of the PPIB screen (Personal Property – Assessors Screen)



Field	Description and Format
ACCOUNT	8 digit (NNNNNNNN)
DATE	Current Data (MM/DD/YY)
MAILING NAME and ADDRESS	See above
LOCATION NAME and ADDRESS	See above
TYPE	Not used 1 digit (A)
BOOK	Not used 2 digit (AA)
RT	Not used 2 digit (AA)
PC	Not used 1 digit (A)
AFF	Not used 1 digit (A)
MAP	Not used 3 digit (AAA)
LVCD	Levy Code 4 digit (NNNN)
OMCD	Omit Code 2 digit (AA)
OY	Omit Year 2 digit (YY)

SCEX	Senior Exemption 1 digit (A)
AVEX	Head of Household Exemption 5 digit (NNNNN)
AUDIT	Flay to indicate account is under audit 5 digit (AAAAA)
AYC	AFFIDAVITE YEAR CODE, Not used 1 digit (A) + 1 digit (A)
PRIOR CO#	Change order number 6 digit (MM/DD/YY)
PEN %	Penalty Interest Rate 3 digit (NNN)
OLD ACCOUNT NO:	Not used 8 digit (NNNNNNNN)
STATUS	Not used 1 digit (A) + 2 digit year (NN)
QCCD	Quick Collect Code, 2 digit (AA)
TAX PAID	9 digit (NNNNNNNNN)
PENALTY PAID	9 digit (NNNNNNNNN)
DATE PAID	6 digit (MM/DD/YY)
REC #	7 digit (NNNNNNN)
QC#	7 digit (NNNNNNN)

Example of the PPIB screen (Personal Property - Treasurers Screen)

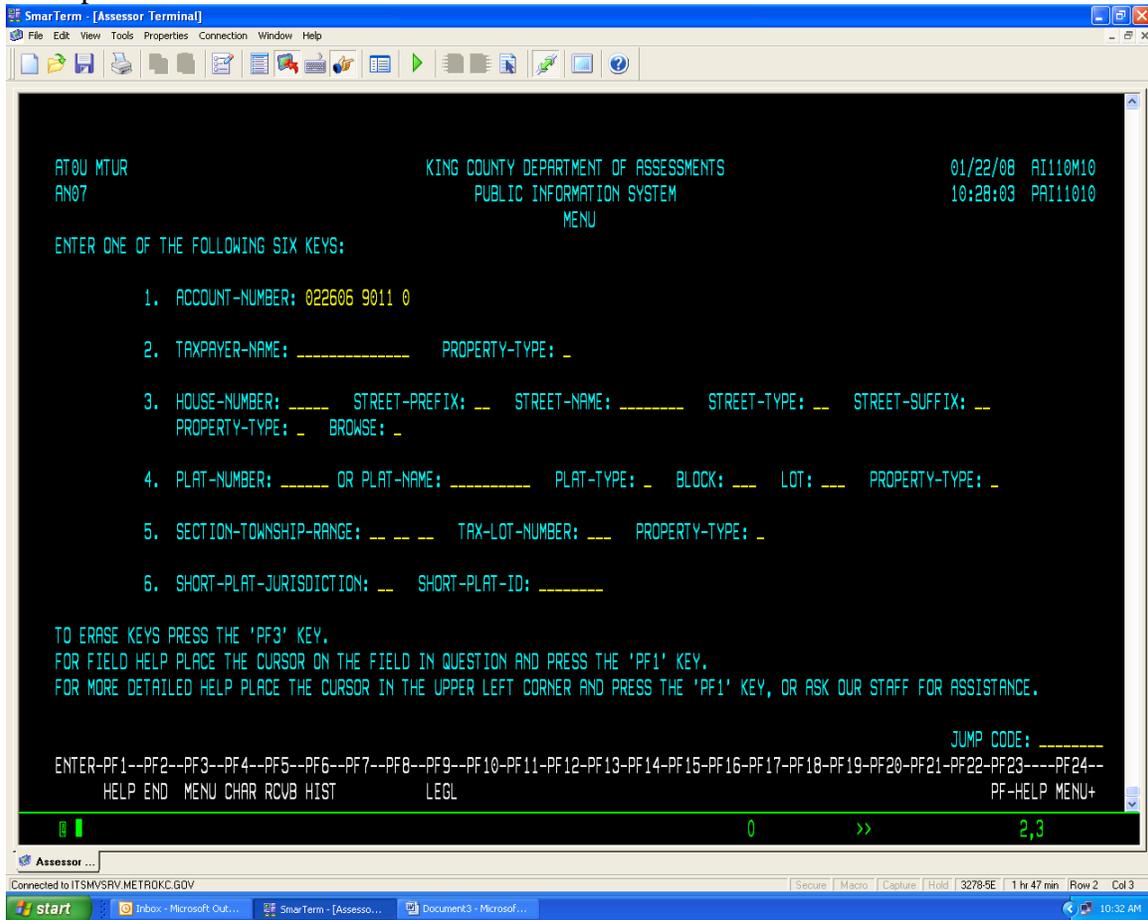


Field	Description and Format
Account	8 digit (NNNNNNNN)

Date	Current Data (MM/DD/YY)
REC DATE	Date of payment (MM/DD/YY)
RECPT	Number of receipt issued 5 digit (NNNNN)
Assessed Value	9 digit (NNNNNNNNN)
ABS NO	Abstract Number 1 digit (N)
Mailing Name and Address	See above
Location Name and Address	See above
ALL	Total of Assessed Value 9 digit (NNNNNNNNN)
PC	Not Used 1 digit (A)
Type	Not used 1 digit (A)
Route	Not used 2 digit (AA)
QC	Quick Collect 1 digit (A)
PEN	Penalty 9 digit (NNNNNNNNN)
OMCD	Omit Code 2 digit (AA)
SCEX	Senior Exemption 1 digit (A)
AVEX	Head of Household Exemption 5 digit (NNNNN)
PRIOR CO#	Change order number 7 digit (NNNNNNN)
TAX STATUS	1 digit (A)
RY	Roll year 2 digit (NN)
OY	Omit Year 2 digit (NN)
LVCD	Levy Code 4 digit (NNNN)
NET AV	Net assessed value 9 digit (NNNNNNNNN)
TAX BILLED	9 digit (NNNNNNNNN)
PEN BILLED	9 digit (NNNNNNNNN)
TAX PAID	9 digit (NNNNNNNNN)
DATE	Date paid 6 digit (MM/DD/YY)
REC #	Receipt Number 7 digit (NNNNNNN)

APPENDIX I.1b – Sample Screen Shoots (AN07)

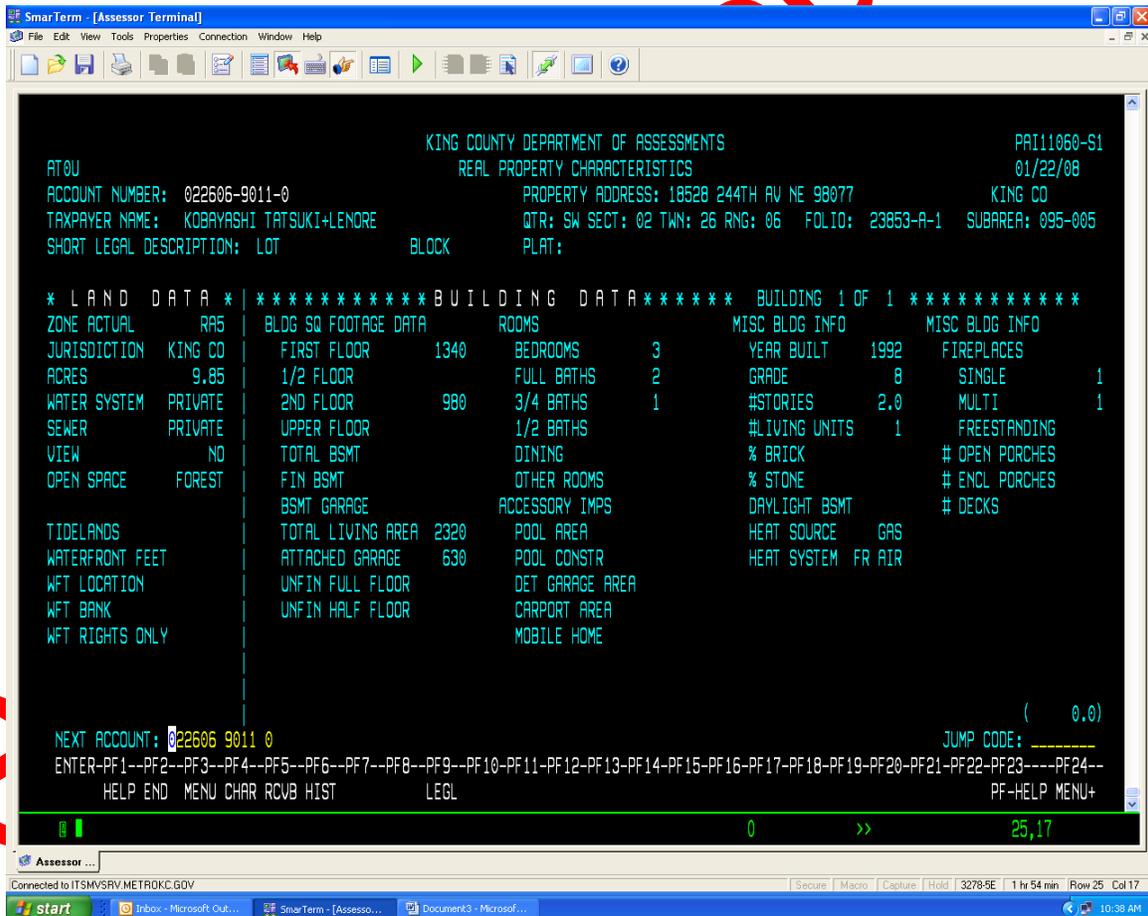
Example of the AN07 Screen – Main Menu



Field	Description and Format
ACCOUNT	11 digit (NNNNNNNNNNNN)
TAXPAYER NAME	14 digit (AAAAAAAAAAAAAAAA)
PROPERTY TYPE	1 digit (A)
HOUSE NUMBER	5 digit (NNNNN)
STREET-PREFIX	2 digit (AA)
STREET-NAME	8 digit (AAAAAAAA)
STREET-TYPE	2 digit (AA)
STREET-SUFFIX	2 digit (AA)
PROPERTY TYPE	1 digit (A)
BROWSE	1 digit (A = 'X')
PLAT-NUMBER	6 digit (AAAAAA)
PLAT-NAME	10 digit (AAAAAAAAAA)

PLAT-TYPE	1 digit (A)
BLOCK	3 digit (NNN)
LOT	3 digit (NNN)
PROPERTY TYPE	1 digit (A)
SECTION-TOWNSHIP-RANGE	6 digit (NNNNNN)
TAX LOT NUMBER	3 digit (NNN)
PROPERTY TYPE	1 digit (A)
SHORT PLAT JURISDICTION	2 digit (AA)
SHORT PLAT ID	7 digit (AAAAAAA)

Document



Example of Characteristics Screen

KING COUNTY DEPARTMENT OF ASSESSMENTS
RECEIVABLES

ACCOUNT NUMBER: 022606-9011-0
TAXPAYER NAME: KOBAYASHI TATSUKI+LENORE
SHORT LEGAL DESCRIPTION: LOT BLOCK

PROPERTY ADDRESS: 18528 244TH AV NE 98077
QTR: SW SECT: 2 TWN: 26 RNG: 6 FOLIO: 23853-A-1 SUBAREA: 095-005
PLAT:

PRI11075-S1
01/22/08
KING CO

BILL YEAR	OMIT YEAR	N S C C	LEVY CODE	TAXABLE VALUE	APPRAISED VALUE	TOTAL APPR	IMP INCREASE
YEAR	YEAR	C	C	LAND	IMPS	TAX BILLED	TAX PAID
2009	7518	CU		61,172	309,000		
2008	7518	CU		61,172	309,000	4,201.45	
2007	7518	CU		56,172	307,000	4,357.20	4,357.20
2006	7518	CU		51,190	293,000	4,314.51	4,314.51
2005	7518	CU		46,226	271,000	4,148.55	4,148.55

BILL YEAR	RECEIVABLE	TYPE	LEVY CODE	TAXABLE VALUE	TAX BILLED	TAX PAID	F PTRL	DRN	DRAINAGE	DRAINAGE	DATE	DUE
YEAR	YEAR			LAND	IMPS		ACRES	DST	BENEFIT	ACRES	CERTIFIED	DATE
2008	SWTR	MGT	9457			111.00						
2008	N	WEED	9420			3.60						
2007	SWTR	MGT	9457			111.00			111.00			
2006	SWTR	MGT	9457			102.00			102.00			
2005	SWTR	MGT	9457			102.00			102.00			

NEXT ACCOUNT: 022606 9011 0 * * END OF RECEIVABLES * * JUMP CODE: _____ (0.2)

ENTER-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23---PF24--
HELP END MENU CHAR HIST LEGL LEFT RIGHT PF-HELP MENU+

0 >> 25,17

Example of Receivables

Sample

KING COUNTY DEPARTMENT OF ASSESSMENTS
REAL PROPERTY HISTORY
PAI11070-S1
01/22/08

AT0U
ACCOUNT NUMBER: 022606-9011-0
TAXPAYER NAME: KOBAYASHI TATSUKI+LENORE
SHORT LEGAL DESCRIPTION: LOT BLOCK PLAT:
0

PROPERTY ADDRESS: 18528 244TH AV NE 98077
KING CO
QTR: SW SECT: 2 TWN: 26 RNG: 6 FOLIO: 23853-A-1 SUBAREA: 095-005

***** VALUE HISTORY *****
YEAR LAND IMPS TOTAL L/C DATE CHANGE# REASON
09 61,172 309,000 370,172 T 7518 11/29/07 REVALUE
08 61,172 309,000 370,172 T 7518 11/28/07 REVALUE
07 56,172 307,000 363,172 T 7518 08/15/06 REVALUE
06 51,190 293,000 344,190 T 7518 10/12/05 REVALUE
05 T 7518 09/22/04 LEVY CODE CHNG
05 46,226 271,000 317,226 T 6420 08/30/04 REVALUE
04 43,271 264,000 307,271 T 6420 06/18/03 REVALUE
03 39,320 252,000 291,320 T 6420 10/28/02 REVALUE
02 35,356 252,000 287,356 T 6420 07/23/01 REVALUE
0200 35,419 204,000 239,419 T 6420 05/16/01 EXTENSION
01 35,419 204,000 239,419 T 6420 05/16/01 016669 CORRECTION BOARD
01 35,419 204,000 239,419 T 6420 08/31/00 REVALUE
00 35,450 204,000 239,450 T 6420 09/09/99 REVALUE
99 31,414 184,000 215,414 T 6420 10/06/98 REVALUE
*** CONTINUED ***

***** SALES HISTORY *****
DATE EXCISE# SALES PRICE REMARKS
04/28/88 0998287 80,000 DEED
** END OF SALES HISTORY ** (0.0)

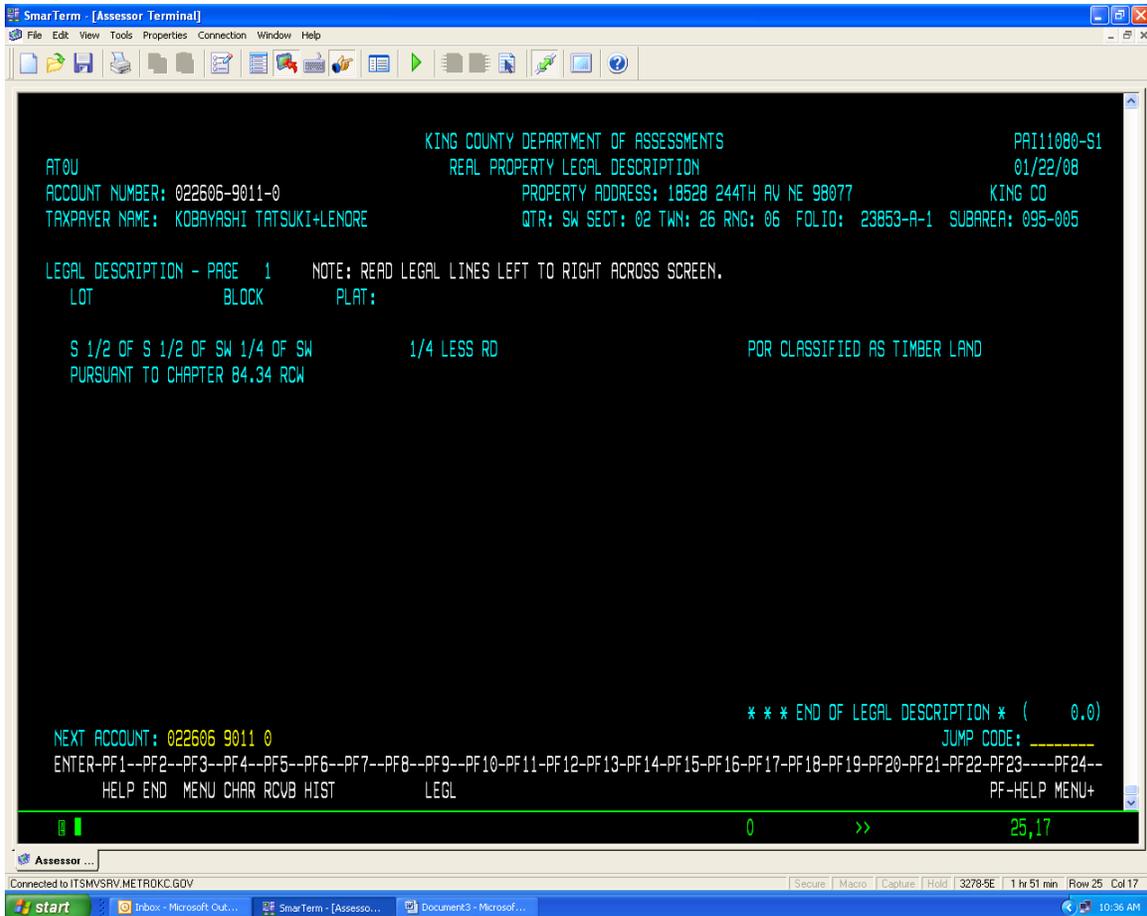
NEXT ACCOUNT: 022606 9011 0
ENTER--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23---PF24--
HELP END MENU CHAR RCVB HIST LEGL ASSD PF-HELP MENU+

Assessor ...
Connected to ITSMVSRV.METROK.COV

start | Inbox - Microsoft Out... | SmarTerm - [Assesso... | Document3 - Microsof... | Secure | Macro | Capture | Hold | 3278-5E | 1 hr 50 min | Row 25 | Col 17 | 10:34 AM

Example of Sales History screen

Sample

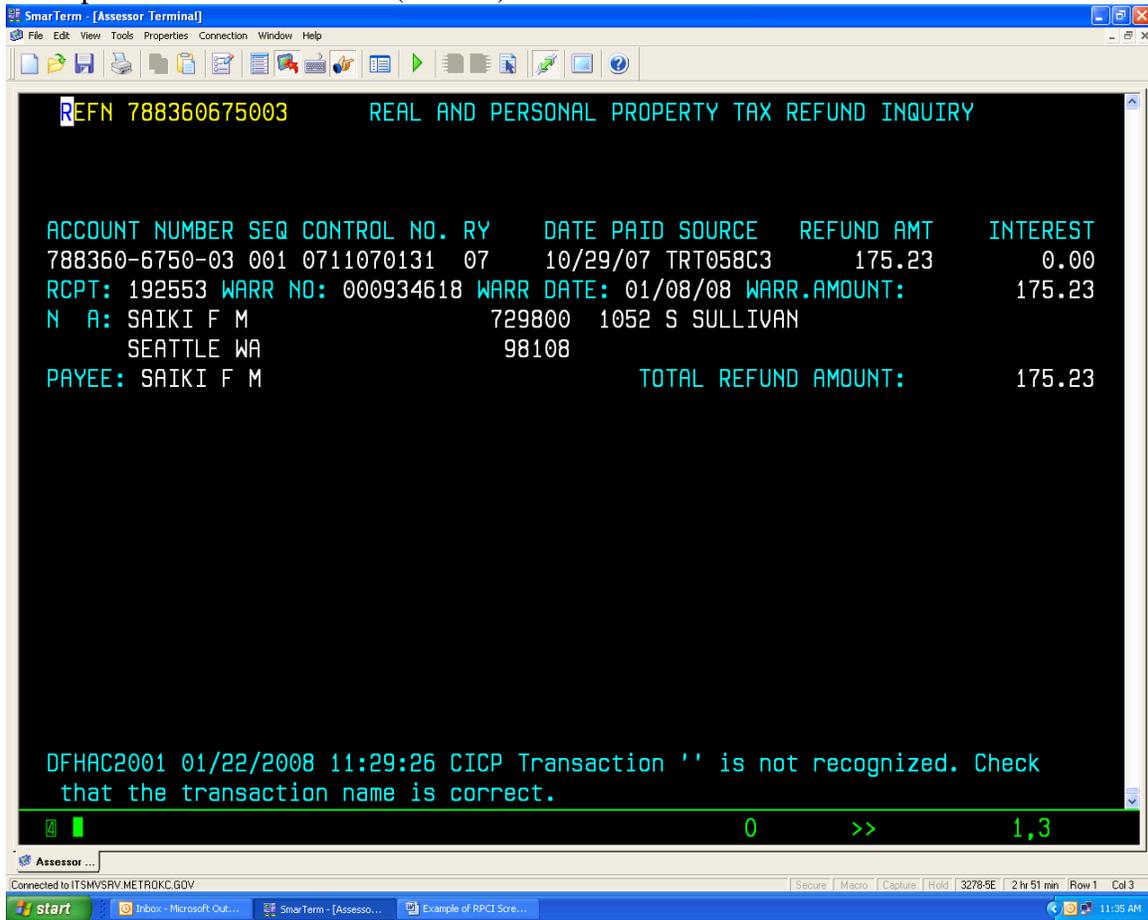


Example of Legal Description Screen

Sample

Appendix I.1c – Sample Screen Shots (REFN)

Example of the REFN Screen (Refund)



Field	Description and Format
ACCOUNT	12 digit (NNNNNNNNNNNN)
SEQ	Sequence number 3 digit (NNN)
CONTROL NO.	10 digit (NNNNNNNNNN)
RY	Roll year 2 digit (NN)
DATE PAID	6 digit (MM/DD/YY)
SOURCE	8 digit (AAAAAAAA)
REFUND AMT	Refund Amount 9 digit (NNNNNNNNN)
INTEREST	3 digit (NNN)
RCPT	Receipt Number 6 digit (NNNNNN)
WARR NO	Warrant Number 9 digit (NNNNNNNNN)
WARR DATE	Warrant Date 6 digit (MM/DD/YY)
WARR.AMOUNT	Warrant Amount 9 digit (NNNNNNNNN)
N A:	Name and Address see above
PAYEE	? digit (AAAAAAAAAAAA)
TOTAL REFUND	9 digit (NNNNNNNNN)

AMOUNT	
--------	--

Sample Document

Appendix I.1d – Sample Screen Shots (LFFF)

Example of the LFFF screen, this screen shows the funds by levy code and roll year. Input the levy code and roll year and it returns all the funds in that levy code and the factors for distributing the money to the funds.



Field	Description and Format
LEVY CODE	4 digit (NNNN)
YEAR	2 digit (AA)
CONSOL FACTOR	Consolidated Factor for the County 7 digit (N.NNNNNN)
LEVY RATE	7 digit (NN.NNNNN)
S/CIT RATE	Senior Citizen Rate 7 digit (NN.NNNNN)
F/EXM	Farm Exemption Rate 7 digit (NN.NNNNN)
FUND NUMBER	10 digit (NNNNNNNNNN)
FUND NAME	10 digit (AAAAAAAAAA)
FUND FACTOR	7 digit (NNNNNNN)

Appendix I.2

Intentionally left blank

Sample Document

King County
Treasury Division, Property Tax Section

Property Tax Information for
Counter Staff

Sample Document

The purpose of this document is to provide King County Customer Service staff with information that will allow them to access and respond to customer inquiries.

Basic property tax information is obtained by entering RPCI and the property tax account number. A copy of the first and second screen (page) available from the RPCI inquiry is printed below. Each item of information is referenced with a letter which is explained on the following page.

Sample Document

RPCI 022204901502
 LA PIANTA LP
 PO BOX 88028
 TUKWILA WA

DOC: 921117 05/25/04 REVALUE ST: CURNT ACTIVE
 98138 02/09/05 GOVT LOT 8 IN SW QTR STR 02-22-04
 EXC S 40 FT THEREOF WITHIN S
 DEED UNDER RECORDING NO 258128 &
 EXC N 22.8 FT THEREOF WITHIN S

LOT: 02-22-04 BLOCK: 9015 LAST LEGAL IS 38
 200TH ST CONVEYED TO KING CO BY
 BILLED - P PAID R A

RY	OY	ST	SC	NC	LEVY	OM-LV	LAND	IMPS	BILLED	PAID
06		T			5025		1,582,400		.00	.00
05		T			5025		1,582,400		20,343.48	.00
04		T			5025		1,494,300		19,201.77	19,201.77
03		T			5025		1,494,300		19,296.34	19,296.34
02		T			5025		1,494,300		19,635.98	19,635.98

TOTAL DUE: 21,383.70

YEAR	RECEIVABLE TYPE	LEVY	BILLED AMT	PAID AMT	ACRE	BENEFIT
06	DRAINAGE	9020	.00	.00	49.33	2061.50
05	DRAINAGE	9020	1,029.31	.00	49.33	2061.50
05	NOXIOUS WEED	9420	5.91	.00		
05	CONSERVATION	9430	5.00	.00		
04	DRAINAGE	9020	301.27	301.27	49.33	2061.50
04	NOXIOUS WEED	9420	5.91	5.91		

RPCI 022204901502 JUMP CODE: ADDITIONAL DATA P/N

YEAR	RECEIVABLE TYPE	LEVY	BILLED AMT	PAID AMT	ACRE	BENEFIT
04	CONSERVATION	9430	5.00	5.00		
03	DRAINAGE	9020	.00	.00	49.33	2061.50
03	NOXIOUS WEED	9420	5.91	5.91		
03	CONSERVATION	9430	5.00	5.00		
02	DRAINAGE	9020	20.09	20.09	49.33	2061.50
02	NOXIOUS WEED	9420	5.91	5.91		

YEAR	RECEIVABLE TYPE	LEVY	BILLED AMT	PAID AMT	ACRE	BENEFIT
02	CONSERVATION	9430	5.00	5.00		

DATE	NUMBER	AMOUNT	INT/PENALTY	YEAR	DISTRIBUTION	receipt data
11/01/04	437398	9,756.97	.00	04		
05/03/04	586157	9,756.98	.00	04		
11/03/03	527578	9,653.62	.00	03		
05/01/03	575857	9,653.63	.00	03		
11/01/02	515358	9,833.49	.00	02		
05/02/02	545615	9,833.49	.00	02		

RPCI 022204901502 JUMP CODE: ADDITIONAL DATA P/N

- A. Tax account number
- B. The number after "DOC" is the change order document number followed by the change order date followed by the type of change: **Name/Address**, **Revalue** (property has been revalued by the Assessor), **Segregation/Me** (property has been segregated or merged from/with another property by the Assessor), **Board Order** (assessed value changed due to Board of Equalization or State Board of Tax Appeals action or misc. Assessor's action), **Sr Cit Exempti** (Exemption has been added, changed or removed).
- C. Status of the account:
- "Current Active" Current information
 - "Audit Active" Prior information obtained by entering -1, -2, -3 etc after acct number
 - "Current Kill" Account has been deleted (an explanation can be found through the reference number in "B".)
- D. **Mailing** name and address
- E. Name and address change number
- F. Legal description
- G. Tax roll year (year for which taxes are due)
- H. Omit tax year
- I. Tax status: T=Taxable, X=Exempt, O=Operating
- J. Senior citizen exemption type: F=full, P & S are two types of partial exemptions income determines exemption status, refer to 296-3920.
- K. New construction
- L. Levy Code Number
- M. Omit Levy Code Number
- N. Assessed value of land
- O. Assessed value of improvements (buildings etc)
- P. Tax amount without SWM, Forest Fire, Conservation, Drainage, Fire Benefit (However if you ask for interest calculation it will include these other charges)
- Q. Designates if half or full amount of tax is outstanding - H=half F=Full
- R. Abatement Charge
- S. Non tax charge type
- T. Distribution code for "S"
- U. Amount of acreage subject to Drainage Charge
- V.
- W. Payment posting/receipt date
- X. Receipt number
- Y. Payment amount (including delinquency charges if applicable)
- Z. Interest/penalty amount (on delinquent payments only)
- AA. Tax payment year(s)
- BB. Current Date
- CC. Lender (if any) requesting tax information (also indicates property in tax deferral program)

Account Numbers

Real estate tax account numbers are organized into three sections:
XXXXXXX - Major Number, XXXX - Minor Number, and XX - Check Digits.

There are two types of account numbers, platted and unplatted (also called acreage). Platted properties are accounts which have at some time been formally planned and developed into a "plat" with names like Happy Acres, Brackett's Landing, Akers Farms etc.

Unplatted properties represent the remainder of the County. They have a special numbering system in which the first digit in their minor number is always a "9". Their major number represents the section - township - range location of the parcel such as 02-22-04.

Check digits that begin with "8" are normally used for senior citizen accounts when a portion of the property is not eligible for the exemption. (The exemption is for the house and one acre property in excess of one acre would not be exempt and carried on the "8" account). A warning "flag" will appear at the bottom left of the "0" account screen and will say "Split 8" which alerts you to check for additional taxes under the other account number.

Check digits beginning with "9" are accounts where the land and building are, for a variety of reasons, taxed on separate accounts. The land portion is normally under the "0" account and the building under the "9" account number. A split "9" account can also represent accounts that have additional taxes due because the property has been removed from forest land or current use classification. These accounts should be referred to 296-4184.

Non Tax Charges -

The following non-tax charges are collected with the property taxes. These charges will not appear on every statement.

Surface Water Management (SWM) - We collect SWM charges for unincorporated King County and the cities of Seattle (The Seattle SWM charge is called the Drainage Utility charge) and several other cities in the County. These charges are set by the jurisdiction and collected for the management and control of storm water runoff. Seattle - 684-3000 all others - 296-6519.

Fire Fee/Fire District Benefit Charge - This charge is imposed by the local fire district and is in addition to the regular fire district property tax levy. These charges are set by the fire district and collected for their benefit.

Forest Patrol - This charge is imposed by the Washington State Department of Natural Resources for forest fire protection.

Soil Conservation - This charge is imposed by the King Conservation District.

Drainage - This charge is imposed by one of several drainage districts for their benefit.

Noxious Weed – This charge is imposed by the County for the control of noxious weeds.

Name and Address Change Codes

Item “E” of the RPCI screen is a number we can use to determine why a name or address was changed on an account.

The most common types of change codes are:

639999 = ‘6’ Last digit of the year in which change was made. (Can be 0 through 9)
 ‘3’ Month change was made, (can be 1 through 9 or the letter O for October, N for November or D for December)
 ‘9999’ Indicates the change was due to an excise tax filing.

630703 = Information for first two digits is as above.
 ‘0703’ This number indicates we received a written request to change the name or address. These requests are microfilmed.

639800 or = Accounts with these codes had changes made directly by the Assessors
639700 office in the exemptions or segregation units.

“Blank” = Accounts without any codes have not been changed since our computer system started tracking these changes (early 1970’s).

Mailing Name and Address Changes

The mailing name and address information on the property tax RPCI screen is for mailing purposes only and does not reflect legal ownership or interest between the taxpayer of record and the subject property.

We require all name and address changes to be made in writing. Thus, if a person asks why the information was changed we can retrieve the information from our microfilm files. If someone calls to request a change, ask them to write a short note to our office including the account number with the requested change.

If the person is at your counter, ask them to complete a Name and Address Change Request form. They can also use the back of the return gray payment envelope to make changes.

Receipt Numbers

Every payment, transfer, or adjustment to a tax account should be referenced by a receipt number for audit purposes.

A receipt that begins with 000001 through 699999 represents payments processed through the cashier, mailroom/records section that came with a check or cash and has a hard copy statement or an online etax payment.

A receipt that begins with 700000 through 900000 represents a mortgage company computer tape payment.

Receipts numbered 999999 indicate an "automatic refund" and should be referred to 296-3413.

Receipts numbered 961123 represents a petition refund, 96=year, 1= refund for taxes paid on an incorrect account, 123=the petition number. If a "2" appears after the year the refund is due to a senior citizen exemption. If a "5" appears in the third position the refund is due to a prior year reduction ordered by the Board of Equalization or Board of Tax Appeals. If a "9" appears in the third position the refund is due to the sale of property to a governmental entity.

Receipts numbered 999001 through 999800 = Checks returned by a bank due to a closed account, NSF, etc. These inquires should be referred to 296-7321.

Receipts numbered 999900 through 999990 = Mailroom/records section red/black receipts.

Receipts numbered 999998 represent small shorts or overages.

Property Tax Statements

Property tax statements are normally mailed on February 14th to taxpayers of record. Statements are mailed on this date because State law does not allow county treasurers to collect current year taxes until February 15th. Tax statements are changed on January 1st each year, the statement will be a different color and have the current year at the top. If a person comes into the office to make a payment and has a prior year statement you must print a new statement.

The tax statement is divided into three sections. The top portion is for the taxpayer to keep and explains the distribution of their tax payment, levy rate, assessed value, legal description etc. The first payment portion (stub) is used to pay taxes due on April 30th. The second payment portion (stub) is to pay taxes due on October 31st.

If a property tax account has delinquencies the taxpayer will also receive a delinquency notice in September.

If tax information was requested by a lender and the lender fails to pay the first half taxes, a supplemental statement is sent directly to the taxpayer informing them and allowing them to pay, without delinquency charges, within 30 days of this mailing. (Normally sent late May early June.)

The back of the tax statement has a wealth of information and commonly called telephone numbers.

Property Tax Statement Key

- A. Tax Account Number (shown on all three portions).
- B. These figures show where the current year amounts are distributed.
- C. These figures show the assessed value, levy rate, non tax charges (*Other charges), current billed amount.
- D. This amount represents the amount of the current year taxes which were approved by the voters. (Required due to state law.)
- E. Items listed in the *OTHER CHARGES include Soil Conservation, SWM, Fire Fee, Fire Patrol, and Drainage. These are non tax charges which are listed below the Current Billing Distribution box.
- F. Mailing name and address.
- G. Legal description. If the legal is over five lines it will state "etc." at the end.
- H. If the property has improvements the property address will appear in this space. If it is a condo, the address may be different. We can not change the property address because this is a file maintained by the Assessor and these inquiries should be referred to the Assessor.
- I. If there are any delinquencies they will appear in this box.
- J. This is the month and year through which interest/penalty charges have been computed.
- K. Principal amount of the current full years taxes.
- L. First half amount due April 30th of the current year.
- M. Second half amount due October 31st of the current year.

Printing Tax Statements

To print a tax statement type the letter code RPAT (does not need to be in caps) in place of RPCI and press the enter key. This will look like; RPAT 123456001000

In addition to RPAT various combinations of letter codes placed after the account number will print the tax statement in different ways. The most common print requests are listed below. (Dashes in the following examples should be disregarded, they are for illustration purposes only.) You only need to type the first ten digits of the account number unless there is a split "8" or "9". In those cases you need to include the 8 or 9.

RPAT 123456-0090

This will print a tax statement with the amount due for the current tax year and does not include any delinquency charges. (If there are prior year(s) taxes this will print the information without the delinquency charges.)

RPAT 123456-0090 I

This will print a tax statement with delinquency charges through the current month.

RPAT 123456-0090 I H

This will print a current year statement with a first half delinquency on the first payment stub (including interest/penalty) and the second half stub is the normal amount due October 31st.

RPAT 123456-0090 I R__ (type the desired year after the R without any space between.)

Statement that has more than one year delinquent and the taxpayer wants to pay the earliest or any year(s) for that matter. For example, taxes are due for 93,94,95, and 96. The person wants to pay 93, you would enter, RPAT 123456-0090 I R93.

RPAT 123456-0090 I040497

If a taxpayer wants a statement with delinquency charges computed for a future month, you would enter MMDDYY (two digit codes for the MM=month, DD=day, YY=year). The example above indicates interest was computed through April 1997.

RPAT 123456-0090 I R94 H96

If a taxpayer wants a statement with a past year and the first half of a current year (prior to 10-31) you would enter as indicated above. This example will compute interest for the current month on the 1994 tax and first half 1996 taxes.

(Examples of these types of requests are included.)

How To Obtain The Tax Account Number

If the taxpayer does not have their account number you may obtain this information in the following manner.

Type BD01 or AN07 (the last two digits are zero and one) and press enter. You will see a screen that will ask for the name on the account, street address, (if the property is raw land it will not have a street address) or plat name and lot and block number. You do not need to enter all the items asked for. If you want to try the name enter the name information (last name space first name, no commas) only. If you are using the address, enter the address information only etc. If you are unable to locate the account number by name or address you may need to call the assessor to obtain the account number.

The next screen will have the account numbers and names or addresses of the accounts that match your inquiry. Tab down to the correct account and press enter. The next screen is the property characteristics and you will press the F7 key which will take you to the RPCI screen.

Delinquency charges

Washington State law (RCW 84.56.020) requires County's to collect interest/penalties on delinquent property taxes.

Interest is computed at 1% per month (payment amount remains the same through the entire month) on the full year amount due. For example, if the full year tax amount is \$1,000 and the taxpayer wants to pay the first half in May, the amount due is \$510.00 (\$500 tax + \$10.00 interest). If the first half has been paid and the second half is delinquent interest is only computed on the second half amount

Penalties on delinquent current year taxes are 3% on June 1st and 8% on December 1st and are computed as stated in the previous paragraph.

State law allows for the waiver of delinquency charges in limited specific cases.

Omit Taxes and Abatement Liens

Omit taxes are for property value that should have been assessed in prior years but wasn't (for example, a new house). Omitted assessments can be made for up to three years. Taxes are based on the assessed values and levy rates appropriate for each back year.

On the RPCI screen the omitted year is next to the roll year. An example of a 2000 omit:

RY OY
03 00

This omit was billed to the taxpayer in February 2003. Taxpayers are given an extra year to pay the omits. In this case, we would allow the taxpayer to pay the first half omitted amount in April 2004 and the balance by October 2004. If the payment were made in this manner there would not be any delinquency charges. (If the taxpayer wants to pay earlier they may do so.)

The only city that certifies abatement liens to the tax roll is Seattle. An abatement lien arises when the city has to demolish a house or clean up property which is adjudged to be in violation of city health or building codes. These liens are certified to the tax roll because the property owner does not pay the city for the abatement charges. An example of an abatement lien on the RPCI screen:

RY	OY	LEVY	LAND	IMPS	BILLED	PAID	P	A
91	91	9223		7/29/91	13,782.19		F	A

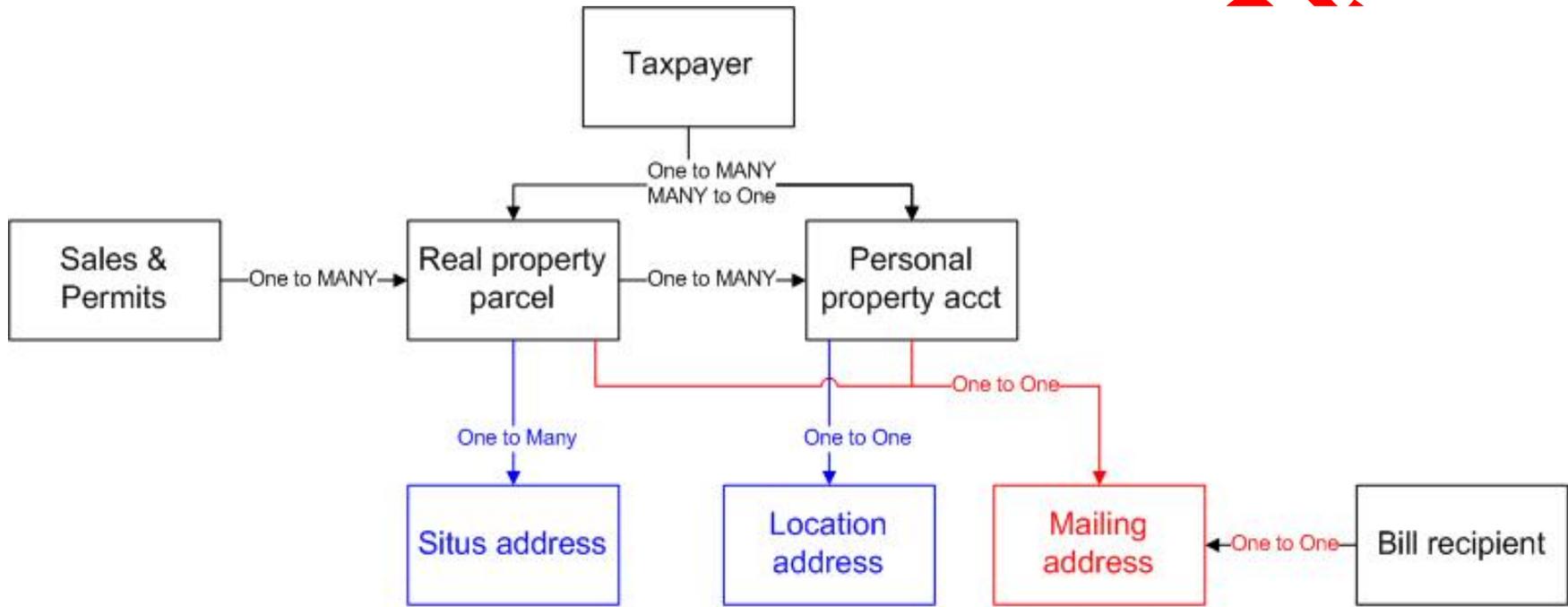
Notice that the RY and OY dates are the same. The date under the IMPS is the date the abatement was certified to the tax roll. The abatement amount is due immediately. The taxpayer does not get any extra time to pay because the city was unable to collect in the normal manner. Unpaid abatement liens are subject interest only and they are subject to foreclosure after three years.

Property Tax Foreclosure

When an account has a full year's tax which is three years delinquent as of May 1st we initiate foreclosure proceedings. For example, if the full year 2000 (or any prior years) taxes are delinquent as of May 1, 2003, the property is eligible for foreclosure. Any and all questions regarding property tax foreclosure should be referred to 296-4184. Questions about non property tax foreclosures should be referred to the lending institution or agency conducting the foreclosure.

General information about the tax foreclosure process and a list (available the second week of June through the third week of December) is available at the following URL - www.metrokc.gov/finance/treasury/foreclosure

Sample Document

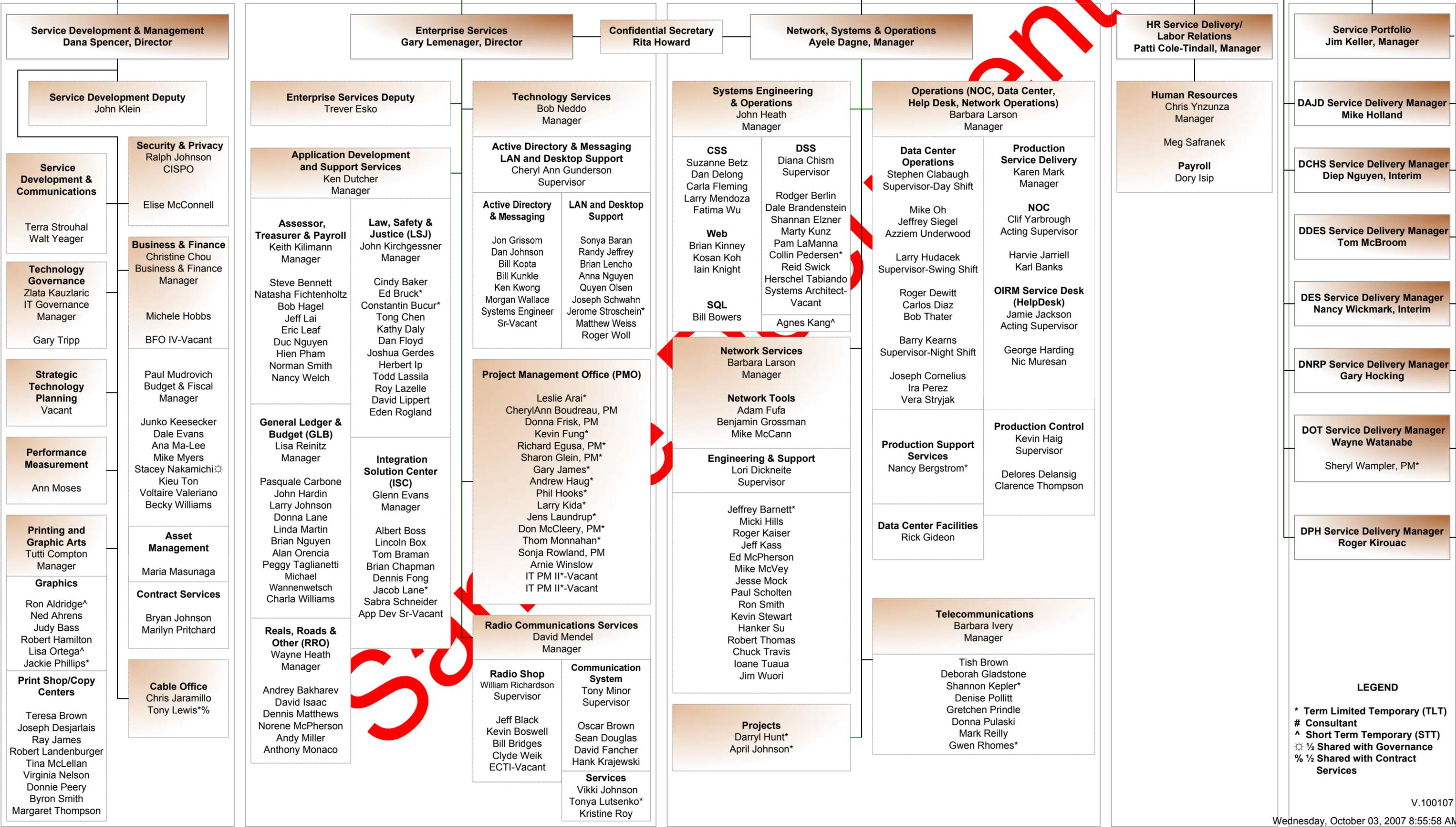


Appendix J - One to MANY

Sample

October 2007
OFFICE OF INFORMATION RESOURCE MANAGEMENT
 County Chief Information Officer
 David Martinez

Confidential Secretary
 Maureen Weisser



LEGEND
 * Term Limited Temporary (TLT)
 # Consultant
 ^ Short Term Temporary (STT)
 ☼ ½ Shared with Governance
 % ½ Shared with Contract Services

Senior&Disabled

No Exemption Income >\$35K		Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
land	Improvement					
\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	9.27959	\$927.96	If a senior/disabled person makes more than \$35K they do not qualify for the exemption.
Senior Exemption (Standard) Income > \$30k <= \$35K		Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
land	Improvement					
\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	6.7651	\$676.51	If a senior/disabled person makes less than \$35K but more than \$30K they qualify for the exemption. Exempt for 100% of excess levies for a reduced tax rate.
Senior Exemption (Partial) Income > \$25k <= \$30K		Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
land	Improvement					
\$50,000.00	\$50,000.00	\$100,000.00	\$50,000.00	6.7651	\$338.26	If a senior/disabled person makes less than \$30K but more than \$25K they qualify for the exemption. Exempt for 100% of excess levies for a reduced tax rate and reduced taxable value by the greater of \$50,000 or 35% of the frozen value not to exceed \$70,000.
Senior Exemption (Full) Income \$0 <= \$25K		Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
land	Improvement					
\$50,000.00	\$50,000.00	\$100,000.00	\$40,000.00	6.7651	\$270.60	If a senior/disabled person makes less than \$25K they qualify for the exemption. Exempt for 100% of excess levies for a reduced tax rate and reduced taxable value by the greater of \$60,000 or 60% of the frozen value.

Sample Document

Deferral

No Deferral for Individuals with Income >\$40K

land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
		\$100,000.00	\$100,000.00	9.27959	\$927.96	No deferral for a senior/disabled person makes more than \$40K. The deferral does not change either the tax rate or taxable value. The state will pay the property taxes for qualifying individuals. For qualifying individuals making less than \$35K they must apply and be accepted for the senior/disabled exemption first.
\$50,000.00	\$50,000.00					

Deferral for Individuals with Income >\$35K and <=\$40K

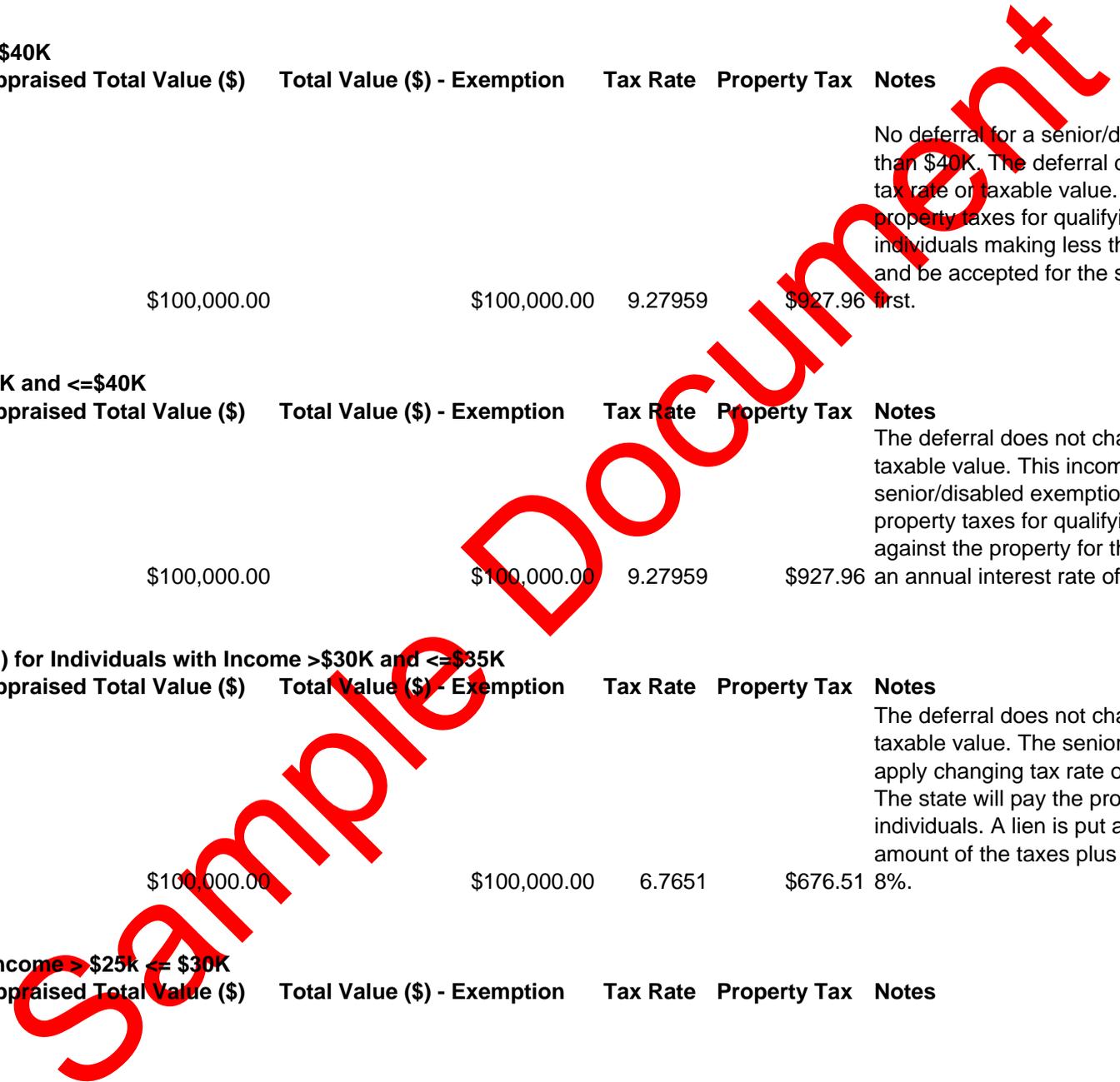
land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
		\$100,000.00	\$100,000.00	9.27959	\$927.96	The deferral does not change either the tax rate or taxable value. This income level does not qualify for senior/disabled exemption. The state will pay the property taxes for qualifying individuals. A lien is put against the property for the amount of the taxes plus an annual interest rate of 8%.
\$50,000.00	\$50,000.00					

Deferral and Senior Exemption (Standard) for Individuals with Income >\$30K and <=\$35K

land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
		\$100,000.00	\$100,000.00	6.7651	\$676.51	The deferral does not change either the tax rate or taxable value. The senior/disabled exemption does apply changing tax rate only for this income level. The state will pay the property taxes for qualifying individuals. A lien is put against the property for the amount of the taxes plus an annual interest rate of 8%.
\$50,000.00	\$50,000.00					

Deferral and Senior Exemption (Partial) Income > \$25k <= \$30K

land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
------	-------------	----------------------------	------------------------------	----------	--------------	-------



Destroyed Property

Destroyed Property (Year before Destruction)

land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	9.27959	\$927.96	Any real or personal property placed upon the assessment roll as of January 1 of the assessment year in which the property was destroyed, in whole or in part, or is in an area that has been declared a disaster area by the governor and has been reduced in value by more than twenty (20) percent, may apply.

Destroyed Property (Year of Destruction)

land	Improvement	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	9.27959	\$463.98	This example has the improvement destroyed. The value of the loss is \$50,000 or 50% which exceeds the minimum of 20% value loss.

Sample Document

Historic Property improvement

Historic Property Improvement (Year before Designation)

land	Improvement	Cost of Rehabilitation	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	9.27959	\$927.96	Property means land and improvements. Cost means the actual cost of rehabilitation, which shall be at least twenty-five (25) percent of the assessed valuation of the historic property (exclusive of the assessed value attributed to the land) prior to rehabilitation. Exemption runs for 10 years using original values for cost of rehabilitation.

Historic Property Improvement (First Year of Designation)

land	Improvement	Cost of Rehabilitation	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$50,000.00	\$25,000.00	\$100,000.00	\$75,000.00	9.27959	\$695.97	Value of rehabilitation is > 25% of the improvement (\$25,000 > \$12,500) thus exemption can be used.

Historic Property Improvement (Second Year of Designation)

land	Improvement	Cost of Rehabilitation	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$60,000.00	\$25,000.00	\$120,000.00	\$95,000.00	9.27959	\$881.56	Original value of rehabilitation is > 25% of the improvement (\$25,000 > \$12,500) thus exemption can be used. Year 2 of 10. Assessed values of land and improvement will reflect current market values.

Sample Document

Home Improvement

Home Improvement (Year before Designation)

land	Improvement	Cost of Remodel/Addition	Exemption Maximum	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$50,000.00	\$50,000.00	\$0.00	\$100,000.00	\$100,000.00	9.27959	\$927.96	Applies to "single family dwelling" which means a detached dwelling unit. The lot on which the dwelling stands must be designed for, and occupied by, not more than one single-family unit. The exemption cannot be more than 30% of the pre-improvement assessed value of the structure. Exemption runs for 3 years from initial application approval and can be increased up to the 30% of the pre-improvement assessed value of the structure.

Home Improvement (First Year of Designation)

land	Improvement	Cost of Remodel/Addition	Exemption Maximum	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$50,000.00	\$70,000.00	\$5,000.00	\$120,000.00	\$115,000.00	9.27959	\$1,067.15	The exemption maximum is based on the pre improvement value thus it remains for the life (3 years) of the exemption. The actual exemption can be increased until it arrives at the maximum for the life of the exemption. \$5,000 for this year.

Home Improvement (Second Year of Designation)

land	Improvement	Cost of Rehabilitation	Exemption Maximum	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$60,000.00	\$75,000.00	\$10,000.00	\$135,000.00	\$125,000.00	9.27959	\$1,159.95	Land and Improvement appraisal values will reflect market. Exemption value based on cost increased to \$10,000 still < \$15,000 maximum.

Home Improvement (Third Year of Designation)

land	Improvement	Cost of Rehabilitation	Exemption Maximum	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
	\$65,000.00	\$80,000.00	\$20,000.00	\$145,000.00	\$130,000.00	9.27959	\$1,206.35	Exemption value based on cost increased to \$20,000 but only the \$15,000 maximum can be used.

Farm Equipment

Farm Equipment (2007)

Equipment Description	Exempt (1=yes, 0=no)	Year of Acquisition	Current Year	Purchase Price less sales tax	Depreciation Years	Years left	Tax Value per year	Reported Value	Notes
Tractor	1	1/2/2000	1/1/2007	\$30,000.00	15	7.00	\$2,000.00	\$0.00	Qualifies as exempt thus even though depreciation value exists.
Sprayer	1	1/1/1999	1/1/2007	\$25,000.00	10	2.00	\$2,500.00	\$0.00	Qualifies as exempt thus even though depreciation value exists.
Conveyor System	1	1/1/2002	1/1/2007	\$50,000.00	15	10.00	\$3,333.33	\$0.00	Qualifies as exempt thus even though depreciation value exists.
Irrigation System	1	1/1/1995	1/1/2007	\$15,000.00	15	3.00	\$1,000.00	\$0.00	Qualifies as exempt thus even though depreciation value exists.
Truck	0	1/1/1995	1/1/2007	\$20,000.00	10	0.00	\$2,000.00	\$0.00	Does not qualify as exempt but no depreciation value remains.
computer	0	1/1/2005	1/1/2007	\$1,500.00	3	1.00	\$500.00	\$500.00	Does not qualify as exempt and has depreciation value.
Printer	0	1/1/2002	1/1/2007	\$500.00	3	0.00	\$166.67	\$0.00	Does not qualify as exempt but no depreciation value remains.

Sample Document

Sole Proprietor

Head of Household (Sole Proprietor)

Assets Total	Exemption Maximum	Appraised Total Value (\$)	Total Value (\$) - Exemption	Tax Rate	Property Tax	Notes
\$50,000.00	\$15,000.00	\$50,000.00	\$35,000.00	9.27959	\$324.79	This exemption is for personal property only where the business is owned by a sole proprietor. The value of the assets must exceed \$15,000 before the proprietor be taxed.

Sample Document

CU Timber Land

Current use Timber land (Market Value)	Land (CU Value)	Improvement	Appraised Total Value (\$)	CU Total Value (\$)	CU Factor	Tax Rate	Property Tax	Notes
\$50,000.00	\$11,750.00	\$50,000.00	\$100,000.00	\$61,750.00	0.24	11.99761	\$740.85	develop a yearly factor (.2350 for 2007) used to multiply the land MV to determine the CU land value. Improvements use MV and are not adjusted.

Sample Document

CU Farm

Current use Farm & Agriculture land (Market Value)	Land (CU Value)	Improvement	Appraised Total Value (\$)	CU Total Value (\$)	CU Factor	Tax Rate	Property Tax	Notes
\$50,000.00	\$3,590.00	\$50,000.00	\$100,000.00	\$53,590.00	0.07	11.09275	\$594.46	The value of renting the land for various agricultural uses is used to develop a yearly factor (.0718 for 2007) used to multiply the land MV to determine the CU land value. Improvements use MV and are not adjusted.

Sample Document

CU Open Space

Current use Open Space

land (Market Value)	Land (CU Value)	Improvement	Appraised Total Value (\$)	CU Total Value (\$)	CU Factor	Tax Rate	Property Tax	Notes
\$239,000.00	\$124,280.00	\$252,000.00	\$491,000.00	\$376,280.00	0.52	11.63071	\$4,376.40	A point system is used to develop a yearly factor (.52 for 2007) used to multiply the land MV to determine the CU land value. Improvements use MV and are not adjusted.

Sample Document

CU Forest Land

Current Use Forest land (No Improvement)

Land (Market Value)	Land (CU Value)	Improvement	Appraised Total Value (\$)	CU Total Value (CU Factor)	Tax Rate	Property Tax	Notes
\$50,000.00	\$14,170.00	\$0.00	\$50,000.00	\$14,170.00	0.28 10.20319	\$144.58	The state provide values for soil & timber to develop a yearly factor (.2834 for 2007) used to multiply the land MV to determine the CU land value.

Current Use Forest land (With Improvement)

Land (Market Value)	Land (CU Value)	Improvement	Appraised Total Value (\$)	CU Total Value (CU Factor)	Tax Rate	Property Tax	Notes
\$50,000.00	\$14,170.00	\$50,000.00	\$100,000.00	\$64,170.00	0.28 10.20319	\$654.74	The state provide values for soil & timber to develop a yearly factor (.2834 for 2007) used to multiply the land MV to determine the CU land value. Improvements use MV and are not adjusted.

Sample Document

Advanced Tax

Advance Tax (Real Property)

Plats filled before June 1 (Seattle)

(Total Assessed Value - Assessed Improvement Value)*(Levy Rate * 1.25)

TAV	AIV	Levy Rate	Factor	Advanced Tax
\$50,000.00	\$25,000.00	9.27959	1.25	\$289.99

Plats filled after June 1 (Seattle)

(Current years Tax) + ((Total Assessed Value - Assessed Improvement Value)*(Levy Rate * 1.25))

CYT	TAV	AIV	Levy Rate	Factor	Advanced Tax
\$695.97	\$50,000.00	\$25,000.00	9.27959	1.25	\$985.96

Advance Tax or Quick Collect "QC" (Personal Property)

Assessed Val	Levy Rate	Advanced Tax
\$50,000.00	9.27959	\$463.98

Sample Document

Penalty & Interest

Penalty & Interest

Real and Personal Property (Example 2 months late will be charged both penalty and Interest)

Tax	Penalty Interest 12% (1% a month)	Penalty (3% after June 1)	Total P&I	Now Due
\$500.00		\$10.00	\$15.00	\$525.00

Real and Personal Property (Example Full year late will be charged both penalty and Interest)

Tax	Penalty Interest 12% (1% a month)	Penalty (8% after December 1)	Total P&I	Now Due
\$500.00		\$40.00	\$40.00	\$580.00

Fees - 2 months Delinquent (Except Surface Water Management)

Fee	Penalty Interest 12% (1% a month)	Penalty 3% after 6/1, 8% after 12/1	Total Int	Now Due
\$100.00		\$2.00	\$3.00	\$105.00

Fees - 8 months Delinquent (Except Surface Water Management)

Fee	Penalty Interest 12% (1% a month)	Penalty 3% after 6/1, 8% after 12/1	Total Int	Now Due
\$100.00		\$2.00	\$8.00	\$110.00

Fees - 2 months Delinquent (Surface Water Management)

Fee	Penalty Interest 8% (.67% a month)	No Penalty	Total Int	Now Due
\$100.00	\$1.33		\$1.33	\$101.33

Sample Document

Annexation

Annexation (Prior Year)

Land Market Value	Improvement Market Value	Total Market Value	Levy Code (Old)	Levy Rate	Tax
\$59,600.00	\$0.00	\$59,600.00	100	11.4729	\$683.78

Annexation (Year of)

Land Market Value	Improvement Market Value	Total Market Value	Levy Code (New)	Levy Rate	Tax
\$59,600.00	\$0.00	\$59,600.00	110	11.07353	\$659.81

In this example the levy code changed from "100" to "110". The new levy code has a rate that is different thus the computed tax was different. In this case lower levy rate means lower taxes.

Sample Document

The purpose of the LID section with King County is to establish, maintain and update the various bonded and maintenance assessment districts for recording/billing for various King County junior districts and cities.

The originating districts set the interest rate, delinquent rate and terms. The actual rate is determined with the date of the bonds.

Bonded Assessments (Data Elements)

District Number (4 digit number)

Name

Start/Publish date

Billing month

Type of assessment

LID Fund Number

Bond Fund Number

Total Assessment Amount

Maintenance Assessments (Data Elements)

District Number (4 digit number)

Name

Start/Publish date

Billing month (Always May 31st)

Type of assessment (Lake Management or Lighting)

LID Fund Number

Bond Fund Number

Total Assessment Amount

Sample Document

Distribution

Distribution of Taxes to Funds for a Levy Code = 310, Year 2008

Factor	Levy Description	Levy Code	Property Tax Collected	Distribution to each Fund
0.007054	Ferry	38-001-001-03	\$1,000,000.00	\$7,054.00
0.007888	Library - 1	20-111-851-01	\$1,000,000.00	\$7,888.00
0.038479	EMS	15-001-001-00	\$1,000,000.00	\$38,479.00
0.023397	Hospital - 1	14-002-851-00	\$1,000,000.00	\$23,397.00
0.027723	School - 1	06-405-301-01	\$1,000,000.00	\$27,723.00
0.109847	School - 2	06-405-851-05	\$1,000,000.00	\$109,847.00
0.050261	Library - 2	20-111-001-00	\$1,000,000.00	\$50,261.00
0.012826	Flood	19-001-001-06	\$1,000,000.00	\$12,826.00
0.034335	Hospital - 2	14-002-001-09	\$1,000,000.00	\$34,335.00
0.118074	City	07-036-001-06	\$1,000,000.00	\$118,074.00
0.113033	School - 3	06-405-002-03	\$1,000,000.00	\$113,033.00
0.542917	Total Unique Funds			\$542,917.00
0.457083	Total Consolidated Funds	9998	\$1,000,000.00	\$457,083.00
1	Total must = 1			\$1,000,000.00 Total Distributed must equal total Property Tax Collected

Factor = Individual Fund Rate / Total Levy Rate

Sample Document

One year Business Cycle for Assessment and Treasury Operations

January	February	March	April	May	June	July	August	September	October	November	December	January
Acct Admin Current year AY (Tax roll closed AY - 1) AY = Assessment Year	Acct Admin current year AY (Tax roll closed AY - 1 to 2/15)	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY	Acct Admin Current year AY (Tax roll closed)	Acct Admin Current year AY (Tax roll closed)	
annexations	annexations	annexations	annexations	annexations	annexations	annexations must be submitted by August 1						
Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	Abstracts / GIS	
Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	Appeals	
Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property	Exemptions Historic property must be submitted by 10/1				
Homes for the aging exemption DOR	Homes for the aging exemption DOR	Homes for the aging exemption DOR										
Senior Deferral Send list to Treasury to route bills to DOR for TY-1	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	Senior Deferral	
Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	Senior/ Disabled Exemption	
Non Profit Exemption	Non Profit Exemption	Non Profit Exemption application must be submitted to DOR by 3/31										
Home Improvement exemption		Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	Home Improvement exemption	
Current use, DOA accept or deny decision must be made by 5/1 to be added to Tax roll for following year	Current use, DOA accept or deny decision must be made by 5/1 to be added to Tax roll for following year	Current use, DOA accept or deny decision must be made by 5/1 to be added to Tax roll for following year	Current use, DOA accept or deny decision must be made by 5/1 to be added to Tax roll for following year								Current use, Application must be submitted by 12/31 for cy + 2	
Affidavits & Listing current year AY	Affidavits & Listing current year AY	Affidavits & Listing current year AY	Affidavits & Listing current year AY (must be rec'd by 4/31)									
			PP Valuation current year AY	PP Valuation current year AY	PP Valuation current year AY	PP Valuation current year AY	PP Valuation current year AY	PP Valuation current year AY	PP Valuation current year AY	Correcting or adding missed values AY	Correcting or adding missed values AY	

January	February	March	April	May	June	July	August	September	October	November	December	January
			RP Valuation current AY	RP Valuation current AY	RP Valuation current AY	RP Valuation current AY (7/31 New construction adds to AY)	RP Valuation current AY (New construction adds to AY + 1)	RP Valuation current AY (New construction adds to AY + 1)	Correcting or adding missed values AY (New construction adds to AY + 1)	Correcting or adding missed values AY (New construction adds to AY + 1)		
			Posting	Posting	Posting	Posting	Posting	Posting	Posting missing parcels, values, corrections	Posting missing parcels, values, corrections		
										Budgets are due from districts for current assessment year by 11/30		
TRC Maintain Levies January certification AY - 1 by 1/15							TRC Maintain Levies September certification AY	TRC Maintain Levies AY	TRC Maintain Levies Cal Levy limits AY	TRC Maintain Levies State Utility Values AY	TRC Maintain Levies Cal Tax rates December certification AY	TRC Maintain Levies January certification AY by 1/15
			Receive tape from MSP for accts they are paying on TY						Receive tape from MSP for accts they are paying on TY	Mail Copy of Proc's to MSP's TY+1	Mail Copy of Proc's to MSP's TY+1	
	Mailing of Tax Statements TY on 2/14			Reminder mailing for first half Taxes TY on 5/15	Final mailing for first half Taxes TY on 6/15					Reminder mailing for second half Taxes TY on 11/15	Final mailing for second half Taxes TY on 12/15	
	Collect current years Taxes TY	Collect current years Taxes TY	Collect current years Taxes TY	Collect current years Taxes TY								
			1st half RP Payment Due 4/30 , PP payment in Full PP by 4/30						RP 2nd half Payment Due for RP by 10/31			
	Qtr Gambling Tax Due 2/1 for TY			Qtr Gambling Tax Due 5/1 for TY			Qtr Gambling Tax Due 8/1 for TY			Qtr Gambling Tax Due 11/1 for TY		
Foreclosure Flags set on delinquent accounts TY - 3	1st Foreclosure warning notice sent with annual statement 2/14			2nd Foreclosure warning notice sent File for Certificate of Delinquency					Publish Foreclosure information in newspaper	File Tax Foreclosure judgements	Public foreclosure sale	
	Advance Tax for new plats TY taxes are collected 2/14	Advance tax for new plats TY taxes are collected	Advance tax for new plats TY taxes are collected	Advance tax for new plats TY taxes are collected	Advance tax for new plats on 6/1 TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected	Advance tax for new plats TY taxes & TY + 1 are collected

APPENDIX C – NOTICES, STATEMENT AND CURRENT LIST OF REPORTS

All reports are produced off the current mainframe platform unless otherwise noted. The same report can be used by more than one group thus some reports are listed in more than one section. The purpose of listing these reports is to validate that the vendor's Application can support the current business processes and not that every current report will need to be recreated as is.

Notices

Real Property
Office property Value Notice
Personal Property
Personal Property Assessment Notice

Statements

Real Property
YYYY Real Estate Tax
Personal Property
YYYY Personal Property Tax
Local Improvement District
Statement of Local Improvement Assessments
Local Improvement District
Statement of Lake Management District Assessment

Reports

Account Administration

Number	Pre September Certification Name - Notes
ASC355	Pre – certification taxing District Summary (Levy Maintenance)
New Levy Code for Roll	Annexation (Excel) This report shows by taxing district the old levy code and the new levy code. It includes all other levy codes for the district.
Duplicate Levy Code for Roll	Annexation (Excel) This report lists all the levy codes by taxing district. It is used to ensure that there are not duplicate levy codes.
ASI059	Assessors Levy Code Change Register (Annexation) This report reflects any changes to levy codes and by which change order.
SC390P10	Assessors Pre – Certification Distribution Report (Annexation) This report is a cross reference listing by levy code for each district by roll year.
ASC305	Assessors Pre – Certification Input Data Listing For MM/DD/YY (Annexation) This is a detail report on all the input for the previous run.

SC320P20	Pre – Certification Distribution Levy Code – Cross Reference Listing for Roll Year YYYY (Annexation) This report is a cross reference listing by levy code for each district by roll year.
ASE040	Real Property Customer Inquiry (Annexation)
September Certification	
Number	Name – Notes
ASC001	Personal Property Mobile Home Tax Exempt AV Extract / Error Report. Detail listing of all the accounts that selection criteria.
ASC002	New Construction / Sr Cit Exemption / R.P. Omit Extract Error Report. Detail listing of all the accounts that selection criteria.
ASC003	Assessors Report of New Construction Values for Certification Year (P.P & R.P.) Detail of new construction by levy code.
ASC007	September YYYY Valuations by Levy Code. Detail listing by levy code of assessed value.
ASC009	September YYYY Valuations by Taxing District. Detailed listing by district of assessed values.
ASC111-(01, 02, 03)	Timber AV Extension Report (Totals Report, Error Report). Detailed listing by levy code of funds and fund factors.
AST600-6	King County Assessor Timer Land Valuation System. Detail by levy code of assessed values of the timber land.
ASC500-1	Exception Report. Detailed listing of real property by account.
ASC500	Real Property Inquiry Extract Error Report. Error report by parcel and customer number.
ASC600	Change Register & Error Report. State Utility Values (SPS) accounts posted to the levy file, listing all changes and errors.
ASC720	File Changes Error Report
ASC710	Assessors September Certification Activity Report. Detail Report by levy code of all accounts values.
ASC882	Change Register from Posting New Construction. Detail report by parcel number and levy code of assessed value.
ASC370	Codes and Levies King County Taxing Districts (Levy Maintenance – MF). "Levy Book"
December Certification	
Number	Name – Notes
ASC010	R/P tax Extract and Computation, computes Tax only by levy code.
ASC020	R/P tax Extract and Computation, computes Tax only by levy code.
ASC030	Summary Levy Code Totals. Summary of assessed values and taxes.
ASC040	Produce Levy Code Reports/Errors/Summaries

ASC050	Produce Taxing District Reports/Errors/Summaries. This report shows certification errors, assessed valuations.
ASC060	Control and Balancing Totals, balancing report for December certification.
ASC110	Penalty Tax Report, Detail report of penalties by account.
January Certification	
Number	Name Notes
ASC010	R/P tax Extract and Computation, computes Tax only by levy code.
ASC180	R/P Beginning Year Roll and Annual Billing Extract
ASC030	Summary Levy Code Totals, Summary of assessed values and taxes.
ASC040	Produce Levy Code Reports/Errors/Summaries
ASC050	Produce Taxing District Reports/Errors/Summaries. This report shows certification errors, assessed valuations.
ASC060	Control and Balancing Totals, balancing report for January certification.
ASC110	Penalty Tax Report, Detail report of penalties by account.
Accounting	
Number	Name Notes
ATC001-C3	Daily Levy Code
ATC005	Seg/Merge Update Error Report
AS1086/87	Daily Levy Code Balancing Report
ASE040-C3	Change Order Forms
ASR092	R. P. Omit Revalue Update
ASR094	R. P. Omit Notice Print
ASR050	R. P. Omit Change Register
ASR054	Assessor Revalue Change History
ASR074-c3	Daily Levy Code Balancing Report
ASC0800	Annual - Timber Valuation
ASI059003	Daily Levy Balance Report
ASP580-01	Personal Property Exception Summary Report
ASP580-02	Personal Property Exception Summary Report
ASP583-C3	Personal Property Balance Sheet
ASP589-C3	Personal Property Balance Sheet
ASR054-01	Revalue
ASR074-01	Revalue
ATC005	Seg/Merge Error Report
ATC010	Seg/Merge
ATC235	Exemptions
ATC240-02	Real Property Cancellation - Supplemental Error Report
ATC240-01	Real Property Cancellation - Supplemental Change Order

ATC240-C3	All levy Code Total
ATP600-02	Personal Property- Report of Quick Collect Accounts
ATR043	Real Property Inquiry – Batch Summary Report
BUC262-01	Accounts Payable Weekly Activity Report
PAI118	On-line Value History Change Register
PAM07-01	Appraisal Information Subsystem
PAM128	Annual
PDM	Control Reports
PI055	Plat Name Change Report (Condo's)
PPV070	Personal Property
PSI460	Property Interface Exception Report
PSI480	Value History Interface Exception/Control Report
TRP582-C3	Personal Property Check Balance Sheet
TRR910	Tax Refunds Register
TRT400	Tax Refunds

Sample Document

Tax and Fee Accounting

Daily Balancing Tax System Reports	
Number	Name - Notes
ATC005	Seg/Merge Update Error Report
ATC010	RP Segregation - Meger CHG/Bankruptcy/ Passes to PBS
ATC240-02	RP Cancel - Supplement Error Report
ATC240-01	RP Cancel - Supplement Change Order
ATC240-04	RP Cancel - Supplement Record Counts
ATQ087-01	Daily Levy Code Balancing Report
ATQ087-03	Posted Tax Receipts
ATQ043	RP Inquiry - Batch Summary Report
RP582P10-01	List of Personal Property Accounts with Penalty
TRB400-01	Audit Record Counts
TRB410-01	Fund Record Counts
TRB440	Master File Control Totals
TRP580-01	PP Receipt Update Change Register
TRP580-02	PP Receipt Update Delinquents Posted
TRT015-01	Scanned Tax Receipts - Detail Action Report
TRT015-02	Scanned Tax Receipts - Batch Balance Report
TRT016-01	Scanned Cashier Receipts - Detail Action Report
TRT016-02	Scanned Cashier Receipts - Batch Balance Report
TRT053-01	Office of Finance Receipt Change Register
TRT055-01	Office of Finance Refund/ReLevy Register
TRT105-01	Tax Suspense File - Release Batch Report
TRT125-01	Receipts Released for Update
TRT125-02	Receipt Edit Error Disposition Report
TRT130-01	Tax Suspense File - File Error Report
TRT130-03	Tax Suspense File - Tax Payments Posted as Payment in Full
TRT135-01	Tax Suspense File - Date Paid Summary
TRT150-01	Daily Posted Receipt Summary (Total)
TRT40030	Tax Refund System - Office of Finance
TRT40040	Office of Finance
TRP560-01	E-Tax Interface (Detail Report)
TRP560-02	E-Tax Interface (Summary Report)
40015-01	Tax Refund System - Office of Finance
40015-04	Office of Finance - Tax Refund System
40015-05	Refund File Change Order

Daily Cash Balancing Reports	
Number	Name - Notes
ATP580-01	Change Register From Tax-Roll Updating (PP)
ATP580-02	Error Report From Tax-Roll Updating Program (PP)
TRT105-01	Tax Suspense File - Released Batch Report
TRT015-03	Scanned Tax Receipts - Check/Scan Line Reconciliation
TRT016-03	Scanned Cashier Receipts - Check/Scan Line Reconciliation
TRT150-01	Daily Posted Receipt Summary - Date Posted
RM210P10-01	Receivables Refund Interface
RM210P20-01	Receivables Levy/ARMS Interface
RM210P30-01	Receivables Tax Statement Interface
RM210P40-01	Receivables Payments Interface
RT058P10	Office of Finance Receipts Not On File
RT100P10	Suspended Tax Receipt Correction Change Register
RT100P20	Suspended Tax Receipt Correction Change Register
Letters	
Number	Name - Notes
TRT40010	Property Tax Overpayments - Office of Finance (Letters)
TRT40020	Property Tax Overpayments - Office of Finance (Lender Letters)
Research Reports	
Number	Name - Notes
TRN056	Office of Finance Name and Address Change Register
TRN065	Record Counts
TRN067	Record Counts
TRN167	Name and Address Edit Error List
Management/Research Reports	
Number	Name - Notes
AF1100-33	Cash Ledger by Date (Monthly)
ATP600-02	PP
TRB450-1	Month End Tax Balancing Totals (Monthly)
TRR090	Batch Tax Statement Printed Counts
Miscellaneous Report	
Number	Name - Notes
ASC180-3	Real Property Edit Errors
ASI076	Real Property Levy Code Inquiries
Microfiche	Real Property Microfiche
MM027P10-01	King County Conservation District Fees Paid (Monthly)
DBS38010-01	Drainage Billing System Monthly Interest Report

SWM38010-01	Surface Water Management Monthly Interest Report
TRE240	Cards Read/Total Inquiries/Edit Errors Report
TRE24010	Real Property Inquiry Extract Error Report
TRE24020-1 B-2	Selected Real Property Annexation Road Tax Summary
TRE24020-1 B-1	Selected Real Property Annexation Fire Tax Summary
TRE24022-1 B-8	Selected Real Property Annexation Library Tax Summary
Annual Certification Reports Used by Treasury	
Number	Name - Notes
ASC045	Tax Summary Report
ASC040-1	King County YYYY Assessed Valuation and Extended Tax Certification
ASC040-2	Assessed Levy Code Certification Warning/Error Report
ASC050	King County YYYY Assessed Valuation and Extended Tax Certification
ASC055	King County Department of Assessment Statement of Tax Rolls
ASC060	Year End Certification Control Balancing Report
TRB360	Levy Codes by Fund For Roll Year YYYY
Tax Collection Reports	
Number	Name - Notes
TRB470-1	Monthly Tax Receivable Summary
TRB470-4	Annual Tax Receivable Summary
TRB323	Tax Receivable Comparison
Monthly Statistics Reports	
Number	Name - Notes
ATP910-1	Personal Property Tax-Portion Statistics
ATP910-2	Personal Property Tax-Portion Statistics Account Exception Listing
TR910P70-1	Real Property Account Statistics
TR910P80-1	Real Property Error Report
TRB100-1	Real Property Tax Account Analysis For Roll Year YYYY Second Half - Zero and Half Payments are Delinquent
TRB100-2	Real Property Tax Account Analysis For Roll Year YYYY Current Year Delinquencies on Account with Billing >\$10,000 thru \$99,000
TRB110-1	Personal Property Tax Account Analysis For Roll Year YYYY Second Half - Zero and Half Payments are Delinquent
TRB110-2	Personal Property Tax Account Analysis For Roll Year YYYY Current Year Delinquencies on Account with Billing >\$10,000 thru \$99,000
Mortgage Company Reports	
Number	Name - Notes
TRR030	Edit Lender Tax Statement Requests - List of Invalid Requests
TRR032-02	Errors Found in Agent/Lender Tax Bill Requests

TRR184-1	Errors Found in Matching Lender Requests To Tax Bill File
TRR085-1	Office of Finance Mortgage Company Zero Paid Report
Foreclosure Reports	
Number	Name – Notes
TRF1103	Delinquent Tax for the Year YYYY and Some Prior Years
TRF130	Tax Sales Delinquent Taxes
Refunds (Automatic) Reports	
Number	Name – Notes
TRP712-01	Personal Property Over Paid Accounts – By Account
45030-01	Tax Refund System Summary of Monthly Activity
Personal Property Reports Used by treasury	
Number	Name – Notes
TRP707-02	Personal Property Delinquent Tax Report by Name Mobile/Floating
TRP709-01	Personal Property Ending Year Totals
TRP715	Monthly Collection Summary Report By Route
TRP725	Personal Property Bankruptcy Accounts – By Account
LID Reports	
Number	Name – Notes
TRL270-01	YYYY King County Districts Installments Due Report
TRL600	Local Improvement District Roll
TRL462-2	LID Detail Change Register
TRL510-01	LID Accounts Serviced During YYYY
TRL610-01	YYYY Annual Report Road Improvement District Payments

In the following pages are sample reports.

KING COUNTY DEPT. OF ASSESSMENTS
500 FOURTH AVENUE, ROOM 740
SEATTLE, WA 98104-2384

**OFFICIAL PROPERTY
VALUE NOTICE**

READ BOTH SIDES

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
SEATTLE, WA
PERMIT NO. 5216

ACCOUNT NUMBER: 133087-0800-07

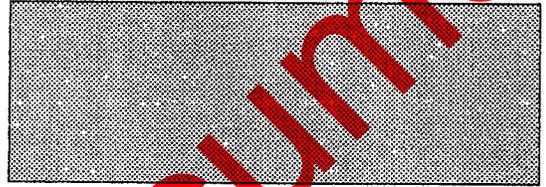
PLAT NAME
CANTERBURY SQUARE

PLEASE REFER TO ACCOUNT NUMBER WHEN INQUIRING

FOR TAXES DUE IN 2008

	APPRAISED VALUE		VALUE AFTER EXEMPTION
	OLD VALUE	NEW VALUE	
LAND	84,200	98,300	64,900
BLDG. ETC	32,800	18,700	30,200
TOTAL	117,000	117,000	95,100

SR
most Home



MAILING ADDRESS:

MAIL DATE: 10/11/07

SEE REVERSE FOR
APPEAL DEADLINE

PT = 643.36
Bill = 737.76

FD = 92.90
NW = 1.50

SC=5

07

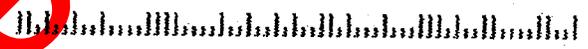
ST+T
SENIOR CITIZEN EXEMPTION - IF YOU BECOME INELIGIBLE FOR THIS
EXEMPTION, YOUR TAXES WILL BE BASED ON THE NEW APPRAISED VALUE

FORM
RODD
1750
BOTHELL WA 98011-0100

RETURN TO SENDER

DOA FORM 1 (3/2007)

GXTIGP1 38072
98104-2384



Sample Document

VALUES ARE ON THE FRONT OF THIS NOTICE: The "**New Appraised Value**" represents the true and fair value of the property as of January 1, 2007 (July 31, 2007 for remodels and new structures) based on comparable sales. If you have applied and qualified for an exemption, your property taxes will be based on a value **after exemptions are applied**.

TAX RELIEF: Requests for exemptions **MUST** be initiated by taxpayers.

Senior Citizen/Disabled Persons: (206) 296-3920 500 Fourth Avenue, Room 740, Seattle, WA 98104

If you own **and** occupy a residence or mobile home, **and** will be age 61 or older by December 31, 2007, **or** are **retired** because of a disability **and** if you have an income of \$35,000 or less, you may qualify for property tax relief. If you were retired two or more months of the prior year, income from that year may be averaged to qualify. **ANY** change in circumstances must be reported, by you, to the Assessor's office to avoid penalties.

Deferral of Taxes: (206) 296-3920 500 Fourth Avenue, Room 740, Seattle, WA 98104

If you are a senior citizen **or** are retired because of physical disability **and** have an income of \$40,000 or less, you may qualify for the deferral of your property tax liability. Deferred taxes become a lien on your property.

Homeowner Improvement: (206) 205-0656 500 Fourth Avenue, Room 730, Seattle, WA 98104

All owners of detached single family dwellings (including mobile homes on fee-owned land) **may** be eligible for some tax relief from increases caused by major additions or remodels. Claims for exemption must be filed with the Assessor **BEFORE** construction is complete.

Destroyed Property: (206) 296-0251 500 Fourth Avenue, Room 740, Seattle, WA 98104

Owners of real or personal property, destroyed in whole or in part prior to December 31, 2007, **may** be eligible for a prorated reduction in taxes the following year.

Farm/Agriculture/Forest/Open Space Programs: (206) 296-3969 500 Fourth Avenue, Room 740, Seattle, WA 98104

RCW Chapter 84.33 and 84.34 provide for reduced assessment to your property value. Applications are made to the Assessor for farm, agricultural and forest land and to the KC Dept. of Natural Resources at (206) 205-5170 for open space and timber land (parcels of forested land under 20 acres).

Valuation Appeals: 500 Fourth Avenue, Room 510, Seattle, WA 98104

If you wish to appeal the new appraised value of your property, you must file a petition with the Board of Equalization (BOE) **no later than July 1, 2007, or within 60 days from the mailing date on the front of this valuation change notice**, whichever is later. **A separate appeal must be filed each year to protect your appeal rights**, as past or pending appeals should not be assumed to affect the value on this notice. For information and/or petition forms, please visit the BOE's website at www.metrokc.gov/appeals/ or call the BOE at (206) 296-3496.

PROPERTY OR MAILING ADDRESS CHANGES AND CORRECTIONS:

Mailing Address: Mail your corrected address with account number to Treasury Operations, 500 Fourth Ave., Room 600, Seattle, WA 98104.

Property Address: Mail your corrected address with account number to Dept. of Assessments, 500 Fourth Ave., Room 740, Seattle, WA 98104.

IF YOU HAVE ANY QUESTIONS, contact the Department of Assessments, Public Information, (206) 296-7300 (KC TTY: (206) 296-7888), or toll free at 1-800-325-6165, EXT. 6-7300. You may E-mail us at Assessor.info@metrokc.gov or visit our website at www.metrokc.gov/assessor/ to use the eSales Search System for comparable sales, the eReal Property System for real property characteristics, and for links to area reports and tax information. Or, contact the KING COUNTY TAX ADVISOR, (206) 296-5202. The Tax Advisor Office is independent of the Assessor's Office.

This material is available in alternate format. Call the Department of Assessments at (206) 205-6900 (TTY: (206) 296-7888).

KING COUNTY DEPT. OF ASSESSMENTS
500 FOURTH AVENUE, ROOM 740
SEATTLE, WA 98104-2384

**OFFICIAL PROPERTY
VALUE NOTICE**

READ BOTH SIDES

SC = ϕ

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
SEATTLE, WA
PERMIT NO. 5216

ACCOUNT NUMBER: 176800-0530-01

PLAT NAME: condo
COSMOPOLITAN

PLEASE REFER TO ACCOUNT NUMBER WHEN INQUIRING.

apartment

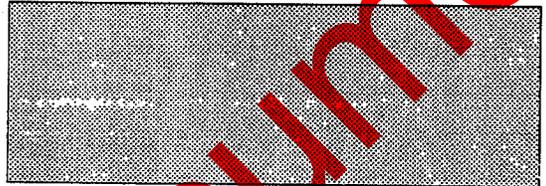
07
Tax = 894.75

swm = 5.00
nw = 2.10
cons = 9.95

MAIL DATE: 10/11/07 SEE REVERSE FOR APPEAL DEADLINE

FOR TAXES DUE IN 2008

	APPRAISED VALUE		VALUE AFTER EXEMPTION
	OLD VALUE	NEW VALUE	
LAND			
	18,634	21,200.	21,200
BLDGS. ETC			
	77,787	404,800	404,800
TOTAL			
	96,421	426,000	426,000



MAILING ADDRESS:

ST = T

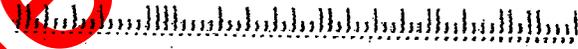
NEXT

NOT UNABLE TO FORWARD

BC: 98104238483 *2589-01369-14-17

DOA FORM 1 (3/2007)

CXTICP1 98104238483



Sample Document

VALUES ARE ON THE FRONT OF THIS NOTICE: The **"New Appraised Value"** represents the true and fair value of the property as of January 1, 2007 (July 31, 2007 for remodels and new structures) based on comparable sales. If you have applied and qualified for an exemption, your property taxes will be based on a value after exemptions are applied.

TAX RELIEF: Requests for exemptions **MUST** be initiated by taxpayers.

Senior Citizen/Disabled Persons: (206) 296-3920 500 Fourth Avenue, Room 740, Seattle, WA 98104

If you own and occupy a residence or mobile home, and will be age 61 or older by December 31, 2007, or are retired because of a disability and if you have an income of \$35,000 or less, you may qualify for property tax relief. If you were retired two or more months of the prior year, income from that year may be averaged to qualify. ANY change in circumstances must be reported, by you, to the Assessor's office to avoid penalties.

Deferral of Taxes: (206) 296-3920 500 Fourth Avenue, Room 740, Seattle, WA 98104

If you are a senior citizen or are retired because of physical disability and have an income of \$40,000 or less, you may qualify for the deferral of your property tax liability. Deferred taxes become a lien on your property.

Homeowner Improvement: (206) 205-0656 500 Fourth Avenue, Room 730, Seattle, WA 98104

All owners of detached single family dwellings (including mobile homes on fee-owned land) may be eligible for some tax relief from increases caused by major additions or remodels. Claims for exemption must be filed with the Assessor BEFORE construction is complete.

Destroyed Property: (206) 296-0251 500 Fourth Avenue, Room 740, Seattle, WA 98104

Owners of real or personal property, destroyed in whole or in part prior to December 31, 2007, may be eligible for a prorated reduction in taxes the following year.

Farm/Agriculture/Forest/Open Space Programs: (206) 296-3969 500 Fourth Avenue, Room 740, Seattle, WA 98104

RCW Chapter 84.33 and 84.34 provide for reduced assessment to your property value. Applications are made to the Assessor for farm, agricultural and forest land and to the KC Dept. of Natural Resources at (206) 205-5170 for open space and timber land (parcels of forested land under 20 acres).

Valuation Appeals: 500 Fourth Avenue, Room 510, Seattle, WA 98104

If you wish to appeal the new appraised value of your property, you must file a petition with the Board of Equalization (BOE) no later than July 1, 2007, or within 60 days from the mailing date on the front of this valuation change notice, whichever is later. A separate appeal must be filed each year to protect your appeal rights, as past or pending appeals should not be assumed to affect the value on this notice. For information and/or petition forms, please visit the BOE's website at www.metrokc.gov/appeals/ or call the BOE at (206) 296-3496.

PROPERTY OR MAILING ADDRESS CHANGES AND CORRECTIONS:

Mailing Address: Mail your corrected address with account number to Treasury Operations, 500 Fourth Ave., Room 600, Seattle, WA 98104.

Property Address: Mail your corrected address with account number to Dept. of Assessments, 500 Fourth Ave., Room 740, Seattle, WA 98104.

IF YOU HAVE ANY QUESTIONS, contact the Department of Assessments, Public Information, (206) 296-7300 (KC TTY: (206) 296-7888), or toll free at 1-800-325-6165, EXT. 6-7300. You may E-mail us at Assessor.Info@metrokc.gov or visit our website at www.metrokc.gov/assessor/ to use the eSales Search System for comparable sales, the eReal Property System for real property characteristics, and for links to area reports and tax information. Or, contact the KING COUNTY TAX ADVISOR, (206) 296-5202. The Tax Advisor Office is independent of the Assessor's Office.

This material is available in alternate format. Call the Department of Assessments at (206) 205-6900 (TTY: (206) 296-7888).

KING COUNTY DEPARTMENT OF ASSESSMENTS
 500 4th Avenue, Room 867
 Seattle, Washington 98104-2384

PHONE NO. (206) 296-5126

PRESORTED
 FIRST CLASS MAIL
 U. S. POSTAGE PAID
 SEATTLE, WA
 PERMIT NO. 213

PERSONAL PROPERTY ASSESSMENT NOTICE

You have until **DEC/12/07** to appeal. (SEE REVERSE) **THIS IS NOT A TAX BILL**

ITEM NUMBER	CLASS OF PERSONAL PROPERTY	ASSESSED VALUATION (IN DOLLARS)	LEVY CODE	OMIT YEAR	REFERENCE NUMBERS	
					ACCOUNT NUMBER	RT
4	For	\$ 6,676	2263		325616-98	B1
6	explanation	186	If you no longer own this property see reverse side. YOUR AFFIDAVIT WAS POSTMARKED AFTER THE FILING DEADLINE AND A LATE FILING PENALTY WILL BE APPLIED (RCW 84A.40.130)			
8	of classes	9,059				
	see the reverse side					
LESS PERSONAL EXEMPTION						
TOTAL ASSESSED VALUATION \$		15,921				

The valuation placed on your taxable personal property for the 2007 assessment year or the omitted assessment year is indicated above. This value will be the basis for taxes to be billed in year 2008.

WRITER

98133

Sample Document

NOTICE - If you no longer own the assessed personal property or it has been moved, please notify the King County Assessor's Office, immediately, in writing.

INQUIRIES

Questions concerning this assessment can be addressed to King County Department of Assessments, 500 4th Avenue, Room 807, Seattle, WA 98104 or E-mail Personal.Property@metrokc.gov. Be sure to include your Account Number and Route (RT) reference on all correspondence.

APPEALS

If you wish to appeal this assessment, a petition must be filed with the King County Board of Equalization by the date printed on the front of this assessment notice. Petitions may be obtained from the King County Board of Equalization, Room 510 King County Administration Bldg., Seattle, WA 98104-2384; telephone, 206-296-3496. Assistance on tax matters also is available from the King County Tax Advisor, Room 540 King County Administration Building, Seattle, WA 98104-2384; telephone, 206-296-5202.

CLASSES OF PERSONAL PROPERTY	
ITEM NUMBER	DESCRIPTION
2	AGRICULTURAL MACHINERY AND EQUIPMENT
3	MANUFACTURING, CONTRACTING, LOGGING AND MINING MACHINERY AND EQUIPMENT
4	ALL OTHER MACHINERY, EQUIPMENT, FURNITURE, FIXTURES AND OFFICE EQUIPMENT
6	SUPPLIES AND MATERIALS NOT NORMALLY HELD FOR SALE OR WHICH DO NOT BECOME AN INGREDIENT OR COMPONENT OF ARTICLES PRODUCED FOR SALE
7	FRANCHISE PROPERTY, FRANCHISES, EASEMENTS OF INTRA-CITY PUBLIC UTILITIES
8	ALL OTHER ITEMS OF PERSONAL PROPERTY

INTEREST on delinquent tax is computed monthly from the date of delinquency to the date of payment at the rate of twelve percent per year, (one percent a month). RCW 84.56.020.

PENALTY of three percent is assessed on the amount of tax delinquent on June 1st of the year in which the tax is due. An additional penalty of eight percent is assessed on the total amount of tax delinquent on December 1st of the year in which the tax is due. RCW 84.56.020.

OMITTED taxes are levied in the current year against property omitted from the assessment lists in any of the three preceding years. Omitted taxes may be paid in the same manner as current taxes.

SENIOR CITIZENS AND DISABLED PERSONS For taxes due in 2006 you must be 61 or older, or disabled on or before 12/31/05, owner and occupant of the residence. 2005 household income cannot exceed \$35,000 (verification of income must be provided). If you feel you meet eligibility for past years you may request application up to three prior years. For forms/information contact Department of Assessments at (206) 296-3920 or www.metrokc.gov/assessor.

Up to three years additional taxes and a penalty of 100% of the additional tax due may be assessed as specified in RCW 84.40.130 for not reporting promptly a change in your exemption status.

HOME IMPROVEMENT EXEMPTION Certain home improvements made to detached, single family homes may be eligible for tax exemption for three years if application for relief is made before the work is completed.

For home improvement exemption information contact King County Department of Assessments at (206) 205-0656.

SALE, TRANSFER OR REMOVAL OF PROPERTY FROM THE COUNTY Per RCW 84.56.070 & 84.56.090 all assessed taxes are due upon sale, transfer or removal of Personal Property. If this bill is for Personal Property which has been sold, removed or is about to be removed, please contact the Assessor's Personal Property Division at (206) 296-5183 or (206) 296-5186 to request the advance tax billing.

OTHER CHARGES Depending on the location of the property other charges may include: Fire Protection Fee. Questions or comments concerning this fee should be addressed to the specific Fire District.

PAYMENTS UNDER PROTEST must comply with RCW 84.68.020.

QUESTIONS/INFORMATION
TOLL FREE (800) 325-6165

TREASURY Current and Delinquent Tax, Penalty and Interest Charges: (206) 296-4290 V/TDD: (206) 296-4184. Mobile home move permits: (206) 296-4290.

Alternate Formats Available

Business Property Assessment - Listing Requirements, Assessed Valuation, Omitted Taxes, Change of Ownership, or Mailing or Location Address Changes. (206)296-5183 or (206)296-5186.

DEPARTMENT OF ASSESSMENTS - Mobile Homes - Assessed Valuation, Omitted Taxes, Change of Ownership, or Mailing or Location Address Changes. (206)205-6621, (206)205-6622, (206)205-6629.

TAX ADVISOR (206) 296-5202: Assistance with property tax problems and information on appealing assessed values.

TO EXPEDITE THE PROCESSING OF YOUR PAYMENT, PLEASE DON'T STAPLE, PAPER CLIP OR FASTEN YOUR CHECK AND STATEMENT TOGETHER. PLEASE ENSURE KING COUNTY'S RETURN ADDRESS IS VISIBLE IN THE RETURN ENVELOPE WINDOW

2nd payment

2006 PERSONAL PROPERTY TAX

KING COUNTY TREASURY
500 4TH AVE #600
SEATTLE WA 98104-2340

TO EXPEDITE THE PROCESSING OF YOUR PAYMENT, PLEASE DON'T STAPLE, PAPER CLIP OR FASTEN YOUR CHECK AND STATEMENT TOGETHER. PLEASE ENSURE KING COUNTY'S RETURN ADDRESS IS VISIBLE IN THE RETURN ENVELOPE WINDOW

1st payment

2006 PERSONAL PROPERTY TAX

KING COUNTY TREASURY
500 4TH AVE #600
SEATTLE WA 98104-2340

INTEREST on delinquent tax is computed monthly from the date of delinquency to the date of payment at the rate of twelve percent per year, (one percent a month). RCW 84.56.020.

PENALTY of three percent is assessed on the amount of tax delinquent on June 1st of the year in which the tax is due. An additional penalty of eight percent is assessed on the total amount of tax delinquent on December 1st of the year in which the tax is due. This penalty does not apply to the SWM charge. RCW 84.56.020.

OMITTED taxes are levied in the current year against property or improvements omitted from the assessment lists in any of the three preceding years. Omitted taxes may be paid in the same manner as current taxes.

FORECLOSURES Property with unpaid full 2002 and/or prior year taxes is subject to foreclosure and additional charges.

SENIOR CITIZENS AND DISABLED PERSONS For taxes due in 2005, you must be 61 or older, or disabled on or before 12/31/04, owner and occupant of the residence. 2004 household income cannot exceed \$35,000 (verification of income must be provided). If you feel you meet eligibility for past year(s) you may request application up to three prior years. For forms/information contact Department of Assessments at (206) 296-3920 www.metrokc.gov/assessor.

A. PROPERTY ADDRESS should not be relied upon to determine the location or extent of the property taxed on this account. If there is any question concerning what property is being taxed under this account, reference should be made to the Legal Description. If "ETC" appears in the legal description, it is only partially printed on this statement. A complete legal description is available from the Department of Assessments.

HOME IMPROVEMENT EXEMPTION Certain home improvements made to detached, single family homes may be eligible for tax exemption for three years if application for relief is made before the work is completed. For additional home improvement information contact King County Department of Assessments at (206) 205-0656.

OTHER CHARGES Depending on the location of the property other charges may include: Surface Water Management Charge, Fire Protection Fee, Soil Conservation Fee, and Noxious Weed Fee. You may wish to consult with your tax counsel on the federal tax consequence of any fee on this statement.

PAYMENTS UNDER PROTEST must comply with RCW 84.68.020.

QUESTIONS/INFORMATION
TOLL FREE (800) 326-6166

TREASURY (206) 296-0923 Automated Property Tax Information Lines.
Internet Address: <http://www.metrokc.gov/finance/treasury/kctaxinfo/>
Customer Service (206) 296-3850. VTDD (206) 296-4184

DEPARTMENT OF ASSESSMENTS (206) 296-7300: Assessed Valuation, Tax Exemption, Omitted Taxes, Levy Rates, Legal Descriptions.

OTHER CHARGES:

SURFACE WATER MANAGEMENT CHARGE (SWM) UNINCORPORATED KING COUNTY (206) 296-6519: All questions or comments concerning the computation and billing of the SWM charge in unincorporated King County and municipalities except Seattle.

SURFACE WATER MANAGEMENT CHARGES CITY OF SEATTLE (206) 684-3000: All questions or comments concerning the computation and billing of the Drainage Charge for properties within the City of Seattle.

SOIL CONSERVATION FEE (206) 764-3410: Questions or comments concerning the computation and billing of the fee.

NOXIOUS WEED FEE (206) 296-0290: Questions or comments concerning the computation and billing of the fee.

FIRE PROTECTION FEES Questions or comments concerning this fee should be addressed to the specific Fire District.

TAX ADVISOR (206) 296-5202: Assistance with property tax problems and information on appealing assessed values.

TO EXPEDITE THE PROCESSING OF YOUR PAYMENT, PLEASE DON'T STAPLE, PAPER CLIP OR FASTEN YOUR CHECK AND STATEMENT TOGETHER. PLEASE ENSURE KING COUNTY'S RETURN ADDRESS IS VISIBLE IN THE RETURN ENVELOPE WINDOW

2nd
payment

2005 REAL ESTATE TAX

KING COUNTY TREASURY
500 4TH AVE #600
SEATTLE WA 98104-2340

TO EXPEDITE THE PROCESSING OF YOUR PAYMENT, PLEASE DON'T STAPLE, PAPER CLIP OR FASTEN YOUR CHECK AND STATEMENT TOGETHER. PLEASE ENSURE KING COUNTY'S RETURN ADDRESS IS VISIBLE IN THE RETURN ENVELOPE WINDOW

1st
payment

2005 REAL ESTATE TAX

KING COUNTY TREASURY
500 4TH AVE #600
SEATTLE WA 98104-2340

STATEMENT OF LOCAL IMPROVEMENT ASSESSMENTS

King County, State of Washington, King County Admin Bldg #600, 500 Fourth Avenue
Seattle, WA 98104-2327

ACCOUNT NUMBER

UNPAID PRINCIPAL _____
INTEREST RATE _____
DELINQUENT AFTER _____
PENALTY RATE _____

	INSTL. NO.	INSTALLMENT	INTEREST	PENALTY	TOTAL
<p>KEEP THIS PORTION</p>					

BRING ALL PARTS WHEN PAYING IN PERSON

- Return bottom portion of this statement with your payment. Keep the top portion for your records. Your cancelled check is your receipt.
- Make checks payable to King County Treasury and mail to King County Treasury, Room 600, King County Administration Bldg., 500 4th Avenue, Seattle, WA 98104-2387.
- If the name or address are incorrect, make the correction in the name and address box on the bottom portion of this statement.
- Assessments paid by installments become delinquent after due date and shall be subject to penalty and an additional charge for interest to date of payment. Collection of delinquent assessments will be enforced in the manner provided by law. Assessments with two or more yearly installments unpaid will be subject to foreclosure of property commencing every January 1.
- Inquiries regarding payments should be directed to (206) 296-3913. Toll Free (800) 325-6165.
- PAYMENT OF ASSESSMENTS IN FULL MUST INCLUDE INTEREST, PENALTY AND COSTS TO THE DATE OF MATURITY OF THE NEXT INSTALLMENT FALLING DUE.**

STATEMENT OF LOCAL IMPROVEMENT ASSESSMENTS
KING COUNTY, WASHINGTON

DETACH THIS PORTION AND RETURN WITH PAYMENT
ACCOUNT NUMBER

UNPAID PRINCIPAL _____
INTEREST RATE _____
DELINQUENT AFTER _____
PENALTY RATE _____

MAKE CHECKS PAYABLE TO:
KING COUNTY TREASURY

	INSTL. NO.	INSTALLMENT	INTEREST	PENALTY	TOTAL
<p>RETURN THIS PORTION</p>					

STATEMENT OF LAKE MANAGEMENT DISTRICT ASSESSMENT
 King County, State of Washington, King County Admin Bldg., #600, 500 Fourth Avenue
 Seattle, WA. 98104-2387

Account Name and Address
Assessment Name and Legal Description
07-530-702-0

ACCOUNT NUMBER **0328-612701-0020-00**

Year	Assessment	Interest	Penalty	Total
2007	\$23.00	\$1.61	\$0.00	\$24.61
				\$24.61

**KEEP
THIS
PORTION**

BRING ALL PARTS WHEN PAYING IN PERSON

LAKE MANAGEMENT DISTRICT ASSESSMENT

- Return the bottom portion of this statement with your payment. Keep the top portion for your records. Your canceled check is your receipt.
- Make checks payable to King County Treasury Division and mail it to King County Treasury Division, Room 600, King County Administration Bldg., 500 4th Avenue, Seattle, WA 98104-2387.
- If the name and address are incorrect, make the correction in the name and address box on the bottom portion of this statement.
- Lake Management Assessments become delinquent after May 10. Delinquent assessments must be paid in full with interest and penalties. Interest on delinquent assessments is computed monthly from the date of delinquency to the date of payment at the rate of 12% per year (one percent a month). Assessments with two or more yearly installments unpaid will be subject to foreclosure of property commencing every January 1.
- Inquiries regarding payment should be directed to (206) 296-3913 or toll free at (800) 325-6165.

STATEMENT OF LAKE MANAGEMENT DISTRICT ASSESSMENT

Account Name and Address
Assessment Name and Legal Description
07-530-702-0

(DETACH THIS PORTION AND RETURN WITH PAYMENT)

MAKE CHECKS PAYABLE TO:
KING COUNTY TREASURY DIVISION

ACCOUNT NUMBER **0328-612701-0020-00**

Year	Assessment	Interest	Penalty	Total
2007	\$23.00	\$1.61	\$0.00	\$24.61
				\$24.61

**RETURN
THIS
PORTION**

Current Use Application for Farm and Agricultural Land Classification Chapter 84.34 RCW

File With County Assessor

_____ County

<p>Tax code: _____</p> <p>Account number(s): _____ _____ _____</p> <p>Applicant(s) name and address: _____ _____ _____</p>	<p style="text-align: center;">Notice of Approval or Denial</p> <p><input type="checkbox"/> Application approved <input type="checkbox"/> Application denied</p> <p><input type="checkbox"/> All of parcel <input type="checkbox"/> Portion of parcel</p> <p>Date: _____</p> <p>Owner notified on: _____</p> <p>Fee returned <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____</p> <p>Assessor/Deputy Signature: _____</p> <p>APPEAL: A denial of an application for classification as farm and agricultural land may be appealed to the County Board of Equalization.</p>
---	---

1. Legal description: _____

Sec: _____
 Twp: _____
 Rge: _____

2. Acreage: Cultivated..... _____ Irrigated acres: _____ Dry acres: _____
 Grazed..... _____ Is grazing land cultivated? Yes No
 Farm woodlots _____
 TOTAL acreage _____ **0**

3. List the property rented to others which is not affiliated with agricultural use and show the location on the map.

4. Is the land subject to a lease or agreement that permits any use other than its present use? Yes No

5. Describe the present current use of each parcel of land described in this application.

6. Describe the present improvements on this property (buildings, etc.).

7. Attach a map of the property to show an outline of the current use of each area of the property such as: livestock (type), row crops, hay land, pasture, wasteland, woodlots, etc.
 Include on the map, if available, the soil qualities and capabilities. Also indicate the location of buildings.

8. To qualify for this classification, an application describing land of less than twenty acres must meet certain minimum income standards (see definition of agricultural land (b) and (c)). Please supply the following or any other pertinent data to show that the land will qualify for classification.

	Year					Average
List the yield per acre for the last five years (bushels, pounds, tons, etc.).	_____	_____	_____	_____	_____	_____
List the annual gross income per acre for the last five (5) years.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	_____
If rented or leased, list the annual gross rental fee for the last five years.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	_____

NOTICE: The assessor may require the owners to submit pertinent data regarding the use of the classified land, productivity of typical crops, income, etc.

Agricultural Land Means Either:

parcel of land or contiguous parcels of land in one ownership of twenty or more acres devoted primarily to the production of livestock or agricultural commodities for commercial purposes, or enrolled in the Federal Conservation Reserve program or its successor administered by the United States Department of Agriculture.

- (b) Any parcel of land or contiguous parcels that are five acres or more but less than twenty acres devoted primarily to agricultural uses, which has produced a gross income from agricultural uses equivalent to two hundred dollars or more per acre each year for three of the five calendar years preceding the date of application for classification under this chapter.
- For the purposes of (b) only, "gross income from agricultural uses" includes, but is not limited to, the wholesale value of agricultural products donated to nonprofit food banks or feeding programs; or
- (c) Any parcel of land or contiguous parcels that are less than five acres devoted primarily to agricultural uses which has produced a gross income of fifteen hundred dollars or more each year for three of the five calendar years preceding the date of application for classification under this chapter.

Agricultural lands also include noncontiguous parcels from one to five acres, but otherwise constituting an integral part of farming operations conducted on the land.

Agricultural lands also include land, not to exceed twenty percent of classified land, that has incidental uses compatible with agricultural purposes, and also the land on which appurtenances necessary to the production, preparation or sale of the agricultural products exist in conjunction with the lands producing such products.

Statement Of Additional Tax, Interest, And Penalty Due Upon Removal Of Classification

- Upon removal of classification, an additional tax shall be imposed which shall be due and payable to the county treasurer thirty days after removal or upon sale or transfer, unless the new owner has signed the Notice of Continuance. The additional tax shall be the sum of the following:
 - The difference between the property tax paid as "Farm and Agricultural Land" and the amount of property tax otherwise due and payable for the last seven years had the land not been so classified; plus
 - Interest upon the amounts of the difference (a), paid at the same statutory rate charged on delinquent property taxes.
 - A penalty of twenty percent shall be applied to the additional tax if the classified land is sold, transferred, or applied to some other use, except through compliance with the property owner's request for withdrawal, or except as a result of those conditions listed in (2) below.
- The additional tax, interest, and penalty specified in (1) shall not be imposed if removal resulted solely from:
 - Transfer to a governmental entity in exchange for other land located within the State of Washington.

- A taking through the exercise of the power of eminent domain, or sale or transfer to an entity having the power of eminent domain in anticipation of the exercise of such power.
- A natural disaster such as a flood, windstorm, earthquake, or other such calamity rather than by virtue of the act of the landowner changing the use of such property.
- Official action by an agency of the State of Washington or by the county or city where the land is located disallowing the present use of such land.
- Transfer of land to a church when such land would qualify for property tax exemption pursuant to RCW 84.36.020.
- Acquisition of property interests by state agencies or agencies or organizations qualified under RCW 84.34.210 and 64.04.130 (see RCW 84.34.108(6)(f)).
- Removal of land classified as farm and agricultural land under RCW 84.34.020(2)(e) (farm homesite value).
- Removal of land from classification after enactment of a statutory exemption that qualifies the land for exemption and receipt of notice from the owner to remove the land from classification.
- The creation, sale, or transfer of forestry riparian easements under RCW 76.13.120.
- The creation, sale, or transfer of a fee interest or a conservation easement for the riparian open space program under RCW 76.09.040.
- The sale or transfer of land within two years after the death of the owner of at least a fifty percent interest in the land if the land has been assessed and valued as classified forest land, designated as forest land under chapter 84.33 RCW, or classified under this chapter continuously since 1993. The date of death shown on a death certificate is the date used.

Affirmation

As owner(s) or contract purchaser(s) of the land described in this application, I hereby indicate by my signature that I am aware of the potential tax liability involved when the land ceases to be classified under provisions of Chapter 84.34 RCW. I also declare under the penalties for false swearing that this application and any accompanying documents have been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

The agreement to tax according to use of the property is not a contract and can be annulled or canceled at any time by the Legislature (RCW 84.34.070)

Signatures of all Owner(s) or Contract Purchaser(s):

(See WAC 458-30-225)

Assessor

In accordance with the provisions of RCW 84.34.035, "...the assessor shall submit notification of such approval (form REV 64 0088) to the county auditor for recording in the place and manner provided for the public recording of state tax liens on real property."

Amount of Processing Fee Collected \$ _____

Date _____

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

27

BCH	NEW CODE	OLD CODE	RL	S	PARCEL NUMBER	LAND A/V	IMPS A/V	CHANGE	MESSAGE
15	0110	0100	2008	T	232104-9007-0	59,600	00		
15	0110	0100	2008	T	232104-9008-0	80,000	00		
15	0110	0100	2008	T	232104-9013-0	384,800	00		
15	0110	0100	2008	T	232104-9021-0	80,000	00		
15	0110	0100	2008	T	232104-9022-0	392,000	1,000		
15	0110	0100	2008	T	232104-9026-0	104,500	00		
15	0110	0100	2008	T	232104-9033-0	247,400	00		
15	0110	0100	2008	T	232104-9038-0	409,400	00		
15	0110	0100	2008	T	232104-9039-0	819,900	1,605,300		
						2,577,600	1,606,300		
15	0120	0140	2008	D	000400-0007-0	00	00		
15	0120	0140	2008	D	000460-0009-0	00	00		
15	0120	0140	2008	D	030150-0215-0	00	00		
15	0120	0140	2008	D	158060-0021-0	00	00		
15	0120	0140	2008	D	158060-0050-0	00	00		
15	0120	0140	2008	D	158060-0090-0	00	00		
15	0120	0140	2008	D	158060-0265-0	00	00		
15	0120	0140	2008	D	391550-0060-0	00	00		
15	0120	0140	2008	D	395390-0130-0	00	00		
15	0120	0140	2008	D	540160-0120-0	00	00		
15	0120	0140	2008	D	540160-0200-0	00	00		
15	0120	0140	2008	D	635000-0105-0	00	00		
15	0120	0140	2008	D	781570-0350-0	00	00		
						00	00		
15	0120	0140	2008	D	012104-9021-0	00	00		

Sample Document

10-10-2007

Interview w/ Debbie C.

JOB: ASC32003		PRECERTIFICATION DISTRIBUTION											PAGE 1			
RPT: SC32GP20-01		CROSS REFERENCE LISTING FOR ROLL YEAR 2008											DATE 09/26/07			
LEVY CODE	RL YR	CITY OR ROAD DISTRICT	SCHL DIST	WATR DIST	FIRE DIST	SEWR DIST	FLOD ZONE	HOSP DIST	LIBR DIST	PARK DIST	CEME TERY	EMER MED	LIBR CAP	PCLS DIST	FRRY DIST	DEL CODE
45	OB	012- ALGDNA	- 210-	000-	061-	-	KCFZ-	-	LIB-	-	-	EM-1-	-	-	FRRY-	-
50	OB	012- ALGDNA	- 408-	000-	061-	-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
51	OB	012- ALGDNA	- 408-	000-	061-	-	KCFZ-	-	LIB-	-	-	EM-1-	-	-	FRRY-	-
110	OB	021- AUBURN	- 210-	000-	061-	-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
115	OB	021- AUBURN	- 210-	997-	061-	LHUD-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
120	OB	021- AUBURN	- 408-	000-	061-	-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
121	OB	021-7 AUBURN	-7 408-	000-	061-	-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
135	OB	021- AUBURN	- 408-	000-	061-	-	KCFZ-	-	LIB-	-	-	EM-1-	-	-	FRRY-	-
142	OB	021- AUBURN	- 408-	000-	061-	SCWS-	KCFZ-	-	LIB-	-	-	EM-1-	-	-	FRRY-	-
143	OB	021- AUBURN	- 408-	087-	061-	-	KCFZ-	H-1-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
144	OB	021- AUBURN	- 408-	997-	061-	LHUD-	KCFZ-	-	LIB-	-	-	EM-1-	-	-	FRRY-	-
145	OB	021- AUBURN	- 408-	997-	061-	LHUD-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
201	OB	021- AUBURN	- 415-	000-	061-	-	KCFZ-	H-1-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
202	OB	021- AUBURN	- 415-	000-	061-	-	KCFZ-	H-1-	LIB-	-	-	EM-1-	-	-	FRRY-	-
203	OB	021- AUBURN	- 415-	087-	061-	-	KCFZ-	H-1-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
211	OB	021- AUBURN	- 415-	087-	061-	-	KCFZ-	H-1-	LIB-	-	-	EM-1-	-	-	FRRY-	-
1950	OB	451- PACIFIC	- 888-	000-	061-	-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-
1952	OB	451- PACIFIC	- 888-	997-	061-	LHUD-	KCFZ-	-	LIB-5	-	-	EM-1-	-	-	FRRY-	-

AH ED GW

SEATTLE

06-001-0 SCHOOL		DISTRICT 001 LIMITS 0 TOTAL INC AND UNINC					
PROPERTY TYPE	ACREAGE		PLATTED		TOTAL		VALUATION
	LAND	IMP	LAND	IMP	LAND	IMP	
R/P REGULAR	3,235,474,888	2,695,901,116	49,521,162,588	61,285,841,342	52,756,637,476	63,981,742,458	116,738,379,934
R/P 100 %	26,583,055	6,403,100	652,063,449	149,532,752	678,646,504	155,935,852	834,582,356
R/P NOTAX	21,358,145	00	586,616,144	00	607,974,289	00	607,974,289
R/P OMTS	00	185,000	00	19,913,900	00	20,098,900	20,098,900
R/P SPS	00	00	00	00	00	00	00
P/P REGULAR	4,159,432,292				4,159,432,292		4,159,432,292
P/P 100 %	343,701				343,701		343,701
P/P NOTAX	491,217				491,217		491,217
P/P OMTS	1,402,336				1,402,336		1,402,336
P/P SPS	00				00		00
F/E REGULAR	00				00		00
F/E OMIT	00				00		00

OMIT SUMMARY BY YEAR					REGULAR	100 %	NOTAX	OMITS	SPS
OMIT YEAR	FUND TYPE	FUND RATE	ASSESSED VALUE	EXTENDED TAX					
07	EXPENSE	.000	00	00					00
	SPECIAL	.000	17,548,337	19,158.64					
	BOND	.000	17,548,337	00					
	BUILDING	.000	17,548,337	16,045.26					
		.000	00	00					
									TOTAL 120,919,313,462
06	EXPENSE	.000	00	00					00
	SPECIAL	.000	2,733,500	2,221.01					
	BOND	.000	2,733,500	00					
	BUILDING	.000	2,733,500	2,763.79					
		.000	00	00					
									ANNEXATION A.V. 00
									NEW CONSTR A.V. 2,223,827,253
05	EXPENSE	.000	00	00					REGULAR LEVY A.V. 120,289,346,720
	SPECIAL	.000	1,219,399	1,410.75					EXCESS LEVY A.V. 119,454,420,663
	BOND	.000	1,219,399	00					
	BUILDING	.000	1,219,399	1,336.08					
		.000	00	00					
OTHER	EXPENSE		00	00					
	SPECIAL		00	00					
	BOND		00	00					
	BUILDING		00	00					
			00	00					
TOTAL	EXPENSE		00	00					
	SPECIAL		21,501,236	23,856.40					
	BOND		21,501,236	00					
	BUILDING		21,501,236	20,145.13					
			00	00					

LEVY CODE	ACCOUNT NUMBER	ERROR OR WARNING MESSAGE	FUTURE YEAR IMPS VALUE	PRIOR YEAR IMPS VALUE	ACTION
0010	000520-0072-04	IMPS VALUE INCREASE - MISSING N/C FLAG	418,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000740-0142-04	IMPS VALUE INCREASE - MISSING N/C FLAG	379,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0127-08	IMPS VALUE INCREASE - MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0136-07	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0138-05	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0139-04	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0140-01	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0142-09	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0144-07	NEW PLAT WITH MISSING N/C FLAG	128,750	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0145-06	IMPS VALUE INCREASE - MISSING N/C FLAG	317,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0153-05	IMPS VALUE INCREASE - MISSING N/C FLAG	299,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0155-03	IMPS VALUE INCREASE - MISSING N/C FLAG	316,500	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0175-09	IMPS VALUE INCREASE - MISSING N/C FLAG	299,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0206-02	IMPS VALUE INCREASE - MISSING N/C FLAG	298,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0218-08	IMPS VALUE INCREASE - MISSING N/C FLAG	300,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	000760-0219-07	IMPS VALUE INCREASE - MISSING N/C FLAG	298,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	001300-2422-01	IMPS VALUE INCREASE - MISSING N/C FLAG	241,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	001300-2424-09	IMPS VALUE INCREASE - MISSING N/C FLAG	241,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0132-02	IMPS VALUE INCREASE - MISSING N/C FLAG	431,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0133-01	IMPS VALUE INCREASE - MISSING N/C FLAG	431,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0134-00	IMPS VALUE INCREASE - MISSING N/C FLAG	431,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0136-08	IMPS VALUE INCREASE - MISSING N/C FLAG	219,800	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0137-07	IMPS VALUE INCREASE - MISSING N/C FLAG	219,800	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0138-06	IMPS VALUE INCREASE - MISSING N/C FLAG	219,800	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	010800-0139-05	IMPS VALUE INCREASE - MISSING N/C FLAG	219,800	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0012-07	IMPS VALUE INCREASE - MISSING N/C FLAG	282,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0013-06	IMPS VALUE INCREASE - MISSING N/C FLAG	282,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0014-05	IMPS VALUE INCREASE - MISSING N/C FLAG	262,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0016-03	IMPS VALUE INCREASE - MISSING N/C FLAG	281,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0017-02	IMPS VALUE INCREASE - MISSING N/C FLAG	282,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0018-01	IMPS VALUE INCREASE - MISSING N/C FLAG	262,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0019-00	IMPS VALUE INCREASE - MISSING N/C FLAG	262,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0020-07	IMPS VALUE INCREASE - MISSING N/C FLAG	261,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0021-06	IMPS VALUE INCREASE - MISSING N/C FLAG	255,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0022-05	IMPS VALUE INCREASE - MISSING N/C FLAG	255,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0023-04	IMPS VALUE INCREASE - MISSING N/C FLAG	256,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0024-03	IMPS VALUE INCREASE - MISSING N/C FLAG	256,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0050-00	IMPS VALUE INCREASE - MISSING N/C FLAG	256,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0051-09	IMPS VALUE INCREASE - MISSING N/C FLAG	256,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	017300-0052-08	IMPS VALUE INCREASE - MISSING N/C FLAG	256,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	018650-0010-03	IMPS VALUE INCREASE - MISSING N/C FLAG	81,500	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	022304-9149-00	NEW PLAT WITH MISSING N/C FLAG	0	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	022304-9150-06	NEW PLAT WITH MISSING N/C FLAG	0	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	022304-9151-05	NEW PLAT WITH MISSING N/C FLAG	0	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026300-0346-05	IMPS VALUE INCREASE - MISSING N/C FLAG	225,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026300-0347-04	IMPS VALUE INCREASE - MISSING N/C FLAG	216,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026300-0348-03	IMPS VALUE INCREASE - MISSING N/C FLAG	216,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026900-0085-04	IMPS VALUE INCREASE - MISSING N/C FLAG	636,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026900-0090-07	IMPS VALUE INCREASE - MISSING N/C FLAG	601,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	026900-0092-05	IMPS VALUE INCREASE - MISSING N/C FLAG	625,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	027200-0625-06	IMPS VALUE INCREASE - MISSING N/C FLAG	135,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	029900-0046-06	IMPS VALUE INCREASE - MISSING N/C FLAG	311,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	029900-0048-04	IMPS VALUE INCREASE - MISSING N/C FLAG	309,000	0	FLAG POSTED - A/V CERTIFIED AS N/C
0010	036600-0094-05	IMPS VALUE INCREASE - MISSING N/C FLAG	400,000	0	FLAG POSTED - A/V CERTIFIED AS N/C



King County

Department of Assessments
Accounting Division
500 Fourth Avenue, ADM-AS-0725
Seattle, WA 98104-2384

(206) 296-5145 FAX (206) 296-0106
Email: assessor.info@kingcounty.gov
<http://www.kingcounty.gov/assessor/>

Scott Noble
Assessor

GRAND RECAPITULATION ASSESSMENT YEAR 2007 - TAX ROLL 2008

	<u>ASSESSED VALUATION</u>	<u>TAX</u>
REAL PROPERTY		
Regular	\$323,400,551,589	\$3,023,876,160.99
State Public Service	444,889,723	4,274,127.74
Omits	31,381,900	318,236.20
	<hr/>	<hr/>
Total Real	\$323,876,823,212	\$3,028,468,524.93
PERSONAL PROPERTY		
Regular	\$ 11,025,738,293	\$ 102,761,554.43
State Public Service	6,083,671,293	60,215,581.07
Omits	2,563,808	23,771.33
Farm/Machinery	6,642,971	58,199.58
	<hr/>	<hr/>
Total Personal	\$ 17,118,616,365	\$ 163,059,106.41
	<hr/>	<hr/>
GRAND TOTAL	\$340,995,439,577	\$3,191,527,631.34
	<hr/> <hr/>	<hr/> <hr/>

I, Scott Noble, Assessor of King County, State of Washington, do hereby certify that the foregoing is a correct list of taxes levied on the Real and Personal Property in the County of King, for the year two thousand and six.

Witness my hand this 18th day of January, 2008.

King County Assessor

TRF 10
1003
001

DELINQUENT TAXES FOR THE YEAR 2004, AND SOME PRIOR YEARS

05/30/2007

INTEREST TO 05/31/07

ACCOUNT NUMBER / NAME / LEGAL DESCRIPTION	LOT OR SEC-TWP-RANGE	BLK OR TAX LOT	ROLL YEAR	TOTAL TAX INT & PEN	ORIGINAL TAX	INTEREST	PENALTY	ASSESSED VALUE LAND	VALUE IMPS
	5		2007		2,089.59	20.90		73,000	97,000
			2006		1,935.41	251.60	214.90		
			2005		1,868.28	47.67	205.51		
			2004		1,858.85	157.77	214.47		
				\$ 9,812.35					
	3		2007		4,745.90	47.46		44,500	342,800
			2006		4,530.76	589.00	498.38		
			2005		4,345.44	1,087.11	478.93		
			2004		4,389.06	1,623.95	482.80		
			2003H		1,700.73	731.31	146.06		
				\$ 25,399.29					
								103,000	128,000
			2007		2				
			2006		2,785.33	363.33	295.27		
			2005		2,543.70	635.93	268.59		
			2004		2,379.83	880.54	260.56		
				\$ 13,205.88					
			2007		11.18	1.14			
			2006		11.50	1.50	1.17		
			2005		6.58	1.63	1.70		

Certificate of delinquency rpt
→ On request mult times during year
→ eventually filed w/ legal documents.

Sample Document

TAX SALES - DELINQUENT TAXES (WORKSHEET)

INTEREST TO 12/31/2007

ACCOUNT NUMBER	LOT OR	BLK OR K LT.	RL YR	OM YR	ORIGINAL TAX	INTEREST PENALTY	TOTAL TAX INT & PEN	ADVER AND TITLE FEE	TOTAL	SALES PRICE	RECPT NO	DEED NO
			2006		\$ 179.93	55.78						
			2005		\$ 173.39	74.55						
			2004		\$ 178.48	98.16						
			2003H		\$ 90.56	52.52						
							\$ 1,105.56					
			2007		\$ 755.48	143.54						
			2006		\$ 776.88	240.84				39,000	44278	
			2005		\$ 366.67	157.66						
			2004		\$ 352.85	194.06						Looney
							\$ 2,987.98					
			2007		\$ 3,303.33	616.01						
			2006		\$ 3,073.40	937.74						
			2005		\$ 3,051.45	1,293.72						
			2004		\$ 3,351.89	1,821.73						
			2003H		\$ 1,633.80	937.13						
							\$ 20,020.20					
			2007		\$ 18.53	3.52						
			2006		\$ 11.50	3.57						
			2005		\$ 6.50	2.80						
			2004		\$ 5.00	2.75						
							\$ 54.17					
			2007		\$ 22.42	4.26						
			2006		\$ 23.44	7.27						
			2005		\$ 18.37	7.90						
			2004		\$ 18.00	9.90				14,500	44281	Farwest
							\$ 111.56					
			2007		\$ 906.48	172.23						
			2006		\$ 892.89	276.80						
			2005		\$ 506.32	217.72						
			2004		\$ 473.51	260.43				32,000	44282	3W. Alliance

Sample Document

Run once per year
 prior to sale
 → used at sale to
 note sales info.

SECOND HALF - ZERO AND HALF PAYMENTS ARE DELINQUENT

	TAX BILL AMOUNT							TOTAL
	0 TO 250.00	250.01 TO 500.00	500.01 TO 1,000.00	1,000.01 TO 2,000.00	2,000.01 TO 5,000.00	5,000.01 TO 10,000.00	OVER 10,000*	
# AMTS BILLED	44,904	10,068	5,720	4,538	3,715	1,462	1,657	79,264
\$ AMT BILLED	3,493,725.39	2,802,141.90	4,687,662.71	6,441,744.20	11,511,739.22	10,191,289.32	114,581,389.19	154,479,636.94
# ZERO PAY	1,995	627	296	80	23	10	4	3,035
# HALF PAY	491	334	182	65	5	25	26	1,058
# FULL PAY	42,418	9,707	5,242	4,393	3,687	1,427	1,627	69,144
# CURRENT DELINQUENTS	2,486	866	449	172	82	35	30	4,120
%	5.54	2.50	1.58	0.75	0.22	0.35	0.09	1.63
TOTAL DELINQ FOR YEAR	280,291.58	264,910.76	250,058.46	172,920.18	162,804.99	161,695.92	423,837.67	1,716,529.54
%	8.02	7.35	5.33	2.68	1.41	1.59	0.37	1.11
# COLLECTED FOR YEAR	3,215,050.40	3,337,231.14	4,437,604.25	6,268,814.04	11,348,934.23	10,019,559.41	114,203,148.93	152,830,342.40
%	92.02	92.65	94.67	97.32	98.59	98.41	99.69	98.93
# CUR DELINQ PRIOR DEL	1,256	436	215	40	15	5	3	1,969
%	50.52	50.35	39.87	23.26	18.29	14.29	6.67	48.92
\$ PRIOR DEL	538,001.10	444,675.24	235,864.45	42,498.18	21,325.18	63,275.23	10,071.16	1,355,710.54
# TOT PR DEL	5,338	1,803	702	190	78	40	20	8,271
\$ TOT PR DEL	238,518.33	187,385.25	103,130.51	326,967.76	489,900.95	312,575.32	15,140,088.90	17,508,464.15
\$ TOT COL	3,338,616.05	3,484,869.55	4,591,958.88	6,448,420.93	11,560,079.86	10,198,007.86	120,314,736.47	159,936,389.60
\$ TOT O/S	577,151.32	422,197.05	149,821.95	154,037.90	326,885.94	150,990.49	15,381,667.64	18,068,494.15

ANNUAL TAX RECEIVABLE SUMMARY

REPORT TRK470-4 AS OF 12/31/07 BY YEAR RUN DATE 01/16/08 PAGE 838

ROLL YEAR	DATA MONTH	DESCRIPTION	BEGINNING BALANCE	LEVY CHANGES	TAX COLLECTIONS	NEW BALANCE
FUND 07 260 951 1		2006 ISSAQUAH BOND				
07	02	509 PP COLLECTIONS			6.12	
07	02	510 RP COLLECTIONS			3,708.65	
07	03	420 RP CANCELLATION		185.34-		
07	03	509 PP COLLECTIONS			145.48	
07	03	510 RP COLLECTIONS			2,452.59	
07	04	421 PP CANCELLATION		16.24-		
07	04	509 PP COLLECTIONS			5,560.88	
07	04	510 RP COLLECTIONS			86,304.67	
07	05	421 PP CANCELLATION		5.78-		
07	05	509 PP COLLECTIONS			2,170.11	
07	05	510 RP COLLECTIONS			10,598.17	
07	06	421 PP CANCELLATION		1.07-		
07	06	509 PP COLLECTIONS			11.33	
07	06	510 RP COLLECTIONS			580.84	
07	07	509 PP COLLECTIONS			367.20	
07	07	510 RP COLLECTIONS			149.08	
07	08	420 RP CANCELLATION		775.16-		
07	08	510 RP COLLECTIONS			232.78	
07	09	420 RP CANCELLATION		40.44-		
07	09	421 PP CANCELLATION		17.05-		
07	09	509 PP COLLECTIONS			821.28	
07	09	510 RP COLLECTIONS			1,032.38	
07	10	421 PP CANCELLATION		29.29-		
07	10	509 PP COLLECTIONS			6,338.00	
07	10	510 RP COLLECTIONS			58,732.44	
07	11	509 PP COLLECTIONS			375.81	
07	11	510 RP COLLECTIONS			18,775.67	
07	12	420 RP CANCELLATION		58.53-		
07	12	430 RP SUPPLEMENTAL		28.15-		
07	12	509 PP COLLECTIONS			2.42	
07	12	510 RP COLLECTIONS			13,732.65	
FUND TOTAL			00	207,872.13	206,047.73	1,575.54

FUND 07 260 001 0		CITY OF KENMORE				
07	01	410 RP NEW LEVY		3,695,510.81		
07	01	411 PP NEW LEVY		898.08		
07	01	411 PP NEW LEVY		52,359.28		
07	01	412 OMTS		510.90		
07	01	412 OMTS		463.66		
07	01	421 PP CANCELLATION		205.42-		
07	02	420 RP CANCELLATION		1,798.79-		
07	02	420 RP CANCELLATION		3.04-		
07	02	430 RP SUPPLEMENTAL		1,850.23		
07	02	509 PP COLLECTIONS				
07	03	420 RP CANCELLATION		1,922.81-		

Monthly reports go to cities + other taxing jurisdictions. Fiche copy goes to Fin Accty.

2008
CONSOLIDATED LEVY

STATE SCHOOL FUND		2.13233
COUNTY		
REGULAR LEVIES:		
CURRENT EXPENSE	.76686	
INTER-COUNTY RIVER	.00015	
VETERAN'S AID	.00706	
MENTAL HEALTH	.01570	
COUNCILMANIC BOND REDEMPTION	<u>.05923</u>	
SUBTOTAL NON-VOTED	.84900	
LID LIFT:		
PARKS	.05000	
ZOO/OPEN SPACE/TRAILS	.05000	
VETERANS/HUMAN SERVICES	.04232	
AFIS	<u>.05146</u>	
TOTAL REGULAR LEVIES	1.04278	
CONSERVATION FUTURES	.04641	
BOND FUND UNLIMITED	.11851	
TOTAL COUNTY		1.20770
PORT		
GENERAL FUND	.10447	
BOND FUND	.11912	
TOTAL PORT		.22359
TOTAL CONSOLIDATED LEVY		<u>3.56362</u>
ROAD DISTRICT FUND	1.61081	
EMERGENCY MEDICAL SERVICES	.30000	
FERRY DISTRICT	.05500	

Sample Document

2008 LEVIES AND CODES FOR KING COUNTY TAXING DISTRICTS

LEVY CODE	TOTAL LEVY	CONS LEVY	CITY LEVY	SCHOOL LEVY	WATER LEVY	FIRE LEVY	HOSP LEVY	LIBR LEVY	EMS LEVY	FLOOD LEVY	FERRY LEVY	OTHER LEVY
CITY OF SEATTLE (C)												
LIMITS 0												
0010				001					EM-2	KCFZ	FRRY	
R	8.68790	3.56362	2.77365	1.89563	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
0014				001	020				EM-2	KCFZ	FRRY	
R	8.68790	3.56362	2.77365	1.89563	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
0016				001					EM-2	KCFZ	FRRY	SWS
R	8.68790	3.56362	2.77365	1.89563	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
0025				001	042				EM-2	KCFZ	FRRY	
R	8.68790	3.56362	2.77365	1.89563	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
0030				401					EM-2	KCFZ	FRRY	
R	10.82722	3.56362	2.77365	4.03495	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
0032				401	020				EM-2	KCFZ	FRRY	
R	10.82722	3.56362	2.77365	4.03495	-	-	-	-	.30000	.10000	.05500	-
F	6.50119	3.44511	2.60108	-	-	-	-	-	.30000	.10000	.05500	-
CITY OF ALGONA (C)												
LIMITS 0												
0045				210		061		LIB	EM-1	KCFZ	FRRY	
R	11.09500	3.56362	1.47032	4.15270	-	1.00000	-	.45336	.30000	.10000	.05500	-
F	6.76229	3.44511	1.47032	-	-	1.00000	-	.39186	.30000	.10000	.05500	-
0050				408		061		LIB-5	EM-1	KCFZ	FRRY	
R	11.31700	3.56362	1.47032	4.40970	-	1.00000	-	.41836	.30000	.10000	.05500	-
F	6.76229	3.44511	1.47032	-	-	1.00000	-	.39186	.30000	.10000	.05500	-
0051				408		061		LIB	EM-1	KCFZ	FRRY	
R	11.35200	3.56362	1.47032	4.40970	-	1.00000	-	.45336	.30000	.10000	.05500	-
F	6.76229	3.44511	1.47032	-	-	1.00000	-	.39186	.30000	.10000	.05500	-
CITY OF AUBURN (C)												
LIMITS 0												
0110				210		061		LIB-5	EM-1	KCFZ	FRRY	
R	11.07353	3.56362	1.48385	4.15270	-	1.00000	-	.41836	.30000	.10000	.05500	-
F	6.77582	3.44511	1.48385	-	-	1.00000	-	.39186	.30000	.10000	.05500	-

(R = REGULAR LEVY, F = SENIOR CITIZEN EXEMPT LEVY)

PARCEL NUMBER	BCH	CHG/ORD	TYP	YEAR	REASON	INPUT DATA	FILE DESCRIPTION
062106-9045-06	9H	11397	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
022106-9045-06	9H	11397	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
062106-9051-02	1A	11402	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
062106-9051-02	1A	11402	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
062106-9064-07	1A	11403	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
062106-9064-07	1A	11403	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
072106-9066-04	1A	11404	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
072106-9066-04	1A	11404	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
072607-9016-09	6H	11380	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
072607-9016-09	6H	11380	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
102107-9082-08	9H	11398	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
102107-9082-08	9H	11398	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
102206-9068-06	1A	11405	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
102206-9068-06	1A	11405	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
112206-9088-01	1A	11406	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
112206-9088-01	1A	11406	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122105-9061-03	9H	11399	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122105-9061-03	9H	11399	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122205-9034-06	3A	11416	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122205-9034-06	3A	11416	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122205-9051-04	3A	11417	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
122205-9051-04	3A	11417	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
132105-9057-08	2A	11408	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
132105-9057-08	2A	11408	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
142206-9034-03	9H	11400	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
142206-9034-03	9H	11400	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
146540-0017-09	2A	11409	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED
146540-0017-09	2A	11409	B	2009	FIX APPR VALUES	VALUES NOT EQUAL	B TRANS PROCESSED

BT	CHANGE ORDER	ACCOUNT NUMBER	TR/DATA TYPE	RL OM (1) YR	TX ST (2) FF ACRES	LEVY CODE DR DST	OMIT LC BENEFIT ACRES	TSX	LAND A/V TOTAL BENEFIT	TMP/A/V GEN TAX	SC NC (1) MA P/R(2)
EV	ADD003	324040-6625-07	S T	08	2 000 000	1	0000463 0000463		00004630 00004630		0100 2

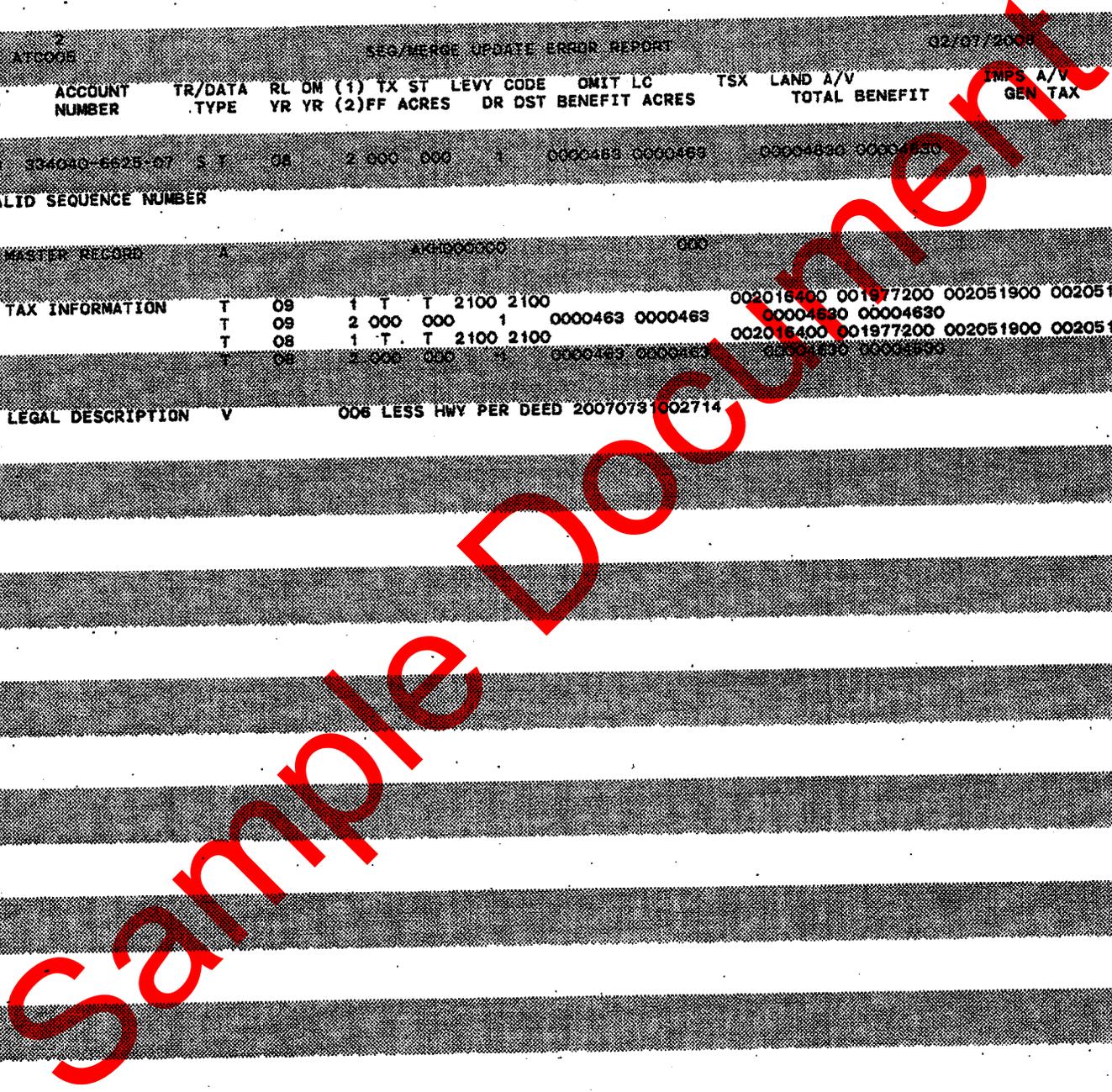
*** 34-INVALID SEQUENCE NUMBER

* * MASTER RECORD A
 AXH000000 000

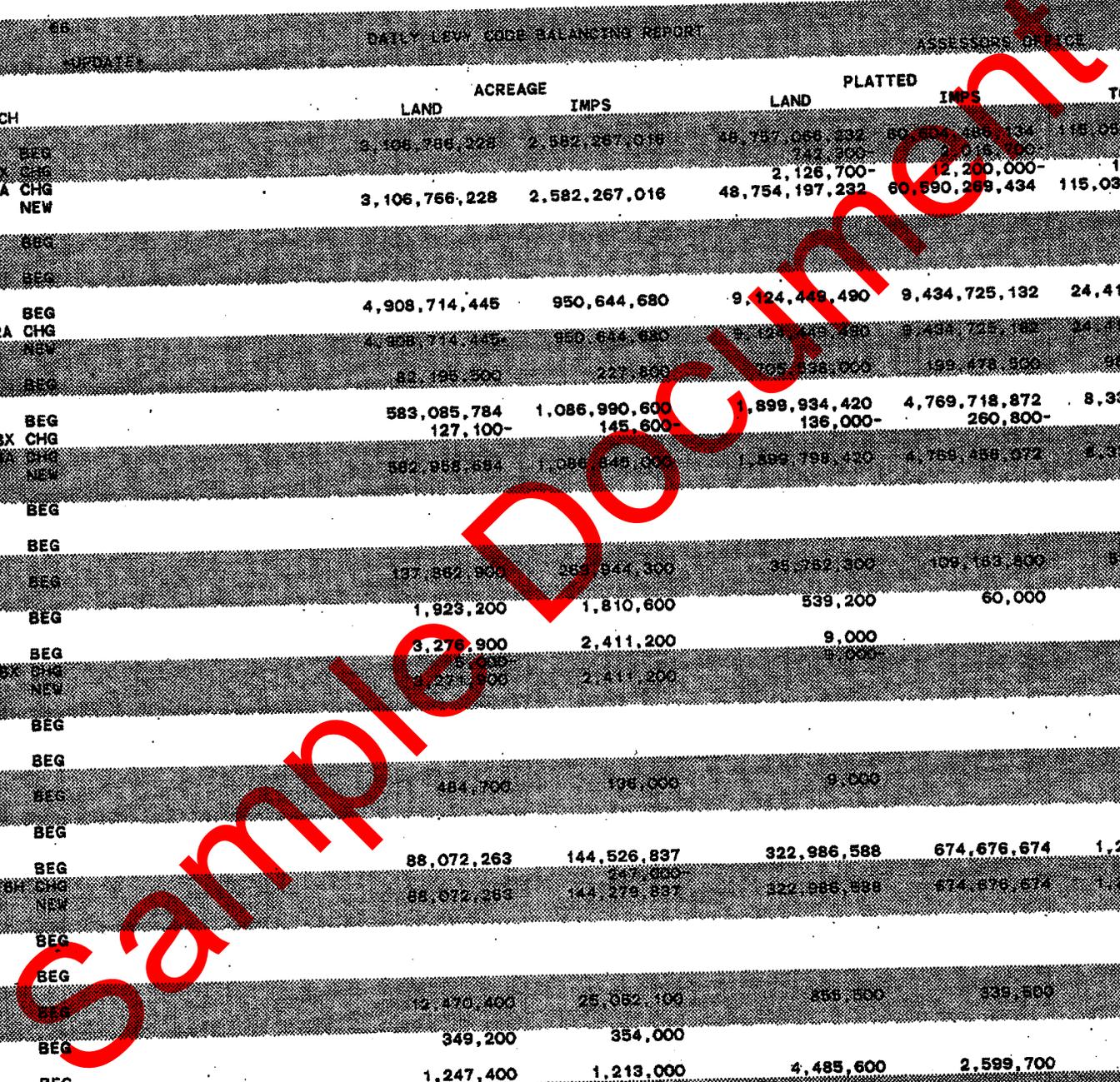
* * TAX INFORMATION

T	09	1	T	T	2100	2100			002016400 001977200 002051900 002051900		1
T	09	2	000	000	1		0000463 0000463		00004630 00004630		2
T	08	1	T	T	2100	2100			002016400 001977200 002051900 002051900		1
T	08	2	000	000	1		0000463 0000463		00004630 00004630		0100 2

* * LEGAL DESCRIPTION V 006 LESS HWY PER DEED 2007073 002714



LEVY RL CODE YR ST BATCH		ACREAGE LAND	IMPS	LAND	PLATTED IMPS	TOTALS
0010 09 TAX	BEG	3,106,766,228	2,582,267,016	48,754,056,432	60,890,185,134	115,036,505,510
	BX CHG			147,900-	2,138,000-	2,785,900-
	2A CHG			2,126,700-	12,200,000-	14,326,700-
	NEW	3,106,766,228	2,582,267,016	48,754,197,232	60,890,209,434	115,033,499,910
OM	BEG					
SPS	BEG					
EX	BEG	4,908,714,445	950,644,680	9,124,448,490	9,434,725,132	24,418,533,747
	2A CHG					
	NEW	4,908,714,445	950,644,680	9,124,448,490	9,434,725,132	24,418,533,747
OP	BEG	82,195,500	227,800	1,055,338,000	199,478,800	987,439,800
1205 09 TAX	BEG	583,085,784	1,086,990,600	1,899,934,420	4,769,718,872	8,339,729,676
	BX CHG	127,100-	145,600-	136,000-	260,800-	669,500-
	4A CHG					
	NEW	583,085,884	1,086,845,000	1,899,798,420	4,769,458,072	8,339,060,176
OM	BEG					
SPS	BEG					
EX	BEG	137,862,900	265,944,300	35,262,300	109,183,600	552,799,300
	BEG					
OP	BEG	1,923,200	1,810,600	539,200	60,000	4,333,000
1551 09 TAX	BEG	3,276,900	2,411,200	9,000		5,697,100
	BX CHG					
	NEW	3,276,900	2,411,200			5,697,100
OM	BEG					
SPS	BEG					
EX	BEG	484,700	106,000	9,000		609,700
	BEG					
OP	BEG					
1565 09 TAX	BEG	88,072,263	144,526,837	322,986,588	674,676,674	1,230,262,362
	BX CHG					
	NEW	88,072,263	144,526,837	322,986,588	674,676,674	1,230,262,362
OM	BEG					
SPS	BEG					
EX	BEG	12,470,400	25,082,100	868,500	339,500	38,760,500
	BEG					
OP	BEG	349,200	354,000			703,200
1812 09 TAX	BEG	1,247,400	1,213,000	4,485,600	2,599,700	9,545,700
	BX CHG					
	NEW	1,247,400	1,213,000	4,485,600	2,599,700	9,545,700



CODE YR	DESCRIPTION	BATCH	VALUATION	TAX AMOUNT	COLLECTED TAX
0881 2008	REAL PROPERTY REGULAR CANCELLATION	BH	110,000-	1,158.78-	
		CHANGE			
		TOTAL	110,000-	1,158.78-	
	LEVY CODE TOTAL				
		CHANGE	110,000-	1,158.78-	
		TOTAL			
0887 2008	REAL PROPERTY REGULAR SUPPLEMENT	2A	22,000	217.93	
		CHANGE	22,000	217.93	
		TOTAL	22,000	217.93	
0887 2008	REAL PROPERTY REGULAR CANCELLATION	BH	106,500	1,084.98	
		CHANGE			
		TOTAL	106,500	1,084.98	
	LEVY CODE TOTAL				
		CHANGE	84,500-	837.05-	
		TOTAL			
*ATQ087 FINAL TOTALS					
		CHANGE	13,787,600-	813,420.06-	8,098.90-
		TOTAL			

Sample Document

537980-2860-00 REFERENCE 740736 RECEIPT NO : 177990 276564 901508 932266
 PAYMENT DATE: 10/22/07 04/09/07 10/20/06 04/24/06
 PAYMT AMOUNT: 482.83 482.83 482.74 482.75
 DISTRB YEARS: 07 07 07 07 07 07 07 07 06 06 06 06 06 06 06
 INTR/PENALTY:

CHANGE: 000000 082107 LEVY CODE
 LENDER: 0000 S-T-R: 272304

RL	DM	TX	EX	LEVY	LEVY	PAY	NEW	ASSESSED	VALUE	DATE	FF	DRM	BENEFIT	TOTAL	TAX	TAX
LN	VB	ST	ST	CODE	RATE	CODE	CONST			CERTIFIED	ACRES	DST	ACRES	BENEFIT	BILLED	PAID
09		T		2226				LAND	94,000		0		.00	.00	.00	.00
								IMPS	0						.00	.00
								TOTL	94,000						.00	.00
08		T		2226				LAND	94,000		0		.00	.00	1,029.53	.00
								IMPS	0						.00	.00
								TOTL	94,000						.00	.00
															82.80	.00
															2.25	.00
															9.96	.00
07		T		2227				LAND	79,000		0		.00	.00	887.30	887.30
								IMPS	0						.00	.00
								TOTL	79,000						.00	.00
															82.80	82.80
															1.59	1.59
															9.96	9.96
06		T		2227				LAND	74,000		0		.00	.00	871.10	871.10
								IMPS	0						.00	.00
								TOTL	74,000						.00	.00
															82.80	82.80
															1.59	1.59
															10.00	10.00
05		T		2227				LAND	70,000		0		.00	.00	854.96	854.96
								IMPS	0						.00	.00
								TOTL	70,000						.00	.00
															82.80	82.80
															1.59	1.59
															5.00	5.00

LEGAL DESCRIPTION LOT 5 BLOCK 14 MC MICKEN HEIGHTS DIV # 2 UNREC VAL OF UNDEEDED STS & ALLEYS INC
 IN ADD LOT VAL 5 150 FT

537980-2860-00 ACTIVE RECEIPT NO : 177990 276564 901508 932266
 PAYMENT DATE: 10/22/07 04/09/07 10/20/06 04/24/06
 PAYMT AMOUNT: 482.83 482.83 482.74 482.75
 DISTRB YEARS: 07 07 07 07 07 07 07 07 06 06 06 06 06 06 06
 INTR/PENALTY:

CHANGE: 8000349 020708 SEGREGATION/MERGER
 LENDER: 0000 S-T-R: 272304

JOB # ATC240C3
TRT055-01

OFFICE OF FINANCE REFUND REGISTER
DATE 02/07/08

DATE PAID	PARCEL NUMBER	LEVY CODE	HOLL YEAR	CHRY YEAR	STAT	RECEIPT NUMBER	TOTAL TAX BILLED	PREVIOUS TOTAL PD	AMOUNT PAID	AMOUNT OF REFUND DUE	OTHER RECEIPTS DATE	NUMBER
02/07/08	242304-9034-02	2340	7		TAX	8999999	.00	3,672.55	.00	3,672.55	5/02/7	0537435
	540140-5457-01	0010	7		TAX	8999999	18,989.43	23,412.43	.00	4,424.01	11/02/7	0001308
											4/30/7	0499027
** TOTAL										8,096.56		

Sample Document



King County Property Based System (PBS) Replacement Project



Report on Existing Environment

Version 1.0 – **Draft Final**

November 29, 2006

This document is exempt from public disclosure pursuant to RCW 42.17.310(1) (WW). Requests for public disclosure of this document, or parts thereof, should be referred immediately to the King County Department of Assessments. Do not copy, forward or release this document without written permission from King County as it contains information that is confidential, proprietary or exempt under the state public disclosure laws.

Revision History

Version	Description of Change	Date	Author
V0.01	Initial Draft	10/9/06	Colleen Connors Arielle Ocel Larry Tenison
V0.02	Review comments incorporated	10/19/06	Robin Madsen Colleen Connors
V0.03	Updated per review from King County <ul style="list-style-type: none"> • Removed duplicate business objectives from Process Refunds and Miscellaneous (page 120) • Modified language in the Real Property Valuation – Residential Appraisal Section • Added footnotes to indicate what has been accomplished for the Residential Appraisal Division • Updated process flow chart for Residential Valuation • Changed real property parcel count to 650,000 • Updated description of Residential Real Property under Posting & Notice Generation • Changed Department of Assessor to Department of Assessments • Updated wording of Finding 4 – Technical Perspective “Neither team of application developers is suitable equipped or trained to take on “new” development or significant enhancement work • Updated Finding 6 – Technical Perspective to indicate data ‘truth’ is a result of out of sync issues. • Changed ArcView to ArcInfo • Updated application used for BTA Appeals • Updated DOA server location is on 8th floor in a secure computer room • Clarified use of Adabas and VSAM on the mainframe. • Clarified that the mainframe has 280 batch jobs, not applications. • Various updates through Account Administration to correct inaccuracies. • Added administrative split flow to the Abstract section. • Updated Appeals flow to clearly 	10/31/06	Colleen Connors

Version	Description of Change	Date	Author
	show Assessor Accounting activities <ul style="list-style-type: none"> • Updated Foreclosure flow to show interaction between Assessor Accounting and Treasury • Updated GIS/Mapping flow to remove zoning. • Updated portions of the Tax & Fee Accounting to fix inaccuracies. 		
V 1.0	Final updates from Task 1 deliverable review meeting on 11/6/06 <ul style="list-style-type: none"> • Updated Chart of Business Processes and User Needs Met and percentages in each category • Consolidated LIDs boxes in High-Level Business Process Flow • Removed Certification of Rate and Roll as a separate business process as it is part of End of Year Rollover • Minor changes in Real Property Valuation and Personal Property Valuation • Expanded definition of Personal Property Valuation to include taxable improvements on exempt land accounts • Updated overall findings and conclusion to reflect agreed upon wording changes from deliverable review meeting • Created additional appendix with annotations including discussion about technical finding #6 • Added additional references to RCWs for Real Property Valuation and GIS/Mapping • Updated process chart to reflect split of RP and PP for Bill Taxes & Fees and Collect Taxes and Fees 	11/7/06	Colleen Connors Arielle Ocel

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Reviews and Approvals

Distribution

Name	Title	Date of Issue	Version
Dawn Johnson	PBS Project - Project Manager	10/20/06	.02
		11/3/06	.03
Michelle Hagen	Commercial Business Division Director	10/20/06	.02
		11/3/06	.03
Keith Kilimann	Application Development Director, ITS	10/20/06	.02
		11/3/06	.03
Debra Prins	Residential Division Director	10/20/06	.02
		11/3/06	.03
Mary Hendrickson	Treasury IT Coordinator	10/20/06	.02
		11/3/06	.03
Phil Sanders	Treasury Operations Manager	10/20/06	.02
		11/3/06	.03
John Sweetman	Accounting Division Director	10/20/06	.02
		11/3/06	.03
Hoang Nguyen	DOA Information Services Director	10/20/06	.02
		11/3/06	.03
Ken Dutcher	OIRM, ITSO Director of Application Services	10/20/06	.02
		11/3/06	.03
Ken Guy	DES, Director of Finance and Business Operations	10/20/06	.02
		11/3/06	.03
Rich Medved	DOA, Chief Deputy	10/20/06	.02
		11/3/06	.03
Paul Tanaka	Director of DES, Project Sponsor	10/20/06	.02
		11/3/06	.03
Scott Noble	King County Assessor, Project Sponsor	10/20/06	.02
		11/3/06	.03

Reviewers

Name	Title	Date	Version
Dawn Johnson	PBS Project - Project Manager	11/29/06	1.0
Michelle Hagen	DOA, Commercial Business Division Director	11/21/06	1.0

Name	Title	Date	Version
Keith Kilimann	OIRM, Application Development Director, ITS	11/14/06	1.0
Debra Prins	DOA, Residential Division Director	11/21/06	1.0
Mary Hendrickson	DES, Treasury IT Coordinator	11/14/06	1.0
Phil Sanders	DES, Treasury Operations Manager	11/14/06	1.0
John Sweetman	DOA, Accounting Division Director	11/21/06	1.0
Hoang Nguyen	DOA Information Services Director	11/21/06	1.0
Ken Dutcher	OIRM, ITSO Director of Application Services	11/29/06	1.0
Ken Guy	DES, Director of Finance and Business Operations	11/29/06	1.0
Rich Medved	DOA, Chief Deputy	11/21/06	1.0

Approvals

Name	Title	Date
Dawn Johnson	PBS Project – Project Manager	11/29/06

Document Control Information

At the end of this document is a labeled box indicating the end of text as shown below.

Report on Existing Environment
King County – PBS Replacement
END OF DOCUMENT

Any copies found to be incomplete or obsolete should be destroyed under supervision or returned to the owner.

Sample Document

TABLE OF CONTENTS

1	Executive Summary.....	9
2	Business Perspective	14
2.1	Overview.....	17
2.2	Property Valuation and Description Processes	20
2.2.1	Real Property Valuation.....	21
2.2.2	Personal Property Valuation	26
2.2.3	Valuation Adjustments	32
2.2.4	Annexations	35
2.2.5	Abstract.....	38
2.2.6	Geographic Information Systems (GIS)/ Mapping	44
2.3	Account Administration Processes	48
2.3.1	Maintain Account Information	49
2.3.2	Exemption Management.....	53
2.3.3	Current Use Management	61
2.3.4	Posting and Notice Generation.....	67
2.3.5	End of Year Rollover.....	70
2.3.6	Maintain Levies and Rates.....	73
2.3.7	Appeal Management.....	77
2.4	Tax and Fee Accounting Processes.....	80
2.4.1	Bill Taxes and Fees.....	80
2.4.2	Collect Taxes and Fees.....	83
2.4.3	Fund Accounting.....	91
2.4.4	Collect Delinquent Accounts.....	94
2.4.5	Process Refunds	99
3	Technical Perspective.....	104
3.1	Overview of Current Technology Infrastructure.....	105
3.2	Technology Layers	107
3.3	Application Portfolios	108
3.3.1	Mainframe Applications	108
3.3.2	Assessor Applications.....	110
3.3.3	Data Flows.....	111
3.4	Physical Infrastructure	113
3.4.1	Desktop/Client Computing	113
3.4.2	Servers	115

3.4.3	Databases.....	118
3.4.4	Networking.....	118
3.5	Logical Infrastructure	118
3.5.1	Application Development	118
3.5.2	Integration/Middleware	119
3.5.3	Security.....	120
3.5.4	Deployment.....	120
3.5.5	Maintenance and Operations.....	121
3.6	Current and Planned Technology Infrastructure Initiatives.....	121
4	Risk and Opportunities Discussion.....	123
4.1	Business Perspective: Summary of Findings	123
4.2	Technology Perspective: Summary of Findings	124
4.3	Status Quo Discussion	125
5	Appendices.....	127
5.1	Appendix A – Business Process Descriptions.....	127
5.2	Appendix B – Business Objectives.....	130
5.3	Appendix C – Business Process Flows Not Included.....	135
5.4	Appendix D – Business Process Flow Legend.....	137
5.5	Appendix E – Additional annotations.....	139

TABLE OF FIGURES

Figure 1 – Chart of Business Processes and User Needs Met.....	15
Figure 2 – High Level Business Process Flow	18
Figure 3 - Real Property - Residential Valuation	25
Figure 4 - Real Property - Commercial Valuation.....	26
Figure 5 - Personal Property - Business Account Valuation	30
Figure 6 - Personal Property - New Mobile/Floating Home Valuation.....	31
Figure 7 - Personal Property - Mobile/Floating Home Valuation	32
Figure 8 - Real Property Valuation Adjustment.....	34
Figure 9 - Personal Property Valuation Adjustments	35
Figure 10 - Process Annexation.....	38
Figure 11 - Abstract - Taxpayer Split.....	41
Figure 12 - Administrative Split	42
Figure 13 - Abstract – Property Merge	43
Figure 14 - Abstract - New Plat	44
Figure 15 - GIS/Mapping.....	47

Figure 16 - Change in Name & Address (Real Property) 52

Figure 17 - Situs Address (Real Property) 53

Figure 18 - Senior Exemptions (Real Property) 56

Figure 19 - Senior Exemptions (Personal Property)..... 57

Figure 20 - Senior Exemptions - End of Year..... 58

Figure 21 - Tax Status Changes (Exemptions) 59

Figure 22 - Historical Property Exemption..... 60

Figure 23 - Senior Deferral..... 61

Figure 24 - Current Use Valuation (Timber Lands & Open Space)..... 64

Figure 25 - Current Use Valuation (Forest Lands) 65

Figure 26 - Current Use- Monitor Continued Eligibility 66

Figure 27 - Posting & Notice Generation..... 69

Figure 28 - End of Year Rollover..... 72

Figure 29 – Indicated Ratio and State Utility Valuations 73

Figure 30 - Maintain Levies (Establish Levy Code)..... 75

Figure 31 – Calculate Tax Rates (September Certification)..... 76

Figure 32 – Calculate Tax Rates (December Certification)..... 77

Figure 33 - Appeals..... 79

Figure 34 - Generate Taxpayer Statements..... 82

Figure 35 - Generate Mortgage Provider Statements 83

Figure 36 - Cashiering..... 87

Figure 37 - Process Payments by Mail..... 88

Figure 38 - Process & Post Clean Payments 89

Figure 39 - Process Electronic Tax Payments 90

Figure 40 - Process Payment Tapes..... 91

Figure 41 - Distribution of Funds..... 93

Figure 42 - Accounting Daily Balancing 94

Figure 43 - Process Foreclosures 97

Figure 44 - Process Foreclosures 98

Figure 45 - Process Bankruptcy..... 99

Figure 46 - Process Automatic Refunds..... 102

Figure 47 - Process Petition Refunds..... 103

Figure 48 – PBS Technology Architecture Overview 106

Figure 49 - Conceptual Data Flow..... 112

Figure 50 - IBM Mainframe and Disk..... 117

1 EXECUTIVE SUMMARY

King County executives have acknowledged for some time that, at some point in the near future, they will need to replace some or all of the applications supporting property tax management functions. Due to the critical role that the assessment and collection of property taxes plays within the County-wide spectrum of local government operations, the procurement of new tax management applications and systems will inherently become a major initiative for the County.

Any procurement of this size and scope must be conducted in a careful and thorough manner. For that reason, in May, 2006, King County issued a Request for Proposals to locate a company that would help the County evaluate potential alternatives and recommend a potential solution. Eclipse Solutions, Inc. was engaged by King County in June, 2006, to develop and recommend a proposed tax management solution based on a Quantifiable Business Case (QBC) that considers all existing business processes and required business applications including appraisal, assessment, billing (both taxes and fees), collections, and accounting. The project is divided into sequential tasks:

- Task 1 – Assessment of the Existing Environment – The focus of this deliverable, intended to provide a review and analysis of the existing business processes and the technologies that support the applications within the umbrella of King County’s Property Based Systems (PBS).
- Task 2 – Research and Review – An analysis of current technology trends in government, recent developments in similar taxation jurisdictions, including the motivating factors for tax system replacements and the solutions implemented by these jurisdictions, and a review of available tax assessment and collection products currently offered by software vendors.
- Task 3 – Solution Recommendations – Identification of possible solution alternatives offering an agile technology environment for tax management that sets the stage for innovative change to current business processes and allows the County to move confidently into the future as an efficient executor of public service.
- Task 4 – Quantifiable Business Case - A synopsis of the review that clearly identifies the qualitative and quantitative benefits, including a cost/benefit analysis of implementing a single preferred recommended solution, as required by the scope of this project, and as identified in the ‘Solution Recommendations’ delivered in Task 3.

The main focus of this report is to present a thorough review and analysis of the existing PBS environment from both a business and technical perspective. The secondary purpose of this deliverable is to assess and document key features of the PBS systems and business functions in their current state, to be used in establishing a baseline against which to evaluate and measure possible “to be” objectives for the PBS replacement solution alternatives.

BUSINESS PERSPECTIVE

The existing business environment was evaluated and analyzed through a series of functional workshops with subject matter experts from the Department of Assessments (DOA), Treasury Operations within the Finance and Business Operations Division (FBOD) and Information Telecommunications Services Division (ITS). The analysis in this document provides an overview of and selected details about the existing business functions that support the taxation and

assessment processes of King County. The current business processes are supported by three main functional areas:

1. Property Valuation and Description;
2. Account Administration; and
3. Tax and Fee Accounting.

Although supported by applications and data from both the Property Based System (PBS) on the mainframe and the DOA server-based applications, the linkages and integrations between work steps are poor and must be augmented by significant manual processes to provide basic functionality. Currently, county staff as a group work too hard to accomplish their daily tasks. In the course of the project, the team evaluated twenty-seven business processes. Of those, approximately 18% of those meet user needs within the current technical environment, 54% conditionally meet the needs, and 28% fall short of meeting business users needs.

Opportunities for improvement were discussed throughout the workshops and meetings, with a few common themes surfacing, such as:

- Easier data sharing through more integrated systems;
- Improved history and audit trails within a more robust integrated solution, easily accessible to business users;
- Improved customer service;
- Improved workflow support;
- Increased automation of manual processes;
- Elimination of duplicate entry;
- Real time processing of data via edits, updates, and inquiry access;
- Electronic document storage;
- Easier methods of electronically accepting and processing more types of data from other departments and external sources; and
- Improved data analysis features to support legislative requests and generation of ad-hoc reports.

TECHNICAL PERSPECTIVE

The existing technical environment is important to understand because it both constrains and enables various possibilities and solution recommendations. To understand the existing system environment, the project team met with an array of County technical subject matter experts, reviewed numerous technical documents, and participated in several facilitated fact-finding workshops with County personnel involved with using or supporting the PBS environment.

King County is a large, dynamic government enterprise with a substantial budget and a large staff of full-time employees dedicated to helping carry out the County's mission. In turn, the County is supported by and maintains a significant investment in Information Technology (IT), often referred to as computing infrastructure.

There is an overall County IT support organization (the Office of Information Resource Management) that provides and supports common IT services used by County departments and agencies. The County's central IT support team is responsible for maintaining County applications that run on an IBM mainframe, as well as others that are deployed in a distributed environment, including the County's public web server infrastructure. The DOA maintains its own internal information services (IS) group specifically charged with providing valuation and assessment-based applications for internal department use, all of which are deployed on distributed servers. Generally, the physical network and services provided can be considered nearly state-of-the-art and the infrastructure is adequate to support enterprise-wide and departmental computing solutions in an effective and efficient way.

The existing PBS system environment spans two worlds, both in terms of the infrastructure (mainframe and DOA-distributed applications and data) and support (Central IT and DOA-supported). The existence of DOA-specific applications has provided a degree of independence to the Appraisers and Assessors by allowing them to conduct business without the delays inherent in mainframe batch processing. Nevertheless, that batch processing still goes on every night and there is a considerable effort each week to make sure the data from the mainframe is "refreshed" to the DOA servers and, in some cases, back to the mainframe.

As a result of the split between centrally-supported and DOA-supported PBS resources, information flows across the PBS environment are complex. With respect to the PBS data, there are two prominent themes:

- *Information processing occurs in two very different realms* – one that is "mainframe-centric" and heavily batch-oriented, and one that is not;
- *Differences in capabilities between these two realms constrains a number of existing business processes* – for example, reliance on data entry and overnight batch update processes delays the completion of parcel updates (segregations and merges).

RISKS AND OPPORTUNITIES – A SUMMARY OF FINDINGS

Obtaining a full understanding of the existing environment is an important first step in the creation of a solid business case. Furthermore, analysis of the environment and an understanding of the existing challenges is essential to developing a sustainable "to-be" solution. The following is a summary of basic findings rising from the analysis done to prepare this report, presented from both a business and technical perspective. These, along with a more robust discussion of status quo are included in Section 4, Risks and Opportunities.

Summary of Findings from a Business Perspective

- *Finding 1:* The current segregated systems environment inhibits the ability to analyze an account from a single source.
- *Finding 2:* In the current business environment, many processes rely heavily on the institutional knowledge of experienced staff. As the workforce retires so will the understanding of how processes are pieced together to successfully get work done.
- *Finding 3:* The existing systems and business processes do not support effective date processing (processing against multiple tax years simultaneously could occur if this

capability existed). The mainframe application requires annual shut downs as the tax roll is certified, the current tax year closed, and the new tax year is opened. As a result, work stacks up waiting for the subsequent roll to open.

- *Finding 4:* Dependency on sequential batch processing of account activity and data refreshes between environments hinders the user's ability to efficiently perform daily tasks.
- *Finding 5:* Confidence in the county's ability to comply with future legislative mandates is low, especially when considering such far reaching potential mandates as a transition from bi-annual payment processing to quarterly or monthly processing.
- *Finding 6:* In the current environment, it is difficult to access important historical information about properties, tax accounts, and correspondence between King County and taxpayers because historical information is not stored consistently using a standardized methodology. In some functional areas there are gaps in the stored information, making it difficult for staff to research and resolve issues when account problems occur.
- *Finding 7:* The audit trail supporting why particular changes are made is not consistent and is difficult to access. Audit trails are often encapsulated in huge printouts that must be manually scanned for processing errors or other issues.
- *Finding 8:* Current multi-step, paper-intensive business process flows (such as application review and approval) are not supported by an automated workflow tool.

Summary of Findings from a Technical Perspective

- *Finding 1:* There is a disparity in vision and capabilities between the PBS mainframe environment and the DOA distributed server environment.
- *Finding 2:* In the current business environment, the mainframe is still an integral part of getting the work done.
- *Finding 3:* Neither application portfolio (mainframe or distributed) approaches "state-of-the-art."
- *Finding 4:* The existing staffing models do not support additional new application development at this time.
- *Finding 5:* There are competing and sometimes contradicting sources of "truth" within the data; sometimes the "master" record is on the mainframe, sometimes it is on the server database side.
- *Finding 6:* There is no data structure within PBS that can be considered a data warehouse or operational data store suitable for advanced data analysis or that provides a means of information sharing.
- *Finding 7:* User documentation for the PBS applications is old and not easy to reference.

In conclusion, King County's existing environment, systems and business processes, is highly inefficient and increasingly difficult to sustain. The County is challenged to meet the growing

demands of IT-centric, web-oriented taxpayers and external agencies. The County is already at a point where *some level* of PBS replacement is required. Change is essential to meet the four goals established in the County's IT Strategic Plan that promote long-term values:

- Efficiency
- Public Access and Customer Service
- Transparency and Accountability for Decisions
- Risk Management

Sample Document

2 BUSINESS PERSPECTIVE

This section provides an overview of and selected details about the existing business functions that support the taxation and assessment processes of King County. To gather this information, the project team conducted approximately forty functional meetings attended by over seventy-five subject matter experts from the Department of Assessments (DOA), Treasury Services within the Finance and Business Operations Division (FBOD) and Information Telecommunications Services Division (ITS). The meetings typically had functional and technical representatives from both ITS and DOA. In addition to documenting the current business process flows, the team gathered business descriptions and objectives, stakeholders, interactions with outside entities and gained an understanding of the current challenges and opportunities of the existing environment.

The existing functional environment is primarily supported by the two departments in the following manner:

- Department of Assessments, with a staff of 229, is responsible for appraisal of real and personal property and determining the taxable value of accounts, applying exemptions, segregating or merging property, maintaining the cadastral database, etc.
- Treasury Services, with a staff of 37, is responsible for billing and collecting of property taxes and fees, including accounting for and distributing collected monies.

Currently, many county staff work too hard to accomplish their daily tasks. Although supported by both the Property Based System (PBS) on the mainframe and server-based applications, the integrations are poor and still must be augmented by significant manual processes to provide basic functionality. The following chart provides a rating to each business process:

Green – The current systems and applications completely support the business needs with a minimal amount of manual intervention.

Yellow – The current systems and applications do not completely support the business needs or the anticipated business needs in the short-term (one to two years). A moderate amount of manual intervention is needed.

Red – The current systems and applications do not support the business needs and/or require an excessive amount of manual intervention.

The rating describes to what relative level the business needs are being met by the tools (systems and applications) currently available to the business experts performing the business functions. These ratings were assigned based on the project team’s understanding of the business process objectives and the level of satisfaction of the users. Of the twenty-seven business processes evaluated, approximately 14% of those meet user needs within the current technical environment, 44% conditionally meet the needs, and 33% fall short of meeting business users’ needs.

<i>BUSINESS PROCESS</i>	<i>User Needs Supported?</i>	
<i>Property Valuation and Description</i>		
Real Property Valuation		
Personal Property Valuation		
Property Characteristic Maintenance	RP	PP
Timber Tax		
Valuation Adjustments	RP	PP
Annexations		

BUSINESS PROCESS	User Needs Supported?	
Abstract	Red	
Geographic Information Systems (GIS)/Mapping	Yellow	
GIS Appraisal Integration	Red	
Account Administration		
Maintain Account Information	Yellow	
Property Sales Identification	Yellow	
Exemption Management	Red	
Current Use Management	Yellow	
Maintain Levies and Rates	Red	
Manage Fees	Green	
Administer Local Improvement Districts (LIDs)	Yellow	
Posting and Notice Generation	Red	
End of Year Rollover	Yellow	
Appeal Management	Yellow	
Tax and Fee Accounting		
Bill Taxes and Fees	RP (Green)	PP (Red)
Collect Taxes and Fees	RP (Green)	PP (Red)
Fund Accounting	Yellow	
Collect Delinquent Accounts	Yellow	
Process Refunds	Petition (Red)	Auto (Yellow)

Figure 1 – Chart of Business Processes and User Needs Met

Staff identified numerous opportunities for improvement. Although some were specific to functional areas, there were a number of common themes in many of the opportunities discussed throughout the meetings. These themes and a few detailed examples are:

- Easier data sharing through more integrated systems:
 - Single integrated tax assessment system that allows departments to understand current status of an account, all transactions that have taken place and why.
 - Online availability of the maintenance tax title file to the recorders office, escrow, title companies, and the public.
 - Ability for all departments to make changes to a single account based upon security controls within an integrated system.
- Improved history and audit trails within a more robust integrated solution, easily accessible to business users:
 - Maintain audit trails, historical data, and account notations allowing users to understand the reason for the parcel value change, who made the change, when the change was made, and the prior values.¹
 - Track history of account correspondence/activity and payments.
- Improved customer service:

¹ This has been achieved within the Residential Appraisal Division utilizing the server-based system.

- Allow taxpayers to pay a full year of taxes with a single payment using e-tax web system.
- Increase capabilities for cities to do preliminary annexation research (making data and tools available on web).
- Improved workflow support:
 - Reduce and automate the process steps between the Appraisers and Accounting, and Accounting and Treasury including workflow management and data validation.
 - Incorporate automatic triggers based upon business process logic.
- Increased automation of manual processes:
 - Streamline and automate the refund processes.
 - Automate levy rate processing, eliminating some of the manual steps and trial and error, which are time-consuming and error-prone.
 - Automatically generate revised bills, as a result of tax status changes.
- Elimination of duplicate entry:
 - Update situs addresses one-time, in a single system, rather than updating and managing situs addresses in multiple locations/systems.
 - Remove data replication in GIS, through the establishment of a GIS single data source of web-based data.
 - Build GIS applications to reduce and/or replace the need for paper maps.
- Real time processing of all data via edits, updates, and inquiry access:
 - Provide real-time system edits and data correction. (For example, real-time error identification to ensure parcels and money are moved to valid levy codes.)
 - Process updates real time, including property and values, addresses, adjustments², current use data, exemption data, annexation changes, etc; therefore, eliminating the need to complete forms for keying and then waiting a couple days to verify the entry.
- Electronic document storage:
 - For valuation adjustments, store scanned versions of documents used to support changes with the account along with notes.
- Easier methods of electronically accepting and processing more types of data from other departments and external sources:
 - Interface with the Records Office, allowing electronic transmission of excise document information and automatic mailing address updates, to the Assessor systems.

² Treasury adjustments are currently handled real-time.

- Accept payment data files in a variety of formats including FTP or CD from mortgage service providers, for example, rather than just tapes.
- Improved data analysis features to support legislative requests and generation of ad-hoc reports:
 - Respond to legislative changes and process “what-ifs.”
 - Generate real time ad-hoc reports.

2.1 OVERVIEW

The current business processes are supported by three main functional areas:

1. Property Valuation and Description;
2. Account Administration; and
3. Tax and Fee Accounting.

Following is the high-level business process flow for the business functions in the scope for the PBS Replacement project. Key inputs and outputs are shown in gray, while the business function color indicates to which high-level functional area the business function belongs. This high-level business process flow shows the order and relationship between the different business functions. The small numbers map to the specific business processes, which are described in more detail in Appendix A.

Sample Document

High-Level Business Process Flow

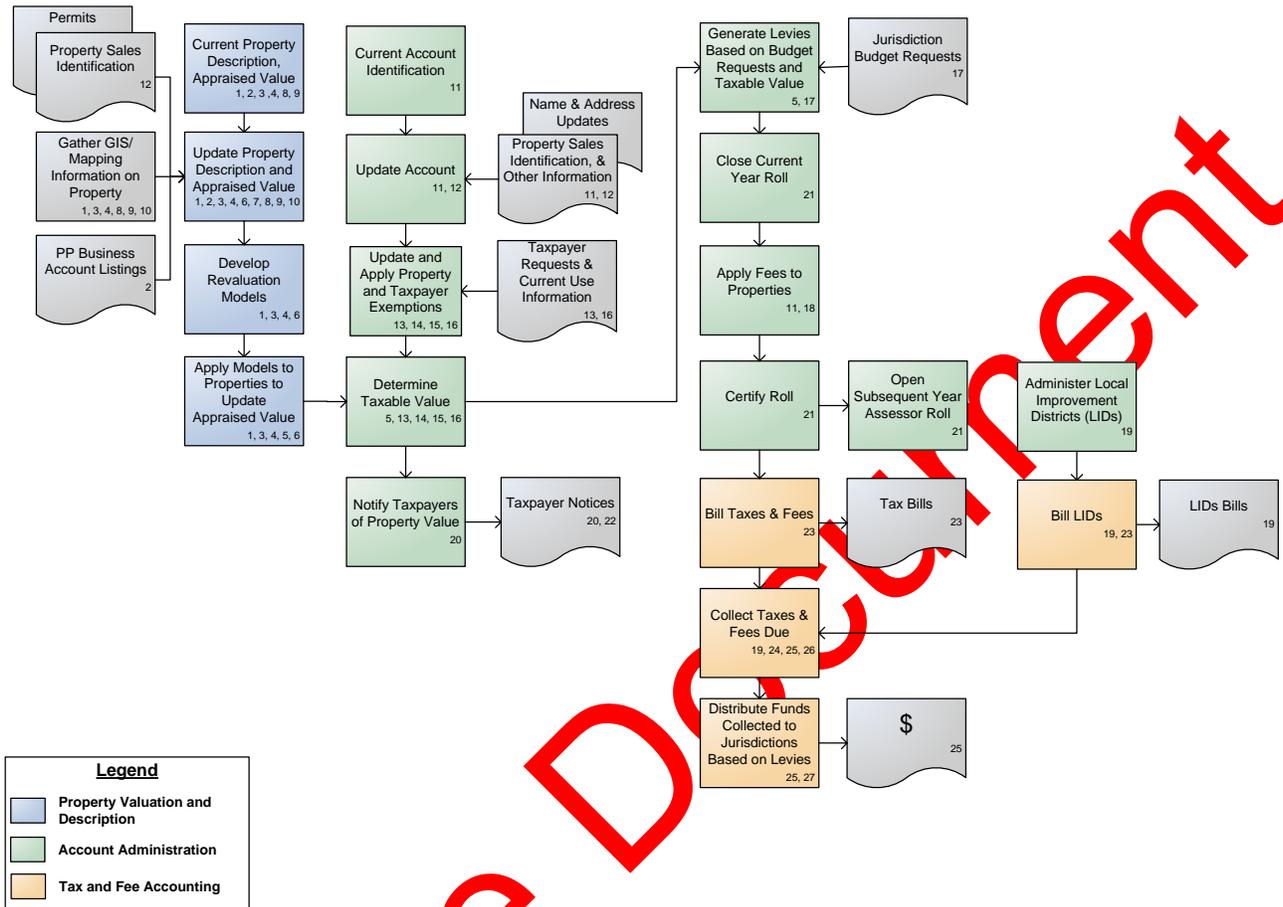


Figure 2 – High Level Business Process Flow

Following are the three major functional areas (in bold font), with a high level description and list of more detailed business functions within the area. It is important to note that these were grouped functionally, not according to the current business unit that performs the function.

Each of these major functional areas is decomposed into business functions described and illustrated in detail in the remainder of this sub-section. The full list of business process descriptions and business objectives can be found in Appendix A and Appendix B. In addition, the flows not addressed in this deliverable are identified in Appendix C and detailed notes from the functional meetings are stored on the King County network.

1. Property Valuation and Description

The Property Valuation and Description functional area is used to provide a supportable estimate of a property’s market value and description.

This area answers the question “What is the property and how much is it worth?”

The following are the business functions within the Property Valuation and Description area; those in bold will be discussed in detail in section 2.2.

- **Real Property Valuation**
- **Personal Property Valuation**
- Property Characteristic Maintenance
- Timber Tax
- **Valuation Adjustments**
- **Annexations**
- **Abstract**
- **Geographic Information Systems (GIS) / Mapping**
- GIS Appraisal Integration

2. Account Administration

The Account Administration area includes all business functions that ensure properties are taxed and fees applied appropriately.

This area answers the question “How the property should be taxed and to whom should the statement be sent?”

The following are the business functions within the Account Administration area; those in bold will be discussed in detail in section 2.3.

- **Maintain Account Information**
- Property Sales Identification
- **Exemption Management/ Tax Roll Adjustment**
- **Current Use Management**
- Manage Fees
- Administer Local Improvement Districts (LIDs)
- **Posting and Notice Generation**
- **End of Year Rollover**
- **Maintain Levies and Rates**
- **Appeal Management**

3. Tax and Fee Accounting

The Tax and Fee Accounting functional area bills and collects property taxes and fees, accounting for and distributing collected monies.

This area “Bills, collects payments, and accounts for and distributes the money received.”

The following are the business functions within the Tax and Fee Accounting area; those in bold will be discussed in detail in section 2.4.

- **Bill Taxes and Fees**

- **Collect Taxes and Fees**
- **Fund Accounting**
- **Collect Delinquent Accounts**
- **Process Refunds**

2.2 PROPERTY VALUATION AND DESCRIPTION PROCESSES

This sub-section describes the functions of key activities within the Property Valuation and Description functional area. This functional area includes all the business activities necessary to develop a supportable estimate of a property's market value for both real and personal property, including valuation adjustments. Additionally, it includes the processes that define and maintain the description of the property, such as annexations, abstract, and Geographical Information Systems/Mapping.

Currently, these business functions are split between the Assessor's Appraiser and Account Administration groups. The appraisal functionality is further split between real property and personal property, with unique departments responsible for:

- Real residential properties;
- Real commercial properties;
- Business account personal properties;
- Mobile/floating home personal properties; and
- Taxable improvements on exempt land.

Additionally, finalized state utility and timber tax valuations are provided by the Department of Revenue (DOR), directly to account administration for inclusion in the tax roll. Although the expertise is spread across the organization, the ultimate goal is consistent, to determine through standard cost, income, sales and/or depreciation models the market value of the property as defined by the property boundaries, legal description and characteristics.

The systems supporting this functional area are as diverse as the departmental organization. Real property valuation is primarily supported by a server-based application, RealProperty, with many additional Excel-based tools used to support the valuation process. These systems integrate with the PBS mainframe system through weekly refresh jobs which pass pertinent, but not all, data from the mainframe to RealProperty and vice versa. Personal property business account valuation also has a server-based application called PersonalProperty. Similar to the real property server-based application, relevant data is exchanged with the mainframe on a weekly basis. However, personal property mobile and floating homes and taxable improvements on exempt land valuation is currently not supported by a server-based application. Daily updates are processed utilizing a simple application with file updates to the mainframe. Annual valuations are completed using Excel spreadsheets and batch uploads to the mainframe assessor roll, which once a year overlays the treasury roll for billing purposes. Finally, the annexation and abstract business functions are supported solely by the PBS mainframe, updating account records on either RealProperty or PersonalProperty via weekly refreshes.

The appraisal functions require minimal interaction with outside agencies with the exception of DOR, the state governance department for property taxation and business licensing. However, the property description functions more commonly interact with other agencies. The abstract group receives record of new plats, condominium and parcel splits from the Records Office, and they

provide account information back to title companies and engineering firms. The annexation functional process interacts with jurisdictions, the Department of Development and Environment Services (DDES), the Boundary Review Board and the King County Council. The GIS/Mapping is primarily internally triggered; however, the finalized maps are available to the public, including taxpayers, real estate agencies, private sector appraisers, DDES, engineering and title companies. With the exception of the maps, electronic transfer of permit data, and excise tax affidavits, all other interactions with external entities is primarily manual through the receipt of paper records, annexation requests, and approvals.

Generally, outside the silo of real property appraisers, the business users are not supported by the automated solutions. It is difficult to view all account details and history in a consolidated, single location as a result of the server and mainframe segregations. It is also currently challenging to relate personal property business accounts to their associated real property accounts. These challenges impede efficient and effective audits, analysis, and identification of potential errors.

2.2.1 REAL PROPERTY VALUATION

PROCESS DEFINITION AND BUSINESS OBJECTIVES

There are two types of Real Property, residential and commercial with approximately 650,000 accounts; both are required by law to perform annual valuations and physical inspections of one-sixth of the King County parcels. Although these processes are similar, there are enough differences to warrant unique business descriptions.

Residential Valuation is the determination and maintenance of the market value for all residential parcels, equalizing values for similar property types, by developing a model for defining the Estimated Market Value (EMV) of parcels to be used during physical inspections and annual updates.

Commercial Valuation is the determination and maintenance of the market value for all commercial parcels, to individually revalue all parcels annually using income tables, market and/or cost models.

The business objectives of King County's real property valuation are to:

- Review and update parcel information for real property land and building characteristics per annual schedules, upon sale, new construction, platting or upon request from the taxpayer;
- Develop a model for defining the residential property Estimated Market Value (EMV) of parcels to be used during physical inspections and annual updates;
- Annually revalue commercial parcels using income, market, and/or cost models;
- Annually revalue 5/6 of the total residential parcels through statistical analysis;
- Physically inspect and update parcel information on 1/6 of real properties annually; and
- Respond to taxpayer valuation appeals and property assessment review requests.

GOVERNING LAWS & REGULATIONS

- RCW 84.41 – Revaluation of property.
- RCW 84.41.041 – Physical Inspection and valuation of taxable property required and adjustments during intervals to be based upon statistical data.

- RCW 84.40.020 – Average industry basis may be used, public inspection of listing, documents and records
- RCW 84.40.030 – Defines the basis of valuation, assessment and appraisal, exceptions, leasehold estates, real property appraisal and comparable sales
- RCW 84.41.030 – Revaluation program to be on a continuous basis, revaluation schedule, and effect on other proceedings on valuation.
- RCW 84.41.050 – Provides assessor budget, levy to provide funds
- RCW 84.41.090 – Department to establish statistical methods.
- RCW 84.41.120 – Assessor to maintain records
- RCW 84.08.010 – Powers of the department of revenue
- RCW 84.08.040 – Additional powers, to keep valuation records.
- RCW 36.21.015 – Qualifications of persons assessing real property
- WAC 458-10-060 – Accreditation of real property appraisers, standards of practice
- Reports are based on Uniform Standards of Professional Appraisal Practice standards.

KEY STAKEHOLDERS

- Department of Revenue (DOR) – State governance department, to whom King County is responsible to submit annual area reports and the appraiser six year revalue plans.
- Appraisers – Certified professionals responsible for valuation of real property parcels.
- Taxpayer – Party obligated to pay property taxes.
- Assessor Accounting – Account administration group within the Department of Assessments.
- Marshall & Swift³ – Third-party vendor whom provides tools to determine commercial building costs.

INPUTS AND OUTPUTS

The primary inputs of the property valuation process are:

- Six Year Revalue Plan – Plan submitted every six years to the Department of Revenue which defines and describes the annual parcel physical inspection plan, specifying the properties (1/6 inspected each year) to be physical inspected in each of the six years;
- Sales, Cost and Income Data – Income data is only used for commercial properties, where as sales and cost data is used for both commercial and residential properties;
- Property Characteristics – Details of the property such as square footage, year built, legal description, property improvements, etc; and

The primary outputs of the property valuation process are:

- Ratio Analysis – A statistical analysis used to compare sales price to assessed value; and
- Property market value – The assessed value of the property or the price for which a property would most likely sell in an open market as of a specified lien date.

³ <http://www.marshallswift.com>

SYSTEMS AND APPLICATIONS

The systems and applications used by the appraisers to value real property are all server-based. Only upon finalization of values is the market value uploaded to the PBS mainframe system. The primary application used in valuation is the server-based application, RealProperty. In addition to this application, appraisers use a variety of supplementary applications and excel-based worksheets to perform valuations, some of these are:

- QueryMaster;
- CompSales2;
- Parcel Activity;
- ImplImages;
- Data I/O (BulkUpdate);
- ReviewValueSelects; and
- WS PrintReq.

PROCESS TRIGGERS

The real property valuation process is triggered by:

- The scheduled Six Year Revalue Plan by area;
- Permits and property changes such as segregations/merges, new plats, assessment reviews, new houses, remodels etc; and
- Annual process (time-triggered.)

PROCESS INITIATES

The real property valuation initiates:

- Posting and Notice Generation.

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for real property valuation:

- Store and utilize all valuation models within the system versus within excel worksheets;⁴
- Develop commercial characteristic templates, similar to those for residential characteristics;
- Access to live material while in the field, not just the frozen data; and
- A centralized repository location for shared database material, guidelines, and processes.

BUSINESS PROCESS FLOWS

The following business flow depicts the process for residential real property valuation, physical inspection and annual update processes. Refer to Appendix D – Business Process Flow Legend for a legend of the business flow standards.

For residential real property valuation, the physical inspection process is used to value 1/6th of the county parcels every year as defined within the Six Year Revalue Plan which is submitted and

⁴ This has been achieved within the Residential Appraisal Division utilizing the server-based system.

approved by the Department of Revenue. All sales and parcel characteristic data of the sales are field reviewed and verified by the appraisers within the designated 1/6th areas. Land models are developed utilizing vacant sales information. Total valuation models are developed based on the characteristics of the sold properties producing an EMV (estimated market value). The models are tested using standard analysis methodology. The appraisers field inspect and review the data on all non-sold properties and apply the model where appropriate. Supplemental value methods are developed for parcels that are considered exceptions to the model based on the appraiser's professional judgment. Once the values are established, the appraiser will evaluate and review the results utilizing various tools including ratio study analysis. A report is written describing the valuation process, listing the sales that were analyzed, the models developed and final results of the valuation. The Assessor must sign off the report before values are posted to the assessment roll.

The annual update valuation process is used to value the remaining 5/6th of the county parcels every year. Unlike the physical inspection process, this process does not include a physical inspection of every parcel, but rather applies a statistically adjusted valuation model to the existing assessed value. The process begins by calculating the ratio between the assessed value and the sales price within each area. A characteristic based model is developed through analysis of the sales within a geographic area. Sales are verified but generally not field reviewed. Valuation models are built based on the characteristics of the sold properties and then applied to the population within a geographic area. Once the model has been established, the appraiser evaluates, tests and reviews the results. A report is written describing the valuation process, listing the sales that were analyzed, the model developed and final results of the valuation. The report is sent to the Assessor for approval. Once approval is obtained, the model is sent to the Accounting Division to be applied and values posted to the assessment roll.

Sample Document

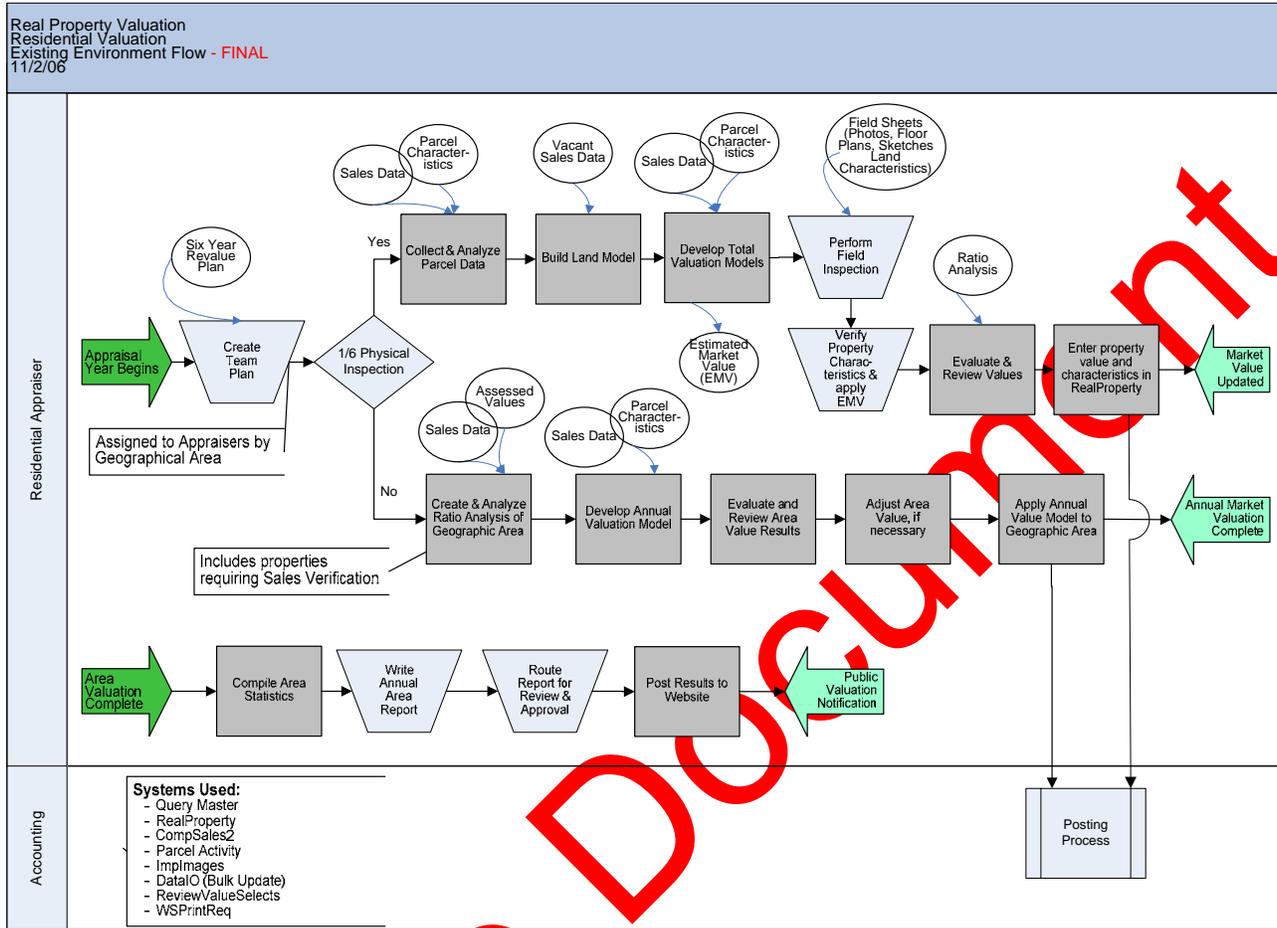


Figure 3 - Real Property - Residential Valuation

The following business flow depicts the process for commercial real property valuation, physical inspection and revaluation process.

Commercial property physical valuation is also used to value 1/6 of the county parcels every year as defined within the Six Year Revalue Plan developed per DOR requirements. Each year appraisers modify their income tables based on their sales and income analysis. All commercial parcels are revalued each year but only 1/6 are physically inspected. The three models, cost, sales, and income are used during physical valuation.

The commercial revaluation models are built to annual revalue county parcels. It is primarily based on income analysis although the characteristics (sales, rent costs, characteristics, geographical) of the parcel are reviewed. This model utilizes what is called a “frozen sale” or (the original characteristics for this parcel at the time of the sale). In addition, appraisers often review the properties Property and Loss Statement (P&L) to fully understand the income for the parcel. This information is used to develop and determine the revaluation adjustment to the market value.

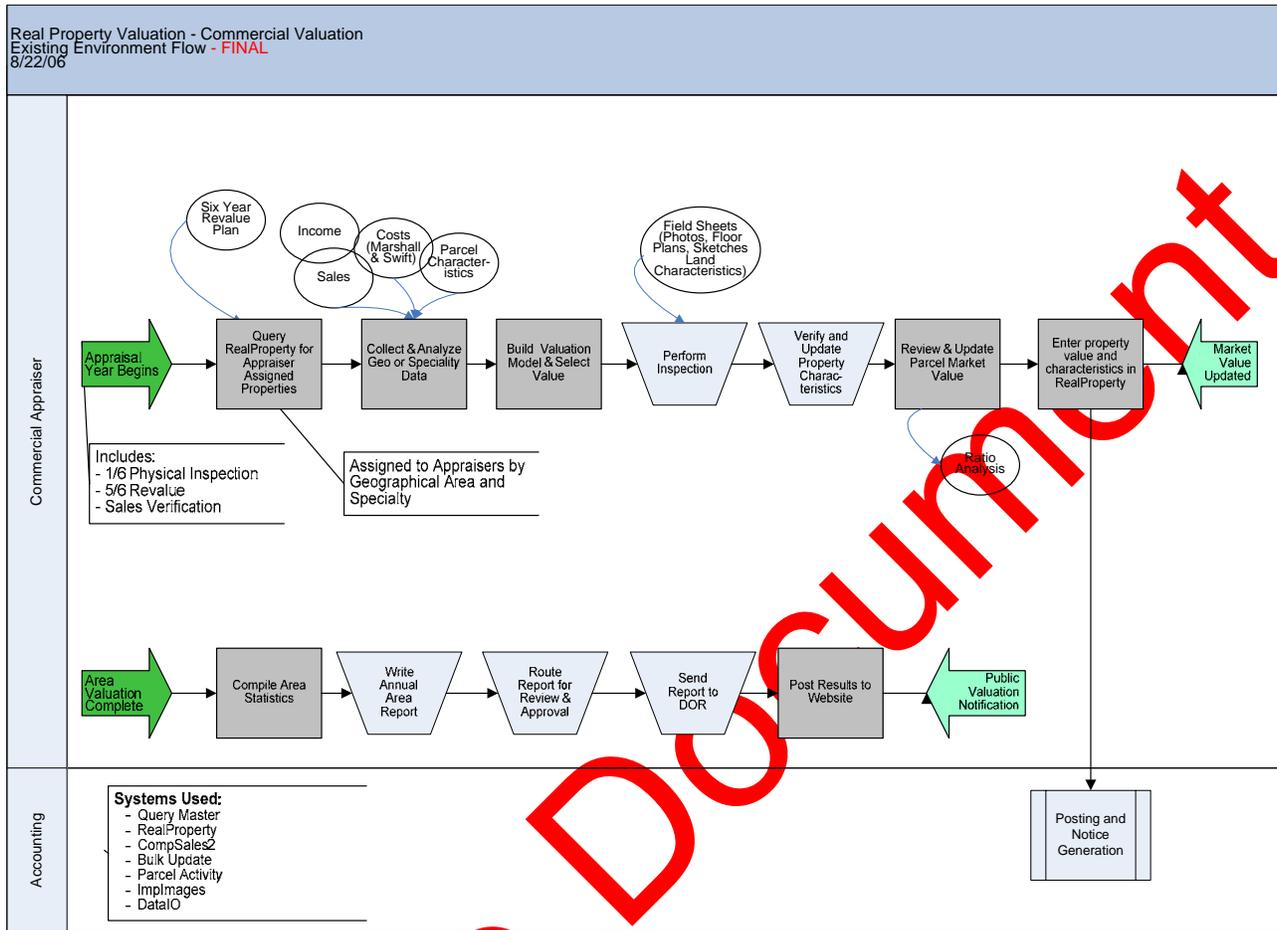


Figure 4 - Real Property - Commercial Valuation

2.2.2 PERSONAL PROPERTY VALUATION

PROCESS DEFINITION AND BUSINESS OBJECTIVES

There are three types of personal property, business property, mobile/floating homes, and taxable improvements on exempt land. The process definitions are:

- The annual assessment of personal property business accounts, state public service accounts, and leased property used by businesses in King County;
- Determine and maintain the market value for all mobile and floating homes; and
- Determine and maintain the market value for taxable improvements on exempt land.

Although mobile/floating homes are more like real property, they are traditionally considered personal property because they are on leased land and valuation is based upon a standard cost model. There are approximately 12,000 mobile home accounts, 600 floating home accounts, and 100,000 business accounts in King County.

The business objectives of King County's personal property valuation are to:

- Accurately assess the value of personal business property;
- Accurately assess the value of mobile & floating homes;

- Accurately assess the value of taxable improvements on exempt land;
- To accurately record and maintain personal property account information, including relationships between accounts; and
- Conduct audits on the valuation of personal property, responding to taxpayer inquiries, appeals, court cases, or other purposes.

GOVERNING LAWS & REGULATIONS

Business Accounts:

- RCW 84 and associated Washington Administrative Codes (WACs) define all the property tax statutes
- RCW 84.40 requires all businesses to report and file Personal Property.
- RCW 84.56.070 & RCW 84.56.090 - Any sale, transfer or closure of business requires that all taxes are collected at the time of the status change.

Mobile/Floating Homes:

- RCW 84 defines all property tax statutes
- RCW 64.06.005 defines residential real property as it relates to a mobile or manufactured home that is personal property
- RCW 46.04.302 defines mobile and manufactured homes

KEY STAKEHOLDERS

Business Accounts:

- Personal Property – including support staff, assessment auditors and auditor appraisers.
- Taxpayers
- Treasury Operations & Support Staff
- Jurisdictions
- DOR

Mobile/Floating Homes:

- Personal property – including appraiser and audit group
- Taxpayer
- Treasury Operations & Support Staff
- Jurisdictions
- Mobile home park owners/managers
- DOR – State department responsible for providing business licenses. These are sent to DOA to help identify potential taxable business property.
- Office of Records (REALs)

INPUTS AND OUTPUTS

The primary inputs of the personal property valuation process are:

- Personal Property Affidavits or Listings – Self-declaration of personal property business assets;
- Depreciation Tables - Defined by category and provided by the State annually to value business personal property;
- Move Permits – permits required to move mobile/floating homes from one location to another;

- Marshall & Swift Boeckh Model⁵ – third-party cost model valuation tool used to revalue 1/6th of mobile home properties; and
- Property Characteristics.

The primary outputs of the personal property valuation process are:

- Mobile Home Data Sheet – excel spreadsheet used to track and maintain property characteristics of mobile/floating homes;
- Personal Property Appraisal Worksheet – excel spreadsheet used to calculate assessed value of mobile/floating homes;
- Assessment Notice – notice generated and sent to business account taxpayers, providing notice of the assessed value of their assets; and
- Property market value – The assessed value of the property or the price for which a property would most likely sell in an open market.

SYSTEMS AND APPLICATIONS

There is a server-based application used by the business personal property appraisers with weekly refreshes to the PBS mainframe system. However, there is currently no server based application that supports mobile/floating home detail, history, tracking, or valuation. Daily updates are processed utilizing a simple application with file updates to the mainframe application. The mainframe application does not facilitate any detail, history or tracking information. Annual valuations are done by use of excel spreadsheets and batch uploads to the mainframe assessor roll, which once a year overlays the treasury roll for billing purposes. Furthermore, mobile/floating home staff are required to maintain both the assessor and tax roll view often requiring duplicate manual updates to each roll view.

PROCESS TRIGGERS

The personal property valuation process is triggered by:

- By law, RCW 84 grants counties the right to assess taxes on personal property
- Sales Verification and Move Permits – Current year tax liability is required to be paid at the time of a business sale, transfer, or closure. Similarly, when moving mobile/floating homes out of the county, current year tax liability is required at the time of issuing a move permit. Currently, this requires special processing to generate a bill for the future year, due to technology limitations.
- Mobile/floating home property improvements – require revaluation
- Business Personal Property Audit

PROCESS INITIATES

The real property valuation initiates:

- Posting and Notice Generation.
- Tax Roll Adjustment

⁵ <http://www.msbinfo.com/index.asp>

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for personal property valuation.

Business Accounts:

- Relate and easily identify real property accounts associated with a particular business;
- Identify and sort accounts by type for operation purposes;
- Provide cross references between primary business (lessor) and all lessees, such as an office equipment owner, leasing equipment to company a, b and c;
- Inactivate tax liabilities by line item, for example removing one asset of many on a single account;
- Ability to suppress personal property bills as necessary (example: if less than \$7,500 value).
- Automatically generate and send an exemption application to a taxpayer when an account is identified as a farm; and
- Generate consolidated bills and assessed value notifications for lesser by location and levy code, but also allowing the ability to generate detailed bills and notices.

Mobile/Floating Homes:

- Track and value mobile homes within an automated cross departmental system;
- Identify and electronically store all mobile and floating home attributes;
- Flag an account when a name is changed, if there is an exemption to be removed;
- Automatic generation of bills and letter notices; and
- Provide a real property to personal property cross-reference.

BUSINESS PROCESS FLOWS

The following business flow depicts the process for business personal property valuation process.

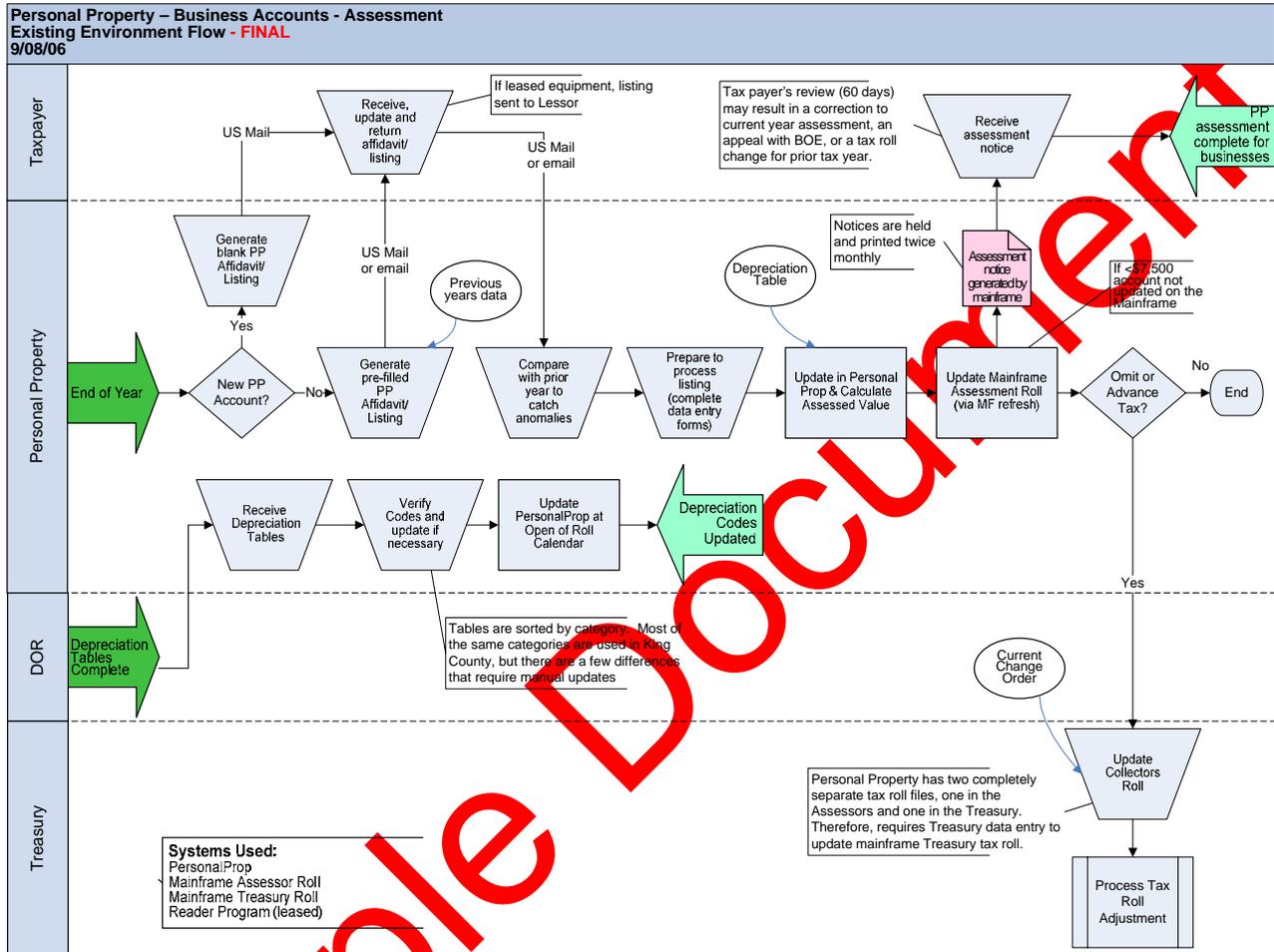


Figure 5 - Personal Property - Business Account Valuation

The following two business process flows depict the process for mobile/floating home property valuation for new and existing accounts. The processes differ slightly primarily because of RCW requirements on new mobile/floating homes.

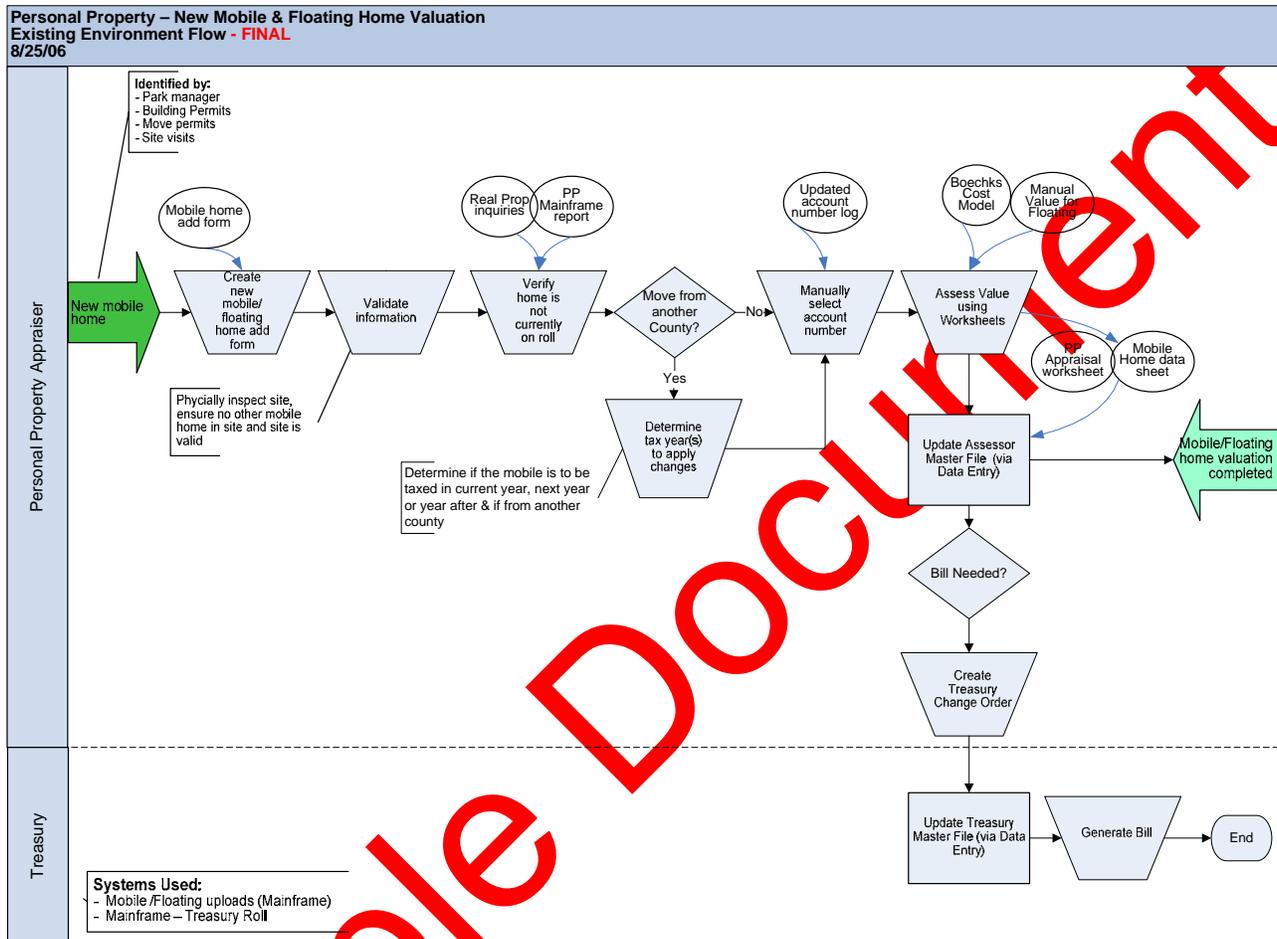


Figure 6 - Personal Property - New Mobile/Floating Home Valuation

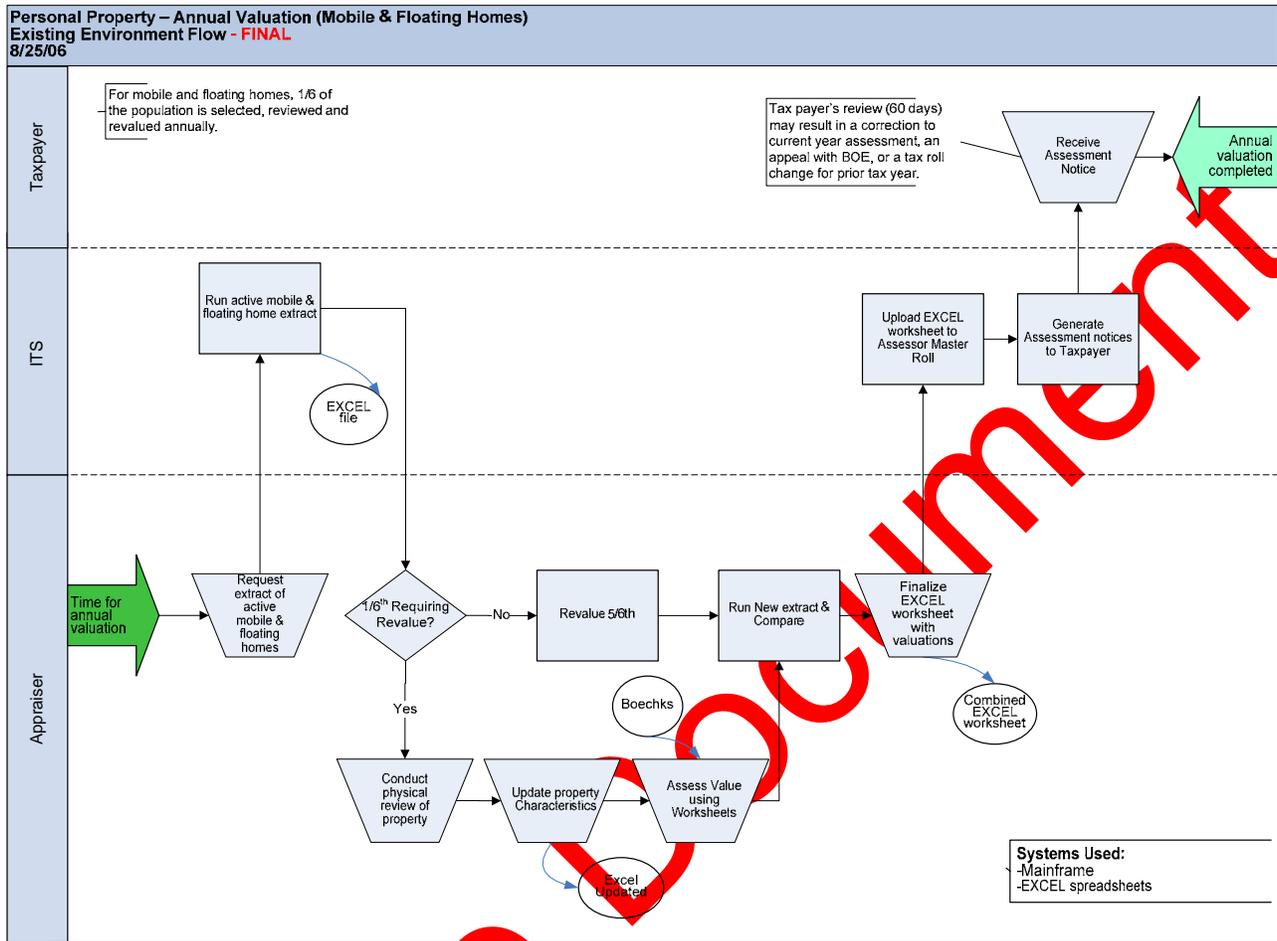


Figure 7 - Personal Property - Mobile/Floating Home Valuation

2.2.3 VALUATION ADJUSTMENTS

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Valuation adjustments may occur for both real or personal property and are defined as adjustments to update the real or personal property appraised value with the most current information based upon discovery.

There are two types of adjustments to the assessor or tax roll, depending upon when the adjustment is made and to which years it is applicable. These are currently distinguished as valuation or tax roll adjustments.

The business objectives of King County’s real or personal property valuation adjustments are to:

- Correct values and parcel characteristics for current and prior years (three year maximum) based on manifest errors;
- Notify the taxpayer, send refunds or adjust the tax bill as appropriate; and
- Account for impact on levy rate and new construction money to municipalities.

GOVERNING LAWS & REGULATIONS

- RCWs and WACs exist to allow for the adjustment of taxable value up to the prior three years.

KEY STAKEHOLDERS

- Real and Personal Property Appraisers
- Taxpayer
- Treasury
- Assessor Accounting
- Jurisdictional land division permitting agencies
- Civil division of the county prosecutor

INPUTS AND OUTPUTS

The primary inputs of the valuation adjustment process are:

- Property Characteristics

The primary outputs of the property valuation process are:

- Updated property characteristics
- Updated property market or assessed value

SYSTEMS AND APPLICATIONS

Similar to valuation, the primary application used in real property valuation adjustments is the server-based application, RealProperty. Where as, the server-based application PersonalProperty is used for business personal property adjustments and there is currently no server based application that supports mobile/floating home valuation or adjustments, therefore valuation adjustments are done by use of excel spreadsheets and batch uploads to the mainframe assessor roll.

In addition to these primary applications, appraisers use a variety of supplementary applications and excel-based worksheets to perform valuation adjustments.

PROCESS TRIGGERS

The valuation adjustment process is triggered when a valuation error is identified, this may occur in a variety of ways, including:

- Valuation error – such as a miscalculation, omitted property identified, destructs, etc;
- Appeals adjustments;
- Appeals reversals;
- Administrative split adjustments; and
- Exemption adjustments.

PROCESS INITIATES

The valuation adjustment initiates:

- Process Refunds

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following challenges and opportunities were identified for the valuation adjustment process:

- Re-sequence changes based on effective date, regardless of when change was input, with appropriate review notification.
- Data stamp transactions to allow for effective date processing, rather than separate paper processing during system freezes.

BUSINESS PROCESS FLOWS

The following business flow depicts the process for real property valuation adjustment.

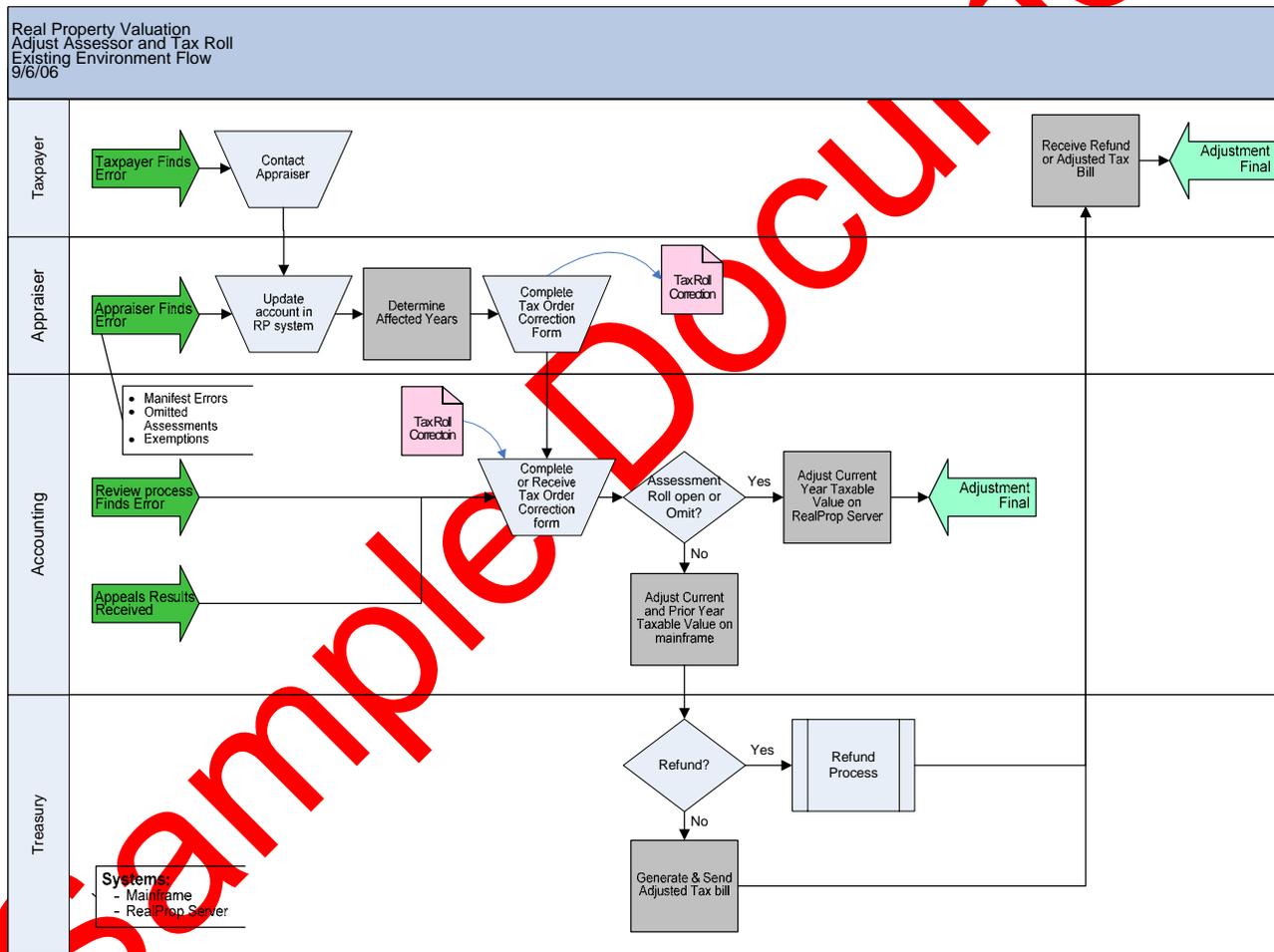


Figure 8 - Real Property Valuation Adjustment

The following business flow depicts the process for personal property valuation adjustment. This primarily differs due to the variation in technical tools supporting the personal property groups.

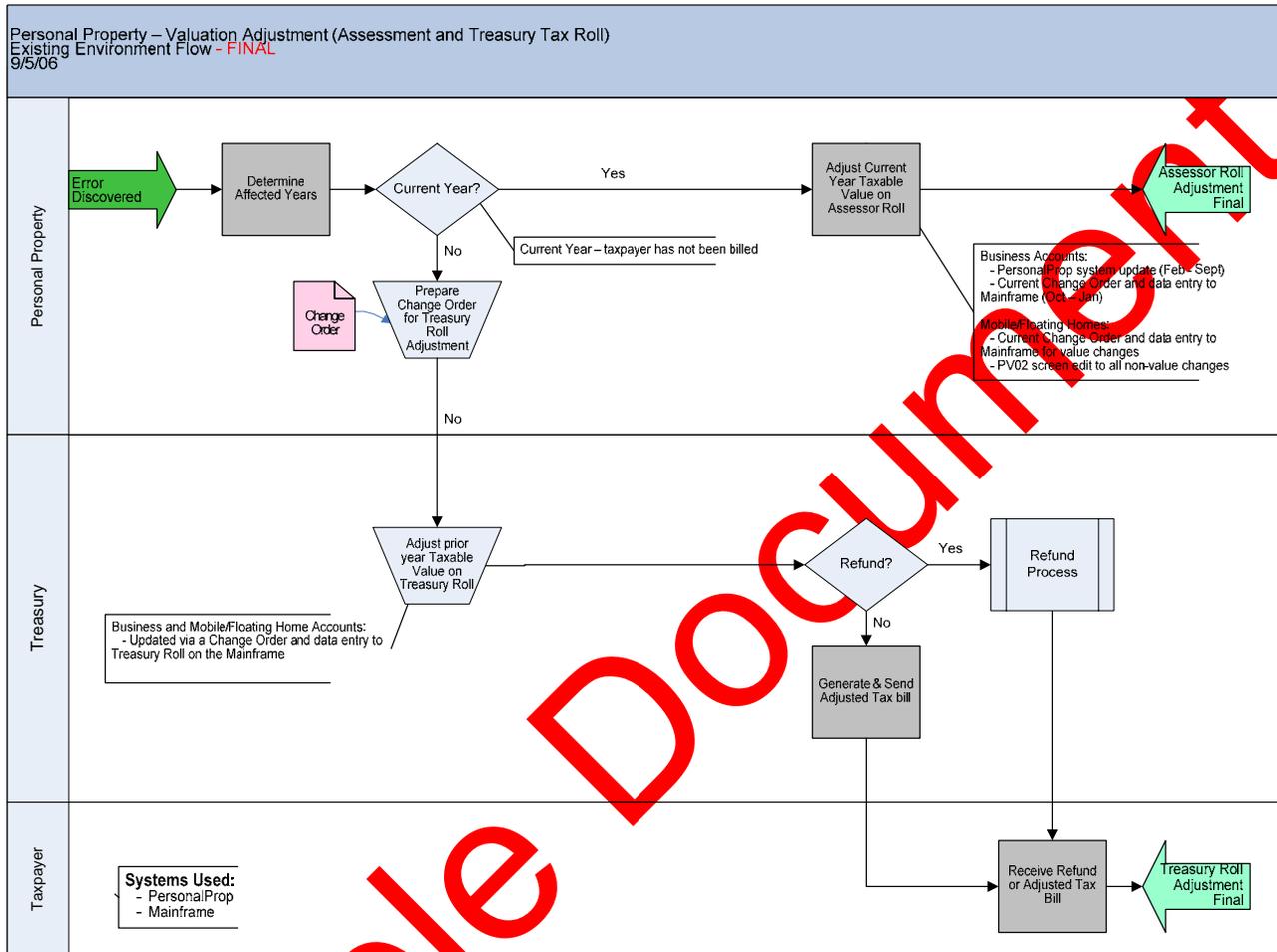


Figure 9 - Personal Property Valuation Adjustments

2.2.4 ANNEXATIONS

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Annexations is the legal incorporation of land or territory into an existing taxing district boundary requiring all maps, impacted real and personal properties, and levy codes to be updated to reflect the new boundaries, and county road taxes are transferred for real property if applicable.

The business objectives of King County’s annexations are to:

- Perform preliminary research, validate petitions, and process the different taxing district annexations as well as county to city annexations;
- Identify and update real and personal property accounts that are impacted by the annexation changes;
- Identify and transfer real property road tax when applicable;

- Identify gambling tax future revenue implications from annexations; and
- Generate updated levy code maps for DOR.

GOVERNING LAWS & REGULATIONS

- RCW 84.09.030 – Annexations
- RCW 35.13 – Annexation of unincorporated areas
- RCW 35.13.270 – Collection of road taxes
- RCW 35.10 – Consolidation and Annexation of cities and towns

KEY STAKEHOLDERS

- Boundary Review Board – reviews proposals for boundary changes by cities, fire districts, and water/sewer districts within King County, including city or district annexations, new city incorporations, and district mergers.
- King County Council – approves annexation and boundary change requests.
- Department of Revenue – state department receiving final updated levy code maps as a result of an annexation.
- Department of Development and Environmental Services – King County department responsible for unincorporated areas within King County, often subject to annexation.
- Jurisdictions impacted by annexation
- Records and Elections
- County Road Department – receives communication of road tax transfer from counties to cities for city and fire district impacted parcels
- Assessor Accounting – including the mapping/GIS groups responsible for updating boundary modifications.
- Treasury
- Taxpayer

INPUTS AND OUTPUTS

The primary inputs of the annexation process are:

- Request for petition verification including, taxpayer signatures, expected property values and legal descriptions within proposed annexation; and
- Finalized Annexation from King County Council.

The primary outputs of the annexation process are:

- List of parcels impacted by the annex;
- Updated legal descriptions;
- Updated levy code maps; and
- Reports on road taxes paid.

SYSTEMS AND APPLICATIONS

The mainframe is primarily used to record annexations and modify the legal description. Parcel boundaries are then modified based upon the legal description via the GIS system. In addition, server side applications are used, particularly to identify the affected parcels and potential value of the annexation. Currently, the impacted personal properties are manually identified and updated with the new levy codes.

PROCESS TRIGGERS

The annexation process is triggered when an annexation request has been approved by the King County Council. At this time, the council sends finalized annexation information to Assessor Accounting Administrative Specialist for processing.

PROCESS INITIATES

The annexations process initiates:

- Maintain levies

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following challenges and opportunities were identified for the annexation process:

- Improved ability to allow cities to do preliminary annexation research;
- Identify personal property value by GIS boundaries;
- Ability to relate a property to multiple levy codes;
- Development of a GIS based application for levy maintenance could streamline this process;
- A consolidated city boundary layer that meets the needs of both agencies (DDES and KCA); and
- Automatically calculate the road taxes collected during a particular period on impacted parcels so that it would not be necessary to apply collection statistics to get partial prior year payment amounts.

Sample Document

BUSINESS PROCESS FLOWS

The following business flow depicts the processes for annexations.

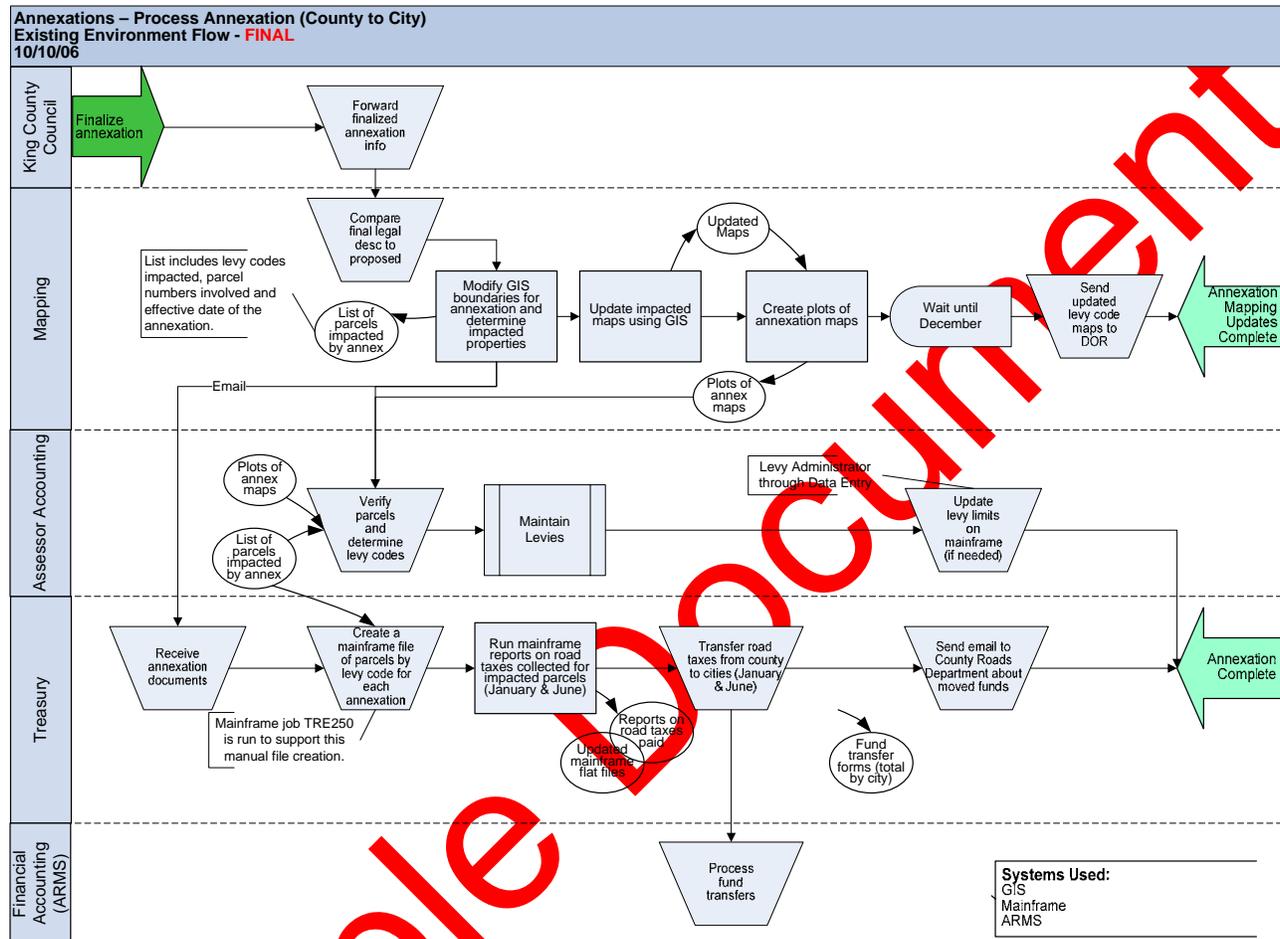


Figure 10 - Process Annexation

2.2.5 ABSTRACT

PROCESS DEFINITION AND BUSINESS OBJECTIVES

The abstract process is the maintenance of the legal description of all parcels in the county, including segregating or merging real property for taxation purposes. In the current environment, this process is also used to perform both taxpayer requested and administrative splits and merges. Taxpayers may wish to split or merge existing parcels, split a property into a condominium, or create a new plat. Administrative merges and splits are used, where necessary, to correctly allocate and calculate taxable value for account exemptions and current use adjustments.

The business objectives of King County's abstract process is to:

- Segregate or merge existing accounts to accommodate different exemptions, condos and/or plat creation; and

- To maintain current and accurate real property account information.

GOVERNING LAWS & REGULATIONS

- Jurisdictional approval for property splits that create new parcel lines.

KEY STAKEHOLDERS

- Taxpayer
- Office of Records – maintains records of all recorded real estate transitions including, condominium splits, parcel splits, plat maps, etc.
- Title Companies and Engineering Firms – receive new plat information and account numbers from the Assessor
- Taxing Jurisdictions
- Assessor staff including, Appraiser, Abstract, GIS/Mapping, and Accounting Data Entry

INPUTS AND OUTPUTS

The primary inputs of the abstract process are:

- Taxpayer request
- Administrative split to accommodate non-profit and senior accounts
- New plat declaration from the Records Office

The primary outputs of the abstract process are:

- Updated legal descriptions and property characteristics
- Updated maps

SYSTEMS AND APPLICATIONS

The mainframe is the primary system used to manage, merge, and split parcels. However, this is currently a manual process accomplished via data-entry and batch processing as there are no data entry screens available. In addition, the server based RealProperty applications are updated upon a weekly refresh and the GIS applications are used to update the maps.

PROCESS INITIATES

The abstract process initiates:

- GIS/Mapping
- Real Property Valuation
- Personal Property Valuation

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for the abstract process:

- Create plats and condos at the time of recording with future effective dates, thus keeping mapping and parcel data in sync;
- Streamline the recording of affidavit of corrections by linking the corrected affidavit to the parent document;
- Streamline mapping maintenance while keeping integrity of mapping database;

- Transition from the dependency on paper map patches to automated tools, including the access to annotations;
- Easily identify characteristics that do not follow a split/segregation from the parent parcel to the split parcels;
- Auto-calculate percent interest in common for condos; and
- Real-time system edits, not allowing the ability to move parcels to a non-existent levy code.

Additionally there were a couple notable challenges identified:

- Currently, there is no direct connection between mapping and tabular data which increases maintenance and risk of human error;
- Often one mapping change may initiate the need to redraw surrounding data. This is a challenge, but also an opportunity for the county to increase the quality of their GIS/map data; and
- The county is converting from older version of ARCinfo to new version, which is a major conversion and may create additional unexpected challenges.

BUSINESS PROCESS FLOWS

The following business flows depict the abstract processes, including taxpayer split, merger, and new plat.

Sample Document

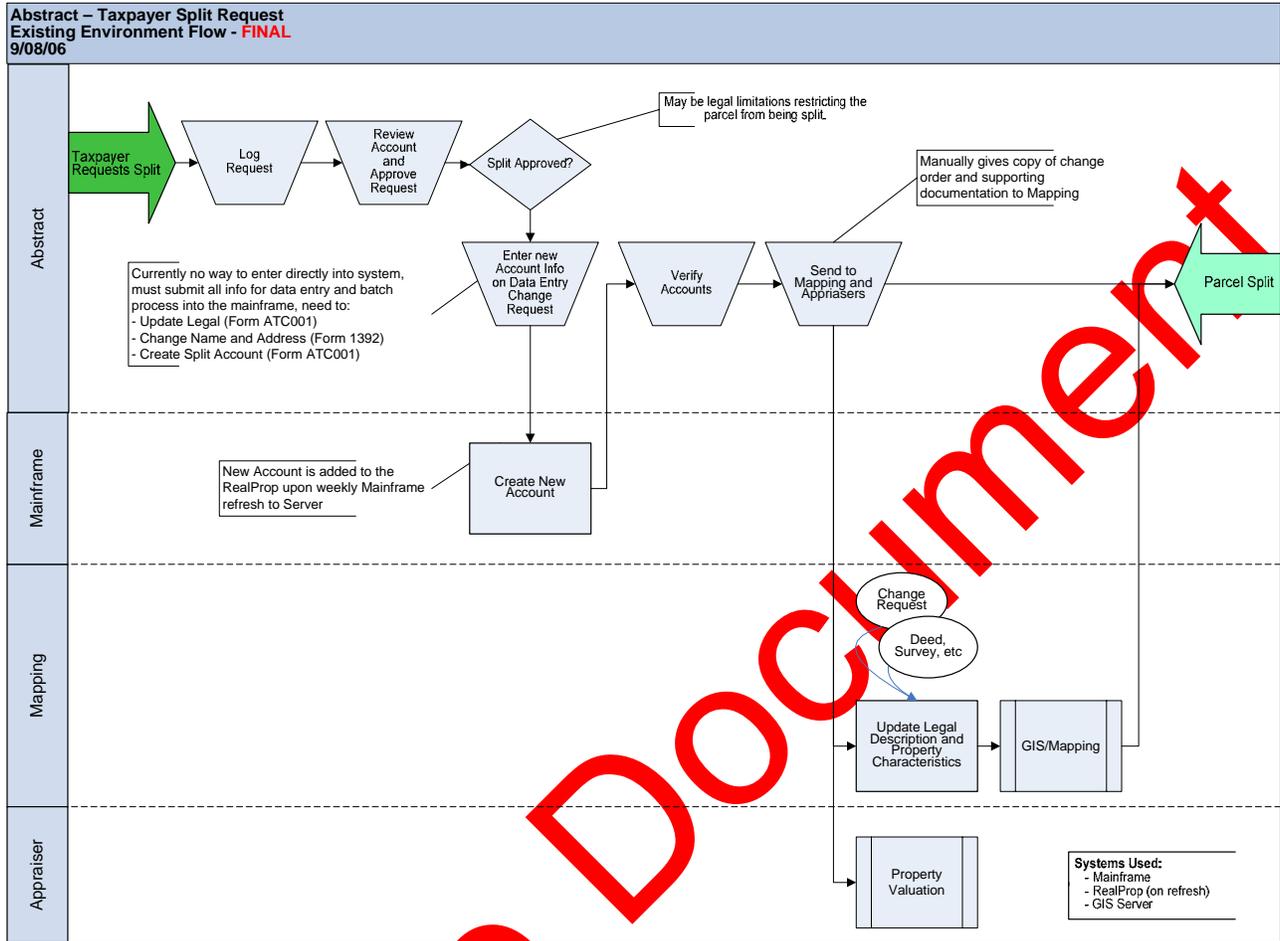


Figure 11 - Abstract - Taxpayer Split

Sample Document

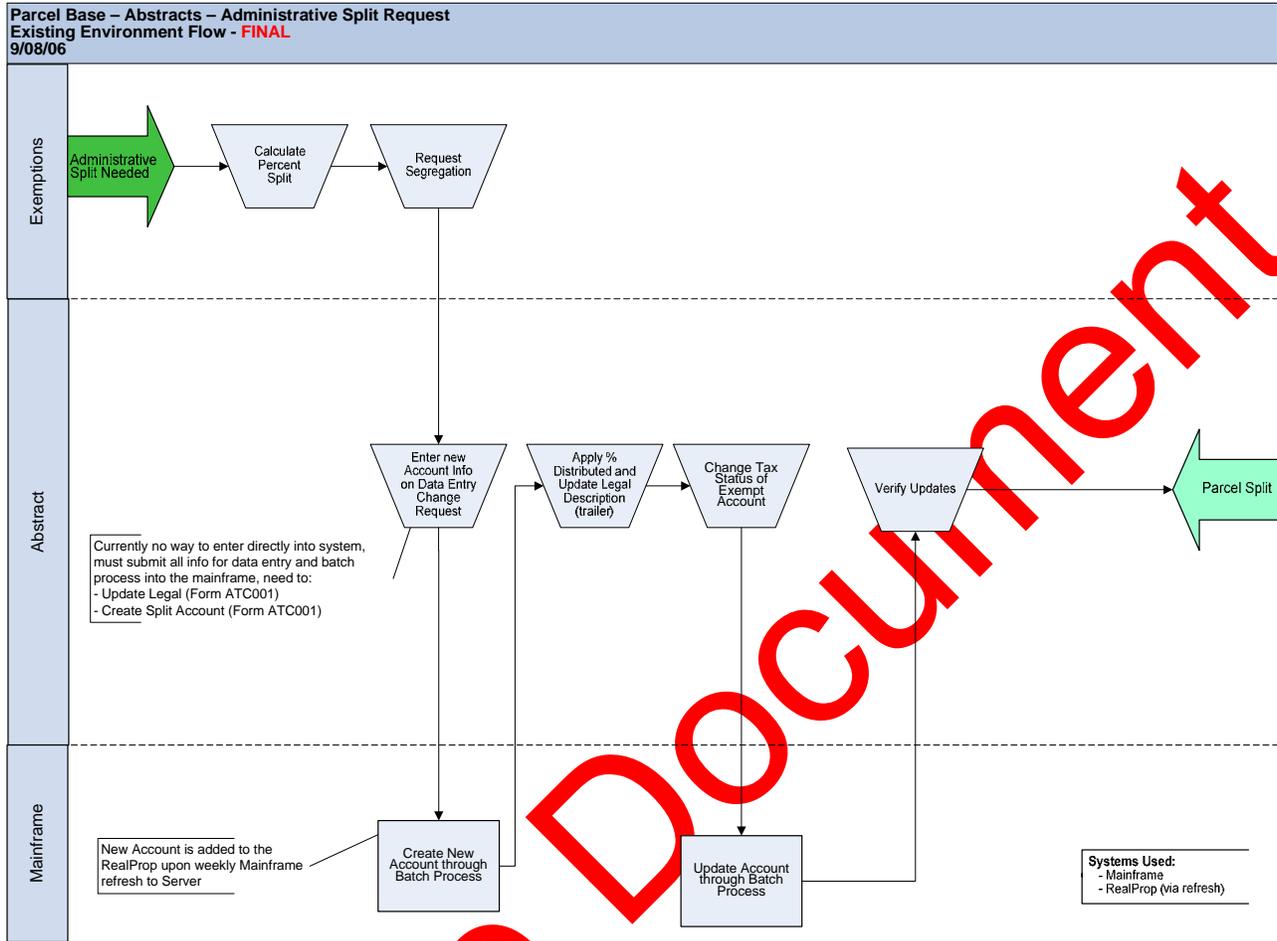


Figure 12 - Administrative Split

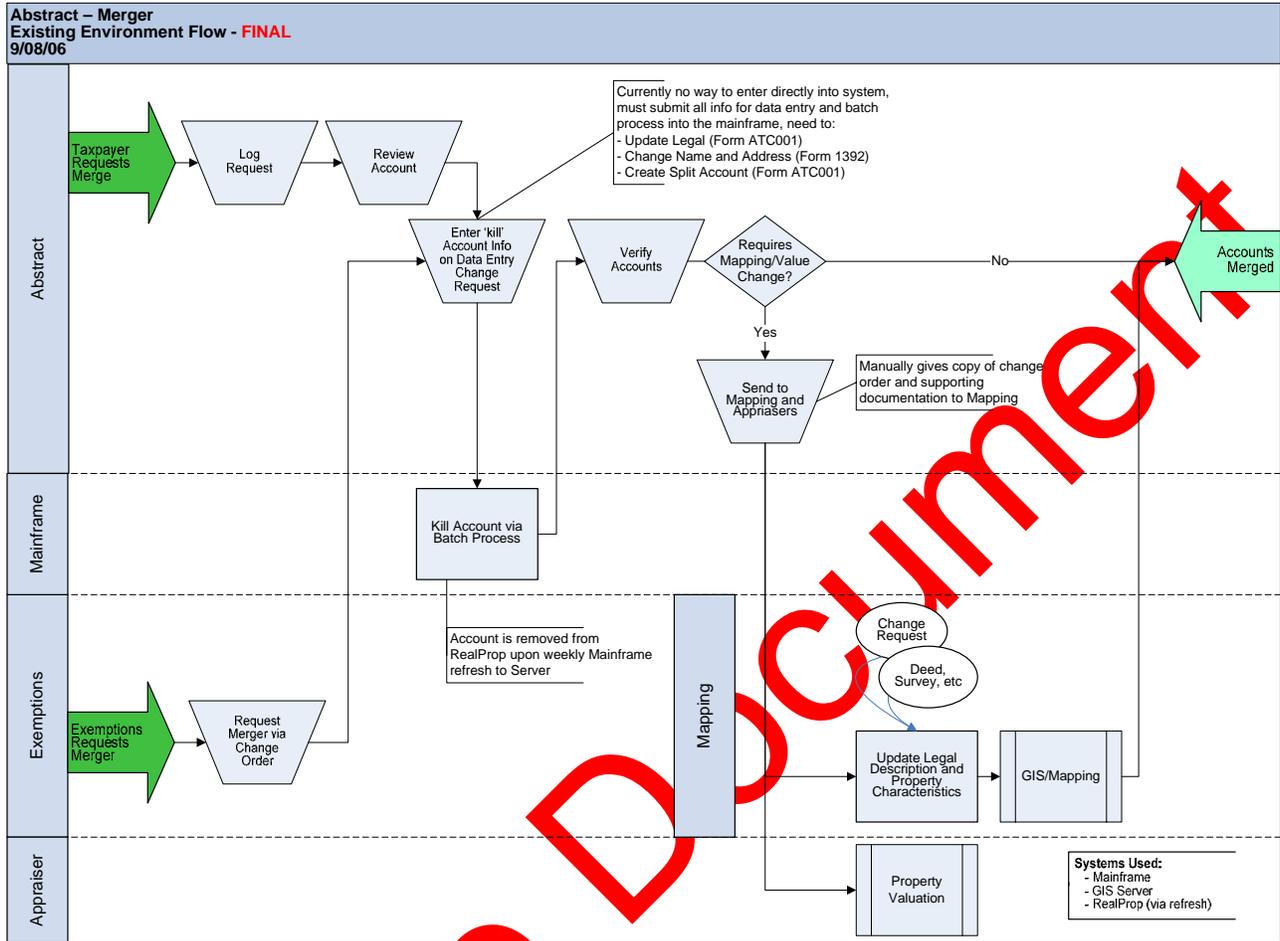


Figure 13 - Abstract – Property Merge

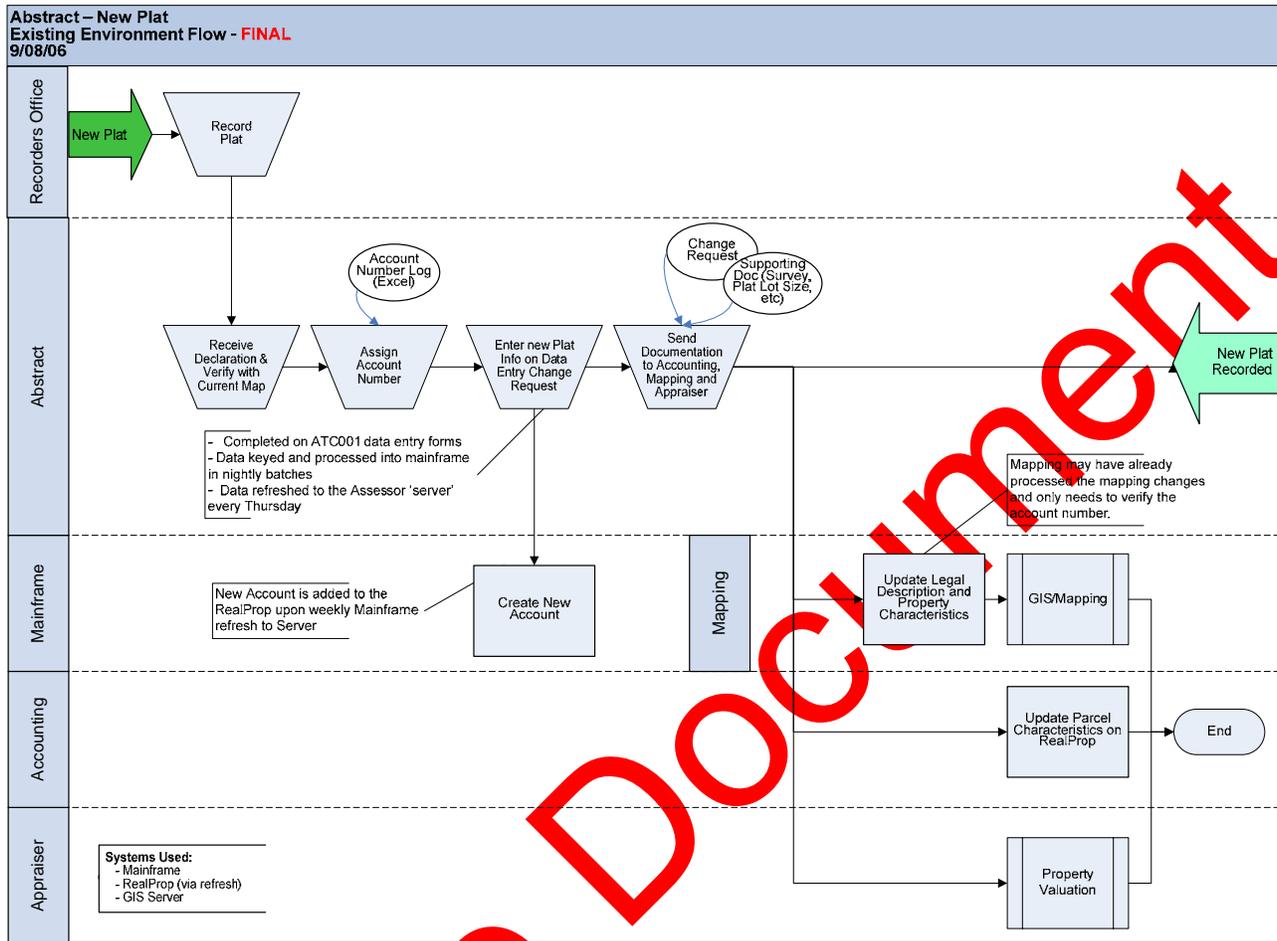


Figure 14 - Abstract - New Plat

2.2.6 GEOGRAPHIC INFORMATION SYSTEMS (GIS)/ MAPPING

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Geographical Information Systems (GIS) in combination with mapping is the maintenance and generation of countywide cadastral data and other data layers, using GIS technologies, to create associated maps and data for county business needs and public access. This includes all cadastral data such as plats, condominiums, short plats, boundary line adjustments, parcel boundaries, streets, easements, wetlands, sensitive areas, surveys, district and levy boundaries and their corresponding attributes and annotations.

The business objectives of King County’s GIS/Mapping process is to:

- Create, update, and provide county departments and the public with accurate and current maps and data reflecting changes over time;
- Provide a common platform to allow integration and exchange of mapping data, property characteristics and geographic contexts for the valuation process;
- Ensure accurate valuation based upon property boundaries for tax assessment and revenue distribution;

- Maintain the cadastral database;
- Provide, update, and refine accurate property characteristics for annual taxation; and
- Provide real property comparisons in a geographical context of individual parcel and overall market views.

GOVERNING LAWS & REGULATIONS

- RCW 84.40.150 - Requires the county to maintain location (cadastral) maps.
- RCW 84.09.03 – Establishment of taxing district boundaries.
- RCW 84.40.090 – Designation of taxing districts
- RCW 84.40.160 – Manner of listing real estate on maps
- RCW 84.40.170 – Plat of irregular subdivided tracts
- RCW 58 – Boundaries and plats.
- Internal countywide standards to be followed for providing maps to the public portal.

KEY STAKEHOLDERS

- King County GIS Center
- Assessor, including:
 - GIS/Mapping
 - Levies
 - Abstract
 - Appraisers
- Taxpayers
- Jurisdictions
- Engineering Firms and Title companies
- DOR
- DDES
- Brokers, Real Estate Agencies, Private Sector Appraisers
- Office of records
- Other counties

INPUTS AND OUTPUTS

The primary inputs of the GIS/Mapping process are from the abstract group, requesting modifications to a map as a result of a new plat, condominium, or merge.

SYSTEMS AND APPLICATIONS

The GIS server, Wildfire, hosts the primary maintenance application used by the GIS specialists to maintain the GIS data. The GIS parcel data is refreshed to the central GIS public data library weekly. In addition, the RealProperty server application is GIS enabled allowing appraisers to make tabular data updates using GIS software (ESRI) and tools (ArcView).

PROCESS TRIGGERS

There are five ways to trigger the mapping process. The majority of the time; changes are received by Mapping from Abstract. The five mapping initiators are:

- New plat or condo is established;
- Map correction is identified;
- Changes to existing parcel are necessary; and
- Proposed and finalized annexations.

PROCESS INITIATES

The GIS/Mapping initiates:

- Abstract Process

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for GIS/Mapping:

- Enhance assessor server performance to eliminate 'copies' on multiple servers;
- Enhance the data stored within GIS to allow for more granular details, such as the ability to drill down to the home by lot;
- Develop solutions to replace paper maps that could be used by appraisers in the field to make real time map updates and synchronize to source information;
- Display parcel identification, location, and individual or multiple data records on maps;
- Ability to customize map information and combine information related to each parcel;
- Provide visual history of parcel boundaries;
- Provide a single source for GIS and tabular data;
- Streamline the GIS cadastral maintenance process;
- Better integration between mapping and abstracts while maintaining the integrity of the legal descriptions;
- Ability to do virtual segregations until 'completed' and to release after final approval'; and
- Identify additional information on maps such as appraisal areas (physical inspection, revalue, and reviews), market changes (rents, vacancies, new trends), surrounding market impacts (neighborhoods, micro neighborhoods, location of specialties (motels/ offices/ warehouses), location of market property types and zonings (environmentally restricted areas, and other restrictions.)

BUSINESS PROCESS FLOWS

The following business flow depicts the process for GIS/Mapping process.

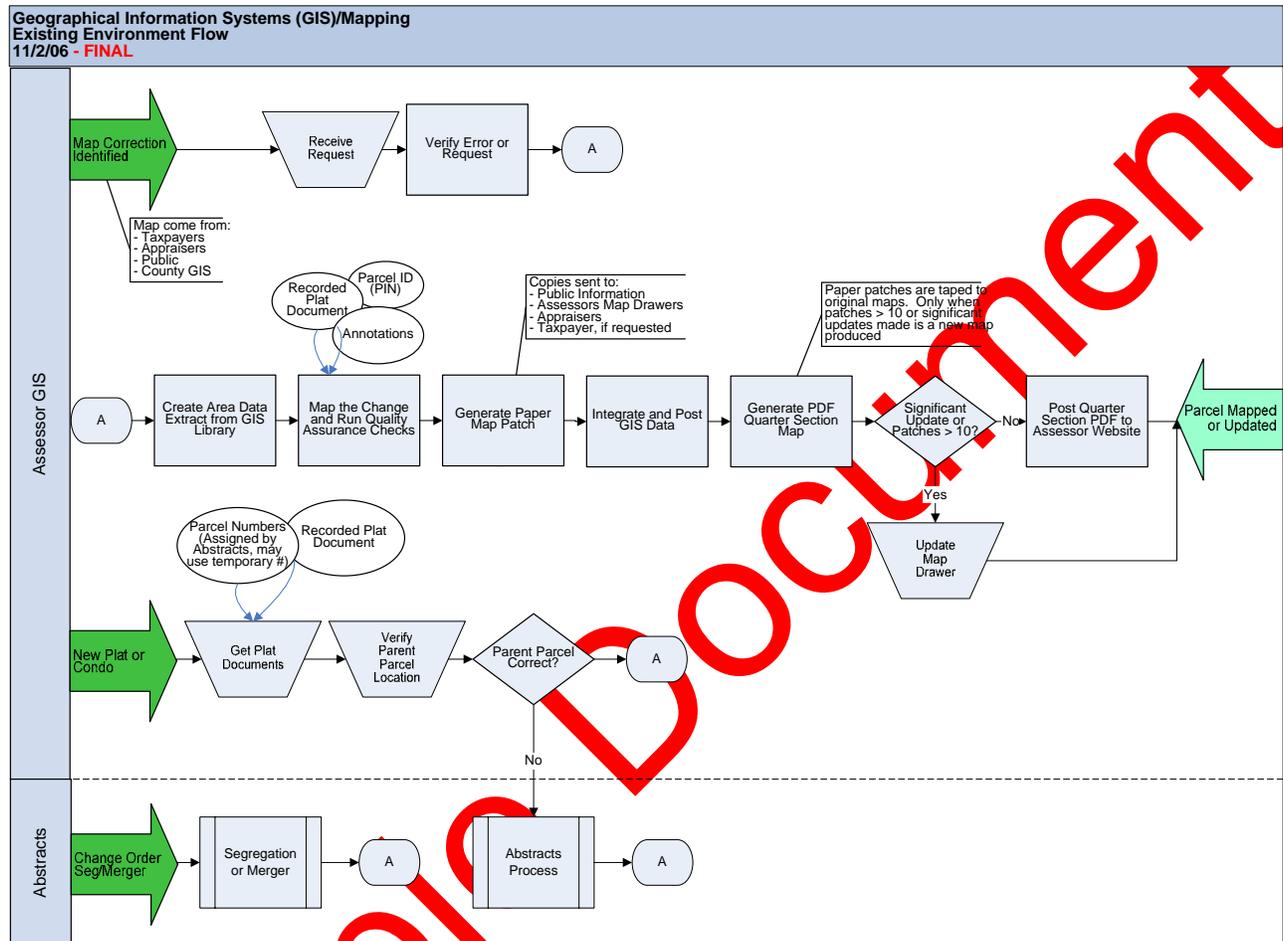


Figure 15 - GIS/Mapping

2.3 ACCOUNT ADMINISTRATION PROCESSES

This sub-section describes in more detail the major functions and key activities within the Account Administration functional area. This functional area maintains account information, such as taxpayer name and address information. It also administers exemptions, which affect the taxable value of properties, as well as managing properties that are part of a current use program. This functional area also contains the maintenance of fees, which are included in tax statements, as well as the administration of Local Improvement Districts (LIDs), which are additional local assessments that King County administers on behalf of junior districts. LIDs are currently maintained and billed separately from the annual property taxes.

Also included in this functional area are all activities that must occur each year to finalize the tax roll for certification; for example, levies and rates must be maintained, assessed values must be posted to the mainframe for valuation notice generation, and finally the end of year rollover must occur. Appeal management is also handled within the Account Administration functional area; however, appraisers are also involved to verify the valuation, document their findings, and appear, if necessary, at a Board of Equalization (BOE) or Board of Tax Appeals (BTA) hearing.

These business processes require interaction with outside agencies, most of which is done through manual or paper interfaces. For example, when property situs address information is received from jurisdictions and/or Department of Development and Environmental Services (DDES), impacted accounts are manually identified and updates are keyed into the RealProperty server-based application. For exemption processing, applications from taxpayers come in as hard-copy applications and are keyed into multiple exemption applications and the mainframe. For senior/disabled deferrals, DOR approves deferral applications and receives final deferral packets for each approved taxpayer, all in hard-copy via U.S. mail. For some current use programs, the state Department of Natural Resources and Parks approves applications and forwards information to King County, also using a paper method.

All of the business processes in this functional area use the PBS mainframe system as the primary system; however, approximately two thirds of the business processes also use other applications that were developed for the specific business needs of the function. These applications may be assessor database applications on the server side, such as the RealProperty, Exemption, or CurrentUse applications, or they may be other applications, such as HistoricalProperties, which is in MS Access. The remaining one third of the business processes in this functional area are primarily manual.

Throughout these business processes, the business users have to perform highly manual activities that are time intensive and error-prone. Most of the updates to the mainframe are entered into forms which are passed to data entry staff to key into the system, processed that night in batch processes, and are available the next day for viewing on the mainframe. In many cases, error reports are worked the following day to resolve problems. Generally, business users are not supported by automated systems and have tedious and involved business processes, some that evolved from work-a-rounds, to perform their business functions.

Many of these business functions have some activities performed by Appraisers, some by Assessor Accounting and some by Treasury, with paper forms being passed between departments. Automated workflow to support these internal interfaces would be helpful.

2.3.1 MAINTAIN ACCOUNT INFORMATION

PROCESS DEFINITION AND BUSINESS OBJECTIVES

To process and maintain account information including taxpayer and mailing address and location for real and personal property.

Maintaining account information is a challenge because there are multiple systems that need to be updated with multiple data stores, for address information in particular, and the levels of integration as well as the business processes vary between real property and personal property. The business process flows provided in this document are for real property. Personal property maintains account information through highly manual processes which are described below. Furthermore, the process varies between business and mobile/floating home personal property accounts.

Personal property business account location (or situs address) and mailing address changes are typically entered into the PersonalProperty server application and refreshed to the mainframe on a weekly basis. For mobile/floating homes and taxable improvements on exempt land, mailing address changes are keyed into the mainframe personal property master file, but if the changes are needed on the treasury roll an additional change order must be submitted. Due to the lack of system integration, it takes twenty-seven steps to update personal property mailing addresses.

The business objectives are to:

- Maintain current and accurate real property account information;
- Accurately record and maintain information on personal property accounts (business and mobile/floating homes);
- Maintain relationships between all property accounts;
- Gather, record, and maintain updated address and location information for taxpayers;
- Maintain historical information and supporting documentation about changes;
- Produce mailing labels and or letters for individual taxpayer or group of taxpayers as needed; and
- Process returned mail so that taxpayers receive important notifications and bills.

GOVERNING LAWS OR REGULATIONS

- RCW 84 Property Taxes

KEY STAKEHOLDERS

- Assessor Account Administration
 - Sales Verification/Identification
 - Support Unit
 - Abstracts
 - GIS/Mapping
 - Exemptions
- Appraiser
- Building Permitting Offices
- Jurisdictions and DDES
- Office of Records
- Taxpayer
- Treasury

INPUTS AND OUTPUTS

The primary inputs for the maintain account information flows are:

- Taxpayer name or address update request;
- Recorded excise affidavit – The Office of Records legally records property transactions using the excise affidavit from the property transaction;
- New property situs addresses from jurisdictions or DDES;
- Situs address updates from jurisdictions or DDES;
- Situs address errors found by taxpayer or appraiser; and
- Mobile home short form sales - documents completed in Treasury to certify the taxes paid when a taxpayer is requesting the addition or removal of a name due to death, divorce, marriage, or immediate family inheritance.

The primary outputs for the maintain account information flows are:

- Verification letter or statement – When a property is sold, a change verification letter or updated tax statement is sent;
- Updated name and/or address on PBS mainframe system;
- Updated name and/or address on PersonalProperty application; and
- Updated situs address in RealProperty server-based application.

SYSTEMS AND APPLICATIONS

The mainframe is primarily used to record tax account information and changes. However, server side applications are used as well, particularly for the recording of situs address information. In addition, account information changes entered into the server applications are automatically uploaded to the mainframe in a batch refresh process. For mailing address changes, which are usually entered into the mainframe, there is a weekly refresh process to the server.

- Mainframe PBS System
- GIS
- RealProperty
- PersonalProperty
- StreetCleanup
- SalesIdentification

PROCESS TRIGGERS

- Sales Verification
- Abstract
- Taxpayer request for name or address update

PROCESS INITIATES

- GIS/Mapping – For some situs address changes mapping changes are required.

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for maintaining account information.

- Ability to maintain a user defined relationship (one to many) between party and property and the ability relate this 'taxpayer' or owner id to arbitrary 'property types' i.e personal property, real property, exempt property and so on.
- Ability to apply mass address changes for street name changes or zip code updates;
- Ability to have alternate address fields;
- Provide standardized street names, prefix and or suffix (i.e., PL, AVE, ST) for situs addresses;
- Provide a 9 bite zip code and or city on situs address;
- Ability to enter addresses in component input and view either as component or line entry;⁶
- Create a master situs address database maintained by E911 with access by all departments;⁷
- All mailing or alternate address fields should accommodate international addresses; and
- Capture and maintain personal property taxpayer contact information.

Sample Document

⁶ Component address is a device where each parse of an address has a virtual or real field id and check or data entry bounds are applied to every entry to ensure conformity with real address.

⁷ E911 is in the process of developing such a database, with expectations of completion in 2007.

BUSINESS PROCESS FLOWS

The following business process flow shows how name and address updates are applied for real property accounts. Refer to Appendix D – Business Process Flow Legend for a legend of the business flow standards.

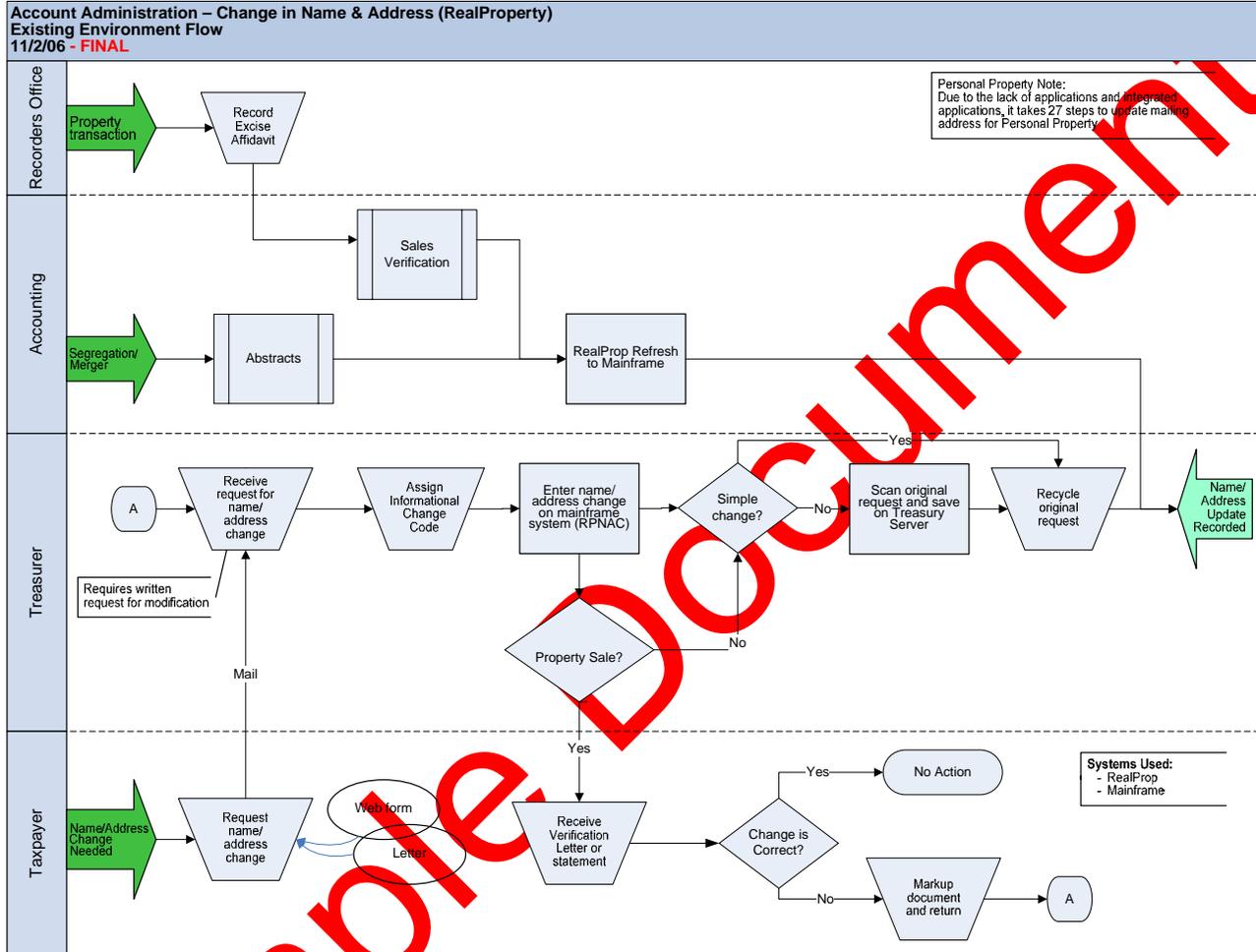


Figure 16 - Change in Name & Address (Real Property)

The following business process flow shows how situs address updates are received and applied for real property.

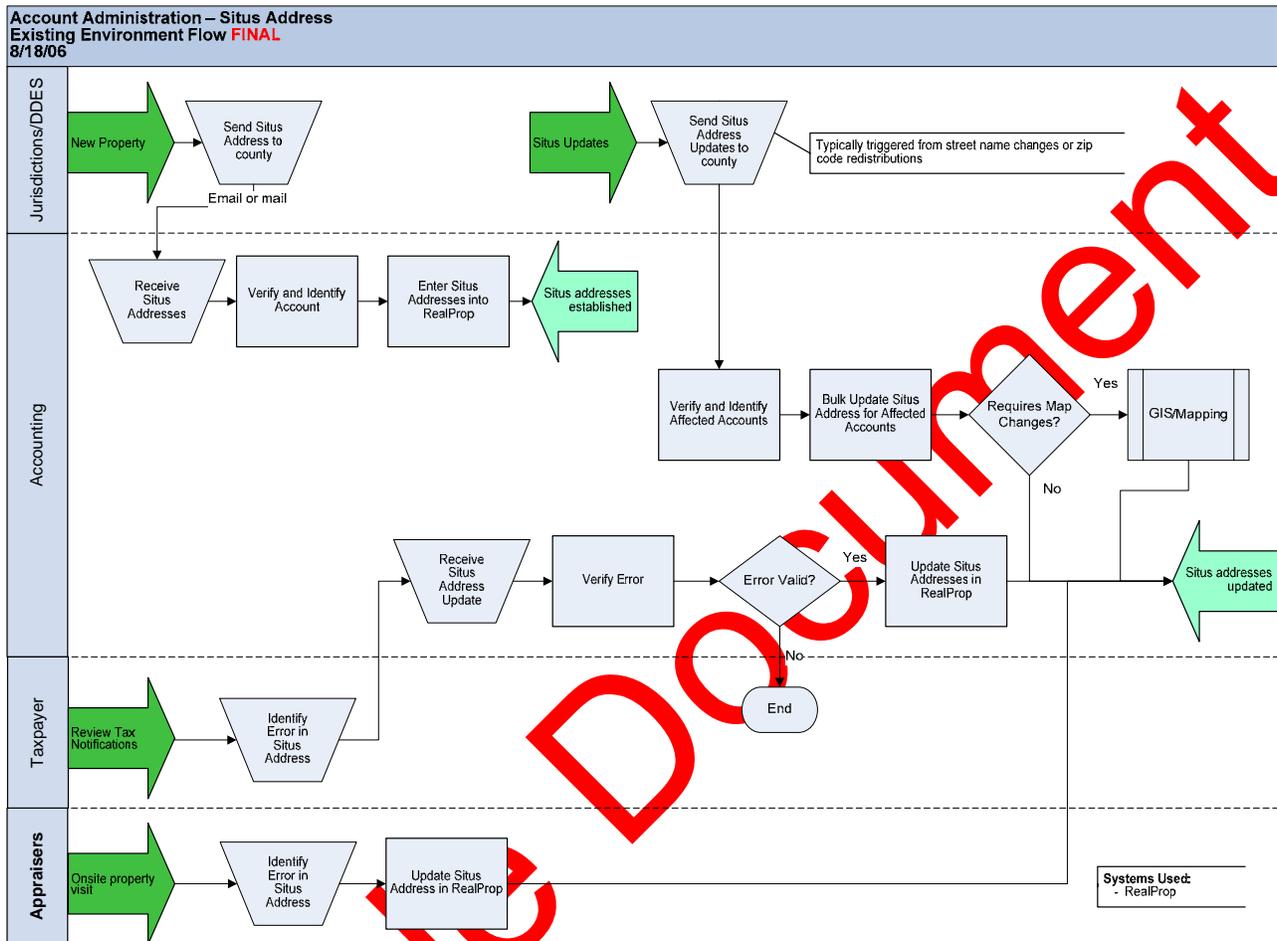


Figure 17 - Situs Address (Real Property)

2.3.2 EXEMPTION MANAGEMENT

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Applications for various tax exemptions and deferrals are received and processed to determine whether an exemption or deferral should be granted. When granted the tax exemption status on the account is updated, and taxable amounts due for previous, current, and future tax years could be impacted.

There are many different types of exemptions, such as senior or disabled person, historical, non-profit, destroyed property, and home improvement exemptions, which have different business process flows. Depending on the exemption type, different systems may be used and different business rules apply. In this document, the following exemption processes are shown:

- Senior exemption
- Historical exemption
- Senior deferral

The business objectives are to:

- Record and maintain real properties in King County that legally qualify for tax exempt or tax deferred status and to assess the taxable value;
- Process senior/disabled exemptions on mobile/floating homes and taxable improvements on exempt land per statutory law, including generating refunds;
- Process personal property exemptions as defined by statute; and
- Prorate property value and corresponding property taxes according to changes in exemption eligibility or property tax status.

GOVERNING LAWS OR REGULATIONS

- RCW 84.36 – Exemptions
- RCW 84.26 – Historic Property
- RCW 84.14 – Low Income Property Exemption

KEY STAKEHOLDERS

- Assessors Accounting
 - Levies
 - Exemptions
 - Abstracts
- Appraisers
- Approving Jurisdictions
- DOR
- Office of Records
- Taxpayers
- Treasury
- Vital Statistics Department – For information about the death of a taxpayer.

INPUTS AND OUTPUTS

The primary inputs for the exemption management flows are:

- Hard-copy exemption application and supporting materials;
- Historical exemption fee;
- DOR determination for senior deferrals, low income property exemptions, and non-profit exemptions; and
- Landmark preservation officer approval for historical exemptions.

The primary outputs for the exemption management flows are:

- Exemption denial letter – For exemptions that are not granted, an exemption denial letter is sent;
- Exemption applied to account and systems updated;
- Renewal application mass mailing – When exemptions are due for renewal, renewal applications and letters are sent to impacted taxpayers;
- Pro-rated tax bill – Tax bill that is adjusted for a partial year exemption;
- Refund; and

- Record of exemption at Office of Records.

SYSTEMS AND APPLICATIONS

Currently, exemptions are processed using a variety of mainframe, server, and other type of applications, each that were developed usually for one specific type of exemption. Wherever the detailed exemption information is stored, the exemption must also be recorded on the mainframe system (PBS Tax System) so that tax bills are adjusted appropriately.

- Mainframe PBS System
- Assessor server-based applications
 - RealProperty
 - Exemptions
 - NonProfit
 - ReviewTracking
 - TaxRollCorrectionLetters
 - MailDesk
 - HistoricalProperties
- Excel Applications
 - Refunds
 - ProrateDueToSale

PROCESS TRIGGERS

- Taxpayer submitting an exemption application

PROCESS INITIATES

- Perform Segregations or Mergers
- Tax Status Change
- Process Refund
- Bill Taxes and Fees

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for exemption management.

- Automatically post expired historical exemptions as new construction in the 11th year;
- Reflect the exempt status, market and taxable value of a parcel on account look-up screens;
- Manage condos with the same tools and processes as other parcels with historic exemptions;
- Allow exemption staff to split accounts and make the money determinations at their desk without the need to send accounts to different units within the office;
- Quickly and easily compare tax year exemptions and amount between tax years; and
- Maintain senior exemption frozen values from year to year for Personal Property.

BUSINESS PROCESS FLOWS

The following business process flow shows how real property senior citizen exemptions are processed.

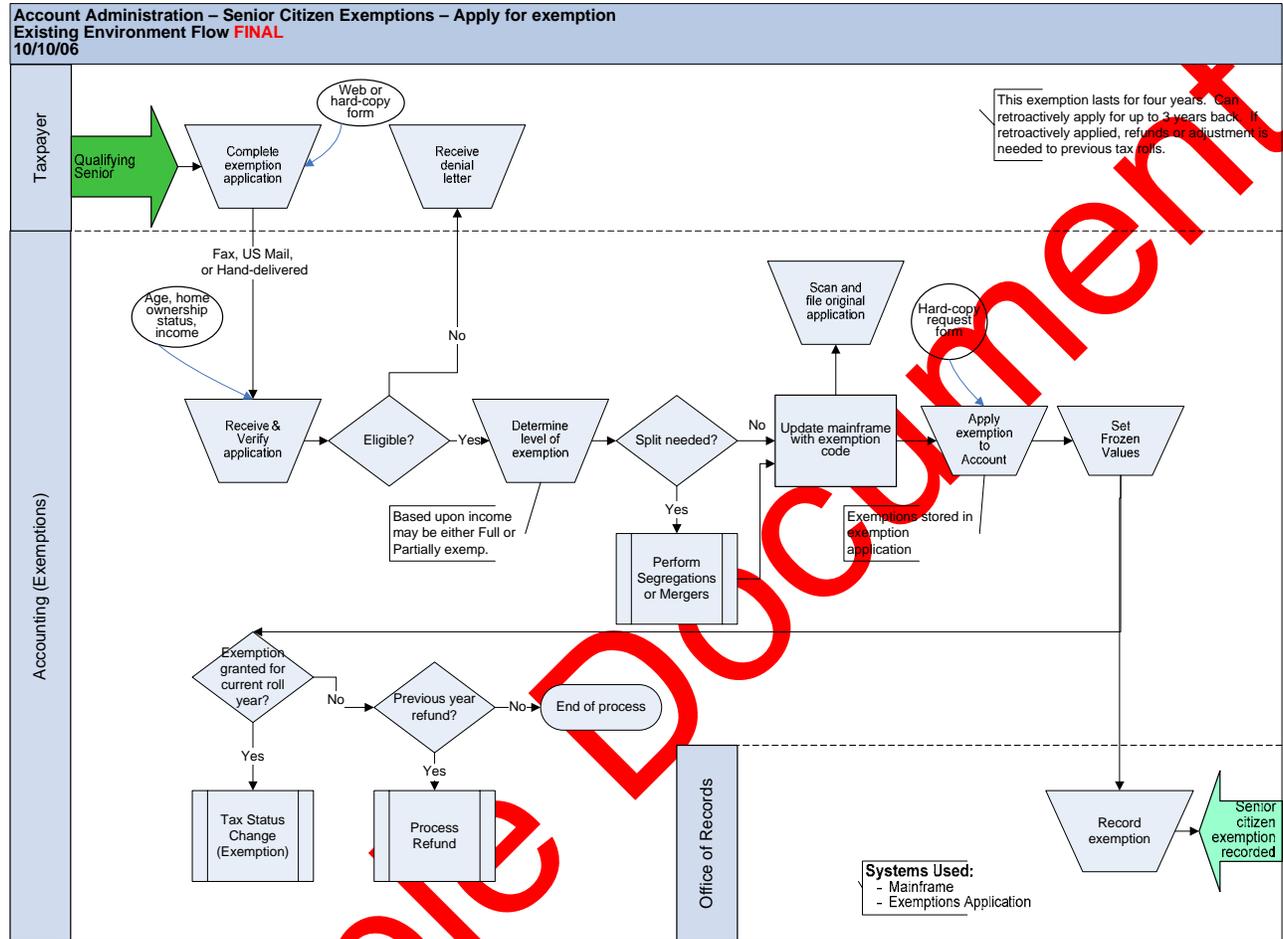


Figure 18 - Senior Exemptions (Real Property)

The following business process flow shows how personal property senior citizen exemptions are processed.

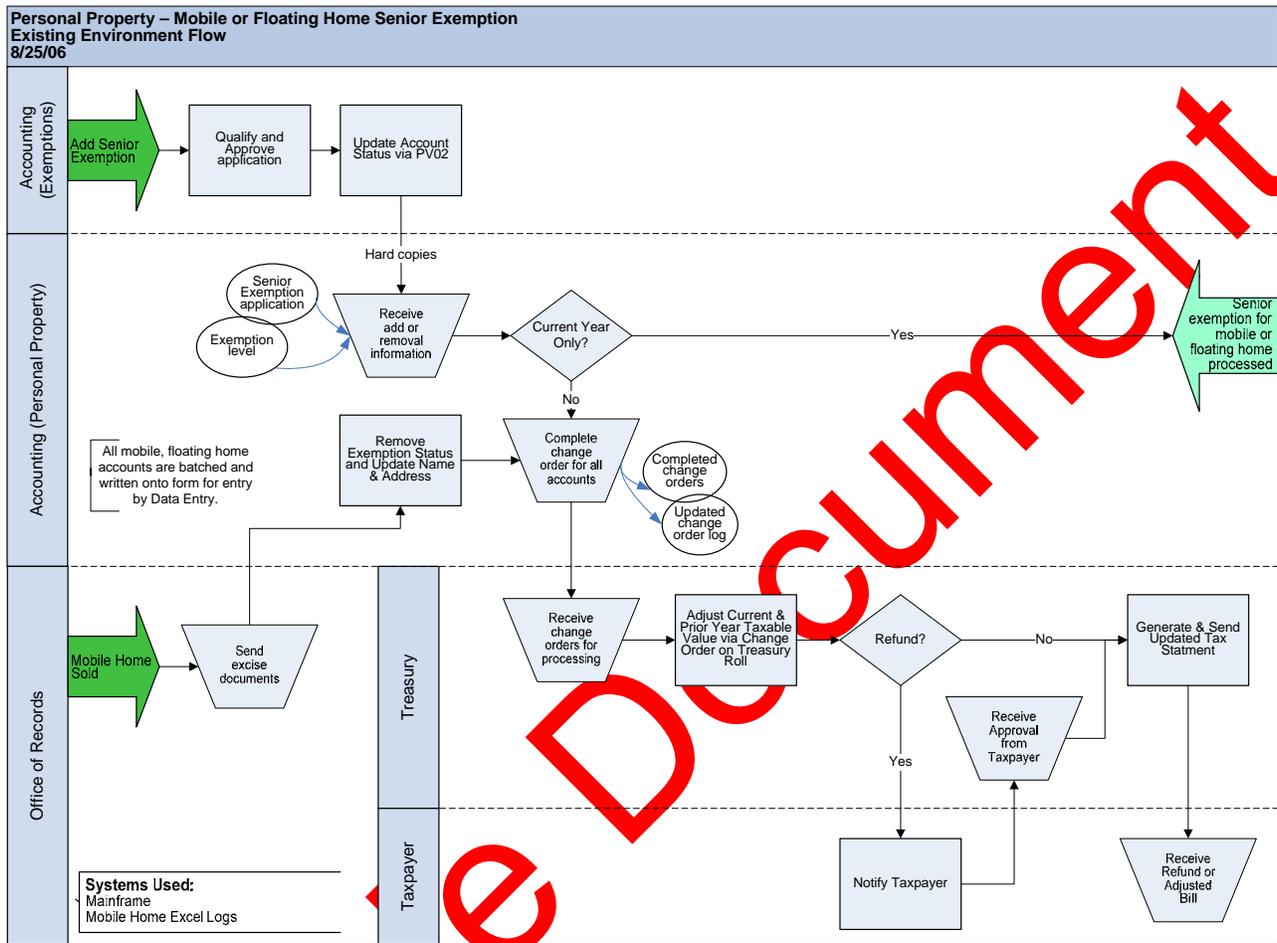


Figure 19 - Senior Exemptions (Personal Property)

The following flow shows the end of year process for senior exemptions. This process produces a mass mailing of renewal applications for seniors whose exemption status is due to expire.

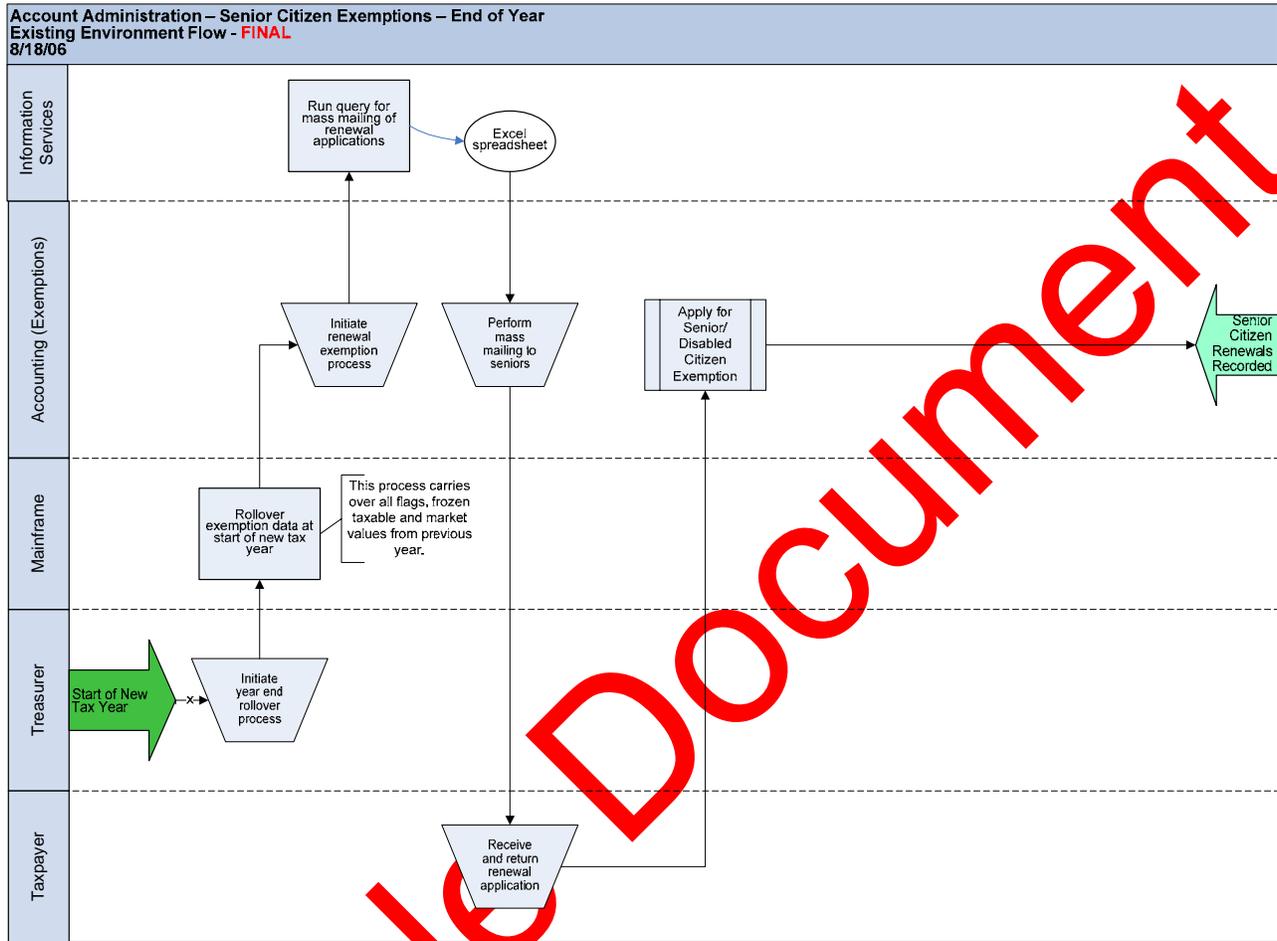


Figure 20 - Senior Exemptions - End of Year

The following flow shows how a pro-rated tax bill is generated when a tax status change results from an exemption being granted or removed.

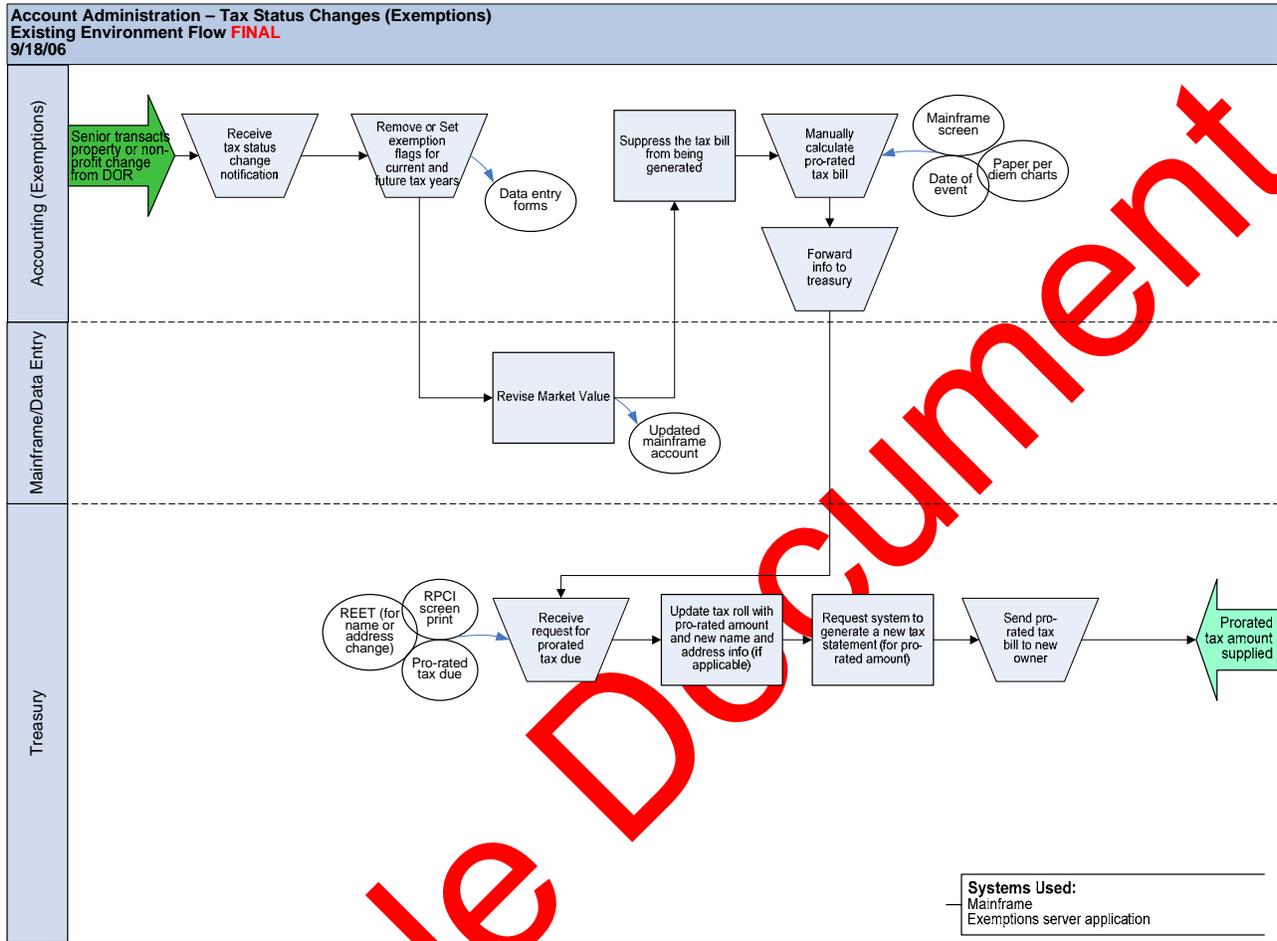


Figure 21 - Tax Status Changes (Exemptions)

The following business process flow shows how a historical exemption is administered.

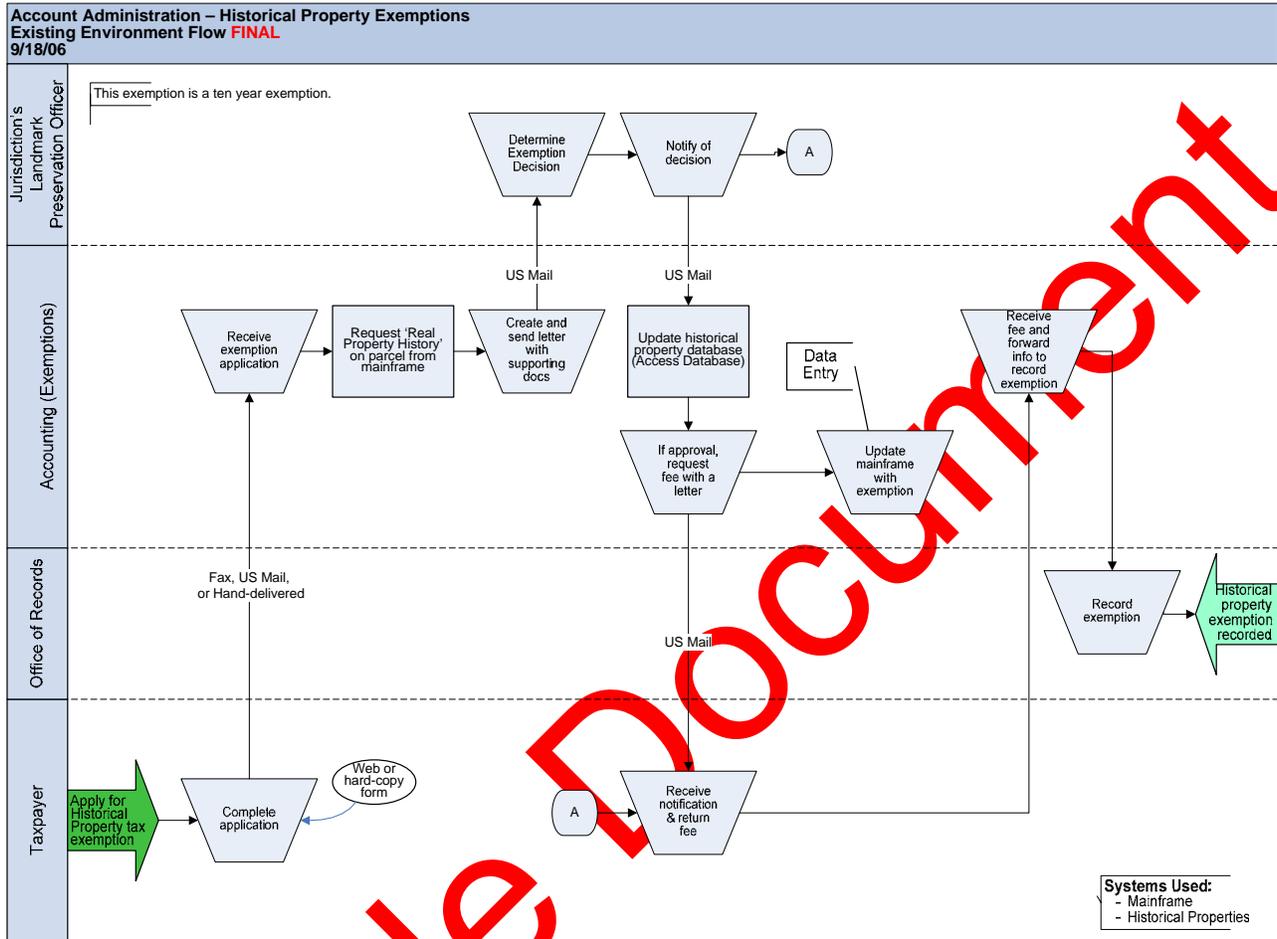


Figure 22 - Historical Property Exemption

The following flow shows the senior deferral process. The senior deferral program is a state program in which DOR pays property tax liability for qualifying senior citizens.

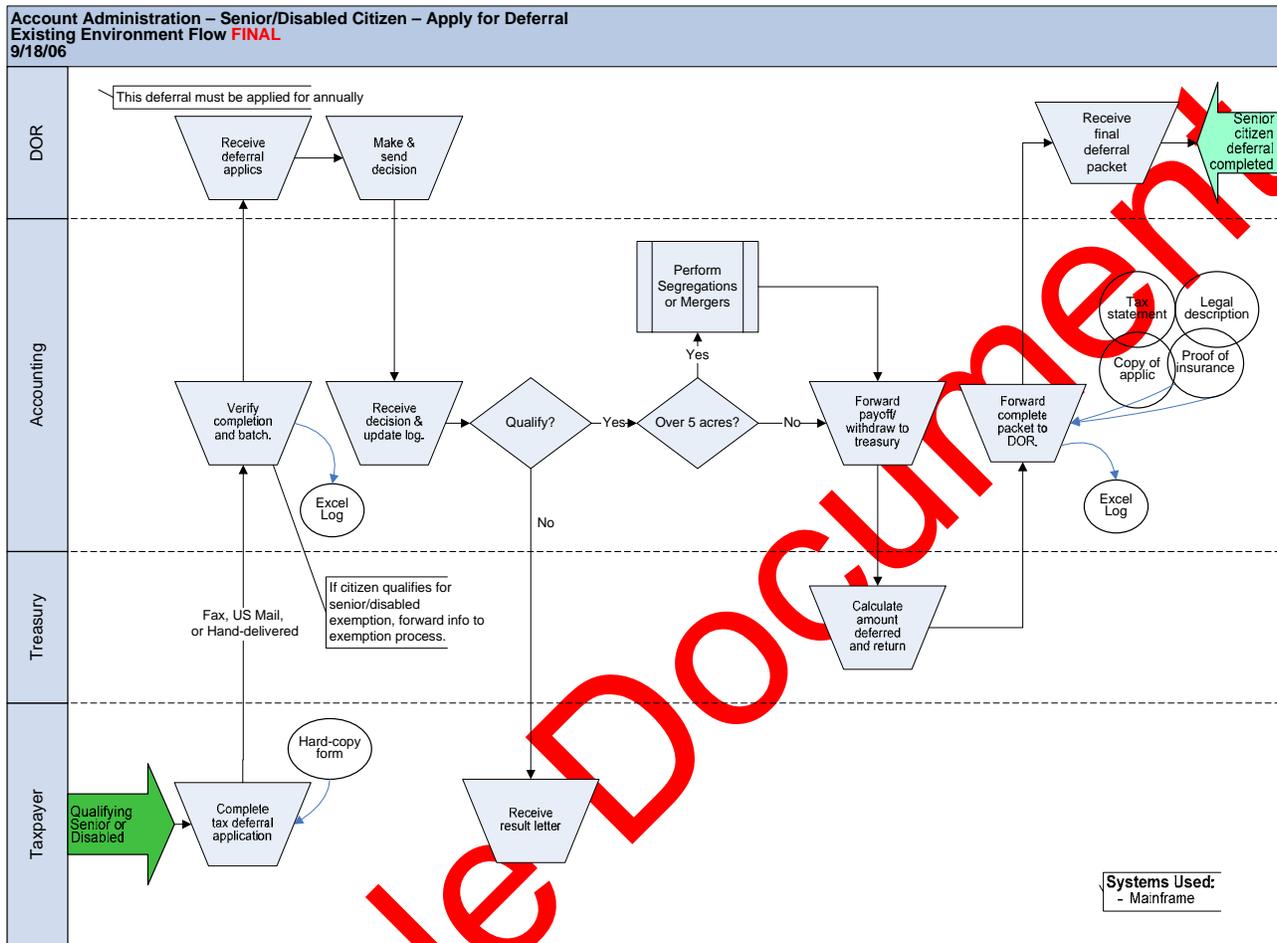


Figure 23 - Senior Deferral

2.3.3 CURRENT USE MANAGEMENT

PROCESS DEFINITION AND BUSINESS OBJECTIVES

The current and historical management and maintenance of Current Use and Forest Land accounts.

There are two types of Current Use programs 1) Open Space, Agriculture, and Timberland and 2) Forest Lands. Enrollment in these incentive programs results in a reduction in the taxable land value of the enrolled acreage. If the taxpayer chooses to modify the use of the land, they are subject to disqualification and are required to retro-actively pay the tax liability for the prior years (up to seven years for open space, agriculture, and timberland and ten years for forest lands.)

The business objectives for Current Use are to:

- Calculate current use values annually;
- Record, maintain, and monitor Current Use and Forest Lands taxable property value, use, and eligibility;

- Alter Current Use and Forest Lands values when property segregations or mergers occur;
- Manage Current Use in conjunction with Senior Citizen or other exemptions; and
- Calculate and collect back taxes when property is removed from Current Use or Forest Lands programs.

GOVERNING LAWS OR REGULATIONS

- RCW 84.34 - Open Space, Agriculture, and Timberland
- RCW 84.33 - Forest Lands

KEY STAKEHOLDERS

- Accounting
 - Current Use Specialist
 - Abstract
 - Exemptions
- Appraisers
- DNRP – Reviews and approves applications for Timber Lands and Open Space programs.
- DOR
- Office of Records
- Other jurisdictions within King County
- Taxpayers
- Title companies, Escrow companies, realtors, attorneys
- Treasury

INPUTS AND OUTPUTS

The primary inputs for the current use management flows are:

- Current use application and supporting materials
- Fee
- Approved applications from DNRP
- Field observations
- Questionnaires

The primary outputs for the current use management flows are:

- Updates to Current Use application
- Updates to mainframe PBS system
- Updates to RealProperty Application
- Record of current use information at Office of Records
- Letter of removal – When a Current Use or Forest Land property is no longer eligible for participation in the program a letter of removal is sent.
- Tax statement for prior years – if a taxpayer is disqualified from the current use program

SYSTEMS AND APPLICATIONS

- Mainframe PBS System

- RealProperty
- CurrentUse

PROCESS TRIGGERS

- Taxpayer request

PROCESS INITIATES

- Perform Segregation or Merger

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for current use management.

- A forest operability overlay should be available via GIS online for coding Forest Land parcels.
- Real time and date dependant reporting of values/changes in value by type of exemption by jurisdiction, code and other defined boundaries such as GMA.
- Real time tracking of fees and applications, pending applications, denials.
- Real time 'virtual withdrawal calculation' for estimated comp tax and initiating 'trigger' to input/update to system/finance when required.

Sample Document

BUSINESS PROCESS FLOWS

The following business process flow shows how current use properties are recorded.

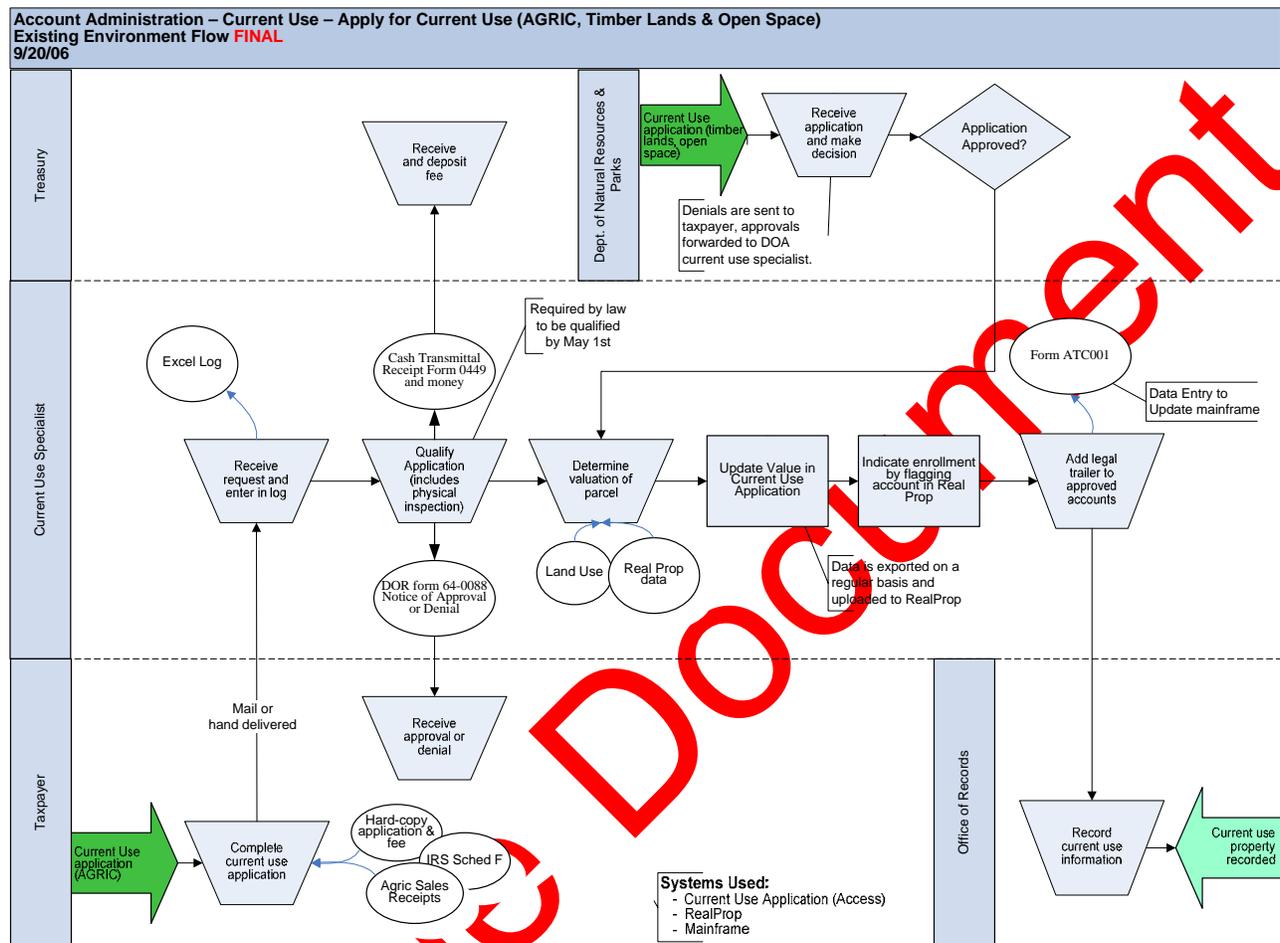


Figure 24 - Current Use Valuation (Timber Lands & Open Space)

The following flow shows how forest lands properties are recorded and valued. The process is similar to the current use process above; however, there are some differences:

- No application or recording fee is collected;
- There is not a Forest Lands application on the server, so information is maintained on the mainframe PBS system; and
- Valuation is determined from operability codes received from DOR, rather than from an appraised value. Values are assigned as part of Posting and Notice Generation process.

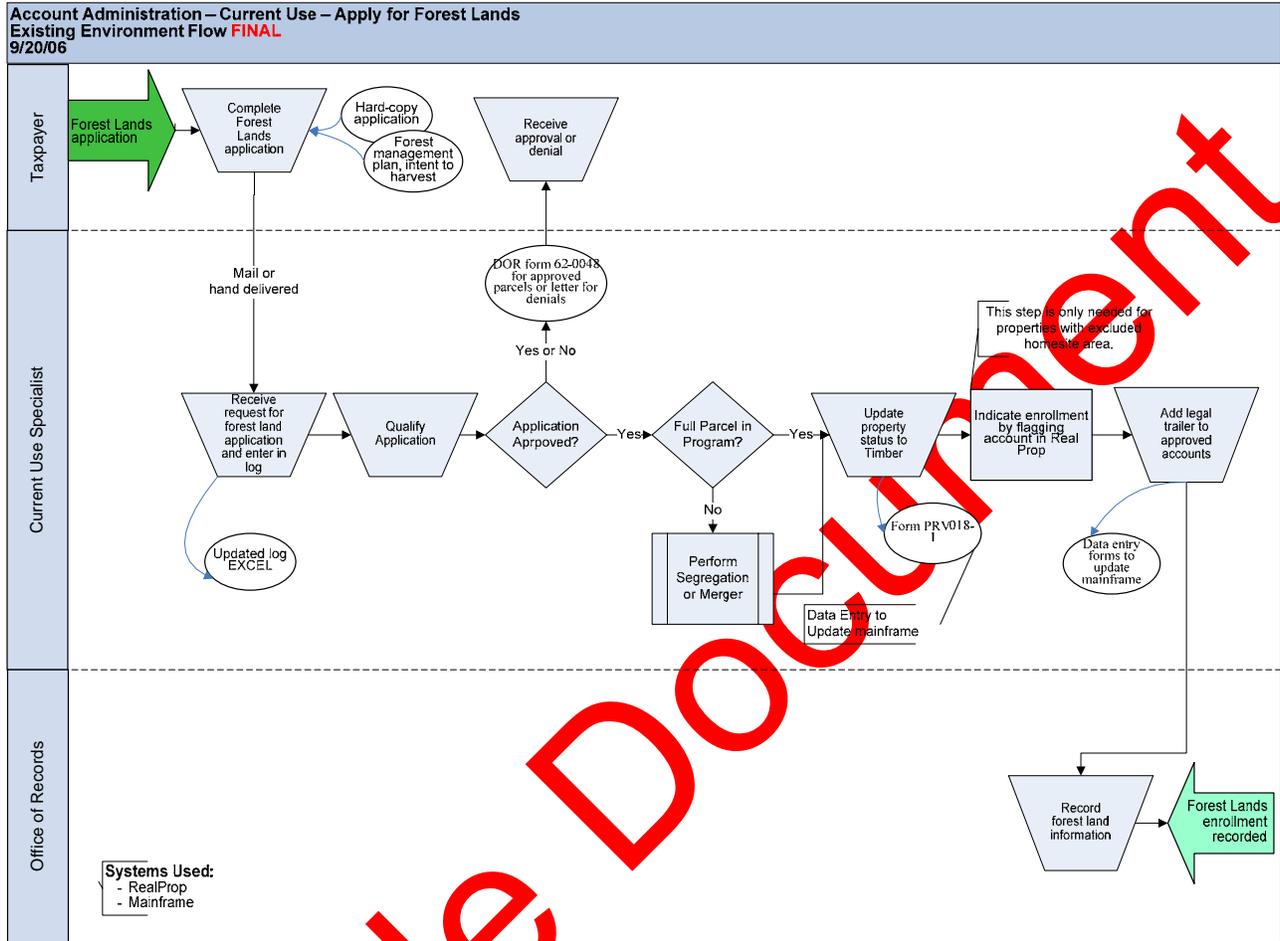


Figure 25 - Current Use Valuation (Forest Lands)

The following flow shows how current use and forest lands properties are monitored for continued eligibility.

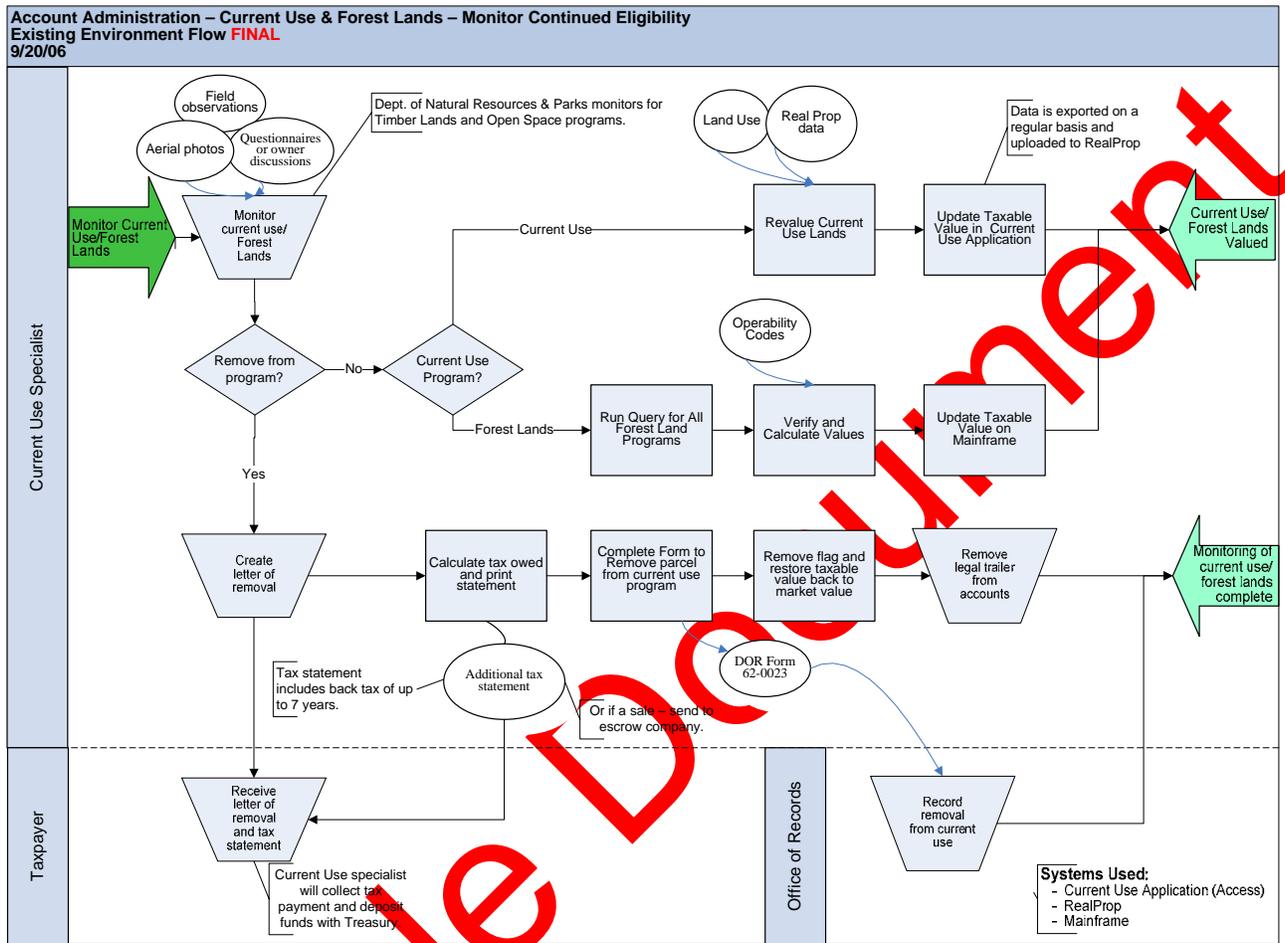


Figure 26 - Current Use- Monitor Continued Eligibility

2.3.4 POSTING AND NOTICE GENERATION

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Posting assessed and taxable values for property to the tax roll and generating assessed valuation notices for the year.

RealProperty – Commercial Accounts

All commercial properties are revalued each year, therefore the appraiser defined market value is final, and no additional effort is required prior to posting the value to the mainframe.

RealProperty – Residential Accounts

1/6 physically inspected – These properties are revalued every six years, therefore the appraiser defined market value is final and no additional effort is required prior to posting the value.

5/6 annually revalued – These properties are annually revalued by applying a formula to adjust prior value to reach a market value for the year. This process requires additional processing prior to posting the value.

Personal Property - Every year the values are assessed by the appraiser. Once deemed ready to post by the appraiser, the IS team posts the values to the Assessor Tax Roll.

The business objectives for Posting and Notice Generation are to:

- Capture appraisal selected market values and apply to current year tax roll;
- Develop and apply annual update formulas to the property prior year market values to generate current year tax roll for a given area;
- Apply changes to market valuations for exemptions, value splits, undivided interest splits and other adjustments to develop the taxable value;
- Print valuation notices for taxpayers; and
- Maintain previous tax year historical events and value information on properties.

GOVERNING LAWS OR REGULATIONS

- Revalue Law
- RCW 84.41 Revaluation of Property - addresses revalue calendar, notifications, appeal rights, exemptions

KEY STAKEHOLDERS

- Assessor Accounting
- Current Use Specialist
- Appraisers
- Board of Equalization – Taxpayers are given a limited time from the receipt of their valuation notice to appeal to BOE.
- Tax Advisor and Public Information Staff – King County informs when valuation notices are sent out, as these groups receive taxpayer inquiries.
- Taxpayer

INPUTS AND OUTPUTS

The primary inputs are:

- Market/assessed value established
- NCSS software used to develop formulas

The primary outputs are:

- Final property values to assessors roll
- Valuation notices – These notices are sent to taxpayers annually with assessed property value (prior and new values), as well as taxable property value.

SYSTEMS AND APPLICATIONS

The PBS mainframe system produces the valuation notices and contains the assessor roll data that is shown on the notices. However, the annual process to apply formulas to residential properties is performed using server-side applications and manual processes. Once established on the server-side, assessed property values are posted to the mainframe.

- Mainframe PBS System
- NCSS analysis software used to generate a formula.
- Excel Worksheets
- Assessor Database Applications
 - PostArea Application
 - PostParcel Application
 - QueryMaster Application
 - FactorAppraisals Application
 - TaxRollCorrection Application
 - CurrentUse Application

PROCESS TRIGGERS

- Annual process (time-triggered)

PROCESS INITIATES

- End of Year Rollover
- Appeal Management

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for posting and notice generation.

- Post parcels in more streamlined and efficient manner;
- Post a split accurately and in a streamlined and efficient manner;
- Streamline annual update process of formula test, review and correction and then apply to current tax year;
- Provide an error reporting system which quickly identifies a parcel with a valuation error;
- Provide real time reporting of added value by value component (new construction, property improvements, exemptions, open space, etc) by jurisdiction, code area, land use type, posting interval, etc; and

- Valuation notices should be automated and sent without any manual manipulation.

BUSINESS PROCESS FLOWS

The following flow shows how property values are posted to the mainframe and valuation notices are produced and sent to taxpayers.

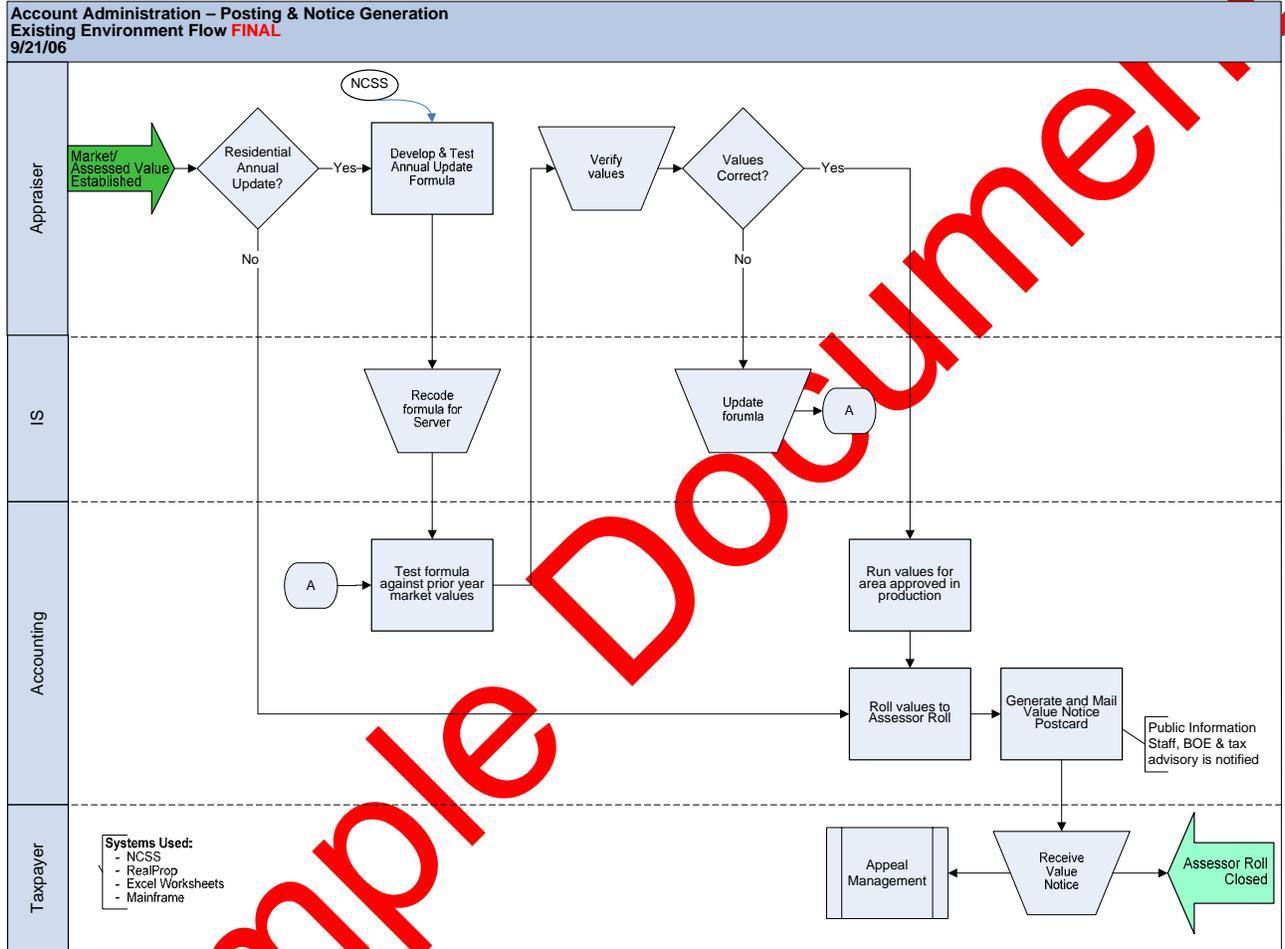


Figure 27 - Posting & Notice Generation

2.3.5 END OF YEAR ROLLOVER

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Closing the current tax roll for the year and opening the subsequent tax roll.

This business process spans a few months time period and consists of a variety of mostly manual steps to prepare the current tax year roll for certification once all of the market and taxable values have been posted to the roll. This process includes the development of the indicated ratio, which is used by DOR to supply the State Utility Value (SPS). The SPS is then used when developing the taxing district worksheets for jurisdictions. During this process, the current year tax roll is closed so that property tax rates can be set and verified for jurisdictions, prior to tax roll certification.

Additional detail on some of the steps in this business process are included in the maintain levies and rates section of this document.

The business objectives for End of Year Rollover are to:

- Ensure current tax roll includes all tax values, exemptions, levies, etc. prior to closing the tax roll;
- Ensure taxing districts receive their legally allowable property tax distribution;
- Certify and close tax roll;
- Supply DOR with accurate tax roll information; and
- Initialize subsequent tax year information based on values from current year.

GOVERNING LAWS OR REGULATIONS

- All driven by law (timeline and deadline)
- Taxing jurisdiction and the Assessors office have stated deadlines to report budgets and communicate the SPS values; however, while deadlines are specific and adhered to, the final worksheets are usually only ready after these deadlines have passed because the DOR may issue the state assessed utility values in early to mid December because of various reasons, one of which may be delays in the state ratio process.
- Local jurisdictions have statutory rate limitations/requirements

KEY STAKEHOLDERS

- Assessor Accounting (Levies)
- Assessor
- DOR
- Personal and Real Property Appraisers
- Taxing Jurisdictions
- Treasury

INPUTS AND OUTPUTS

The primary inputs for end of year rollover are:

- Market and taxable values posted to current year tax roll
- State Utility Value (SPS) from DOR

- Receive budgets, resolutions, and requests from taxing districts

The primary outputs for end of year rollover are:

- Indicated ratio to DOR
- Taxing district worksheet for jurisdictions
- Establish property tax rates for jurisdictions
- Closed current year tax roll
- Certified tax roll (certification letter)
- Subsequent year assessor roll opened
- Subsequent year tax roll opened
- Updated levy and codes booklet

SYSTEMS AND APPLICATIONS

- PBS mainframe system
- RealProperty server-based application

PROCESS TRIGGERS

- Initiation of new appraisal cycle

PROCESS INITIATES

- Final ratio process and abstract of values⁸
- New appraisal cycle
- Report of new construction to DOR

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for end of year rollover.

- One streamlined process to verify all steps of the rollover processes;
- Ability to purge the 4th year data from the tax roll;
- Streamline indicated ratio process to make interactions with jurisdictions and DOR more timely;
- Ability to enter state utility values, for both personal and real property, on a screen with editing or to upload DOR data without manual intervention;
- Define indicated ratio deletion codes and sub-deletion codes by geographic area;
- Post pending payments at year end to allow for real-time understanding of paid accounts; and
- Shorten window of time when transactions cannot be processed due to certification efforts.

⁸ Abstract of values is a supporting report, which is a compilation of value by use class compiled for personal property, real property and exemptions by level for seniors.

BUSINESS PROCESS FLOWS

The following business process flow shows the steps taken to close and certify the current year tax roll so that billing can occur and open the subsequent year roll.

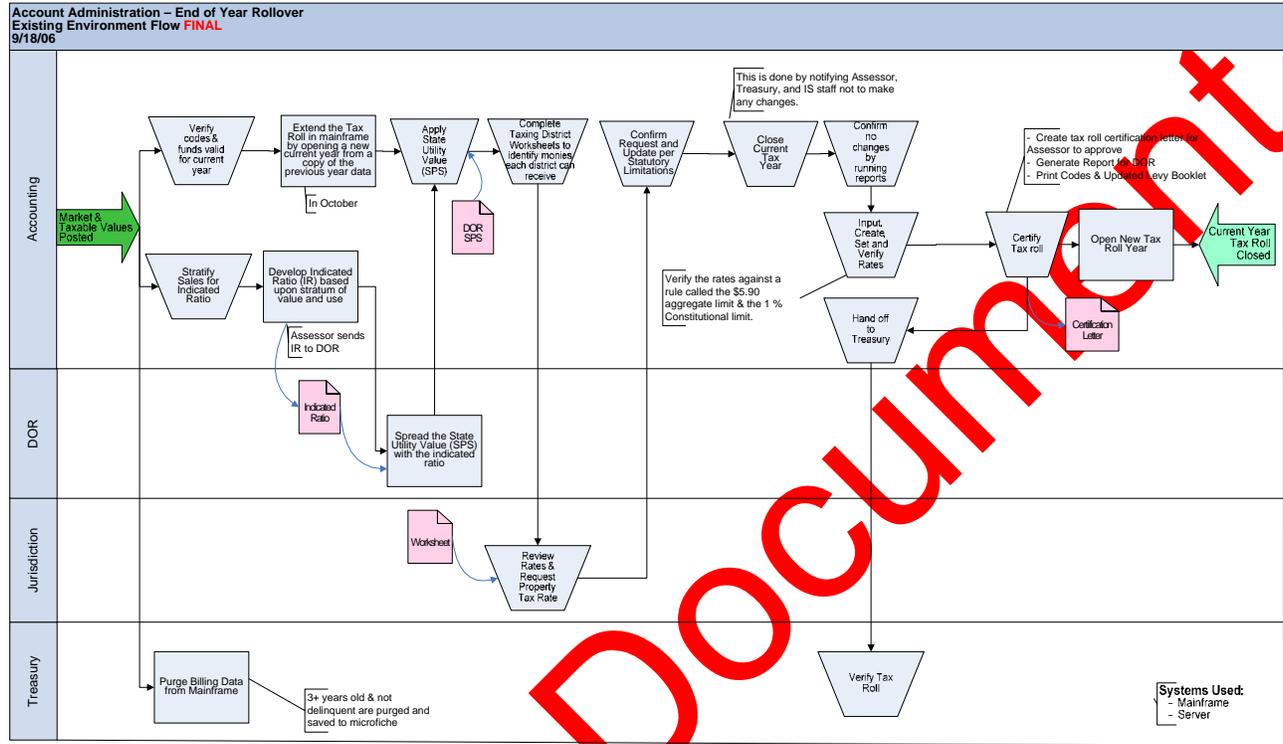


Figure 28 - End of Year Rollover

Sample

The following business process flow shows more detail about the indicated ratio and state utility valuations.

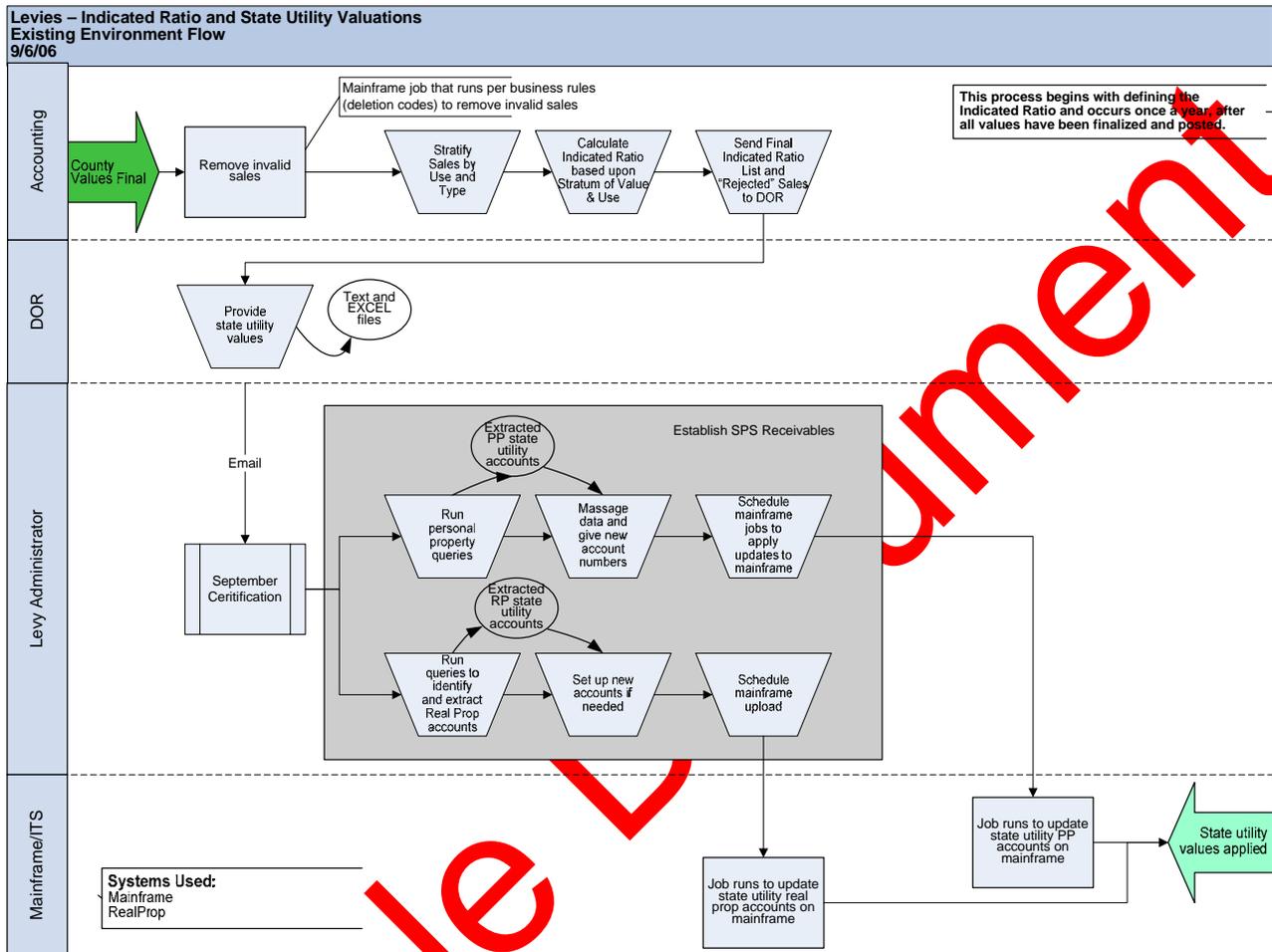


Figure 29 – Indicated Ratio and State Utility Valuations

2.3.6 MAINTAIN LEVIES AND RATES

PROCESS DEFINITION AND BUSINESS OBJECTIVES

The establishment and maintenance of levy codes, funds and rates, so that the assessed value and taxes of each levy code can be distributed and reported to all taxing districts and certified to Treasury.

This business process is closely related to the End of Year Rollover process, specifically the September and December certification flows, which show how tax rates are calculated. They are shown in this section and then, at a higher level, in the End of Year Rollover section of this document.

The business objectives for Maintain Levies and Rates are to:

- Establish and maintain taxing districts in King County, including setting up levy and fund codes;
- Calculate tax rates by district and fund; and

- Establish levy limits for taxing districts.

GOVERNING LAWS OR REGULATIONS

- RCWs – 84.52 – Levy of Taxes
- RCW – 84.52.010 – Effect of constitutional and statutory limitations for levies
- RCW – 84.52.080 – Extension of taxes on rolls, form of certificate and delivery to treasury

KEY STAKEHOLDERS

- Accounting
 - Annexation Staff
 - Personal Property
 - Levy Administrator
 - Data Entry
- DOR
- Elections Office – Informs King County when new taxing districts are certified.
- King County Council
- Taxing Districts
- Treasury

INPUTS AND OUTPUTS

The primary inputs for maintaining levies and rates are:

- Voters approve a new district;
- State Utility Values from DOR, based upon provided indicated ratio analysis; and
- Tax rate requests from districts.

The primary outputs for maintaining levies and rates are:

- New district with funds established ;
- Certificate of taxing value and levy worksheet; and
- GL fund receivables in ARMS are established.

SYSTEMS AND APPLICATIONS

Levies codes are maintained in the PBS mainframe system. For each levy code, ARMS funds are established.

- PBS mainframe system
- ARMS

PROCESS TRIGGERS

- Annexations

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for maintaining levies and rates.

- Make mass levy changes for multiple parcels, entire quarter sections, entire plats and total code areas;

BUSINESS PROCESS FLOWS

The following business process flow shows how levy codes are established for new districts or annexations.

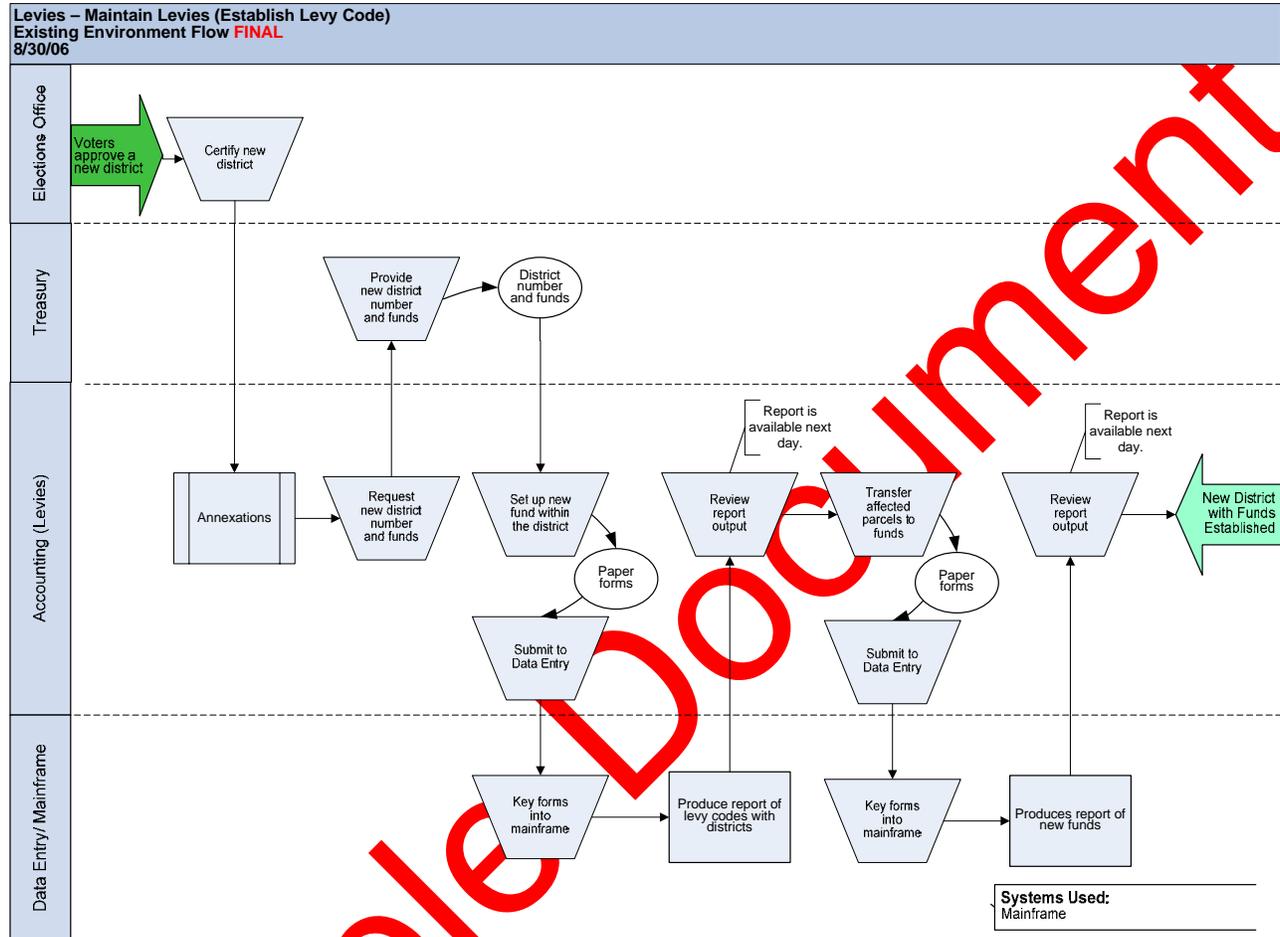


Figure 30 - Maintain Levies (Establish Levy Code)

The following flow shows how tax rates are calculated. This business process is performed as part of the End of Year Rollover process, but is shown in more detail here.

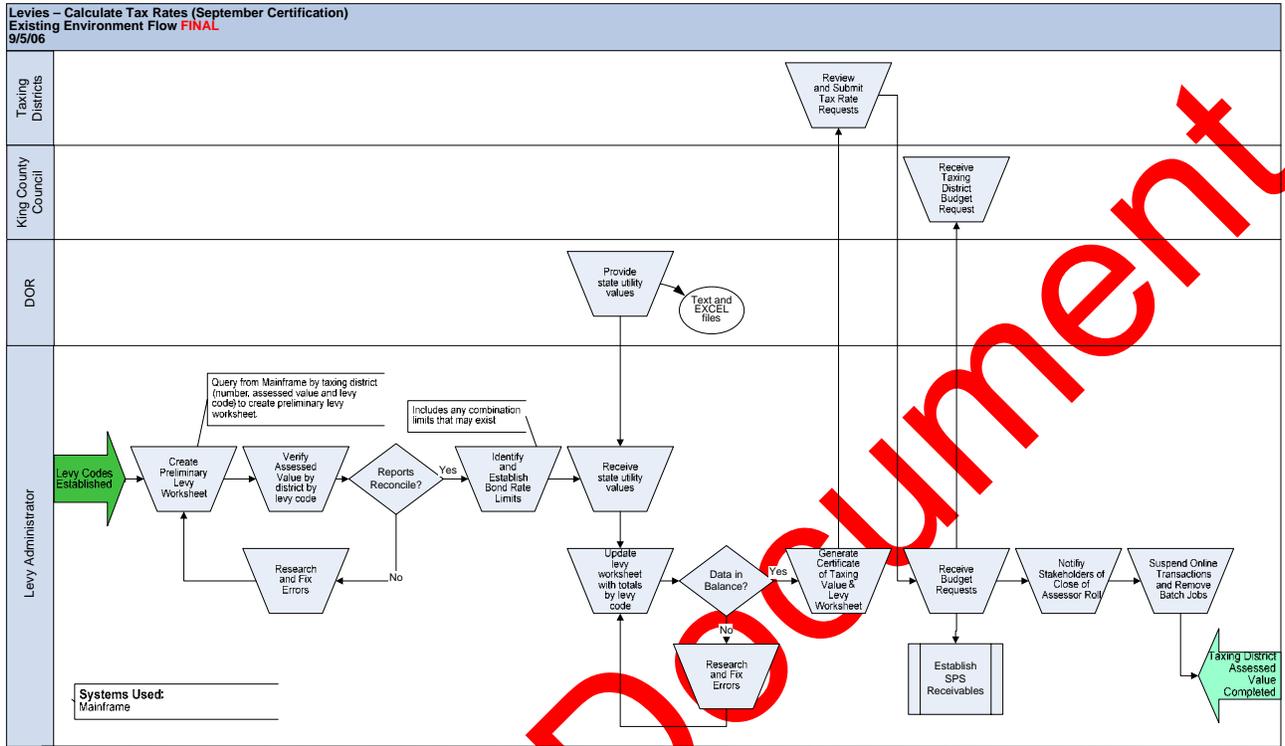


Figure 31 – Calculate Tax Rates (September Certification)

The following flow shows how tax rates are calculated. This business process is performed as part of the End of Year Rollover process, but is shown in more detail here.

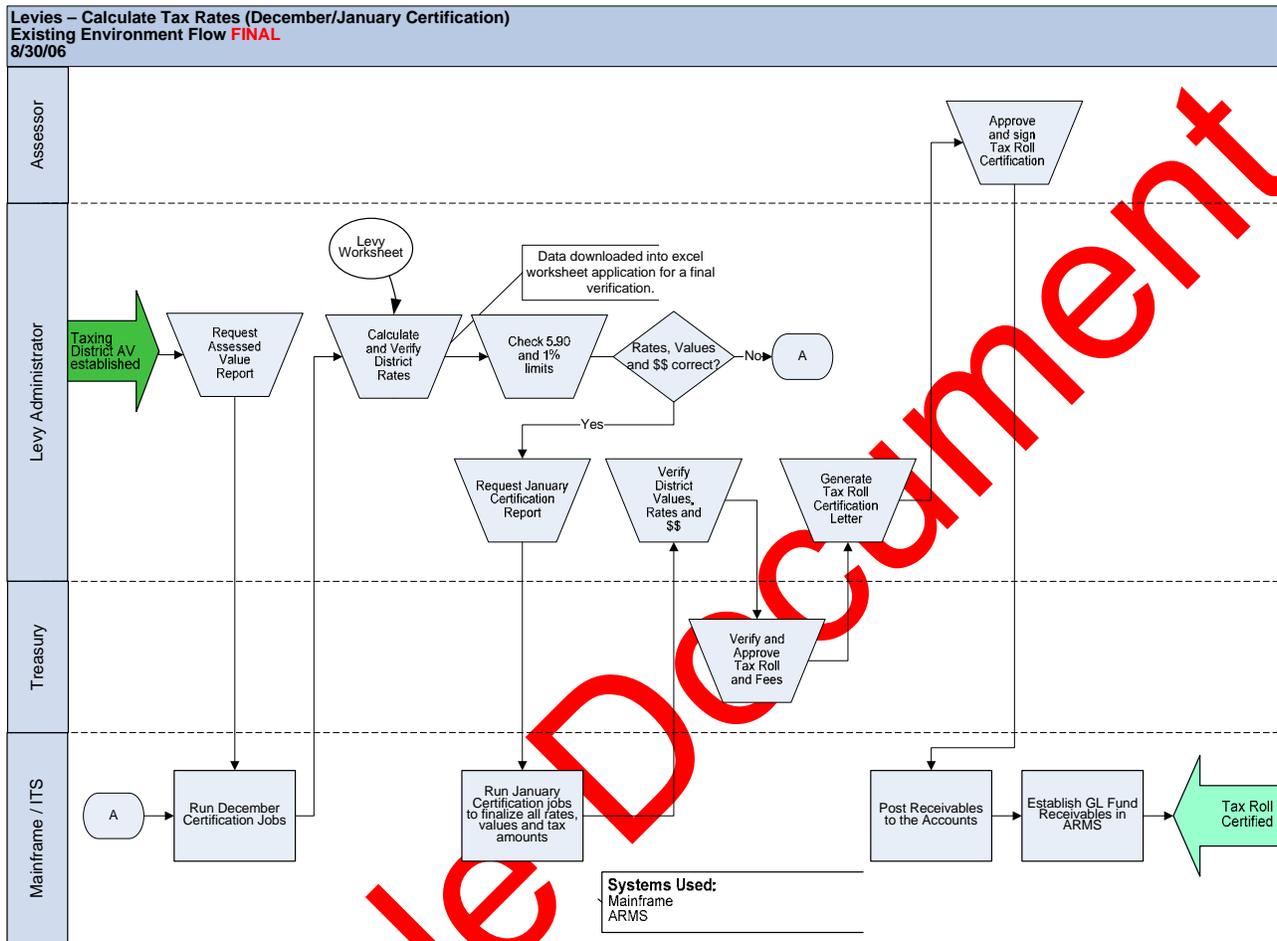


Figure 32 – Calculate Tax Rates (December Certification)

2.3.7 APPEAL MANAGEMENT

PROCESS DEFINITION AND BUSINESS OBJECTIVES

The tracking and processing of appeals.

When taxpayers receive their annual valuation notices, they are given information on how and when to appeal the values to Board of Equalization (BOE). After the appeals process, the taxpayer, or the Assessor may appeal BOE’s decision to the State Board of Tax Appeals (BTA). If this occurs, the process is the same, with the exception that there is no automated interface between the BTA and the Assessors office, like there is between BOE and the Assessors office; Appeals manually enters and tracks all information in the ReviewTracking program. Personal property appeals must manually enter and track all information in excel spreadsheets from both BOE and BTA; however, only very rarely are personal property appeals raised to the BTA.

The business objectives for Appeal Management are to:

- Process and track appeals submitted by taxpayers;

- Review original valuation, make decision, and prepare appeal response package;
- Ensure appeal result is processed through to the tax roll; and
- Represent the Assessor at appeal hearings.

GOVERNING LAWS OR REGULATIONS

- RCW 84 – Governs Assessments
- RCW 82.03 – State Board of Tax Appeals
- WAC chapters 456-09 and 456-10 – State Board of Tax Appeals
- WAC chapter 458-14 – County Board of Equalization
- RCW Chapter 84.69 – Refunds

KEY STAKEHOLDERS

- Assessors Accounting
- Appeals Unit
- RP Appraiser/ PP Auditor
- BOE
- BTA
- Appeal Courts
- Taxpayer
- Treasury

INPUTS AND OUTPUTS

The primary inputs for appeals management are:

- Appeal petition and supporting documents

The primary outputs for appeals management are:

- Updates to the Assessor Appeal Tracking Application for real property
- Appeal response package
- Appeal decision

SYSTEMS AND APPLICATIONS

All real property appeals are tracked via the Assessor Appeal Tracking Application. Personal property appeals have no application support and are tracked manually via excel spreadsheets.

- PBS mainframe system
- Assessor Appeal Tracking Application
- CompSales2
- CommercialComps
- Excel Spreadsheets

PROCESS TRIGGERS

- Taxpayer files appeal

PROCESS INITIATES

- Tax Roll Adjustment
- BTA Appeal

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for appeal management.

- Automate and integrate board decision process with rest of system;
- Automate and integrate BTA appeal process, similar to the BOE process;
- Receipt of electronic appeal determination;
- Automatically calculate revised account interest and tax as a result of a BOE/BTA reversal;
- Incorporate personal property appeals in an automated real-time integrated system; and
- Maintain and track account status through the appeal full appeal process, i.e. from time of appeal to bill or refund generation.

BUSINESS PROCESS FLOWS

The following business process flow shows how appeals are processed.

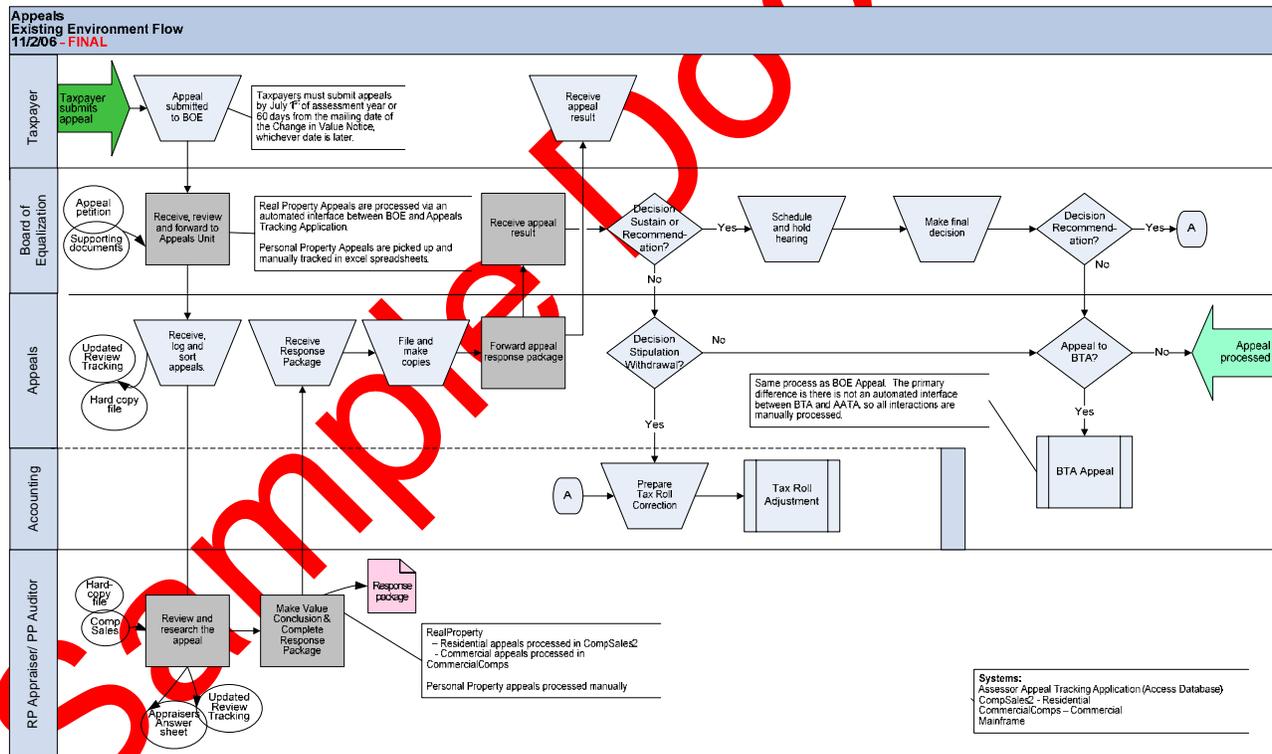


Figure 33 - Appeals

2.4 TAX AND FEE ACCOUNTING PROCESSES

This sub-section describes in more detail the major functions and key activities within the Tax and Fee Accounting functional area. This functional area consists of all the business activities needed to bill and collect taxes and fees and account for the money collected, including the distribution of funds to jurisdictions. It also includes collecting on delinquent accounts and processing refunds.

The bulk of these business functions are supported by the PBS mainframe system and the ARMS financial system; however, there are other applications used for processing refunds and collecting on delinquent accounts, which are more manually intensive processes. There are also peripheral applications used for some key business functions, such as accepting online tax payments through the e-tax website and disbursing collected funds using Cash Management Banking Software.

Approximately half of these business processes are primarily automated, while the other half are a combination of automated and manual processes. Billing taxes and fees, for example, consists of primarily automated processes for both individual taxpayer billing and for mortgage service provider billing. Other highly automated processes are the processing of electronic tax payments and the distribution of funds; however, most of the automation occurs through nightly batch processing, as opposed to real-time transaction processing. All payments are processed as batches through nightly batch processing and either applied to the mainframe systems, including ARMS, or suspended, to be corrected on the next business day.

Some of these business processes require interaction with outside agencies, for example, the billing and collecting of taxes and fees from mortgage service providers. Banks are another category of external interaction with daily deposits to the county bank. In addition, the county receives payments from mortgage service providers bi-annually, another area which could use additional automation. Ultimately, the funds collected are distributed to the appropriate jurisdictions, or junior taxing districts, on a daily basis. For delinquent accounts that are being processed through a distraint or foreclosure, title companies and prosecuting attorneys will become involved.

The business users supporting this functional area are able to perform their primary business processes using the current systems and level of automation. However, there are areas where increased automation would be extremely beneficial, such as processing refunds and collecting from delinquent accounts. In addition, even the automated processes are replete with areas for improvement, such as the processing of payments by mail. In this business process payments are manually sorted and when problems are found payments are returned to sender with manually generated letters and payment stubs. Daily balancing between the PBS tax system and ARMS is another area that currently requires detailed manual steps, with high-stakes for errors, where increased automated support would be beneficial.

2.4.1 BILL TAXES AND FEES

PROCESS DEFINITION AND BUSINESS OBJECTIVES

The annual and ad-hoc (in response to inquires) billing of property taxes and fees owed by taxpayers.

This business process produces hard-copy tax statements, or bills, which are mailed to taxpayers. It also produces mass billing files that are sent to mortgage service providers, who pay tax bills on behalf of taxpayers, or other mass billing requestors. In addition to the billing process which occurs annually, single tax bills are generated and sent on an ad-hoc basis, when requested.

The business objectives for billing taxes and fees are to:

- Create and send annual tax statements to taxpayers and electronic notifications to mortgage service providers, DOR (for senior citizen deferral accounts) and other mass billing requesters;
- Provide tax information and ad-hoc statements to taxpayers, mortgage service providers and to other mass billing requestors, when requested; and
- To generate ad-hoc statements with in a variety of scenarios that may include current & prior years such as with interest, previous roll, no address, etc

GOVERNING LAWS OR REGULATIONS

- RCW – Taxpayer liable for payment of taxes regardless of who pays
- RCW – Defines annual billing cycle with bi-annual property tax payments

KEY STAKEHOLDERS

- DOR
- Mortgage Service Providers – An external business entity that pays taxes on behalf of taxpayers and part of their mortgage processing.
- Other Mass Billing Requestors – An external business entity that is the taxpayer for a large number of properties.
- Taxpayer
- Treasury

INPUTS AND OUTPUTS

The primary inputs for billing taxes and fees are:

- Certified tax roll
- Listing of accounts to pay from mortgage service providers
- Request for mass billing (flow not shown)

The primary outputs for billing taxes and fees are:

- Hard-copy tax statements (bills)
- Tax billing data files for mortgage service providers
- Excel file with billing information for mass billing request (flow not shown)

SYSTEMS AND APPLICATIONS

- PBS mainframe system

PROCESS TRIGGERS

- Certification of Rate and Roll (in End of Year Rollover)

PROCESS INITIATES

- Collect Taxes and Fees

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for billing taxes and fees.

- Ability to automatically update Senior deferral status every year;
- Ability to generate a variety of statement types (semi-annually, monthly, quarterly) with interest and penalties calculated accurately per statement type;
- Collect administration fees (SWM, soil, fire benefit @1%) automatically as payments post to the fee levy code;
- Provide collection services to other local entities for a fee;
- Generate a personal property advanced tax bill anytime (i.e. to for omits on current year); and
-
- Ability to suppress annual bill generation by account number as necessary.

BUSINESS PROCESS FLOWS

The following flow shows how bi-annual tax statements are generated and sent to taxpayers. Refer to Appendix D – Business Process Flow Legend for a legend of the business flow standards.

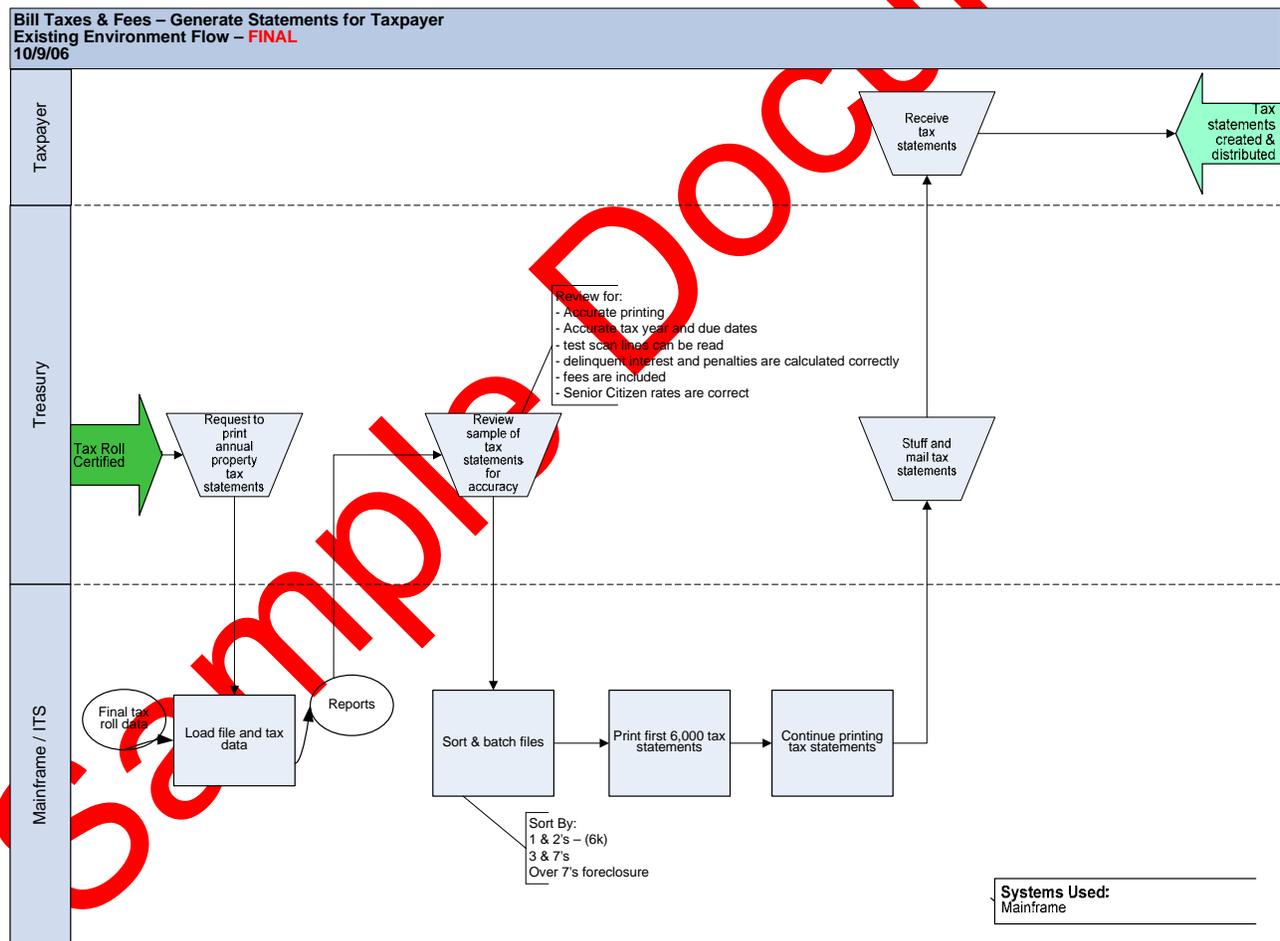


Figure 34 - Generate Taxpayer Statements

The following flow shows how mortgage service providers are billed.

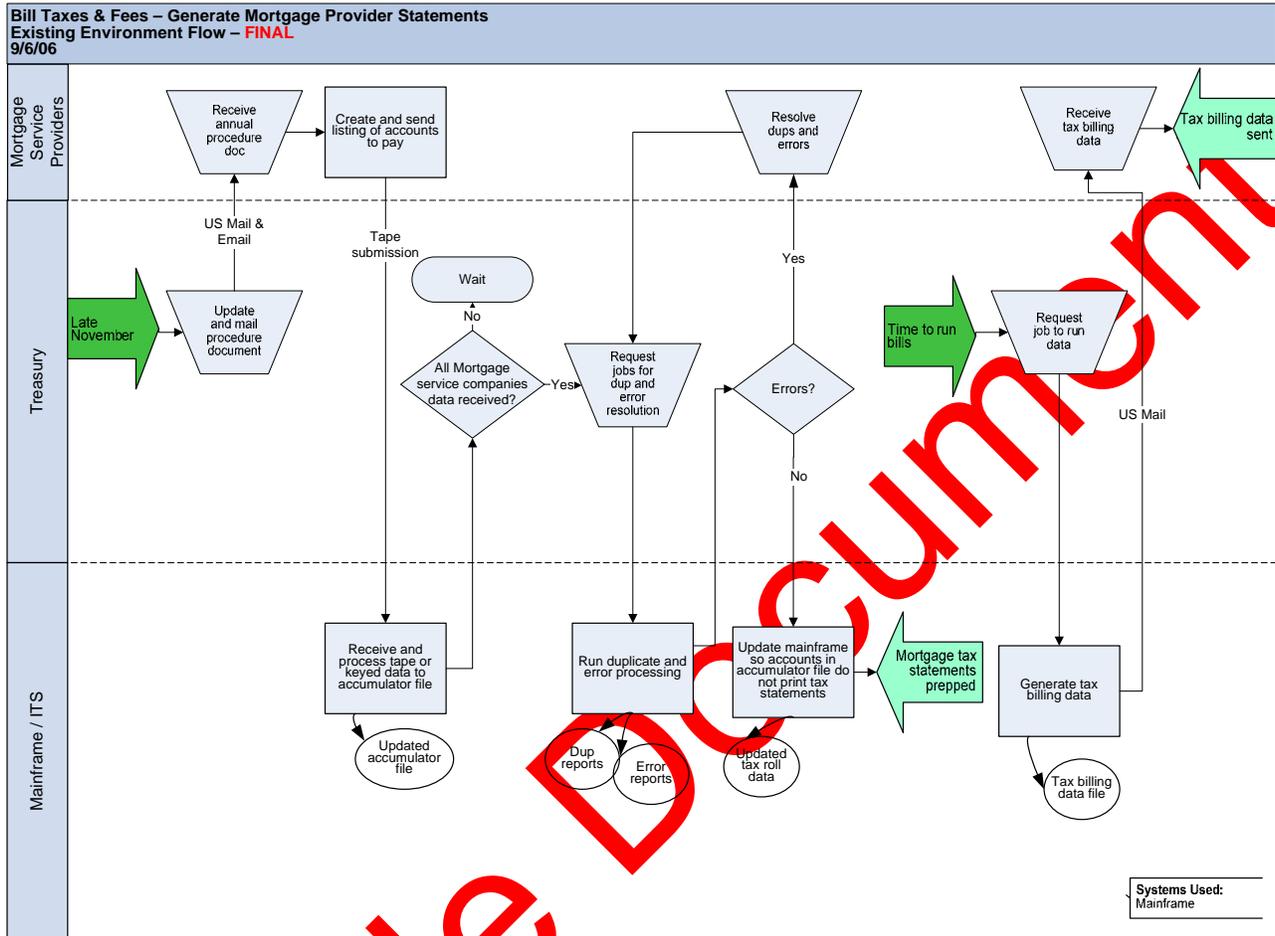


Figure 35 - Generate Mortgage Provider Statements

2.4.2 COLLECT TAXES AND FEES

PROCESS DEFINITION AND BUSINESS OBJECTIVES

To collect and record tax and fee payments from taxpayers and mortgage service providers using multiple payment methods.

This business process includes the processing of in-person, mail-in and online tax and fee payments, as well as the processing of mass payments sent by mortgage service providers on behalf of taxpayers. Electronic payments are brought into the nightly batch cycle, where the payments update the PBS mainframe system and generate an interface file for ARMS, the mainframe accounting system. Non-electronic payments are received and scanned using a MICR Machine, which codes the checks, scans the tax statements, and creates electronic payment files for the nightly batch processing.

The business objectives for collecting taxes and fees are to:

- Collect and record tax and fee payments from taxpayers, jurisdictions, and mortgage service providers and to retain history across tax years;

- Assess, collect and record accurate penalty and interest amounts;
- Process payments made in-person by taxpayers and transmittals from other agencies;
- Accurately record the tax payment information in the system;
- Deposit the money received into the appropriate county bank accounts and into the proper ARMS funds as soon as possible; and
- Process returned checks, update the system quickly with returned check information, and to collect a returned check processing fee.

GOVERNING LAWS OR REGULATIONS

- RCW 84.56
- RCW 43.23.250 – Non-Sufficient Funds (NSF) Fees
- RCW 36.29.190 - Electronic Payments
- State law does not allow Treasury to absorb fees assessed by credit card companies. VISA and MasterCard will not let merchants (King County) pass on fees to cardholders (taxpayers,) except when doing business over the internet. (This is why only Discover Card payments are accepted over the counter, as they allow King County to pass along a convenience fee.)
- Under County statute, a \$25 returned item fee is charged to the taxpayer whose payment is returned.

KEY STAKEHOLDERS

- ARMS Unit – Business unit that supports and interfaces with the mainframe Accounting System (ARMS).
- Bill Payer Services – Banks that pay bills on behalf of taxpayers.
- County Bank – King County's bank.
- DOR – involved with senior deferral payments
- Junior Taxing Districts/Jurisdictions
- Link2Gov – Used by the e-tax system to accept bank account and credit card information and process payment.
- Mortgage Service Providers
- Other Mass Billing Requestors
- Taxpayer
- Treasury
 - Cashiers
 - Cash Management
 - Mailroom
 - Remittance Processing

INPUTS AND OUTPUTS

The primary inputs for collecting taxes and fees are:

- Hard-copy tax statements;
- Payment medium – Payment medium, such as, cash, check, Discover Card or money order, which is used to pay bill;

- Mass payment tape datasets – File of payments in a pre-established format;
- Online payment – Payment made through the e-tax website;
- Link2Gov report – Daily payments processed report from Link2Gov; and
- County Bank report – Daily report of bank transactions received for King County.

The primary outputs for collecting taxes and fees are:

- Cash register receipts – Paper receipt created by cash register;
- Coded checks – Checks that have been processed through the OCR/MICR Machine, which creates an electronic check image that is retained on file and endorses and prints MICR encoding on each hard-copy check;
- Imaged tax stubs – Tax stubs that have been process through the OCR/MICR Machine, which creates an electronic image of tax stub that is retained on file;
- Bank deposit – Monies and documentation to deposit into County Bank;
- Electronic payment files for PBS tax system – File of payment information generated from OCR/MICR Machine or received as a mass payment tape dataset;
- Interface file for ARMS – ARMS file created out of the nightly mainframe batch processing of payments so that updates will automatically apply to ARMS;
- Cash receipt documents to update ARMS;
- Explanation letters with returned payments – Payments that are not for the correct amount (within \$5) or have some other problem are returned to the taxpayer with an explanation letter and often a re-printed tax statement; and
- Email payment confirmation – generated by e-tax website and sent to taxpayer's email address.

SYSTEMS AND APPLICATIONS

Cash registers, which are not interfaced to any system, are used to collect in-person payments and generate cash register paper receipts. In-person and mailed-in payments are scanned into the OCR/MICR Machine, which images tax stubs and checks and endorses and encodes checks, so that they are ready for being deposited. The OCR/MICR Machine also creates payment file batches which are file transferred to the mainframe for processing. The e-tax website and Link2Gov are used for processing online payments. All types of payments are processed into the mainframe via the nightly batch cycle, which applies payment updates to the PBS Tax System and generates an interface file for ARMS.

- PBS mainframe system
- ARMS
- Cash Register
- OCR/MICR Machine
- Link2Gov
- E-tax Website

PROCESS TRIGGERS

- Bill Taxes and Fees

PROCESS INITIATES

- Fund Accounting

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for billing taxes and fees.

- Integrate cash register directly into the Accounting system to record the cash receipt and tax system to record payment and liabilities;
- Simplify the process to return a tax account to an unpaid status for returned checks;
- Track and manage returned check fees on the system to increase collection compliance;
- Indicate on the system that a payment is currently in NSF status so anyone that a taxpayer talks to at the county will be aware of the current status;
- Provide a mass payment method for personal property payments, specifically for leased property payments;
- Currently, only seven years of delinquency information is displayed on the personal property system. More years than that are rolled together on the earliest year, and the interest and penalty calculations are no longer accurate. In addition, there needs to be a separate field on the system to hold late notice fees rather than looking at account characteristics and “calculating” fees each time they are needed.
- Currently personal property delinquent payments are handled manually. The system should process the incoming check and automatically calculate additional interest and automatically generate a bill, with activity reviewed in a report⁹;
- Create a Personal Property omit for multiple years on a single account, rather than needing to create multiple ‘temporary’ accounts; and
- Interest is incorrectly calculated for partial payments;
- The total amount fields are too small on the personal property payment statements to display interest and penalty due on some of the larger accounts, such as airline delinquencies;
- Currently, if a taxpayer sends second install stub with delinquent first half payment, the system will accept the payment without penalties and interest. Mortgage companies can also send a second installment payment without sending first half payment also without interest or penalties;
- Expand collection of gambling fees for additional cities;
- Streamline and automate the advanced tax collections (quick collect) process;
- Process personal property transactions that are date sensitive and have rules applied based on effective dates; and
- Collect tax obligations for future years without creating a temporary account.

⁹ Note – Typically incorrect or partial payments are not accepted, only in the instance of bankrupt accounts are partial payments accepted and interest recalculated.

BUSINESS PROCESS FLOWS

The following business process flow shows how taxpayers make in-person tax payments.

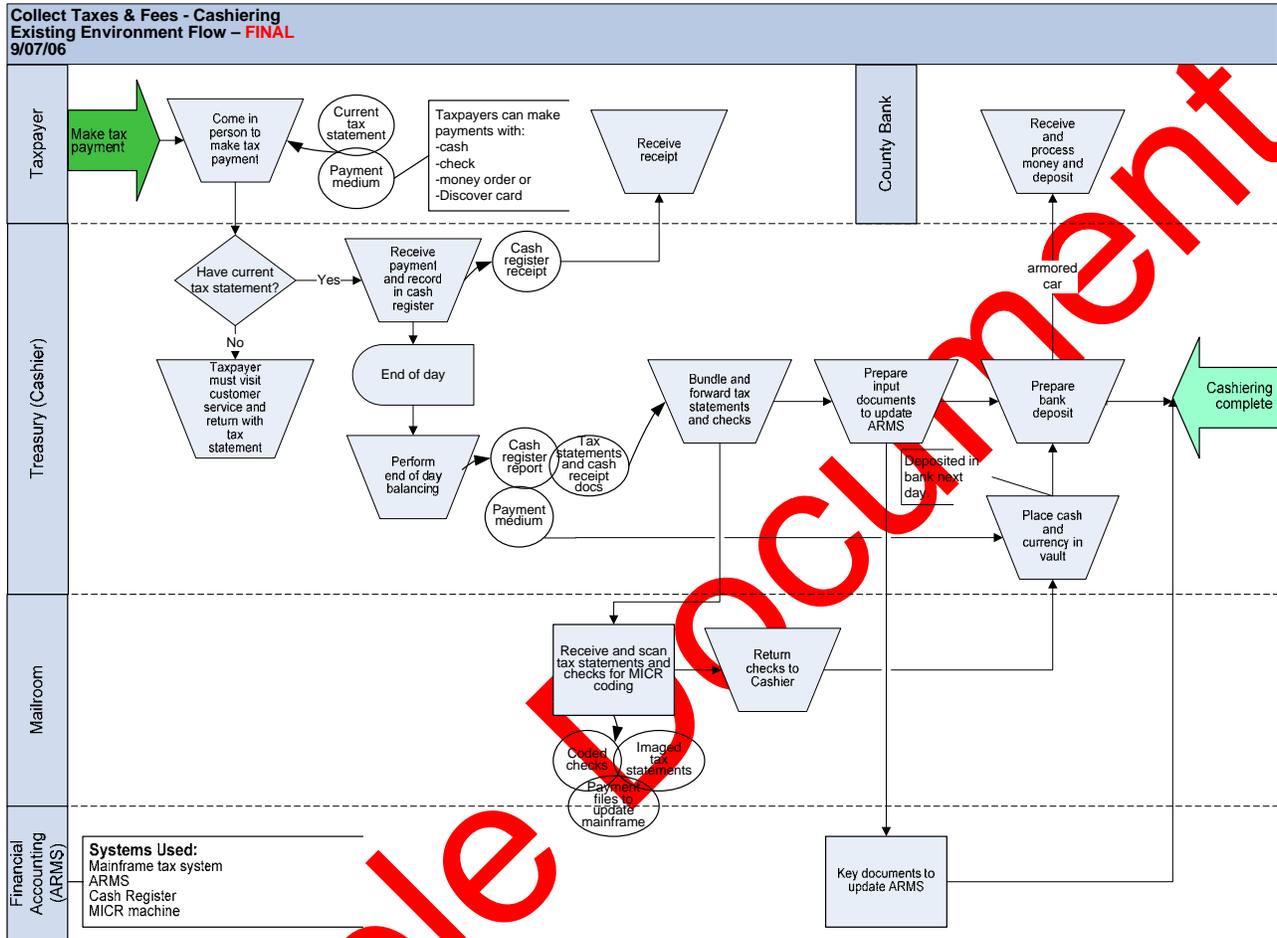


Figure 36 - Cashiering

Sample Document

The following business process flow shows how payments are processed by mail. This process is continued on the next page.

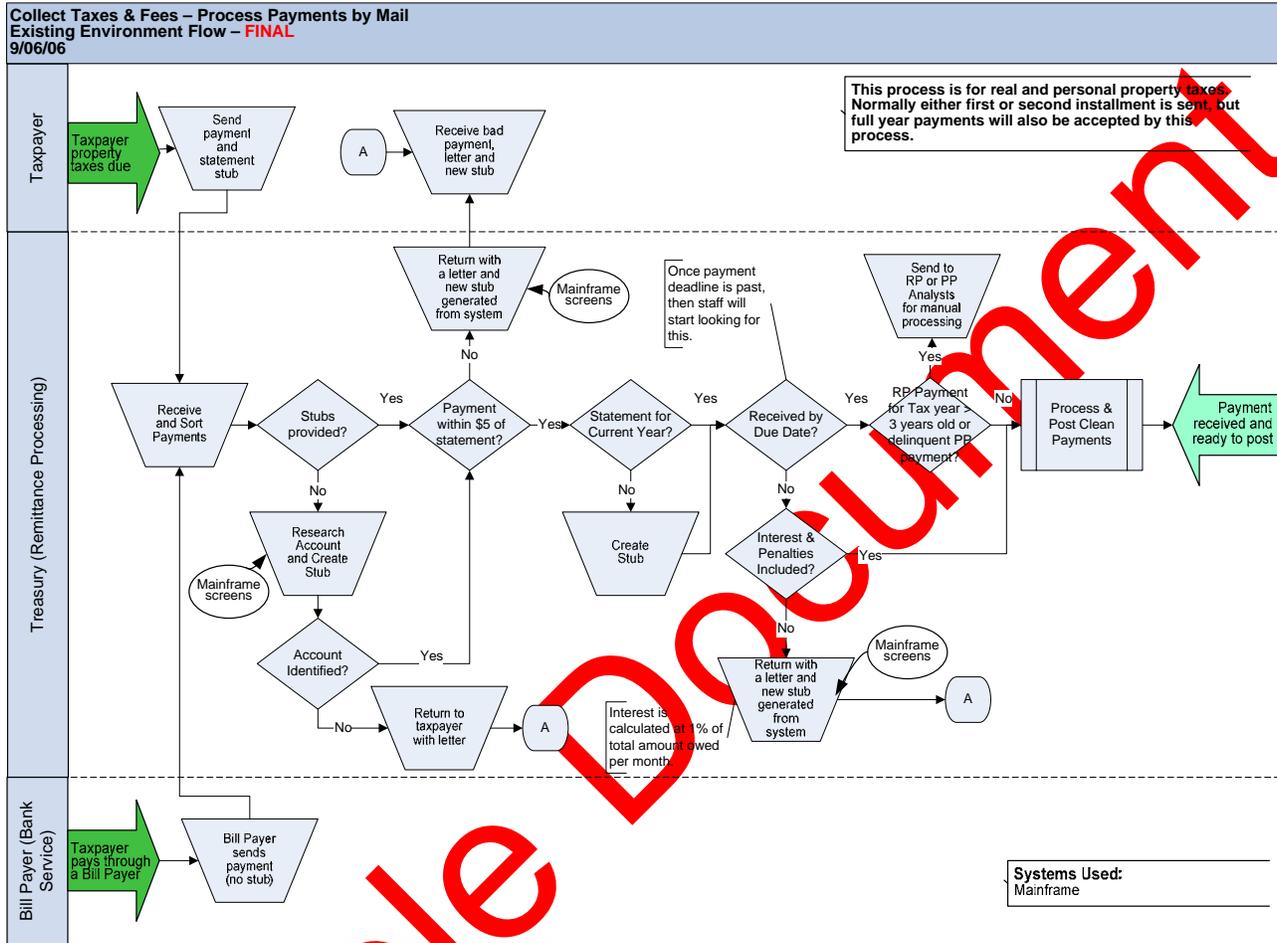


Figure 37 - Process Payments by Mail

The following flow is the continuation of processing payments by mail.

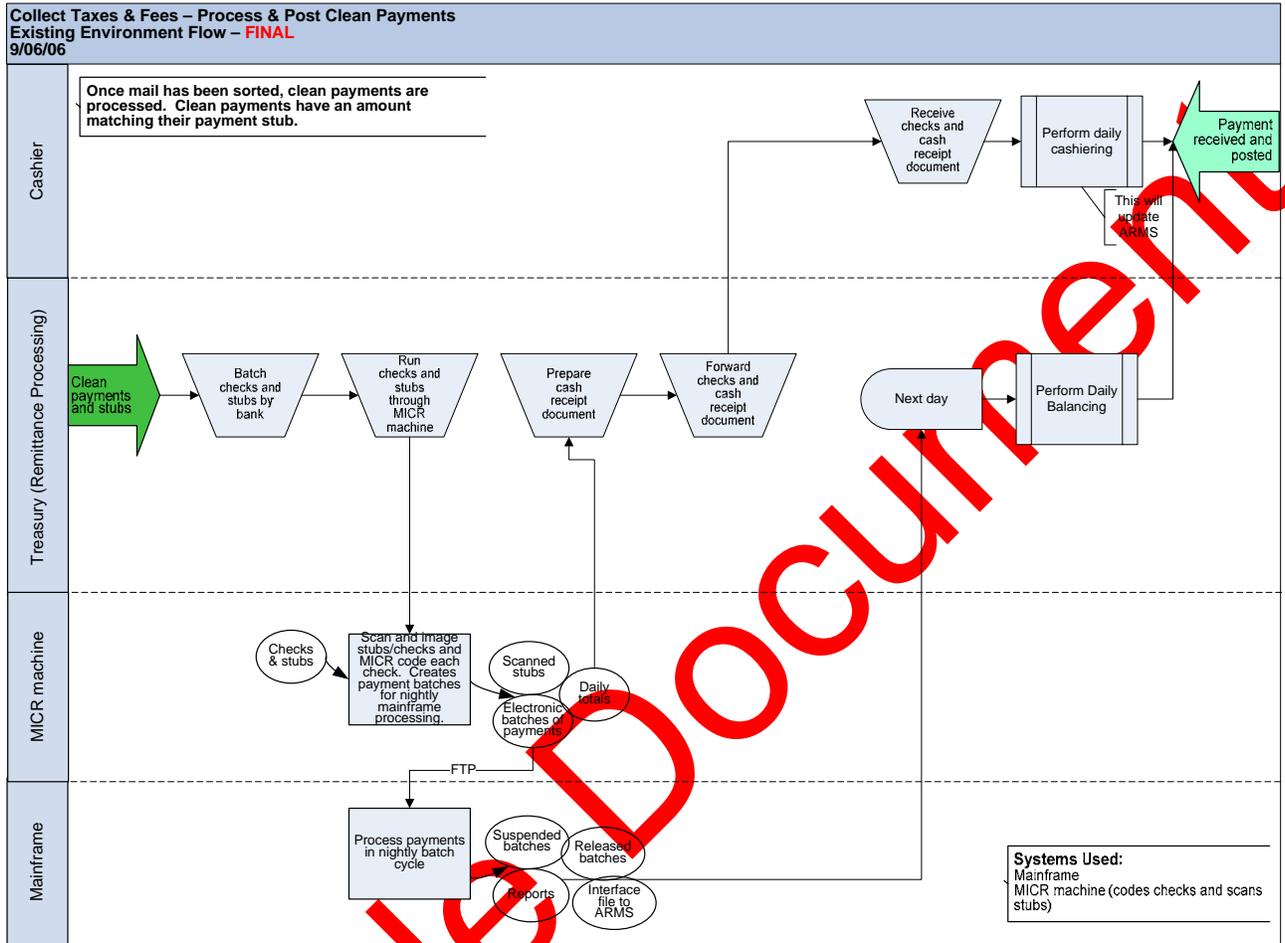


Figure 38 - Process & Post Clean Payments

The following flow shows how taxpayers can make online payments through the E-tax website.

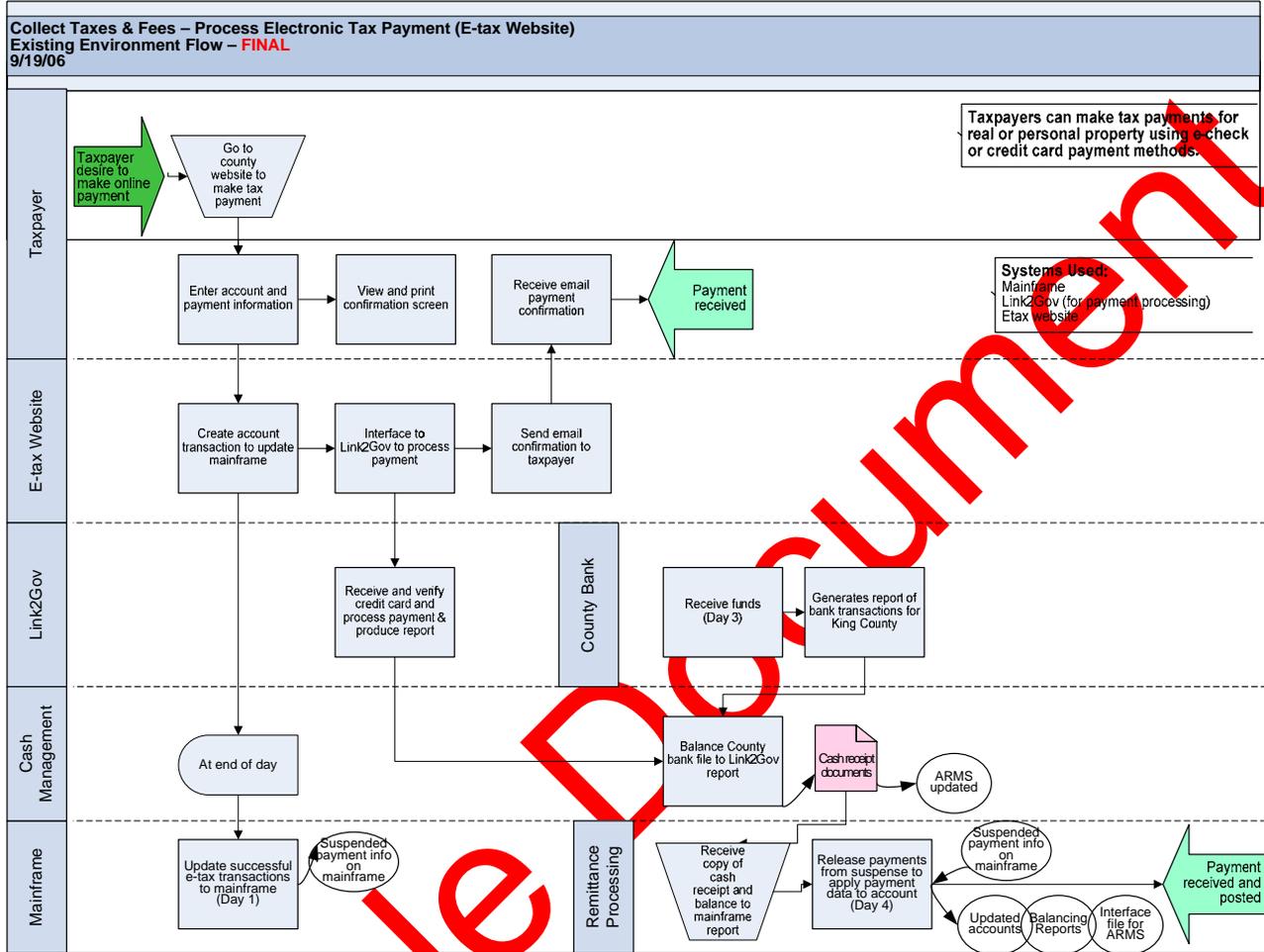


Figure 39 - Process Electronic Tax Payments

The following flow shows how payments tapes from mortgage service providers, with mass payments on behalf of taxpayers, are processed.

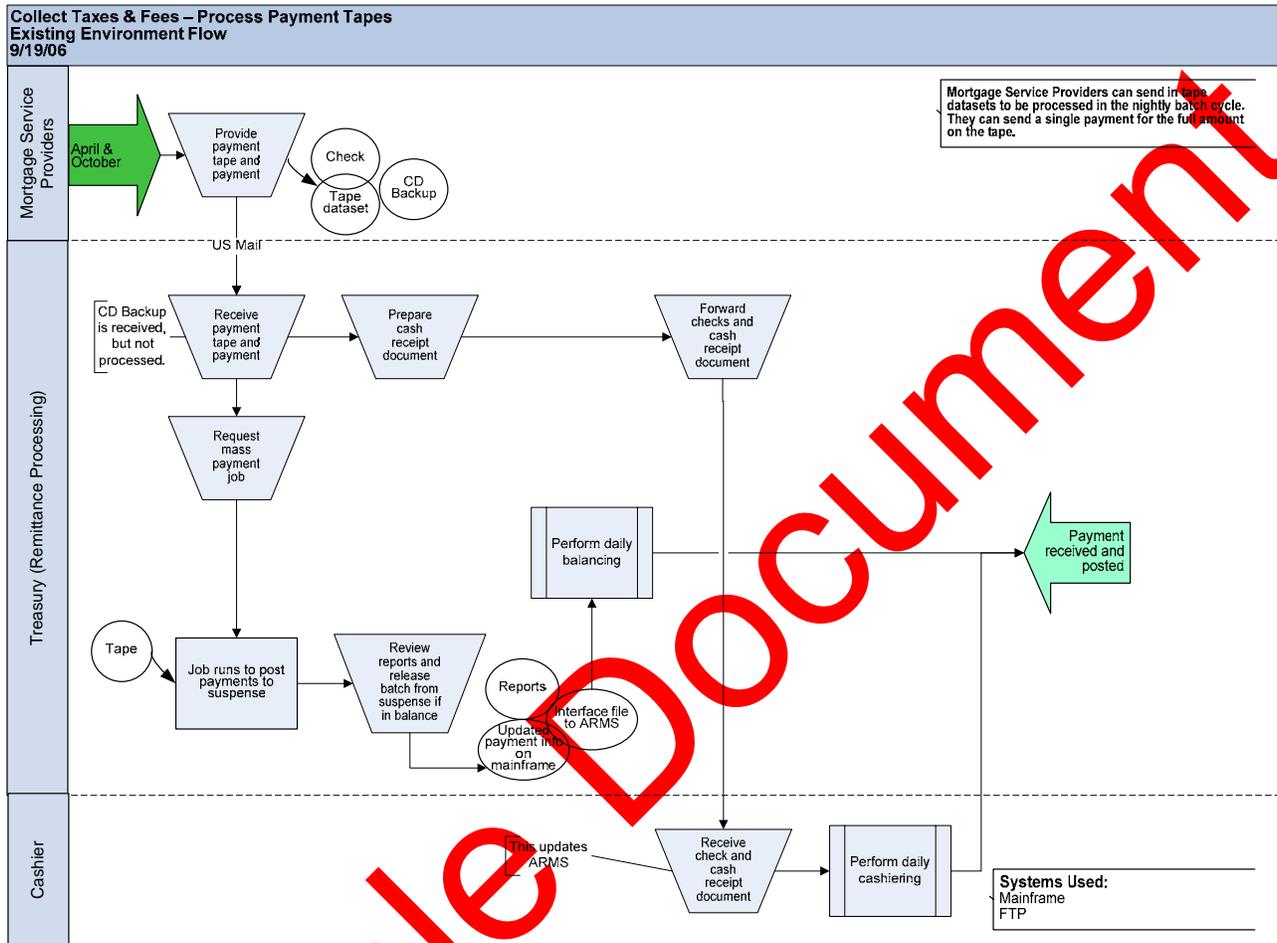


Figure 40 - Process Payment Tapes

2.4.3 FUND ACCOUNTING

PROCESS DEFINITION AND BUSINESS OBJECTIVES

Daily cash balancing, posting, fund distribution and disbursement of funds to jurisdictions.

The business objectives for fund accounting are to:

- Post tax receipt distributions in an accurate and timely manner;
- Accurately distribute taxes and fees to taxing entities/jurisdictions on a daily basis; and
- Balance on a daily basis:
 - PBS tax system to ARMS Accounting System,
 - Internal balancing of PBS tax system beginning of day balance and end of day balance and known tax transactions processed that day,
 - Bank reconciliation from cash receipts.

GOVERNING LAWS OR REGULATIONS

- RCW 36.29 – Duties of the County Treasurer
- RCW 84.56 – Property tax disbursement of funds

KEY STAKEHOLDERS

- ARMS Staff
- Financial Accounting
- Jurisdictions
- Treasury
 - Cash Management
 - Remittance Processing

INPUTS AND OUTPUTS

The primary inputs for fund accounting are:

- Nightly batch processing of payment files
- Original source documents for payments, which are used to correct errors on suspended payment batches

The primary outputs for fund accounting are:

- Released payment files (batches)
- Monies distributed to jurisdiction funds in ARMS
- Interface files to Cash Management banking software, which generate ACH transactions for disbursements
- Daily Excel report for ARMS balancing

SYSTEMS AND APPLICATIONS

- PBS mainframe system
- ARMS
- Cash Management Banking Software

PROCESS TRIGGERS

- Collect Taxes and Fees

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for fund accounting.

- Automate daily balancing between PBS tax system and ARMS;
- Net outgoing daily tax disbursements to jurisdiction with tax refunds or adjustments; and
- Automate cash receipts transactions and integrate with tax system and ARMS.

BUSINESS PROCESS FLOWS

The following business process flow shows that the distribution to all entities is made each day through an interfund transfer that is generated by the interface between the PBS tax system and

ARMS. In addition, daily disbursements are made via an automated process based on tax receipt amounts transferred into the ARMS fund for the jurisdiction. This ARMS process creates a file that is automatically interfaced to the Cash Management banking software to generate the bank transactions.

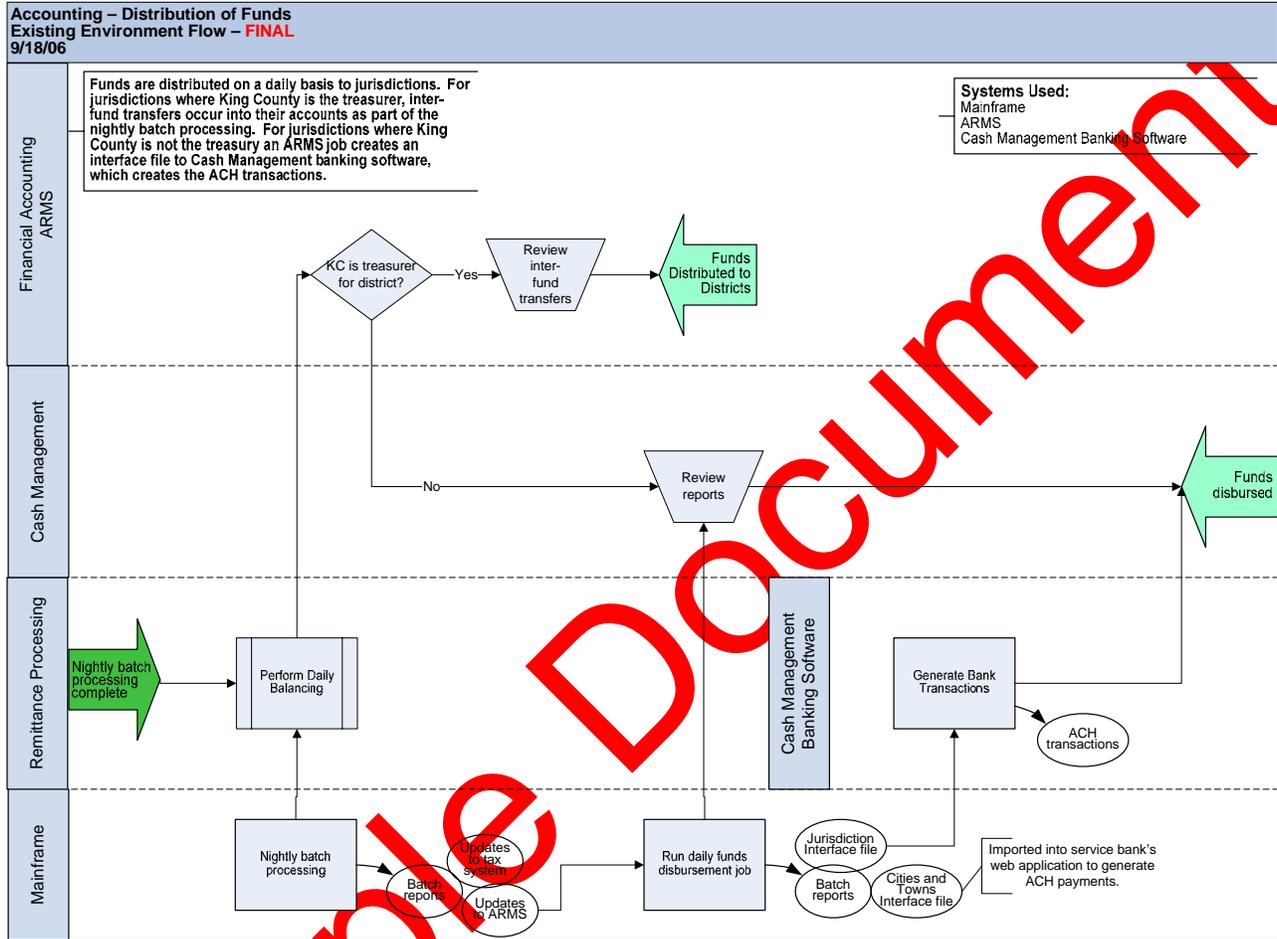


Figure 41 - Distribution of Funds

The following business process flow shows the daily balancing activities that are performed to ensure that payment batches are processed and posted correctly and that the PBS tax system payments balance to the ARMS system.

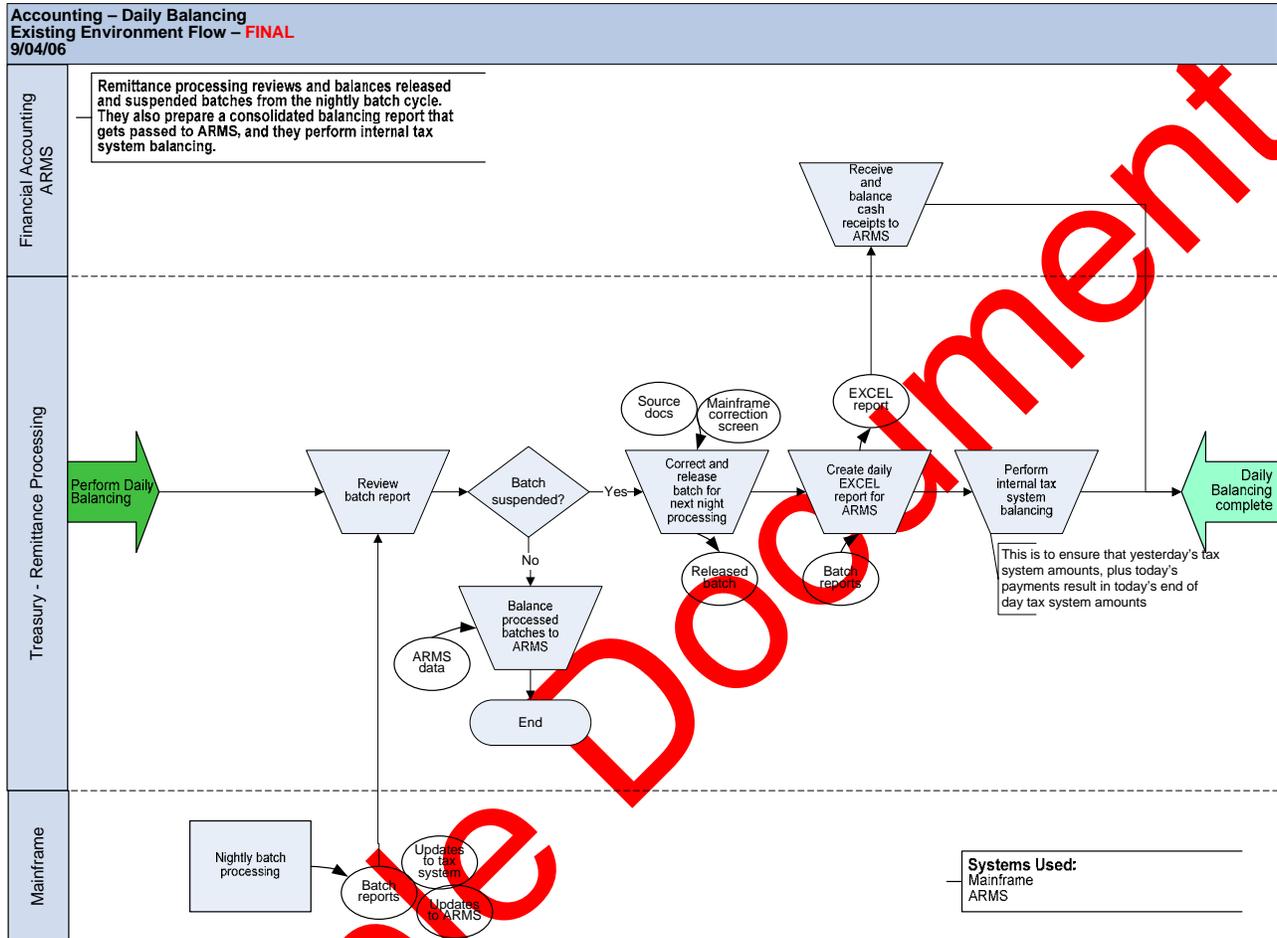


Figure 42 - Accounting Daily Balancing

2.4.4 COLLECT DELINQUENT ACCOUNTS

PROCESS DEFINITION AND BUSINESS OBJECTIVES

To collect delinquent property taxes and fees, by way of foreclosures and distraints.

The foreclosure business process is performed for delinquent real property, while a similar distraint process (not shown in this document) is used for delinquent personal property. Bankruptcies are an input to this process because when they occur, King County has to seek payment of debt through the courts and not by foreclosure or distraint processes.

The business objectives for collecting on delinquent accounts are to:

- Effect collection of real and personal property delinquent accounts using methods authorized by Washington state law;
- Identify bankruptcies and seek payment of debt;

- Collect personal property tax liabilities using authorized statutory measures including distraints and certification of debt to real property; and
- Complete foreclosure processing.

GOVERNING LAWS OR REGULATIONS

- Federal bankruptcy law
- Real Property tax foreclosure is a process, under Washington State law, which begins when the earliest tax year owing is three years delinquent and results in the sale of properties that do not bring their accounts current.

KEY STAKEHOLDERS

- Assessor
- Prosecuting Attorney
- Taxpayer
- Title companies
- Treasury

INPUTS AND OUTPUTS

The primary inputs for collecting on delinquent accounts are:

- Tax accounts, which are analyzed for delinquency;
- US Bankruptcy court website – To identify new bankruptcies;
- Title reports for foreclosed properties; and
- Bankruptcies

The primary outputs for collecting on delinquent accounts are:

- Foreclosure or dstraint warning letters;
- Foreclosure or dstraint letter and supporting material;
- Tax foreclosure judgments filed in superior court;
- Dstraint court order;
- Sold, transferred or seized property;
- Monies from foreclosure sale;
- Excess funds documentation – Documentation which detail any excess funds from foreclosure or dstraint processing, as these funds can be claimed by taxpayer; and
- Bankruptcy claim identifying debt amount.

SYSTEMS AND APPLICATIONS

- PBS mainframe system
- US Bankruptcy Court Website
- RealProperty server-based application
- Scanner
- Postmaster Plus Software

- Pacer/ECF Federal Court System

PROCESS TRIGGERS

- Taxpayers becoming delinquent on their property taxes
- Taxpayer filing for bankruptcy

PROCESS INITIATES

- Update Account Information (updates to situs address)
- Tax Title Sale (unsold properties are transferred to King County)
- Property Sales Verification (for sold properties)

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for collecting on delinquent accounts.

- Automatically calculate minimum bids for foreclosures by including taxes due, interest, penalties, foreclosure costs and any deferral liens;
- Flag bankruptcy account status for both real and personal property in real-time integrated system;
- Suppress personal property warning notices for accounts with bankruptcy status;
- Process partial payments without impacting interest due¹⁰;
- Track and record all data on foreclosure accounts in an online system accessible to limited staff;
- Electronically capture and maintain narrative confidential notes about activity on each account;¹¹ and
- Track gambling liens with gambling account on the property based system.

¹⁰ Note – Typically incorrect or partial payments are not accepted, only in the instance of bankrupt accounts are partial payments accepted and interest recalculated.

¹¹ The only notes considered confidential by State law are those relating to income and health, all others are disclosable.

BUSINESS PROCESS FLOWS

The following two flows show the steps that are taken when real property tax accounts become delinquent, which may result in property being foreclosed.

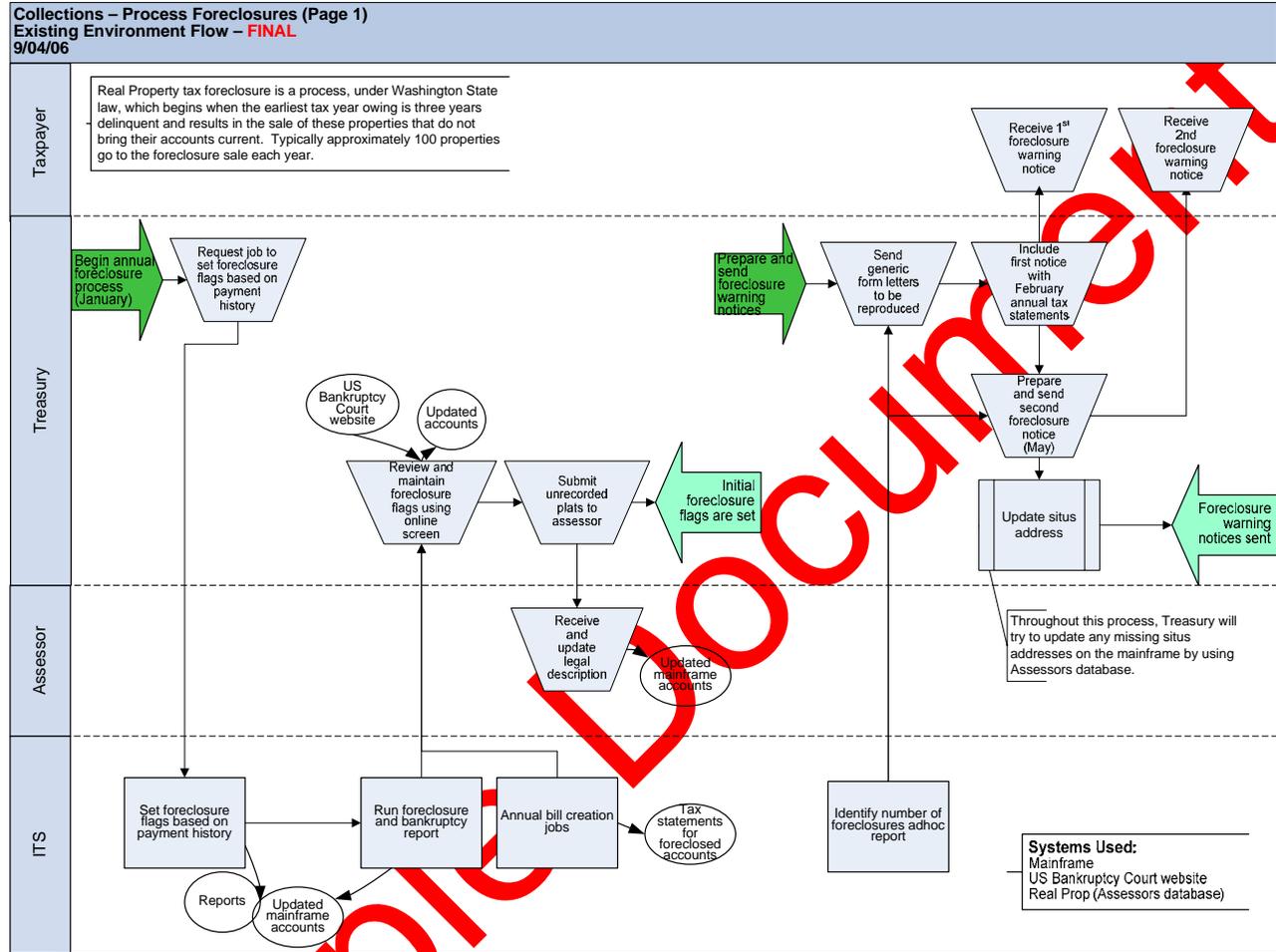


Figure 43 - Process Foreclosures

Part two of the business process flow showing the steps that are taken when real property tax accounts become delinquent, which may result in property being foreclosed.

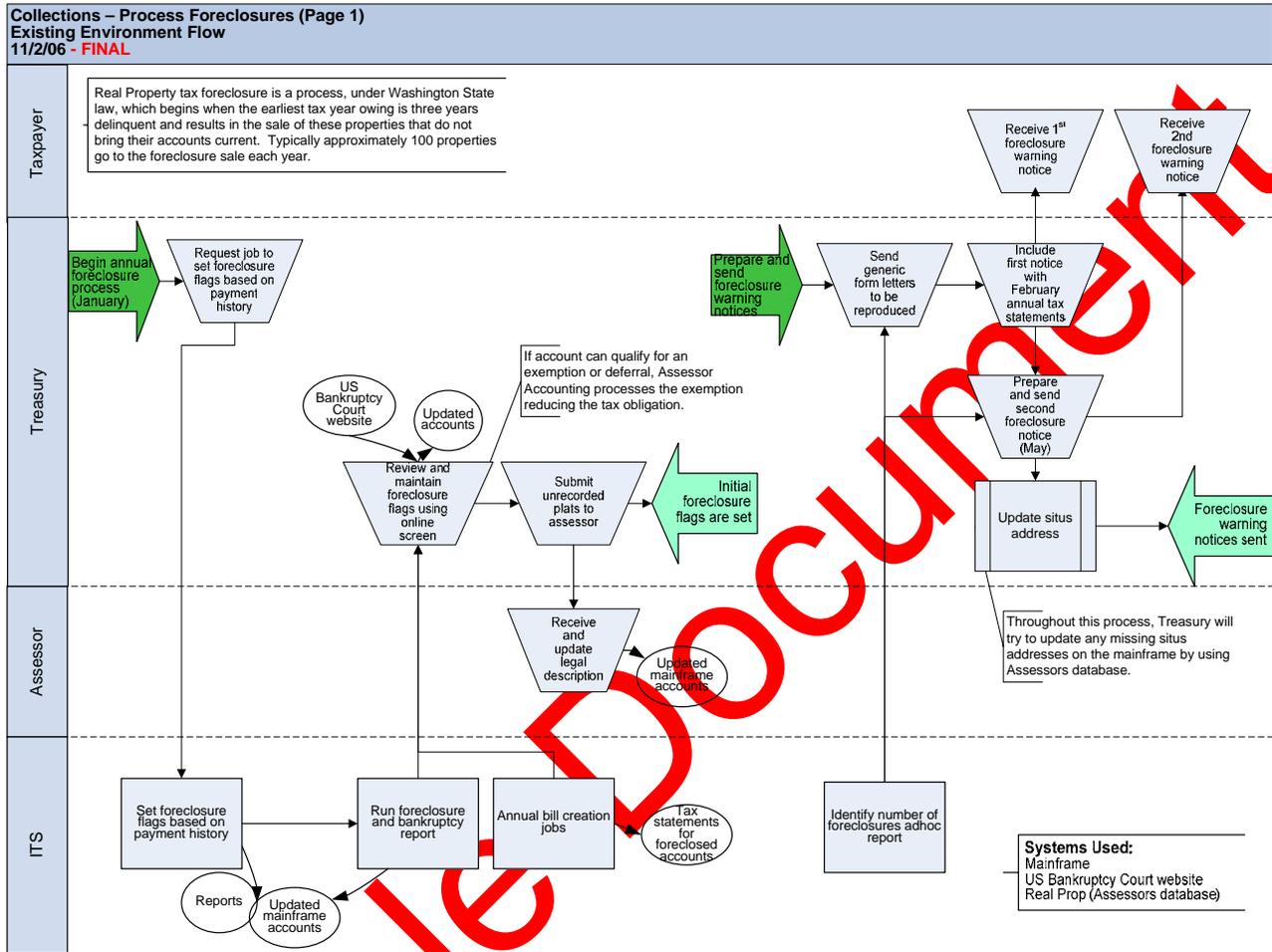


Figure 44 - Process Foreclosures

The following business process flow shows what happens when a King County taxpayer files for bankruptcy.

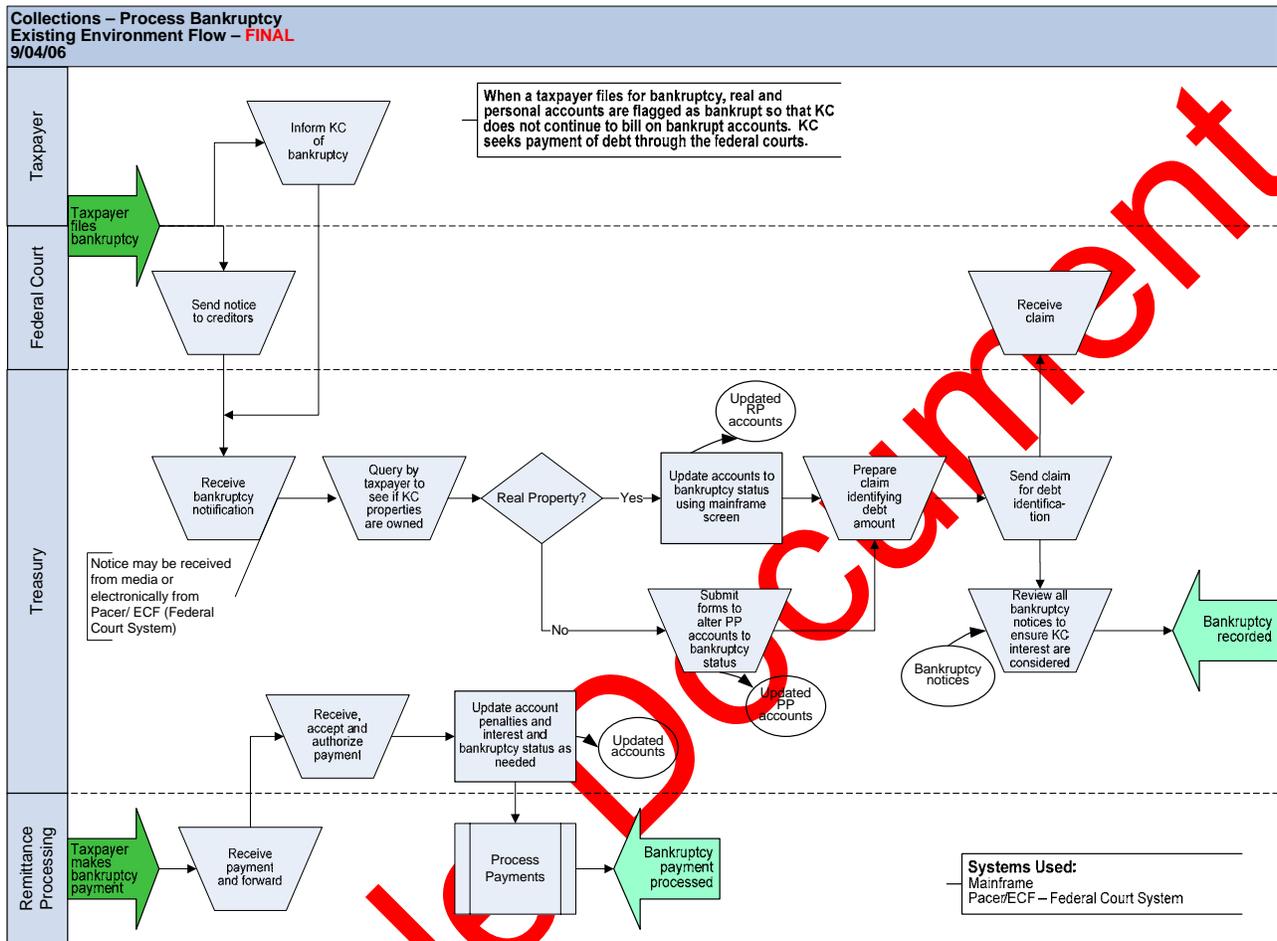


Figure 45 - Process Bankruptcy

2.4.5 PROCESS REFUNDS

PROCESS DEFINITION AND BUSINESS OBJECTIVES

To refund overpaid property taxes and fees by processing the credit.

This business process ensures that when a taxpayer or mortgage service provider has overpaid property taxes or fees, either a refund is generated or an account payment transfer is performed to correct the issue. There are two types of refunds processed at King County, automatic refunds, which are system-generated when there has been an overpayment of property tax in the current year, and petition refunds, which are initiated by various events, such as the receipt of an appeal determination, through a taxpayer request (petition) or when a manifest error is found.

The business objectives for processing refunds are to:

- Refund taxpayers appropriately when there has been an overpayment of property tax in the current year;
- Track and change refunds while they are being processed;

- Process both automatic and petition refunds for real and personal property;
- Issue petition refunds for prior tax years when appropriate;
- Purge unpaid automatic refunds (after 36 months) and adjust accounts receivables;
- Calculate interest due on petition refunds; and
- Transfer payment information between accounts to correct an error when a payment is applied to wrong account.

GOVERNING LAWS OR REGULATIONS

- RCW 84.69 - Refunds
- RCW 84.60 - BOE and BTA - Law defines the source of refunds.

KEY STAKEHOLDERS

- Assessors Accounting (Exemptions)
- BOE
- BTA
- Mortgage Service Providers
- Taxpayer
- Treasury (Remittance Processing)

INPUTS AND OUTPUTS

The primary inputs for processing refunds are:

- Real property daily refund report and letters – Report and letters created by nightly batch processing for all automatically generated refunds;
- Personal property monthly refund report – Report generated by monthly batch processing that identifies all personal property refunds needed due to change order processing;
- Remittance payments on ImageVision – A way to view previously received taxpayer payments;
- Mortgage payment report – A report listing payments made by mortgage service providers;
- Refund petition – A request for a refund of property taxes; and
- Change order – A request to make a tax roll change, which may require a refund to be generated.

The primary outputs for processing refunds are:

- Certified refund petition – a refund petition that has been approved by King County for processing;
- Refund letters for taxpayer signature – a letter sent to taxpayer for automatic refunds that requires taxpayer signature before refund which be processed;
- Refund warrants – A check from King County to taxpayer for refunded amount;
- Interfund transfer forms to update ARMS; and
- Updates to PBS tax system payment information.

SYSTEMS AND APPLICATIONS

Both refund processes (automatic and petition) are highly manual processes involving dual data entry into multiple non-interfaced systems. Although the PBS Tax System generates automatic refund letters, the processing of the letter and resulting refund are manual processes, as well as the entire petition refund process. Refunds are recorded in an Excel application as well as being entered into the mainframe (real property only). Interest and penalties are hand-calculated.

- PBS mainframe system
- ARMS
- Account Payable to gather information on petition refund warrants
- ImageVision, which allows viewing of remittance payments
- Tax Roll Correction Application (Visual Basic)
- Refund Application (Excel)
- Microfiche reader
- Recording Department Website

PROCESS TRIGGERS

- Taxpayer request
- Collect Taxes and Fees
- Appeal Management

PROCESS INITIATES

- Process Transfer Payment

CHALLENGES AND OPPORTUNITIES

In addition to the general challenges and opportunities expressed in the overview section of this document, the following opportunities were identified for processing refunds.

- Ability to initiate a refund electronically and interface directly into the system;
- For petition refunds, online information as to whether a refund warrant has been issued yet (as is done on REFN for automatic refunds) is needed;
- More online tracking needs to be available so that staff can tell what stage a refund is in;
- Track appeal refunds on the account, currently these are not maintained on the PBS system;
- Automate and report the creation of refunds as a result of personal property change orders processed;
- Automate and report the monthly accumulation of interest paid and general ledger transfer; and
- Automate and report the purging of unpaid refunds greater than 36 months old.

BUSINESS PROCESS FLOWS

The following flow shows how automatic refunds are processed.

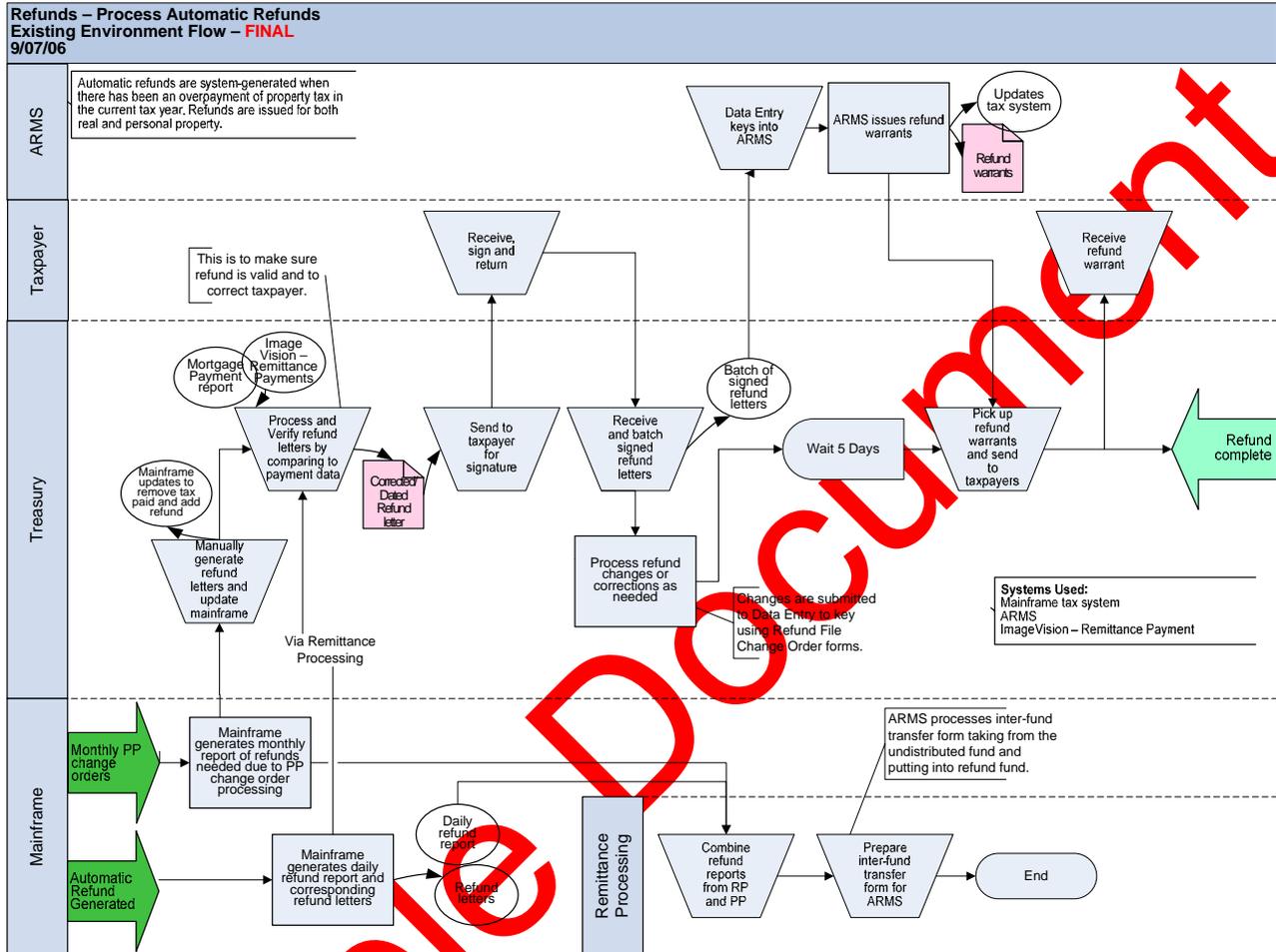


Figure 46 - Process Automatic Refunds

The following flow shows how petition refunds are processed.

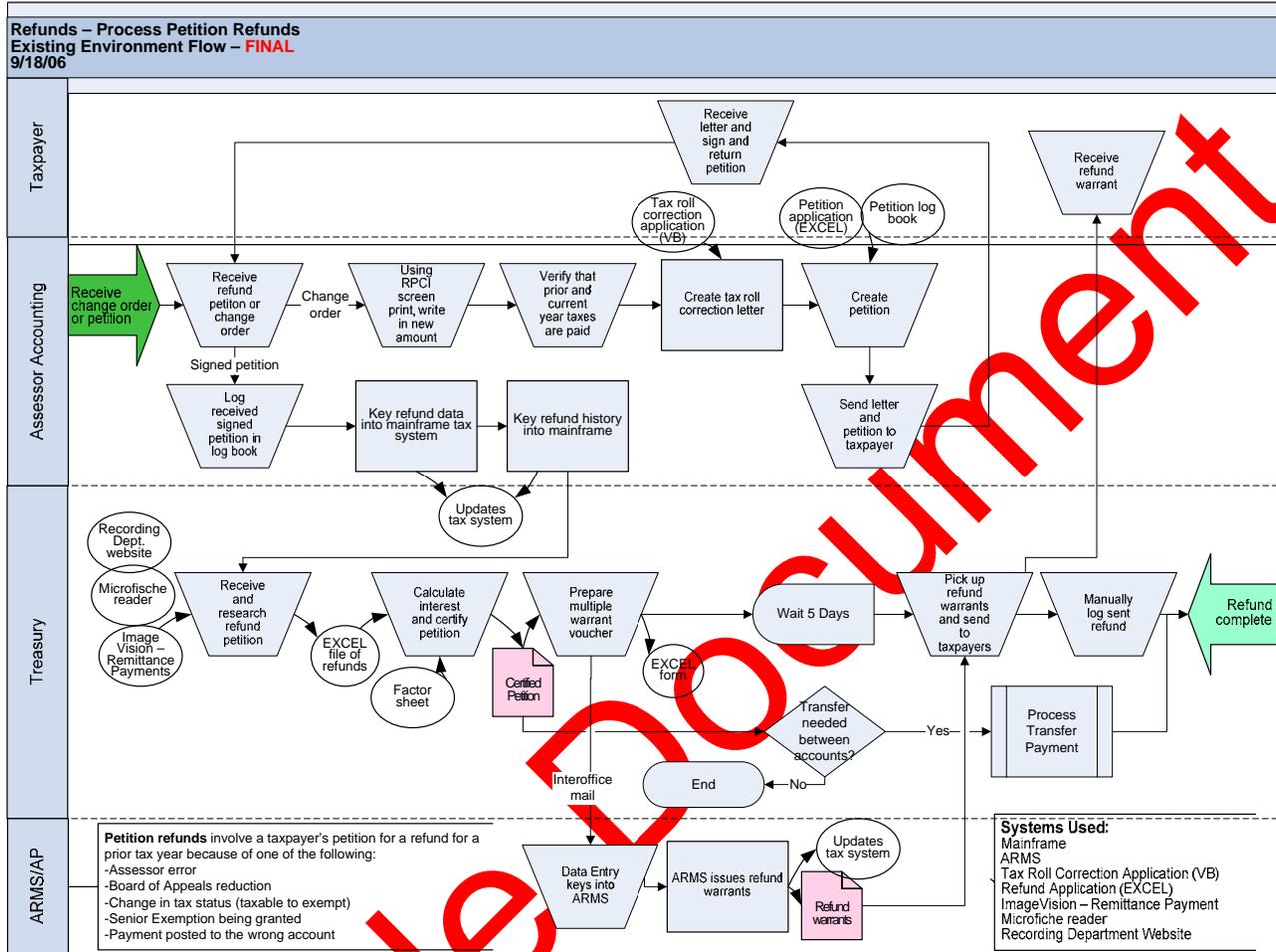


Figure 47 - Process Petition Refunds

3 TECHNICAL PERSPECTIVE

This section provides an overview of and selected details about the existing technologies that support the applications within the umbrella of King County’s PBS. To compose this information, the project team met with an array of County technical subject matter experts, reviewed numerous technical documents, and participated in several facilitated fact-finding workshops with County personnel involved with use of or support of the PBS environment. The existing technical environment is important to understand because it both constrains and enables various possibilities and solution recommendations.

To put things into proper perspective, it is useful to remember that King County is a large, dynamic government enterprise with a substantial budget and well over 15,000 full-time employees dedicated to helping carry out the County’s mission. In turn, the County is supported by and maintains a significant investment in Information Technology (IT), often referred to as computing infrastructure. The PBS environment exists within the overall computing environment maintained by the County and/or its specific Departments.

The County recognizes the importance of its computing infrastructure and has established a vision for IT along with four major goals and six guiding principles as part of the IT governance structure.¹² The vision statement is:

“All county information and information-based services are cost-effective and easy to access and use by the public, by private companies, and internal staff through Web-based technologies with appropriate security and privacy controls.”

The four goals established by the County that promote the long-term values of the County regarding use of IT are:

- Efficiency
- Public Access and Customer Service
- Transparency and Accountability for Decisions
- Risk Management

Perhaps more importantly, in 2002 (when the original IT strategic plan was developed), the County established several guiding principles pertaining to the on-going management of IT resources. These principles act as a policy framework to promote a standard and cost-effective approach to delivering and operating information technology in the County:

- Central review and coordination of IT.
- IT enables effective and efficient service delivery.
- IT standards.
- Access to information and services.
- Business process improvement.
- Privacy and security.

¹² “King County, Washington, Strategic Technology Plan 2006–2008”, August, 2005

The vision, goals, and guiding principles first espoused in 2002 were not changed in the updated Strategic Plan of 2005 and remain in place today. It is important to note this additional clause from the 2005 plan:

“The Strategic Technology Plan is adopted and shall be interpreted to preserve the operational autonomy of the separately elected offices.”

This statement recognizes the inherent conflict between the need to maximize the sharing and re-use of infrastructure and resources (thereby minimizing costs) versus preserving operational autonomy of the County’s various departments and in recognizing the Home Rule Charter, section 350.20.10. In other words, it re-states the notion that sometimes it is necessary to *sub-optimize* sharing and re-use while spending a little bit more to deliver on the operational goals of specific departments.

This situation exists today in the County’s IT infrastructure and within the PBS system environment. There is overall County IT support organization (the Office of Information Resource Management) that provides and supports IT common services used by County departments and agencies. However, there are department-based IT groups that provide and support IT services used for specific departmental functions. What is important here is to acknowledge the situation since it factors into the discussions that follow in this section and throughout this report in regards to the PBS environment.

3.1 OVERVIEW OF CURRENT TECHNOLOGY INFRASTRUCTURE

Below is a high-level diagram that portrays a network-oriented view of the existing County IT infrastructure in terms of the PBS environment. It is important to note this view presents only a small slice of the County-wide IT infrastructure. Major components of this view are discussed following the diagram.

Sample Document

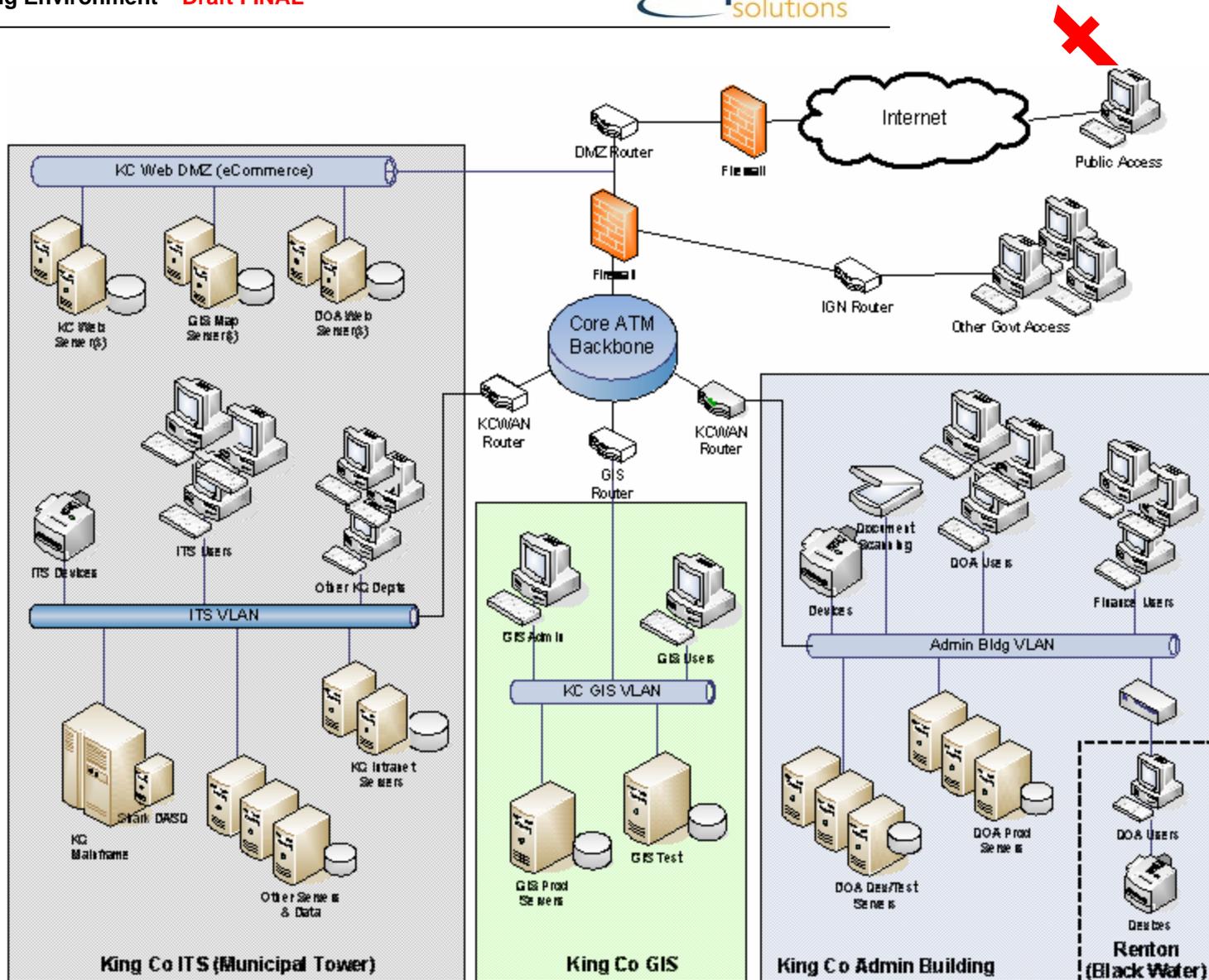


Figure 48 – PBS Technology Architecture Overview

The major components of the PBS infrastructure environment include:

- KC WAN/Network
- ITS-Supported Resources
- GIS-Related Resources
- DOA-Supported Resources

KC WAN / Network

- Network services are provided and maintained by the County's central IT support group, specifically in the Information Technology Support (ITS) area. This team supports, monitors and maintains a central high-speed core that is connected to and protected from other relevant networks, including the State's Inter-governmental Network (IGN), the Education-based K-20 network (K20) and the Internet. There is a network operations center staffed 24 x 7 to monitor and maintain the network. PBS users located in various places access system resources via this network. Public access is provided through the Internet, which is shielded from the core by appropriate security precautions and devices.

ITS Resources

This set of resources includes perhaps the single most well-known feature of the PBS environment – the IBM mainframe. For many years, this single resource supported the computing needs of all County departments and performed all processing within the PBS environment. Today, in spite of the rapid growth of non-mainframe based (distributed) computing, the existing mainframe continues to carry its fair share of the processing load required for PBS. The mainframe is coupled with a specialized data storage server (another IBM product, called the ESS F20 "Shark") that houses a large volume of PBS data, e.g. parcels. The mainframe provides data to and receives updates from various Assessor and Treasury Operations department applications.

GIS Resources

A different centralized group within the County (KCGIS) houses and maintains the consolidated County GIS platform where geographic information (both tabular and graphical) is stored. Geographic data plays an important and growing role in the process of appraising and assessing the value of real property. KCGIS maintains a web-based parcel viewing application that is available to department users and to the public via the Internet.

DOA Resources

The Department of Assessments has established a small group of IT staff who plan, build, maintain and support various distributed applications used solely within the department. Over the past 10 years, this team has built more than 20 desktop and web-based applications that help to streamline the appraisal processes and provide additional support to the assessment processes, while providing selected data externally to the public.

3.2 TECHNOLOGY LAYERS

This section provides a more detailed discussion of the architecture layers and elements of the existing PBS environment, attempting along the way to highlight distinctions between the ITS-supported and DOA-supported resources. It begins with a discussion of the two most critical layers when viewed from the business user's perspective:

- Application portfolios, and
- Data flows

Layers of *physical* infrastructure covered in this section include:

- Desktop/Client Computing;
- Servers;
- Databases;
- Networking Equipment.

Other layers of *logical* infrastructure and design elements include:

- Application Development;
- Integration/Middleware;
- Security (authentication and authorization) Models;
- Deployment (development/test/production environments; and
- Maintenance and Operations.

3.3 APPLICATION PORTFOLIOS

This section discusses the two sets of business applications that make up the PBS – the mainframe applications and the DOA client/server applications.

3.3.1 MAINFRAME APPLICATIONS

The County's mainframe development group is a small team that limits its activities mainly to production problem resolution and critical maintenance. This team of 2.25 programmers supports Assessor and Treasurer County applications still running on the mainframe, including those used in the PBS environment. Of the team, only one person (and one backup) are assigned to PBS support. For several years, there has been a virtual "moratorium" on building new applications for the mainframe within the PBS environment. Over that time, the size of the development team supporting the PBS mainframe applications has continued to shrink owing to staff retirements and reduction of funded positions. Partly due to the lack of ongoing enhancements (and the corresponding introduction of new functionality), the mainframe code is generally stable and requires only occasional repairs. In the meantime, efforts are being made to update mainframe documentation for the systems still in use.

There are more than 50 online PBS transactions currently maintained by the County's mainframe development team and over 280 batch jobs. System names and transaction IDs for the various online applications are shown in the table below. Most of these are inquiry (read-only) transactions. Only 15 provide update capabilities.

System	Transid	Inq	Upd	Adabas	Comments
Appraisal Info/Building Info (PAI)					
PAI	AN01	Y		Y	1% sale inquiry
	AN03	Y		Y	Completed sale inquiry
	AN04	Y		Y	Detail sale inquiry
	AN05	Y		Y	Resid char inquiry
	AN06	Y		Y	Prop characteristic sales inquiry
	AN07	Y		Y	Public information inquiry
	AN08	Y		Y	Tax history correction
	BD01	Y		Y	Public information inquiry
Appraisal Management (PAM)					
	AM16	Y		Y	
Miscellaneous Receivables (PMM)					
	MM01		Y	Y	Miscellaneous Receivables Update
	MM02		Y	Y	Fee Update
Property/Plat Identification (PPI)					
	PI01	Y		Y	Plat inquiry
	PI02	Y	Y	Y	Plat update
	PI03	Y	Y	Y	Add new plat
	PI04	Y	Y	Y	Roll mort co log update
Cost File (PPV)					
	PV02		Y	Y	Cost file add/update
	PV03		Y	Y	Cost file inquiry
Receivables Interface (PRM)					
	RM03		Y	Y	Receivables Update
	RM05		Y	Y	Suspended tax receipt correction
Sales Maintenance (PSM)					
	SM12	Y		Y	Short plat conversion
Real & Personal Prop					
	LFFF	Y		Y	Levy file funds and factors
	LFFY	Y		Y	Levy file future year
Real Property					
	RPAT	Y		Y	RP Tax Statement print
	RPCI	Y		Y	RP Inquiry
Comptroller Foreclosure (TRF)					
	RF01		Y	Y	Foreclosure status update
Comptroller LID (TRL)					
	LIDC		Y		Payment change update
	LIDD	Y			Detail Inquiry
	LIDE		Y		Early pay update
	LIDL		Y		Legal update
	LIDM	Y			Master inquiry
	LIDN		Y		Name/Address update
	LIDO		Y		Detail update
	LIDP		Y		Payment update
	LIDS	Y			Statement print
	LIDZ	Y			Name/Address inquiry
	LILD	Y			Legal display
Comptroller Personal Property (TRP)					
	PPIB	Y		Y	Personal Prop inquiry
	PPQC	Y		Y	Personal prop quick collect
	PPSS	Y		Y	Personal prop stub print
	PPTS	Y		Y	Personal prop tax statement print

The vast majority of mainframe update activity takes place during overnight batch processing. Input data for these batch runs is queued up during the day by the data entry staff, who accept various paper forms from DOA and Treasury users and keypunch them into the formats required by the batch programs. The output of the keypunch activity is (typically) a “card image” type of program input instruction, limited to about 80-characters of information. When the batch programs run, they may encounter processing errors that will need to be corrected and processed during the next day’s batch run. This sequence of events drastically extends the time needed to perform operations critical to the PBS, such as merging or segmenting parcels, applying payments and making account updates.

The County’s mainframe team is also responsible for maintaining over 280 batch programs. Analysis of the list of batch jobs scheduled for the mainframe¹³ reveals that most of these (over 160) simply produce output reports that are separated out and distributed the next day via inter-office mail¹⁴. A breakdown of the batch programs by function is shown in the following table.

Job Type	Count
Output Report	166
Perform Update	23
Print (statements, letters, bills, etc)	30
Interface (extract or upload)	25
Other/File Maintenance (sort/purge, etc.)	36
Total	280

However, there are more than 50 batch programs that perform other functions (e.g. update, print) and appear to contain business logic that is altogether outside of and hidden from the existing mainframe on-line applications. The presence of so much business logic in batch programs makes it highly problematic to interface with mainframe PBS logic (make calls to) via integration middleware – there is simply very little logic that can be “called” or linked to from other applications.

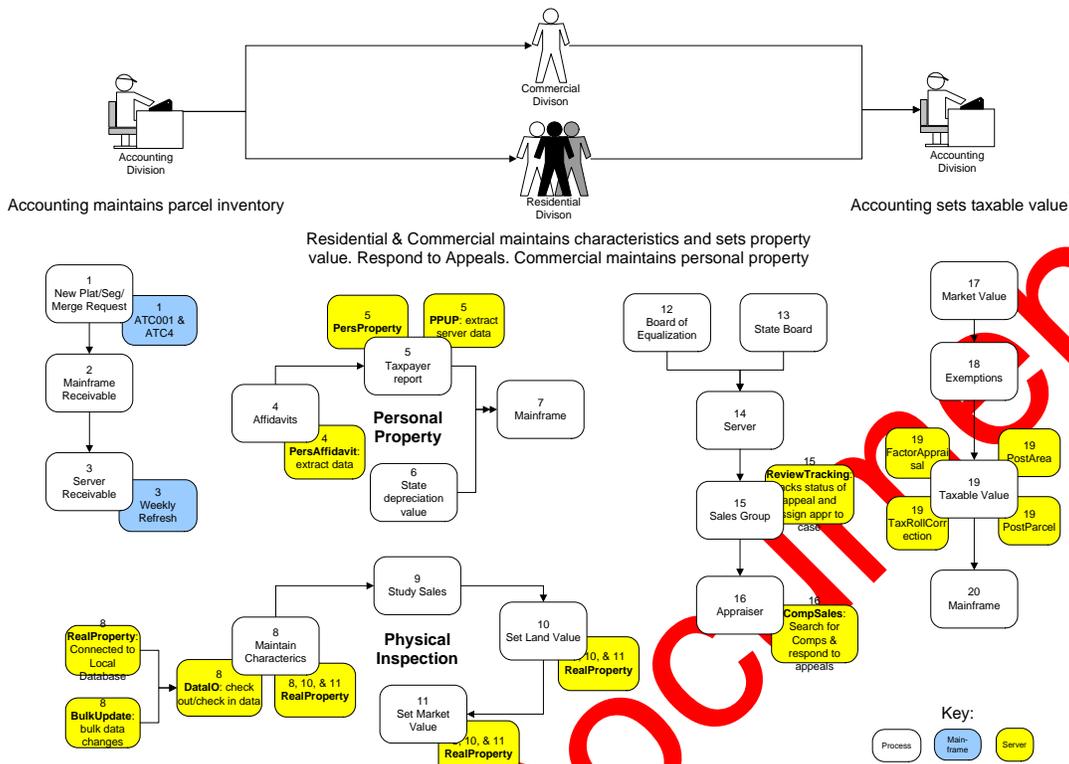
3.3.2 ASSESSOR APPLICATIONS

The DOA applications are supported by a slightly larger group of six people (and three analysts) who report to the DOA IS Manager. However, application development is only a part of what this group supports – they also perform database administration, server administration, DOA user help, and many other maintenance functions.

This team supports over 20 applications written in Microsoft Visual Basic 6, including some that run on the Appraiser’s laptop or tablet computer. The following diagram (drawing courtesy of DOA IS) illustrates the relationship between DOA applications and property valuation processes.

¹³ From a file provided by the County: JOBLIST-rev 0106.DOC

¹⁴ It has been said that some of these reports are “probably no longer useful”.



Most DOA applications run on a client (desktop) personal computer and a few can be accessed via the Internet (or Intranet) using an appropriate browser (e.g. eRealProperty).

The existence of these applications has provided a degree of independence to the Appraisers and Assessors by allowing them to conduct business without the delays inherent in mainframe batch processing. Nevertheless, that batch processing still goes on every night and there is a considerable effort each week to make sure the data from the mainframe is “refreshed” to the DOA servers. DOA business staff indicate they often have to consult the mainframe data to find the source of issues and problems that show up within a DOA-built application. Often, changes to the mainframe data are needed and several batch cycles must be run to ensure the changes are populated to the DOA servers correctly.

3.3.3 DATA FLOWS

The flow of information between resources plays a major part in determining the overall efficiency and effectiveness of any application system. As a result of the afore-mentioned split between centrally-supported and departmental IT resources across the PBS landscape, information flows across the PBS environment are complex. This concept is illustrated in the modified data flow diagram below. The left side of the diagram represents the mainframe applications, the right side are the DOA server-based applications, and the arrows represent the flow of data between applications and across the two environments via “refreshes.”

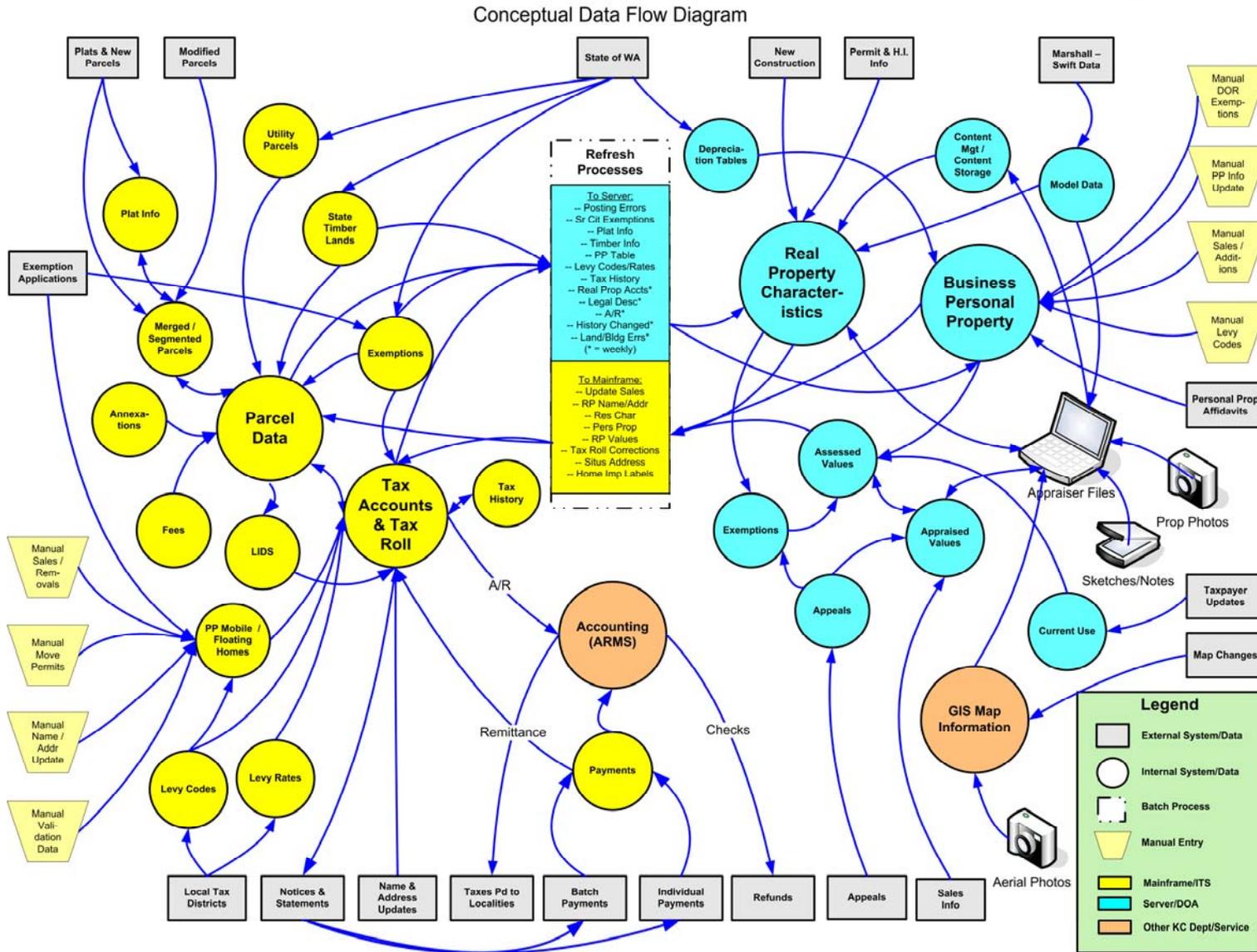


Figure 49 - Conceptual Data Flow

With respect to the PBS data, there are two prominent themes reflected in the data flow diagram:

- *Information processing occurs in two very different realms* – one that is “mainframe-centric” and heavily batch-oriented, and one that is not;
- *Differences in capabilities between these two realms constrains a number of existing business processes* – for example, reliance on data entry and overnight batch update processes delays the completion of parcel updates (segmentations and merges).

The complexity of this data flow requires a significant effort to ensure it happens correctly and on schedule. Often, this involves manual intervention to ensure that batch jobs execute successfully, and other times requires immediate changes to source data using one or more existing applications. All of this is time-consuming and fraught with potential for error.

3.4 PHYSICAL INFRASTRUCTURE

Starting from the user side, this section highlights major elements of the *physical* PBS infrastructure.

3.4.1 DESKTOP/CLIENT COMPUTING

For the past several years, the County has standardized its purchasing habits and specifications for IT components, especially for client-side computing using both office-based personal computers and mobile computers (laptops or tablets). King County has a blanket contract with Dell for standard desktop and standard laptop PCs. The contract is there as a convenience for all County departments to use they are not obligated to use the contract. Departments can also place custom orders as well if needed. Standard Dell PC configurations for desktops and laptops are shown below.

Sample Document

	QUANTITY: 1	Standard Desktop
Base Unit:		OptiPlex GX620 Desktop Pentium 4 640/3.2GHz, 2M, 800FSBHyperThreading (221-8382)
Processor:		NTFS File System, Factory Install (420-3699)
Memory:		512MB,Non-ECC,533MHz DDR2 2x256, OptiPlex GX620 or GX520 (311-5014)
Keyboard:		USB Enhanced Multimedia Keyboard, English, OptiPlex (310-6611)
Monitor:		Dell UltraSharp 1707FP Flat Panel with Height Adjustable Stand, 17.0 Inch VIS, OptiPlex and Latitude (320-4565)
Video Card:		Integrated Video, GMA950 Dell OptiPlex GX620 (320-4269)
Hard Drive:		80GB SATA 3.0Gbs and 8MB Data Burst Cache, Dell OptiPlexGX620 or GX520 (341-2247)
Floppy Disk Drive:		3.5 inch, 1.44MB, Floppy Drive OptiPlex GX620 or GX520 (341-2266)
Operating System:		Windows XP Professional Service Pack 2, with Media, DellOptiPlex, English, Factory Install (420-4850)
Mouse:		Dell USB 2-Button Optical Mouse with Scroll, Dell OptiPlex (310-6609)
TBU:		RoHS Compliant Lead Free Chassis and Motherboard, Dell OptiPlex (341-2663)
CD-ROM or DVD-ROM Drive:		48X32 CDRW/DVD Combo, with Cyberlink Power DVD, Dell OptiPlex GX620 or GX520 Desktop or Minitor (313-3337)
Sound Card:		Integrated AC97 Audio, OptiPlex (313-8170)
Speakers:		Internal Chassis Speaker Option, Dell OptiPlex GX620 GX520 or 210L Desktop (313-3351)
Documentation Diskette:		Resource CD contains Diagnostics and Drivers for Dell OptiPlex Systems (313-7168)
Service:		Type 3 Contract - Next Business Day Parts and Labor On-Site Response, Initial Year (900-6630)
Service:		Type 3 Contract - Next Business Day Parts and Labor On-Site Response, 3YR Extended (902-1453)
Service:		Thank You for buying Dell (983-2207)
Service:		Please visit WWW.Dell.COM (983-2217)
Dirline:		Type 14 - Keep Your Hard Drive, 4 Years (960-2589)
Dirline:		Gold Technical Support Service Optiplex, 4 Years, (902-1683)
Installation:		Standard On-Site Installation Declined (900-9987)
Misc:		NTFS File System, Factory Install (420-3699)
Misc:		Mouse Pad (310-3559)
Misc:		Execute Disable Bit for Microsoft Windows XPSP2 set to OFF, Dell OptiPlex (463-7780)
Misc:		Quick Reference Guide, Dell OptiPlex GX620, Factory Install (310-6620)
Misc:		Energy Star Labeling for OptiPlex (if applicable) (310-4721)

Sample

	QUANTITY: 1	Standard Laptop
Base Unit:		Latitude D610, Pentium M 740 (1.73GHz) 14.1 SXGA+ Intel Extreme, English (222-1965)
Memory:		512MB, Double Data Rate 2-533 SDRAM, 2 Dimms, for Latitude Factory Install (311-5322)
Hard Drive:		60GB Hard Drive 9.5MM, 5400RPM for Dell Latitude D610 Factory Install (341-1709)
Floppy Disk Drive:		No Floppy Drive for Latitude D-Family Notebooks (340-8854)
Operating System:		Windows XP Professional, SP2 with media, for Latitude English, Factory Installed (420-4790)
Modem:		Internal 56K Modem for Dell Latitude D-Family Notebooks Factory Install (313-2971)
TBU:		90W AC Adapter for Latitude D-Family, Factory Tied (312-0128)
CD-ROM or DVD-ROM Drive:		24X CDRW/DVD w/ Sonic Digital Media and Cyberlink PowerDVD for Latitude D-Family Factory Install (313-2546)
Processor Cable:		Dell Wireless 1470 802.11a/b/g WLAN miniPCI Card, Latitude D4X0, D5XX, D6X0, D8X0, US Factory Install (430-1338)
Software Disk Two:		Resource CD for Latitude D610 (420-4532)
Feature		6-Cell/53 WHr Primary Battery for Dell all Latitude D500/D600, Factory Install (312-0189)
Feature		Deluxe Nylon Carrying Case Latitude D505,600,800,100L Factory Tied (310-5875)
Service:		Type 3 Contract - Next Business Day Parts and Labor On-Site Response, Initial Year (900-6600)
Service:		Type 3 Contract - Next Business Day Parts and Labor On-Site Response, 3YR Extended (900-6233)
Service:		CompleteCare Accidental DamageSvc, Lat, 4Yr , 1-800-624-9896 (960-0399)
Service:		Thank You for buying Dell (983-2207)
Service:		Please visit WWW.Dell.COM (983-2217)
Dirline:		Type 14 - Keep Your Hard Drive, 4 Years (960-2589)
Dirline:		Gold Technical Support Service Training, Latitude, 4 Years, (900-4493)
Installation:		Standard On-Site Installation Declined (900-9987)

Virtually all County-owned desktops, including those used within DOA and Treasury, are relatively new (less than 4 years old) Intel-based processors from Dell or HP with at least 1.8 GHz processor speed and sufficient memory (512 MB) to accomplish required work tasks. Desktop installations come with Windows XP and are usually complemented by a 19" or 21" LCD (flat screen) display.

For users who need them, DOA has been purchasing tablet computers provided by Motion Computing (model LS-800), running Windows XP tablet edition.

3.4.2 SERVERS

On the mainframe side of the PBS environment, the County owns and maintains its own IBM Z-800 enterprise server with the following characteristics¹⁵:

- Z-800 model 0A1
- 8 GB main memory
- 80 mip processor array
- Z/OS level 1.7¹⁶

The model 0A1 is the smallest configuration in the Z-800 line, according to IBM's account representatives. All Z-800 model servers share these capabilities:

¹⁵ Telephone interview with Conrad Vigo, Account Executive, Mainline – September, 2006

¹⁶ The next revision of Z/OS, version 1.8, has just been announced by IBM.

- IBM's z/Architecture – 64-bit Architecture
- Intelligent Resource Director
- Capacity Upgrade on Demand
- Integrated Facility for Linux
- Capacity BackUp
- Queued Disk IO (QDIO)
- HyperSockets

The Z-800 is directly connected to an enterprise storage system called the IBM “Shark” ESS F20, which can hold up to 128 disk drives and can be configured for an almost infinite number of logical disk storage models (e.g. shadowing, RAID, dedicated spindles, etc.).

Both the Z-800 and the F20 were installed approximately 4 years ago to replace older IBM equipment. Today, neither box can be easily upgraded. The Z-800 is still supported and IBM has a program that allows the Z-800 chassis to be replaced (a “guts swap”) during an upgrade with minimal licensing charges due.¹⁷ The ESS F20 is no longer supported, and has been superseded by the IBM DS-8000 which can be fiber channel attached to the mainframe and run at speeds of up to 1GB per second (much faster than the existing connection). It is still possible to get disk drives for the F20 from secondary remarketing channels. The annual maintenance for this equipment is very expensive and goes up every year. According to IBM, newer equipment is available that would significantly improve performance and flatten out the maintenance cost curve.

A diagram of the two mainframe boxes is shown below.

¹⁷ IBM allows certain upgrades to re-use the existing chassis number, thereby avoiding software licensing issues as the overall computing power of the box is increased.

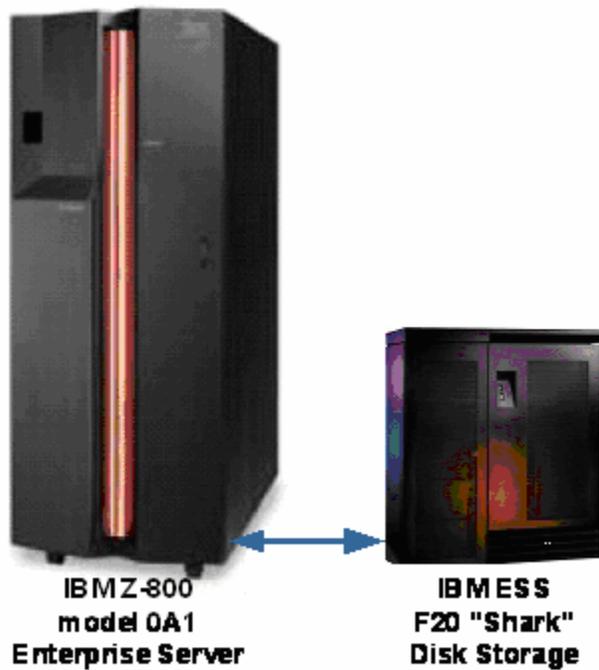


Figure 50 - IBM Mainframe and Disk

Licensed IBM software currently maintained by the County for the mainframe is shown in the table below. Licensed software products (e.g. SoftwareAG/Adabas, CA/FileAid, etc) from other vendors are also maintained on the mainframe.

Product	Description
5647-A01	OS/390 V2 Base
5647-A01	OS/390 V2 RMF
5647-A01	OS/390 V2 Printer Server
5735XXB	EP/3725
5648063	ACF/NCP V7
5648A25	COBOL FOR OS/390 & V
5655F10	MQSERIES FOR Z/OS V5.3 BASE
5655A95	MQSERIES CLIENT ATTACH
5697E93	CICS TS V 2.3
5655041	SSP V4 MVS
5665366	SCREEN DEF FAC 2MVS

Table 1 - IBM Licensed Software Products

On the DOA (non-mainframe) side of the infrastructure, all of the PBS distributed servers are HP Proliant boxes running Microsoft Windows Server 2003 operating system. DOA is targeting new Intel “dual-core” technology with four processors and a minimum of 16 GB main memory as new servers are brought in. The Proliant boxes come with various sized disk arrays normally

configured as RAID 5 (block-level striping with parity) storage for a higher degree of data integrity. DOA IS maintains a total of six servers, five of which are considered to be “production.”

3.4.3 DATABASES

The mainframe hosts two types of file structures: a) native VSAM and b) Adabas. The PBS applications use both types of structures – batch programs, online inquiry and update applications primarily rely on Adabas while the mortgage companies, LIDs and the refund master file rely on VSAM files.

Adabas (from SoftwareAG) is a pre-relational database management system that is still widely used but no longer a first choice of enterprises that buy system software. Relational database systems from Oracle, IBM and Microsoft have dominated this market for at least the past 10 years. To its credit, SoftwareAG has introduced companion products over the years that extend the life of a typical Adabas environment (such as EntireX, a database gateway). However, it is becoming very difficult to find people in the job market who have Adabas skills.

The non-mainframe DOA servers host Microsoft SQL-Server 2000, a relational database engine that was originally based on Sybase. DOA IS plans to upgrade to SQL-Server 2005 during the latter half of 2006.

There are no data structures within PBS that can be considered a data warehouse or operational data store suitable for advanced data analysis needs. Requests for data from either internal (other departments) or external (private interests) are usually met by providing copies or extracts of production data files on CD-ROM. There is no easy way for other County departments to access PBS data for their own analysis needs.

3.4.4 NETWORKING

The County’s network deployment is based exclusively on Cisco network equipment, and includes firewalls, routers, switches, and hubs. All of this is managed by the County’s central networking support team.

3.5 LOGICAL INFRASTRUCTURE

3.5.1 APPLICATION DEVELOPMENT

The mainframe team has two sets of development tools to work with: a) SoftwareAG Natural and b) IBM Cobol within the ISPF editor. Debugger tools only exist for the IBM Cobol-based programs¹⁸. Consequently, while Natural provides a friendlier and more productive design and development/prototyping environment, Natural programs are harder to debug when needed. Natural comes with built-in access for the Adabas database engine; COBOL programs can be written to make calls to Adabas, if needed. Most of the batch COBOL programs read and write to native VSAM files.

The DOA IS team supports over 20 applications written in Microsoft Visual Basic 6. For many years, VB 6 was the de-facto standard programming language for 2-tier “traditional” client/server

¹⁸ SoftwareAG offers a debugger for Natural, but the County does not own this license.

applications. This has since changed. As of the release of .NET Framework and Visual Studio .NET (circa 2002), Microsoft has deprecated the continued use of VB 6 and some of its elements (i.e., the COM component framework) in favor of .NET. In essence, with the release of .NET, Microsoft rendered all VB 6 applications into “legacy” status.

.NET is more than an application development language. It is actually an enterprise application platform suite much like Java/J2EE. Features of the latest Windows operating systems released since 2002 have come with .NET support built in. Visual Studio .NET explicitly depends on and takes advantage of those features within the server operating system. Therefore, as the DOA server platforms are refreshed over time, introducing more and more .NET content, the application developers will find it necessary to re-design, re-write, and re-compile the set of existing applications.

Moving applications from VB 6 to .NET involves more than a single, simple re-compile of existing code. This is due to the introduction of a host of features in .NET that emulate features in the Java/J2EE environment, including full object oriented (OO) development and managed code (thread) capabilities. VB 6 is considered a non-OO development language; VB .NET is fully OO-compliant. However, to take full advantage of the .NET framework a traditional VB 6 application has to be almost completely torn apart and re-built. This is a task facing the DOA application support team. Microsoft has been actively encouraging this transition and offering advice on how to do it since .NET was released initially in 2002, with the most current version, 2.0, released in November 2005.

3.5.2 INTEGRATION/MIDDLEWARE

Middleware is generally referred to as the “glue” between applications and data. Integration can be achieved many different ways:

- Database calls (e.g. ODBC)
- Data replication
- Remote procedure calls
- Asynchronous messaging
- Web services
- Business process management (orchestration)

Many application suites (combinations of several functional modules that are integrated) come with one or more of these forms of integration built into the product (e.g. major ERP systems like SAP R/3). Others ride on top of native server platform capabilities for integration (e.g. the .NET framework with .NET Remoting). Modern forms of integration (e.g. web services over SOAP/XML) are often the foundation of a Service Oriented Architecture (SOA). Thus, integration technologies are all geared towards exposing and re-using IT resources in a coordinated way that accomplishes more work in fewer steps that are better aligned with business processes.

The mainframe currently hosts IBM's WebSphere MQ Series, a form of asynchronous messaging with queuing capabilities. The County's existing Property Tax Information System (PTIS) public access query leverages MQ Series to “run” an existing on-line query program, get results, and display them to the web user.

Other County departments still using the mainframe (e.g. Law, Safety and Justice) have implemented additional layers of integration to support development of new web-based capabilities

that rely on mainframe data. For example, a new “Inmate Booking” application retrieves basic inmate data from the mainframe, adds mug shot data to it, and displays the composite result in a web browser. (This is an example of a “composite application” achieved using middleware). This type of computing allows agencies with legacy systems to leverage existing resources in new ways, and to re-design them quickly when business changes are needed, while still relying on a single source of “truth” – the mainframe data store.

Although SoftwareAG markets an Adabas “gateway” (called EntireX) that supports direct calls for data from “external” applications, the County has not invested in this product. The LS&J application is not dependent on EntireX because it rests on native VSAM data. Their new application uses Microsoft Host Integration Server, Microsoft BizTalk Server and MQ Series to accomplish its integration needs.

Applications running on the distributed servers of the PBS environment currently do not use integration capabilities other than direct database calls (via ODBC) or Microsoft’s version of remote procedure calls, known as COM. Database replication and extract/import processing is performed as needed to establish reference copies of data for specific application needs.

Orchestration of business processes through the integration and re-arrangement of various loosely-coupled applications is considered the “holy grail” of modern integration architecture. Usually, this type of software design is done via the business process management portal of a workflow engine. These tools allow the advanced software engineer to design (literally “draw up”) an existing business process in the portal, assign processing logic and rules to each major process step, and even instantiate new applications that run and “manage” the execution of the process. Such applications use integration technologies underneath to achieve their results.

The County currently owns a tool with rudimentary capabilities in this area – Stellent/Optika – however, neither of the application development teams within PBS has had time to learn and apply its capabilities beyond basic enterprise content management (storage of certain digital files).

3.5.3 SECURITY

All County users first must authenticate themselves to the network to gain access to County IT resources and applications. Client authentication is done via Microsoft Active Directory. Once on the network a user can access the mainframe via terminal emulation software (Attachmate) or run an installed program. User authorization (what the user can and cannot do) is generally controlled from within each application. Typically, a second sign-on is needed to establish an application user’s authorizations.

3.5.4 DEPLOYMENT

On the mainframe, the County runs two “logical partitions” (LPAR), one that contains all the Production regions (CICS, TSO, etc.) and one used for Development and Testing. There is not yet an LPAR dedicated to hosting a “foreign” operating system such as Linux, even though the current mainframe has this capability. Both LPARs currently run Z/OS.

The DOA distributed servers are allocated into one of three “zones”: a) production, b) test and c) development.

3.5.5 MAINTENANCE AND OPERATIONS

The mainframe cluster is housed in a controlled computer room, located on the 24th floor of the Seattle Municipal Tower office complex. This room also houses the County’s network operations center (NOC) which is currently staffed 24 x 7. Mainframe operators are available 24 x 6 to perform nightly, weekly and monthly batch processing as needed. The mainframe also drives a high-speed laser printer that is currently used for large-volume printing, e.g. value notifications and tax bills (among other things).

Conversely, the servers maintained and operated by DOA are housed in a controlled and secure computer room on the eighth floor of the King County Administration building. DOA IS staff is available 9 x 5 to check and maintain the servers. They also have the ability to dial in remotely and perform system restarts or make changes as needed. Most batch processing on the DOA server side is scripted but not scheduled – the scripts are fired off manually by designated personnel when needed.

3.6 CURRENT AND PLANNED TECHNOLOGY INFRASTRUCTURE INITIATIVES

The 2005 King County IT Strategic Plan sets an overall direction for initiatives that will affect IT. Entries for the Department of Assessments are shown in the table below.

Agency	Business Direction	Impact on IT	Goal	Benefits to the Public
Department of Assessments	<ul style="list-style-type: none"> • Increased productive time spent in the field by appraisers. • Reducing administrative support. • Shifting from hard copy document production and distribution to electronic delivery. • Shift to collecting personal property information electronically. 	<ul style="list-style-type: none"> • Digitized all files (maps, documents). • Providing tablet or laptop computers to appraisers. • Wireless communications between field computers and main office. • Working with GIS to put all maps and map history into a GIS-compatible format. • Ability to handle and accept electronic signatures. • Ability to electronically file and receive personal property 	<ul style="list-style-type: none"> • Efficiency. 	<ul style="list-style-type: none"> • Improved access to maps. • Lower production costs. • Lower public purchase costs. • Reduction in staff. • Improved accuracy of information.

Agency	Business Direction	Impact on IT	Goal	Benefits to the Public
		information.		

The primary theme of these strategic initiatives is “efficiency,” one of the County’s four main IT goals as defined in the 2005 Strategic Plan. This approach is understandable given the highly labor-intensive nature of the PBS environment.

The DOA IS group has established a short list of near-term initiatives for 2006 and early 2007:

- Upgrade SQL-Server 2000 to SQL-Server 2005
- Begin the transition of VB 6 applications into .NET
- Begin to introduce more “real-time” applications

The mainframe team keeps the licensed software up-to-date with periodic upgrades, but no new PBS application enhancements are planned.

Sample Document

4 RISK AND OPPORTUNITIES DISCUSSION

4.1 BUSINESS PERSPECTIVE: SUMMARY OF FINDINGS

The points below summarize a number of key observations and findings from a business perspective.

Finding 1: The current segregated systems environment inhibits the ability to analyze an account from a single source. For example there is not currently a single system where users can view account roll history including appraised and assessed values, exemptions, applicable current use, tax and fees due, penalties and interest applied, amount paid per year, and what personal property is associated to the account, if any. As a result, the county's ability to continue to meet the demands of savvy taxpayers is challenged at best. Users rely on data from multiple systems, often out of synchronized, or displayed in different formats, leading to inconsistent or inaccurate views of current information.

Finding 2: In the current business environment, many processes rely heavily on the institutional knowledge of experienced staff. With up to 50% of the government workforce expected to retire within the next ten years, this creates a substantial risk to King County. Dozens of workarounds have been developed over time; automated processes are supplemented by manual processes, and in many cases, entire functional areas are the responsibility of a single employee, for example current use, levy management, annexations, and LID management. As the workforce retires so will the understanding of how processes are pieced together to successfully get work done. To date, these expert staff have not had the opportunity to develop written documentation on many of the processes and procedures they use daily and periodically.

Finding 3: The existing systems and business processes do not support effective date processing (processing against multiple tax years simultaneously could occur if this capability existed). The mainframe application requires annual shut downs as the tax roll is certified, the current tax year closed, and the new tax year is opened. As a result, work stacks up waiting for the subsequent roll to open. This causes inefficiencies in standard processing and hinders effective communications with outside agencies. In addition, King County would be at high risk for loss of business continuity if a disaster that impacted their paper records and forms occurred during this timeframe.

Finding 4: Dependency on sequential batch processing of account activity and data refreshes between environments hinders the user's ability to efficiently perform daily tasks. Business users are forced to make account updates through a series of sequential steps, each of which is processed over night. Some end results require pre-steps (for example, to unlock a locked parcel) that need to run before a subsequent update action can be performed. Account analysis and relatively simple updates may turn into week long affairs, especially if there are data input errors that cause batch jobs to reject an action.

Finding 5: Confidence in the county's ability to comply with future legislative mandates is low, especially when considering such far reaching potential mandates as a transition from bi-annual payment processing to quarterly or monthly processing. Mandates often require system modifications, which in the current environment are likely to affect numerous applications on both the mainframe and server systems. Coordinating the updates and simultaneously ensuring system stability is time-consuming and difficult in desegregated platforms.

Finding 6: In the current environment, it is difficult to access important historical information about properties, tax accounts, and correspondence between King County and taxpayers because historical information is not stored consistently using a standardized methodology. In some functional areas there are gaps in the stored information, making it difficult for staff to research and resolve issues when account problems occur.

Finding 7: The audit trail supporting why particular changes are made is not consistent and is difficult to access. Audit trails are often encapsulated in huge printouts that must be manually scanned for processing errors or other issues. Automated links to the change transactions and the documentation requesting or authorizing the change are not available to the business users. This results in inefficiencies and inability to easily understand the history of an account, further inhibiting the ability to provide the level of customer service often demanded by taxpayers.

Finding 8: Current multi-step, paper-intensive business process flows (such as application review and approval) are not supported by an automated workflow tool. For example, when Accounting needs information from Appraisers or Treasury, the request is typically handled with hard-copy paper forms, phone calls or emails. This practice results in inefficiencies and the inability to easily track the status of an activity to support internal or external communication.

4.2 TECHNOLOGY PERSPECTIVE: SUMMARY OF FINDINGS

The points below summarize a number of key observations and findings from a technology perspective.

Finding 1: There is a disparity in vision and capabilities between the PBS mainframe environment and the DOA distributed server environment; the mainframe environment has not been updated to stay in step with current needs and capabilities, while the distributed side has evolved roughly in step with typical Microsoft-centric development practices.

Finding 2: In the current business environment, the mainframe is still an integral part of getting the work done; however, the synchronization of data between the mainframe and the distributed environments takes lots of effort, expending scarce County resources.

Finding 3: Neither application portfolio (mainframe or distributed) approaches “state-of-the-art”; existing mainframe software is heavily batch-oriented with probably more than 50% of its business logic residing in batch programs; the potential for integration to/from mainframe software and/or data is limited; the distributed environment applications are all pre-.NET and need to be re-implemented to stay in step with the direction of the Windows server platform.

Finding 4: The existing staffing models do not support additional new application development at this time. The DOA developers are undertaking a large conversion effort from VB to .NET, while the mainframe developers already are operating in a maintenance mode with minimal staff.

Finding 5: There are competing and sometimes contradicting sources of “truth” within the data; sometimes the “master” record is on the mainframe, sometimes it is on the server database side. Sometimes (immediately after weekly refresh) things are mostly the same between the environments, but as work progresses, they fall further out of synchronization.

Staff is often forced to consult multiple sources of information to find what they need to know. Problem resolution often takes a long time under these conditions.

Finding 6: There is no data structure within PBS that can be considered a data warehouse or operational data store suitable for advanced data analysis or that provides a means of information sharing. DOA currently provides Assessor information to other County departments (e.g. DDES) and requestors by extracting data onto CD-ROM. Recipients of the data are forced to devise their own methods of analyzing and combining Assessor data with other information, and have experienced varying degrees of success.

Finding 7: User documentation for the PBS applications is old and not easy to reference. While newer DOA applications share a fairly common “Windows look-and-feel” with some limited use of the Help feature, user manuals are rare. Mainframe applications do not have user documentation built into the systems nor online availability of the documentation. There are no standard business processes that exist to update and maintain user documentation, resulting in the risk of it becoming out-of-date or inaccurate.

4.3 STATUS QUO DISCUSSION

Obtaining a full understanding of the existing environment is an important first step in any business case effort. One question that naturally follows is “what if we decide to do nothing?” This situation is referred to as maintaining the status quo – keeping things the same. With respect to the King County property based systems, what are the issues related to keeping things as they are?

First, it is important to realize that the PBS applications have been in a quasi-status quo state for the past several years as a whole, and much longer for the mainframe-based applications. The newest applications (developed by the DOA IS group) have now been in production use for several years. The rate of introducing new Microsoft-based applications has slowed, as the DOA gets ready to re-write its existing portfolio for the .NET framework. On the mainframe, the situation is much worse. The only new functionality added in recent years was a web-based property information query application. All other mainframe applications are in a maintenance-only mode pending a decision about PBS replacement.

Second, status quo is a viable option only in situations where external business conditions are relatively stable and very slow to change. Most people would agree that buying and selling of real property, sub-division of land for new developments, business investment in equipment, and other key drivers of tax management activity show few signs of slowing down. In addition, political factors continue to change the way exemptions and fees are levied, especially with regard to selected classes of taxpayers. In light of increasing activity and continuing policy changes, a status quo situation only pushes the PBS environment further and further behind.

Third, status quo only makes sense if the applications enter that state in relatively up-to-date condition. In other words, if there is already pent-up demand for additional application changes, the attempt to keep things the same will only create additional business user and taxpayer frustration.

Finally, as this document has tried to point out, the County is already at a point where *some level* of PBS replacement is required. The mainframe applications are more than 25 years old and have not been updated or modernized to keep pace with the demands of the DOA and Treasurer. The DOA’s Microsoft applications, though much newer than those on the mainframe, are themselves in need of re-design and re-implementation under the .NET framework. Meanwhile, the State of WA has put the County “on notice” that modernization of the County’s tax management infrastructure is needed – not yet “required,” but needed. All the while, vendor offerings for tax management

systems have matured to the point where a large entity like King County can be reasonably assured of finding off-the-shelf functionality that suits its business processes.

Sample Document

5 APPENDICES

5.1 APPENDIX A – BUSINESS PROCESS DESCRIPTIONS

Following is the complete set of business process descriptions. Although each business process is not expanded upon in detail in this document, all business processes were explored and documented by Eclipse staff.

Property Valuation and Description

The supportable estimate of a property's market value and description.

1. Real Property Valuation

Residential - Determine and maintain the market value for all residential parcels, equalizing values for similar property types, by developing a model for defining the Estimated Market Value (EMV) of parcels to be used during physical inspections and annual updates.

Commercial - Determine and maintain the market value for all commercial parcels, to individually revalue all parcels annually using income, market and/or cost models.

2. Personal Property (PP) Business Accounts Valuation

The annual assessment of personal property business accounts, state public service accounts, and leased property used by businesses in King County.

3. PP Mobile and Floating Homes Valuation

Determine and maintain the market value for all mobile and floating homes.

4. Property Characteristic Maintenance

Receiving and processing information for changes to property to assess and/or revalue and maintain accurate descriptions, including sales verification.

5. Timber Tax

Maintenance of timber assessed value and distribution of revenue to the taxing districts.

6. Valuation Adjustments

To make adjustments to update the real or personal property appraised value with the most current information based upon discovery.

7. Annexations

The legal incorporation of land or territory into an existing taxing district boundary requiring all maps, impacted real and personal properties, and levy codes to be updated to reflect the new boundaries, and county road taxes are transferred for real property if applicable.

8. Abstract

Maintenance of the legal description of all parcels (real and personal) in the county, including segregating or merging real property for taxation purposes.

9. Geographic Information Systems (GIS)/Mapping

The maintenance and generation of countywide cadastral data and other data layers, using GIS technologies, to create associated maps and data for county business needs and public access.

10. GIS Appraisal Integration

The integration and exchange of real estate information using GIS (map and data) in the appraisal process.

Account Administration

All functions that ensure properties are taxed and fees applied appropriately.

11. Maintain Account Information

To process and maintain account information including taxpayer and mailing address and location for real and personal property.

12. Property Sales Identification

The identification and maintenance of property transactions (sales, transfers, etc) and taxpayer information for personal, residential and commercial parcels, buildings and land, within King County.

13. Exemption Management

Applications for various tax exemptions and deferrals are received and processed to determine whether an exemption or deferral should be granted. When granted the tax exemption status on the account is updated, and taxable amounts due for previous, current, and future tax years could be impacted.

14. Pro-rate Taxes and Tax Status Changes

To pro-rate taxes when properties are sold creating a tax status change or when exemptions are applied or removed.

15. Tax Roll Adjustments

Correction of current and prior year (3 years back) values based upon quantifiable and verifiable errors, for example market value adjustments, appeals, exemptions, and omits.

16. Current Use Management

The current and historical management and maintenance of Current Use and Forest Land accounts.

17. Maintain Levies and Rates

The establishment and maintenance of levy codes, funds and rates, so that the assessed value and taxes of each levy code can be distributed and reported to all taxing districts and certified to Treasury.

18. Manage Fees

Establish contract, maintain data, and bill fees on annual tax statements.

19. Administer Local Improvement Districts (LIDs)

Establish, maintain, bill, and collect bonded and maintenance improvement assessment district records for junior districts and cities.

20. Posting and Notice Generation

Posting assessed and taxable values for property to the tax roll and generating assessed valuation notices for the year.

21. End of Year Rollover

Closing the current tax roll for the year and opening the subsequent tax roll, including the certification of the current year tax roll prior to sending out tax bills.

22. Appeal Management

The tracking and processing of appeals.

Tax and Fee Accounting

The billing and collecting of property taxes and fees, including accounting for and distributing collected monies.

23. Bill Taxes and Fees

The annual and ad-hoc (in response to inquires) billing of property taxes and fees owed by taxpayers.

24. Collect Taxes and Fees

To collect and record tax and fee payments from taxpayers and mortgage service providers using multiple payment methods.

25. Fund Accounting

Daily cash balancing, posting, distribution, and disbursement of funds to jurisdictions.

26. Collect Delinquent Accounts

To collect delinquent property taxes and fees, by way of foreclosures and distrains.

27. Process Refunds

Refund overpaid property taxes and fees by processing the credit.

Sample Document

5.2 APPENDIX B – BUSINESS OBJECTIVES

Following is the complete set of business objectives developed with King County business experts. The priority indicates relative priority, as voted upon at the Existing Environment Workshop. These are included to provide an understanding of objective priorities from the perspective of the Assessor and Treasury staff. There are a couple objectives (identified by blue text), that had been mis-identified as requirements during that meeting; therefore they were not included in the voting process.

Property Valuation and Description - Business Objectives		Priority		
		High	Med	Low
Real Property Valuation				
1)	Review and update parcel information for real property land and building characteristics per annual schedules, upon sale, new construction, platting or upon request from the taxpayer.	H		
2)	Annually revalue commercial parcels using income, market, and/or cost models.	H		
3)	Annually revalue 5/6 of the total residential parcels through statistical analysis.	H		
4)	Respond to taxpayer valuation appeals and property assessment review requests.		M	
5)	Develop a model for defining the residential property Estimated Market Value (EMV) of parcels to be used during physical inspections and annual updates	Not voted on.		
6)	Physically inspect and update parcel information on 1/6 of real properties annually	Not voted on.		
Personal Property Valuation				
7)	Accurately assess the value of personal business property.	H		
8)	Accurately assess the value of mobile and floating homes.		M	
9)	Accurately assess the value of taxable improvements on exempt land.	Not voted on.		
10)	Conduct audits on the valuation of personal property, responding to taxpayer inquiries, appeals, court cases, or other purposes.		M	
11)	To accurately record and maintain personal property account information, including relationships between accounts.	Not voted on.		
Timber Tax – not currently included within the doc.				
12)	Provide DOR with a calculated composite tax rate of all county timber land		M	
13)	Distribute timber assessed values (TAV) for each taxing district based on County TAV amount	H		
State Utility Valuation not currently included within the doc.				
14)	Develop a county-wide indicated ratio analysis.	H		
15)	Receive and apply state utility valuations.		M	
Property Characteristic Maintenance not currently included within the doc.				
16)	Accurately revalue new and existing parcels based on documented changes.	H		

Property Valuation and Description - Business Objectives		Priority		
		High	Med	Low
17)	Notify taxpayer of potential exemptions, other taxpayer rights, and change in property value.		M	
18)	Notify taxing districts of anticipated new tax dollars.		M	
Valuation Adjustments				
19)	Correct values and parcel characteristics for current and prior years (three year maximum) based manifest errors.	H		
20)	Notify the taxpayer, send refunds or adjust the tax bill as appropriate	H		
21)	Account for impact on levy rate and new construction money to municipalities.		M	
Annexations				
22)	Perform preliminary research, validate petitions, and process the different taxing district annexations as well as county to city annexations.	H		
23)	Identify and update real and personal property accounts that are impacted by the annexation changes	Not voted on.		
24)	Identify gambling tax future revenue implications from annexations.			L
25)	Identify and transfer real property road tax when applicable.	Not voted on.		
26)	Generate updated levy code maps for DOR			L
Abstract				
27)	Segregate or merge existing accounts to accommodate different exemptions, condominiums and/or plat creation.	H		
Geographic Information Systems (GIS) / Mapping				
28)	Create, update, and provide county departments and the public with accurate and current maps and data reflecting changes over time.	H		
29)	Provide a common platform to allow integration and exchange of mapping data, property characteristics and geographic contexts for the valuation process	H		
30)	Ensure accurate valuation based upon property boundaries for tax assessment and revenue distribution.	H		
31)	Maintain the cadastral database.	H		
32)	Provide, update, and refine accurate property characteristics for annual taxation.	H		
33)	Provide real property comparisons in a geographical context of individual parcel and overall market views.	Not voted on.		

Account Administration - Business Objectives		Priority		
		High	Med	Low
Maintain Account Information				
1)	Maintain current and accurate real property account information.	H		

Account Administration - Business Objectives		Priority		
		High	Med	Low
2)	Accurately record and maintain information on personal property accounts (business and mobile/floating homes)	H		
3)	Gather, record, and maintain updated address and location information for taxpayers.	H		
4)	Produce mailing labels and or letters for individual taxpayer or group of taxpayers as needed.			L
5)	Process returned mail so that taxpayers receive important notifications and bills.		M	
6)	Maintain relationships between all property accounts	Not voted on.		
7)	Maintain historical information and supporting documentation about address changes.	Not voted on.		
Property Sales Identification				
8)	Record and maintain current ownership and sales information on property in King County.	H		
9)	Maintain name and address from sales updates to tax roll information.	H		
10)	Validate and maintain sales information with land and property characteristics	H		
11)	Maintain sales historical information for appeals, sales trends, and statistical analysis	H		
Exemption Management / Tax Roll Adjustments				
12)	Record and maintain real properties in King County that legally qualify for tax exempt or tax deferred status and to assess the taxable value.	H		
13)	Process senior/disabled exemptions on mobile and floating homes per statutory law, including generating refunds.		M	
14)	Process personal property exemptions as defined by statute.	H		
15)	Prorate property value and corresponding property taxes according to changes in exemption eligibility or property tax status.	H		
16)	Process account tax adjustments due to changes in exemption eligibility or other identified errors.	H		
17)	Adjust prior tax years based on petition refund processing according to state law		M	
Current Use Management				
18)	Record, maintain, and monitor Current Use and Forest Lands taxable property value, use, and eligibility.		M	
19)	Alter Current Use and Forest Lands values when property segregations or mergers occur.	H		
20)	Manage Current Use in conjunction with Senior Citizen or other exemptions.	H		
21)	Calculate and collect back taxes when property is removed from Current Use or Forest Lands programs.	H		

Account Administration - Business Objectives		Priority		
		High	Med	Low
Maintain Levies and Rates				
22)	Establish and maintain districts in King County, including setting up levy and fund codes.	H		
23)	Calculate tax rates by district and fund	H		
24)	Establish levy limits for taxing districts	H		
Manage Fees				
25)	Load, calculate and maintain fee billing data.	H		
26)	Modify fees after tax bills have been sent, generating either refunds or revised statements.	H		
27)	Collect administrative service charges.	H		
Administer Local Improvement Districts (LIDs)				
28)	Record, maintain and generate bills for bonded and maintenance LID assessments.		M	
29)	Collect and record bonded and maintenance LID payments and distribute payments to the appropriate junior district.			L
30)	Charge King County junior districts the appropriate annual service fee.			L
31)	Coordinate the yearly LID, ULID, RID and LMD foreclosure actions of delinquent properties.			L
Posting and Notice Generation				
32)	Capture appraisal selected market values and apply to current year tax roll.	H		
33)	Develop and apply annual update formulas to the property prior year market values to generate current year tax roll for a given area.	H		
34)	Apply changes to market valuations for exemptions, value splits, undivided interest splits and other adjustments to develop the taxable value.	H		
35)	Print valuation notices for taxpayers.	H		
36)	Maintain previous tax year historical events and value information on properties.	H		
End of Year Rollover				
37)	Ensure current tax roll includes all tax values, exemptions, levies, etc. prior to closing the tax roll	H		
38)	Ensure taxing districts receive their legally allowable property tax distribution	H		
39)	Certify and close tax roll	H		
40)	Supply DOR with accurate tax roll information	H		
41)	Notify taxing and junior districts of expected revenues			L

Account Administration - Business Objectives		Priority		
		High	Med	Low
42)	Create taxpayer account and fund receivables	H		
Appeal Management				
43)	Process and track appeals submitted by taxpayers.	H		
44)	Review original valuation, make decision, and prepare appeal response package.	H		
45)	Ensure appeal result is processed through to the tax roll.		M	
46)	Represent the Assessor at appeal hearings.			L

Tax and Fee Accounting - Business Objectives		Priority		
		High	Med	Low
Bill Taxes and Fees				
1)	Create and send annual tax statements to taxpayers and electronic notifications to mortgage service providers, DOR (for senior citizen deferral accounts) and other mass billing requesters	H		
2)	Provide ad-hoc statements to taxpayers, mortgage service providers and to other mass billing requestors, when requested.		M	
3)	To generate ad-hoc statements with in a variety of scenarios that may include current & prior years such as with interest, previous roll, no address, etc	Not voted on.		
Collect Taxes and Fees				
4)	Collect and record tax and fee payments from taxpayers and mortgage service providers and to retain history across tax years	H		
5)	Assess, collect and record accurate penalty and interest amounts	H		
6)	Process payments made in-person by taxpayers and transmittals from other agencies.	H		
7)	Accurately record the tax payment information in the system.	H		
8)	Deposit the money received into the appropriate county bank account	H		
9)	Process returned checks, update the system quickly with returned check information, and to collect a returned check processing fee for both paper checks and electronic payments (echecks).	H		
Fund Accounting				
10)	Post tax receipt distributions in an accurate and timely manner.	H		
11)	Accurately distribute taxes and fees to taxing entities/jurisdictions on a daily basis via ARMS.	H		
12)	Balance on a daily basis: <ul style="list-style-type: none"> • PBS tax system to ARMS Accounting System, • Internal balancing of PBS tax system beginning of day balance and end of 	H		

Tax and Fee Accounting - Business Objectives		Priority		
		High	Med	Low
	day balance and known tax transactions processed that day Bank reconciliation from cash receipts.			
Collect Delinquent Accounts				
13)	Effect collection of real and personal property delinquent accounts using methods authorized by Washington state law.	H		
14)	Identify bankruptcies and seek payment of debt.	H		
15)	Collect personal property tax liabilities using authorized statutory measures including distraints and certification of debt to real property.		M	
16)	Complete foreclosure processing	H		
Process Refunds				
17)	Process both automatic and petition refunds for real and personal property.	H		
18)	Refund taxpayers appropriately when there has been an overpayment of property tax in the current year.	H		
19)	Issue petition refunds for prior tax years when appropriate.	H		
20)	Track refunds while they are being processed.	Not voted on.		
21)	Purge unpaid automatic refunds (after 36 months) and adjust accounts receivables.	Not voted on.		
22)	Calculate interest due on petition refunds	Not voted on.		
23)	Transfer payment information between accounts to correct an error when a payment is applied to wrong account.	Not voted on.		

Miscellaneous - Business Objectives		Priority		
		High	Med	Low
24)	Process and manage billing for tax title sales, which are for King County owned property.		M	
25)	Assess and collect gambling tax on licensed gambling establishments.		M	

5.3 APPENDIX C – BUSINESS PROCESS FLOWS NOT INCLUDED

Some of the business process flows that were developed in order to understand the current environment for the PBS Replacement Project are not included in this document. The following list identifies the specific flows that were not included. These flows, as well as detailed notes from the functional meetings are stored on the King County network.

Property Valuation and Description

Real Property Valuation - New Construction

Personal Property (PP) Business Accounts Valuation - Conduct Audit

Timber Tax - Timber Tax Roll

Annexations - Preliminary Annexation Analysis

Abstract - Administrative Split Request

Account Administration

Maintain Account Information - Account Administration – Returned Mail

Property Sales Identification - Sales Verification

Exemption Management

- Destroyed Property/Home Improvement Exemption
- End of Year - Historical Property Exemptions
- Non profit Exemptions – Apply for exemption
- Senior Citizen Deferrals – End of Year

Pro-rate Taxes and Tax Status Changes

- Tax Status Changes (Real Property)
- Tax Status Changes (Personal Property)

Manage Fees

- Maintain Fee – Create Fee Receivables
- Maintain Fee Billing Data

Administer Local Improvement Districts (LIDs)

- Foreclose Delinquent LIDS
- Record LIDS – Bonded Assessments
- Record LIDS – Maintenance Assessments

Tax and Fee Accounting

Bill Taxes and Fees - Generate Annual Statements Non Mortgage Mass Billing

Collect Taxes and Fees

- Process Returned Checks
- Mass Billing Payments (King County properties or other local jurisdiction)
- Collect Gambling Taxes

Collect Delinquent Accounts - Process Distraint (Personal Property)

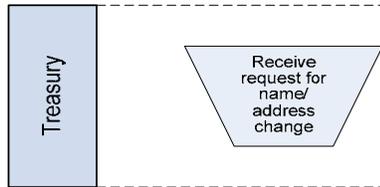
Other

- King County Direct or Negotiated Property Sale
- King County Property Sale - Contract Sale

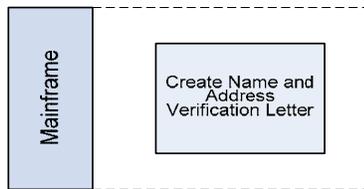
5.4 APPENDIX D – BUSINESS PROCESS FLOW LEGEND

Following is the business process flow legend that describes the symbols and standards used within the business process flow diagrams.

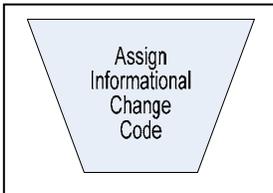
The project team used business process flows with swim lanes, to indicate which business unit or outside entity performs the activities within that swim lane. In the following example, “Treasury” is in the swim lane, so any activity within that row is performed by treasury staff.



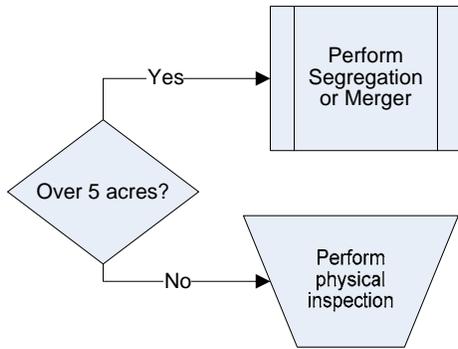
The shape of the business activity has meaning. For activities that are completely automated, a regular rectangle is used. For example, the following automated activity is performed by the mainframe system.



The rhombus shape is used to indicate the activity is performed primarily manually. Manual processes may include the use of automated tools, such as EXCEL spreadsheets or MS Word form letters, to support a primarily manual activity. In the following example the rhombus shape indicates that a staff member, not an automated system, assigns the informational change code.



Predefined processes are indicated by using the following shape.  A predefined process is like a “black box” in the context of the business flow that refers to it. If you see a predefined process in a flow that you are reviewing, it indicates that an entirely separate business process flow exists for that activity. In the following example if the property is over 5 acres, the predefined process “Perform Segregation or Merger” will be initiated. If not, a physical inspection is performed. This example also illustrates the use of a diamond shape decision box.



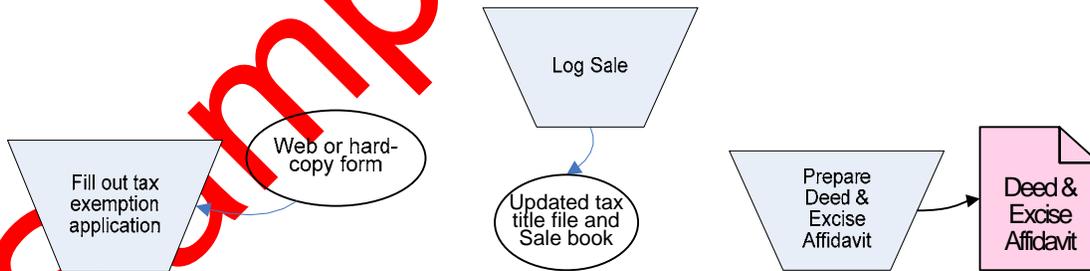
Business processes start with a business event or trigger that initiates the process. A right-facing arrow is used to define a trigger. Some business processes may have multiple triggers that start the process. For example, a situs address change may be initiated from a jurisdiction or from an appraiser doing an onsite property visit, so the flow would contain both of the following triggers.



A left-facing arrow defines the process result. In the following example, when this business process is complete, the result is that the name and address update has been recorded.



Lastly, activities have inputs and outputs. The bubble shape is used to identify inputs and outputs. For critical documents, such as excise tax doc, the document shape (below) might also be used.



5.5 APPENDIX E – ADDITIONAL ANNOTATIONS

During the review and finalization of this document there was disagreement among King County business experts on Technical Finding #6. The following documents the discussion about this finding:

Finding 6: There are competing and sometimes contradicting sources of “truth” within the data; sometimes the “master” record is on the mainframe, sometimes it is on the server database side. Sometimes (immediately after weekly refresh) things are mostly the same between the environments, but as work progresses, they fall further out of synchronization. Staff is often forced to consult multiple sources of information to find what they need to know. Problem resolution often takes a long time under these conditions.

Summary of discussion: Not all business experts within King County agreed with this finding. There was a suggestion that this data discrepancy only occurs as a result of data being out of sync, but other business experts said that was not the only cause. Although there are regular automated processes to keep the mainframe and server-side data in sync, some fields may not be populated regularly by these processes. The group discussed that most, but not all, of these data discrepancies may be temporary in nature. There are multiple levels to this finding, which focuses on the impact to business users. It would also be important to consider its impacts to the databases or data stores involved and to the public who access information via websites.

Sample Document

Report on Existing Environment
King County – PBS Replacement
END OF DOCUMENT

Sample Document

King County PBS Project - High-Level

Global and General Requirements - High-Level				
Section Definition: The scope of the PBS Replacement Project is to have the existing business functions, Property Valuation and Description, Account Administration, and Tax and Fee Accounting accessing one centralized system of record and transparently interfacing with other King County applications. The County expects that one centralized system of record will substantially reduce systemic gaps, overlaps, fragmented/duplicated data and increase data integrity when running reports and queries.				
Additional Information		Proposer response 3, 201, 1, 1		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Global and General				
1.0001	The proposer's product shall provide a fully integrated, automated, real-time, transactional system without manual or paper processes between Departments of Assessments and Treasury Operations.			N
1.0002	The proposer's product shall provide real-time capabilities in terms of making and viewing data changes.			N
1.0003	The proposer's product shall provide real-time capabilities in terms of making and viewing changes.			N
1.0004	The proposer's product shall provide access to historical data by year.			N
1.0005	The proposer's product shall provide automatic audit trails.			N
1.0006	The proposer's Application shall provide role based security (RBS).			N
1.0007	The proposer's product shall provide notes and flagging capability.			N
1.0008	The proposer's product shall allow for a fully integrated property or account tax management product. The Application that shall provide a seamless process to calculate property taxes due, based on established levy rates to billing, collecting, and distributing property taxes.			N
1.0009	The proposer's product shall be able to update real and personal account information, including updating situs, mailing address, account relationships, and provide history and store supporting documentation. In addition, the Application shall be able to perform mass address updates, produce mailing labels, produce verification letters and generate single tax bills.			N

King County PBS Project - High-Level

Additional Information	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation	Comments, or Link to Supporting Document	
Item Number:	Requirement:				
Property Valuation and Description					
<i>Definition: Property valuation and description is the business function that determines, maintains and supports the estimate of a property's market value and description.</i>					
1.0010	The proposer shall work closely with King County's Assessor's IT staff to integrate the proposer's product with the County's existing real property CAMA application. This effort includes changes to the County's existing underlying data structures and integration needs, as well as potential changes for consistency with the proposer's product regarding security, user help, audit trails, and other system-wide features or standards.				N
1.0011	The proposer's product shall perform personal property valuation for business property, mobile, floating homes, building improvements on exempt land, and electronic file personal property listings. This would include the ability to annually load depreciation and trend schedules, produce cost and market values for mobile and floating assets, value certain category codes, automatically value non-reporting businesses and produce ratio studies.				N
Account Administration					
<i>Definition: Account Administration is the business function that ensures that taxes and fees are appropriately applied to both real and personal property.</i>					
1.0012	The proposer shall provide tax administration software				N
The proposer's software shall replace the following existing mainframe account management processes:					
1.0013	> Post final values and generate valuation notices				N
1.0014	> Adjust appraised and assessed values as a result of:				N
1.0015	~ Abstract processing				N
1.0016	~ Exemption and deferral processing				N
1.0017	~ Valuation adjustments for the current year				N
1.0018	~ Tax roll adjustments for prior years				N
1.0019	> Perform levy and fund code administration				N

King County PBS Project - High-Level

Additional Information	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:					
1.0020	> Perform tax roll certification processing				N
Tax and Fee Accounting					
<i>Definition: Tax and fee accounting is the business function that bills and collects property taxes and fees, including accounting for and distributing collected money.</i>					
1.0021	The proposer shall provide tax and fee accounting software.				N
The proposer's software shall replace the following existing mainframe tax and fee accounting processes:					
1.0022	> Generate annual and ad hoc bills for taxes and fees				N
1.0023	> Collect taxes and fees				N
1.0024	> Process delinquent accounts				N
1.0025	> Collect pre-pay and advance tax				N
1.0026	> Distribute taxes and fees and perform fund accounting				N
1.0027	> Process refunds				N
Application and file exchange interface requirements					
1.0028	Intentionally omitted				
The proposer's product shall interface with the following applications:					
1.0029	> CAMA - King County's in-house real property valuation application				N
1.0030	> King County's Financial General Ledger (GL) system				N
1.0031	> Stellent - electronic document management system				N
1.0032	> ESRI - GIS software				N
1.0033	The proposer's product shall allow file exchange, for example, with mortgage service providers and Washington State Department of Revenue.				N

Sample Document

King County PBS Project - High-Level

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Reporting and Queries				
1.0034	The proposer's product shall be able to generate, schedule, and/or run-on-demand standard / ad hoc reports and queries.			N
1.0035	The proposer's product shall allow internal users access to query and search utilities.			N
1.0036	The proposer's product shall allow users to review on line current and historical reports.			N
1.0037	The proposer's product shall distribute on line reports.			N
1.0038	The proposer's product shall allow internal/external user access to data.			N

Sample Document

King County PBS Project - Business Functionality

Global and General Requirements - Business Functionality

Section Definition: The vision for the King County PBS solution is an integrated, automated, real-time, transactional system without manual or paper processes between DOA and Treasury Operations.

Additional Information		Proposer response 3, 2, 1, 0			Weight
		Price	Explanation, Comments, or Link to Supporting Document		N O
Item Number:	Requirement:				
Overall					
1.0039	The Application shall provide <i>real-time</i> edit and input capabilities for day-to-day activities for account administration and tax and fee accounting business functions, for example, when a cancellation update is performed, the updated information shall be available in less than 1.5 seconds.				N
1.0040	The Application shall provide <i>bulk</i> edit and input capabilities via a data entry group for scheduled processing at a specific date and time.				N
1.0041	The Application shall accommodate all Washington State constitutional and statutory assessment and reporting requirements, as well as DOR rule changes.				N
1.0042	The Application shall have one screen where all related values, market and assessed values and exemptions broken down by land, improvements, and new construction are listed for a given real and personal property account number.				N
1.0043	The Application shall provide summary screens for Account Administration and Tax/Fee Accounting functionality. Refer to Appendix I.1 and I.3 for sample screen shots.				N
1.0044	This Application shall provide detail history on adjustments to the taxes created from property account history on the customer service screens and reports through to billings through to adjusting accounting entries to the receivables and revenues on the County's GL.				N
1.0045	The Application shall identify the source of information.				N

King County PBS Project - Business Functionality

Additional Information	Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O	
			Price	Explanation, Comments, or Link to Supporting Document		
Notes Functionality						
<i>Definition: A text box that contains user input about the account or subsection of the account. The system shall track when the note was created, updated or deleted and by whom.</i>						
	1.0046	The Application shall allow the user to create, update, categorize, and view all account's history/notes. These notes, at a minimum, shall include:				N
	1.0047	> By year, when an account was not timely filed and whether it received a filing penalty.				N
	1.0048	> By year sales, value, appeals and changes.				N
	1.0049	> If an account was audited by whom and when.				N
	1.0050	> Notes entered by the user from audits, revaluation, and contact with the property owner.				N
	1.0051	The Application shall allow the user to add notes that become part of the account's history. The notes shall be categorized based on user-defined rules, for example, notes from the senior exemption process, notes from the current use assessment process, notes from boundary line adjustments, notes relating to the market assessment of the property, billing and payment history.				N
	1.0052	The Application shall allow the user to enter notes about all types of property/accounts.				N
	1.0053	The Application shall have a spell-checking function for notes fields.				O
	1.0054	The Application shall provide the ability to create notes that can be attached to a property account number, and can also be categorized by type and area/sub/district.				N
	1.0055	The Application shall allow the user to perform data entry via a standardized method with checks and balances triggered by the Application to ensure format consistency.				N

King County PBS Project - Business Functionality

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
1.0056	The Application shall allow the user to search by any one of its data components. The proposer shall list the Application's elemental components for notes.			N
1.0057	The Application shall allow the user to add or update the data components.			N
Flags Functionality				
<i>Definition: An indicator such as a check box or boxes that can be checked by the user to indicate an attribute about the account or subsection of the account. The system shall track when the box or boxes were checked or changed and by whom.</i>				
1.0058	The Application shall support the creation, update and delete of flags on each account.			N
1.0059	The Application shall support the triggering of business processes by flags.			N
1.0060	The user shall be able to define these business processes.			N
1.0061	The flag values may be defaulted to an account.			N
1.0062	The Application shall flag all non-profit and other exempt properties through the assessment cycle, for example, establish market or current use values without generating a tax bill.			N
1.0063	The Application shall allow special flags. The Application shall allow for the following types of special flags, but not limited to:			N
1.0064	> Appeals			N
1.0065	> advance tax collections			N
1.0066	> refunds			N
1.0067	> tax roll changes			N
1.0068	> audits			N
1.0069	> segs			N
1.0070	> NSF			N
1.0071	> Payment Status			N
1.0072	> Flag account if an audit or appeal is in process and/or if an audit/appeal has been completed in the current or past 3 years.			N

King County PBS Project - Business Functionality

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
1.0073	> Exemption			N
1.0074	> Deferral			N
1.0075	> Abatement lien			N
1.0076	> Foreclosure			N
1.0077	> Name and address change			N
1.0078	> Request mortgage company to pay			N
1.0079	> Late affidavit			N
1.0080	> Omit			N
1.0081	Based on user defined criteria, the Application shall automatically auto fill special flags to a parcel.			N
1.0082	The Application shall allow the user to perform data entry via a standardized method with checks and balances triggered by the Application to ensure format consistency.			N
1.0083	The Application shall allow the user to search by any one of its elemental components. The proposer shall list the Application's elemental components for flagging.			N
1.0084	The Application shall allow the user to add or update the elemental components.			N

Sample Document

King County PBS Project - Business Functionality

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Customer Service Information				
<i><u>Definition</u>: Customer service information available to internal staff from the Assessors' and Treasurer's Office</i>				
1.0085	The Application shall make available to internal staff from the Assessors' and Treasurer's Office the customer service information identified in Appendix I.1 and I.3 - Sample Screenshots.			N
1.0086	King County currently provides customer self-service information to the public via the County's web-site and will continue to do so. King County is seeking to replace the current data feed with minimal impact to the website's graphical user interface. Refer to the Appendix E.1 and E.2 for more details. Note: The website is https://payments.metrokc.gov/metrokc.ecommerce.propertytaxweb/ .			N

Sample Document

King County PBS Project - Maintenance

Global and General Requirements - Maintenance

Section Processing and maintaining account information, for example, owner, bill recipient, mailing address, and situs location for real and personal property. In many cases there are "one to many" and "many to one" relationships. Refer to Appendix J - One to Many. Note: Owner is synonymous with taxpayer.

Additional Information

In the current PBS system, account number adheres to the following format:

Specific to real property only		
Field Name	Description	Example
Account Number	1 st 12 digits	123456789901
Parcel Number	1 st 10 digits	1234567899
Major – specific to real property only	1-6 th digits	123456
Minor – specific to real property only	7-10 th digits	7899
Split indicator	11 th digit	➤ 0 = standard
		➤ 8 = senior
		➤ 9 = non-profit or exempt organizations, for example, municipalities, churches, or charities. Note: 9 can also mean one-time charges for when a parcel no longer qualifies for current use or owner requests removal
Check digit	12 th digit	Mainframe algorithm used to compute check digit.
Specific to personal property only		
1-4 th digit = 4200 identifies the account as personal property		
5-7 th digit		
➤ 37, 38, 39 = mobile homes		
➤ 4## = leased accounts		
➤ 599 = Quick collection account		
➤ 6 = Fire fees – obsolete		
➤ 7 = nothing		
➤ 8 and 9 = State Public Service Accounts. Alternate between 8 and 9 every year.		

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Overall				
1.0087	The Application shall adhere to property account maintenance in accordance with RCW 84.			N
For RP and PP account maintenance, the Application shall be able to:				
1.0088	> Maintain current and accurate real and personal property account information			N
1.0089	> Accurately record and maintain information on personal property accounts, including relationships between accounts.			N
1.0090	> Apply appropriate updates to all related accounts based on business rules.			N
1.0091	> Support tax account information for residential, commercial and personal properties. This information shall include, at a minimum:			N
1.0092	~ Owner name, address, and contact info, for example, but not limited to, telephone and email			N
1.0093	~ Undivided interest - owner that has interest on the piece of property and their share of the interest and if they are taxable or exempt			N
1.0094	~ Link between RP and PP accounts to parcels			N
1.0095	~ Link between parcels and taxing districts; levy codes			N
1.0096	~ Maintain the following parcel characteristics, for example, zoning, square foot lot			N
1.0097	> Provide online method to make updates to account information.			N
1.0098	> Track account correspondence, include recording date and type of correspondence sent and notes fields.			N
1.0099	The Application shall be able to maintain a user defined relationship (one to many) between party and property and provide the ability to relate this 'taxpayer' or owner id to any 'property types', for example, personal property, real property, or exempt property.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
The Application shall be able to process the following inputs when maintaining accounts:				
1.0100	> Owner name or address update			N
1.0101	> Recorded excise affidavit – The Office of Records legally records property transactions using the excise affidavit from the property transaction			N
1.0102	The user shall be able to perform bulk updates from data files, for example, tax code areas or situs address.			N
1.0103	The user shall be able to track the status of an account, for example, notice sent, form returned by owner, returned timely, account valued, or valuation notice sent.			N
The Application shall be able to support the following account statuses regardless of whether or not taxes or special assessment fees are still owed on the property:				
1.0104	> Active – current information on file			N
1.0105	> Kill (aka inactive) – an account that is no longer assessed, usually merged with another account, included in a new plat, binding site plan or condo development			N
The Application shall be able to support the following tax statuses:				
1.0106	> Taxable – taxed property			N
1.0107	> Exempt – tax exempt property, but could still pay fees			N
1.0108	> Operating – operating property, for example, railroad right-of-ways, public utilities, for example, phone companies, electrical and natural gas companies, or airlines. These are also known as State Public Service accounts. They are assessed by the State of Washington. These accounts are aggregated by levy code area with one bill created for each with account numbers starting with 97 in the current system. There can be a number of parcels associated with each SPS levy code area account, and each of these individual operating accounts with status code = O can have fees associated with them even though the taxes are aggregated on the SPS accounts.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Account Setup				
1.0109	The Application shall allow the user to select all existing and future real property account types. Refer to Appendix A for current list of real property account types.			N
1.0110	The Application shall insure that the correct account is updated in the case of a transposition or error in entering the account number in the input transaction.			N
1.0111	The Application shall validate that the account number on the input transaction matches the account number being updated.			N
1.0112	If the Application fails to validate the updated account number on the input transaction against the account number being updated, the input transaction shall error out.			N
1.0113	The Application shall allow the user to perform data entry via a standardized method with checks and balances triggered by the Application to ensure format consistency. Describe the proposer's standard method.			N
1.0114	The Application shall allow the user to search by any one of its data components. List the Application's elemental components for account setup.			N
1.0115	The Application shall allow the user to add or update the data components.			N
1.0116	When creating new real property accounts, the Application shall allow the user to assign major and minor numbers. Note: The unique identifier is Major/Minor.			N
1.0117	When creating new personal property accounts, the Application shall allow the user to automatically assign numbers.			N
1.0118	When displaying a personal property account, the Application shall provide an option to also display the property sub-type, for example, mobile homes, leased accounts, or State Public Service.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
1.0119	The Application shall ensure referential integrity between the original personal property number from the County's legacy system and the number generated from the Application.			N
1.0120	The account number shall be numeric.			N
1.0121	The real property account number and the personal property account numbers shall be the same length.			N
On an account level, the Application shall identify the following attributes of an account, but not limited to:				
1.0122	> property type, for example, real, personal, or State Public Service accounts			N
1.0123	> property sub type, for example, real = residential, commercial, business, or personal = mobile homes, leased accounts, State Public Service			N
1.0124	> tax status, for example, taxable, exempt or non-profit, operating			N
1.0125	> exemption type, for example, standard, senior, disabled, destroyed property, or home improvement			N
1.0126	> deferral type.			N
1.0127	> current use type, for example, open space, forest land, or agriculture			N
1.0128	> foreclosure status			N
1.0129	> bankruptcy status			N
1.0130	> appeal status			N
1.0131	> payment status			N
1.0132	~ payment status for prepayment, for example, in the cases of advance tax or overpayment that is applied to the next payment or next year.			N
1.0133	~ payment status in good standing			N
1.0134	~ payment status for late payment or which payment has not been made and is considered late.			N
1.0135	> ownership, for example, multiple ownership for undivided interest accounts			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Link Between Real Property and Personal Property				
1.0136	The Application shall provide the capability to associate/link records between Real Property and Personal Property.			N
1.0137	The Application shall provide the ability to link the personal property account with the real property account to confirm consistent data, for example, levy code, name or address.			N
1.0138	For owner name, the Application shall have a feature that cross-references the personal property account with a real property account. This is useful to identify where the business is physically located.			N
1.0139	For PP account maintenance, the Application shall be able to maintain relationships between all property accounts, such as, every commercial account shall have a PP account associated with it, with a few exceptions, for example, hotels and apartments because the PP is included with the RP.			N
1.0140	The Application shall provide method to maintain a user defined relationship, for example, one to many between party and property and the ability relate his 'taxpayer' or owner id to arbitrary 'property types', for example, personal property, real property, exempt property and so on.			N
1.0141	The Application shall provide method to associate accounts that have been split due to a partial exemption.			N
1.0142	The Application shall provide method to set up parent property with multiple children properties, each valued separately, for example, condos or new development.			N
1.0143	The Application shall provide method to associate land in a current use program to structures, for example, residential or commercial on the land.			N
1.0144	The Application shall provide method to relate personal property accounts to each other, for example, mobile homes within a park, lessor companies to their lessees, improvements on leased land.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
1.0145	The Application shall identify and sort accounts, by type, for operation purposes.			N
1.0146	The Application shall provide the ability to cross check the tax code area assigned to a personal property account if the account is linked to a real property account number.			N
1.0147	The Application shall link any structure-only account, for example, mobile homes or airplane hangers to an active real property parcel.			N
1.0148	The Application shall provide the ability to query on either RP and PP account number, for example, but not limited to, address, owner, business name and return all information on the primary account and all related accounts.			N
Overall Address Maintenance				
1.0149	The Application shall allow the user to perform data entry via a standardized method with checks and balances triggered by the Application to ensure format consistency. Describe the proposer's standard method.			N
1.0150	The Application shall allow the user to search by any one of its data components. List the Application's elemental components for address maintenance.			N
1.0151	The Application shall allow the user to add or update the data components.			N
1.0152	The Application shall have the ability to enter addresses in component input and view either as component or line entry. Note: Component address is a device where each parse of an address has a virtual or real field id and check or data entry bounds are applied to every entry to ensure conformity with real address.			N
1.0153	The Application shall be able to record, and maintain updated mailing address and situs location information for owners.			N
1.0154	The Application shall accommodate different address types by property, including situs and mailing.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
1.0155	For all mailing address fields, the Application shall accommodate international addresses.				N
1.0156	The Application shall apply mass address changes for street name changes or zip code updates.				N
1.0157	The Application shall allow the user to track the source of an address update request, for example, excise tax document, taxpayer letter, or mobile home move permit.				N
1.0158	The Application shall display the date and source of the last address update and the userid of the staff member who made it, for research purposes.				N
1.0159	The Application shall produce name and address verification letters that are delivered by Treasury with daily reports so they can be mailed to the taxpayer for confirmation.				N
1.0160	The Application shall sort bills or notices by name and address and identify and mark when there are multiple pieces of mail going to the same name and address so that the stuffing machine can put multiples into one envelope.				N
1.0161	The Application shall create mailing labels as needed, for example, mailing 8+ bills to the same name and address.				N
1.0162	The Application shall have the ability to change both the mailing address and the situs with a single entry when applicable, for example, when the situs and mailing address are the same.				N
1.0163	When an account is updated, the Application shall retain all forms or scanned images related to that account.				N
	The Application shall track the following changes to both mailing and situs addresses:				
1.0164	> Who made the change				N
1.0165	> When the change was made				N
1.0166	> Why the change was made				N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Situs Address Maintenance				
	The Application shall be able to:			
1.0167	> Provide standardized street names, prefix and or suffix, for example, PL, AVE, ST for situs addresses			N
1.0168	> Provide a 9 digit zip code and or city on situs address			N
1.0169	The Application shall automatically update the personal property account and the real property account when the situs address is changed.			N
1.0170	The Application shall allow for situs addresses for Real/Personal that are stored in the administrative application and tied to buildings. A property can have multiple buildings and each building can have multiple addresses.			N
1.0171	For every building, the Application shall have an address associated with it.			N
1.0172	For every building, the Application shall have a parcel associated with it.			N
1.0173	The Application shall allow multiple addresses for buildings.			N
1.0174	The Application shall meet postal standards and include the city and zip+4.			N
1.0175	There can be a one-to-many relationship between real property parcel and situs address, for example, a condo complex. The condo complex master office building and common spaces will have a unique situs address different from all the condo units that make up that complex. For example, the condo complex parcel number, 15418-0000, is the master account with situs address 2500 South Street. Unit #1's parcel number, 15418-0010, will have a different situs address of 1501 South Street. To accommodate such a situation, the Application shall provide alternate situs address fields. Refer to Appendix J - One to MANY.			N

Sample Document

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Bill Recipient and Mailing Address Maintenance				
1.0176	The mailing address shall at a minimum, consist of four address lines, and the length of lines shall be large enough to accommodate up to 50 characters.			N
1.0177	The Application shall allow for mailing address fields that match postal standards, for example, ZIP+4.			N
1.0178	If an owner requests a billing recipient and mailing address update for <i>all</i> accounts linked to that owner, the Application shall be able to automatically update the billing recipient and mailing address for all those accounts.			N
1.0179	If an owner requests a billing recipient and mailing address update for only <i>some</i> accounts linked to that owner, the Application shall be able to automatically update the billing recipient and mailing address for only those accounts.			N
1.0180	There is one-to-one relationship between bill recipient and mailing address. The Application shall always associate the bill recipient (never the owner name) with the mailing address when printing a bill. Refer to Appendix J - One to Many.			N
1.0181	The Application shall provide workflow when the sale of a property causes a tax bill change as a result of an exemption status on the parcel. The Application shall provide the following workflow:			N
1.0182	> The Application shall allow a user to enter the date of the sale and the change to exemption status.			N
1.0183	> The Application shall automatically calculate the new bill.			N
1.0184	> The Application shall allow a user to review the new bill and, if needed, allow the user to update with a new name and address.			N
1.0185	> The Application shall automatically generate the new bill after the above steps are complete.			N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Owner Name Maintenance					
<p><i>Definition: A single parcel can have many different interested parties with a claim to ownership. These parties have different classifications or type of interest and may have only a partial ownership of the property.</i></p> <p><i>A single owner can own many different properties. It is useful to be able to track all properties owned by a property owner that has various owner names. Note: Owner is synonymous with taxpayer.</i></p>					
1.0186	The Application shall allow the user to perform data entry via a standardized method with checks and balances triggered by the Application to ensure format consistency. Describe the proposer's standard method.				N
1.0187	The Application shall allow the user to search by any one of its elemental components. List the Application's elemental components for owner name maintenance.				N
1.0188	The Application shall allow the user to add or update the elemental components.				N
1.0189	The Application shall be able to record, and maintain updated owner information. Note: owner name is necessary for floating and mobile homes.				N
1.0190	Owner (individual or company) can have multiple aliases that result in the same record. If the owner has multiple properties listed under different aliases, the Application shall provide reports and searches that can be run to identify all properties owned by that owner.				N
1.0191	The Application shall have an associated field to track percent ownership relative to a Property Account Number, for example, Smith 10%, Jones 10%, and Abbey 30%.				N

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
1.0192	The Application shall allow for a percent ownership that can be allocated to an individual partial owner.			N
1.0193	The Application shall track the changes in names, and have it available for customer service representatives.			N
1.0194	The inquiry by name shall be a wildcard query.			N
1.0195	The name fields shall be large enough as not to require any abbreviating.			N
1.0196	The Application shall update or create a method to update the names and addresses in/for other applications that rely on the new property tax Application for the source of name and address.			N
1.0197	The Application shall have a means to group accounts by a pre-determined common data element, for example, name, address, Uniform Business Identifier (UBI), or another key data element the County may determine appropriate.			N
1.0198	The Application shall be able to maintain both a one-to-many or many-to-one relationship between owner and parcel/accounts. Refer to Appendix J - One to MANY.			N

Sample Document

King County PBS Project - Maintenance

Item Number:		Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Agent Maintenance				
1.0199	The Application shall allow for the assignment of an agent, for example, third-party property management firm to handle all of his/her property related business affairs. The Application shall allow the user to:			O
1.0200	> Maintain information on one or multiple agents per property			O
1.0201	> Assign multiple properties to one agent			O
1.0202	> Define authorities for each agent on each property			O
1.0203	> Identify employees at the agent's company			O
1.0204	> Define which Application generated correspondence shall be sent to the agent only, the owner only, or both.			O
Question				
1.0205	In the current system, the check digit technique is used to insure that the account being updated is the correct account. Each time there is a RP or PP account updated, the check digit is computed and validated with the check digit on the input transaction. If the check digits are not the same, then the update transaction errors out. Does the Application utilize a check digit concept? If yes, describe.			O

Sample Document

King County PBS Project - Appeals

Global and General Requirements - Appeals

Section Definition: Currently, when owners receive their annual valuation notices, they are given information on how and when to appeal the values to Board of Equalization (BOE). After the appeals process, the owner, or the Assessor may appeal BOE's decision to the State Board of Tax Appeals (BTA). If this occurs, the process is the same with the exception that there is no automated interface between the BTA and the Assessors office. The Appeals Group manually enters and tracks all BTA information. Personal property appeals are also manually entered and all information are tracked in Excel spreadsheets from both BOE and BTA. However, personal property appeals are rarely raised to the BTA.

Additional Information:		Proposer response	Weight
Item Number:	Requirement:	Price	
		Explanation, Comments, or Link to Supporting Document	N O
Overall			
1.0206	Intentionally omitted		
The Application shall adhere to the appeal process in accordance with:			
1.0207	> RCW 84 – Property Taxes		N
1.0208	> RCW 82.03 – Board of Tax Appeals		N
1.0209	> WAC chapters 456-09 and 456-10 – Board of Tax Appeals		N
1.0210	> WAC chapter 458-14 – County Boards of Equalization		N
1.0211	> RCW Chapter 84.69 – Refunds		N
1.0212	The Application shall be able to provide two separate appeals modules to process real and personal property appeals.		O
1.0213	The Application shall be able to process only personal property appeals and exclude real property appeals.		O
1.0214	If an appeal occurs, the Application shall be able to incorporate real and personal property appeals in an automated real-time integrated system.		N
1.0215	The Application shall be able to process and track personal property appeals filed at the local BOE and at the state level BTA, with interfaces to both, including receiving electronic determinations and automatic bill or refund letter or petition refund form generation when result is determined.		N

King County PBS Project - Appeals

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:	Requirement:				
1.0216	If an appeal occurs, the Application shall allow a user to be able to review original valuation, acknowledge decision, and prepare appeal response package.				N
The Application shall be able to process the following inputs when processing appeals:					
1.0217	> Appeal petition and supporting documents				N
The Application shall be able to produce the following outputs when processing appeals:					
1.0218	> Updates to the Assessor Appeal Tracking module for real and personal property				N
1.0219	> Appeal response package				N
1.0220	> Appeal decision				N
1.0221	> Revised tax bills or refund paperwork identifying reason for refund				N
1.0222	The Appeal module shall identify and link related parcels and accounts.				N
1.0223	Intentionally omitted				
1.0224	The Appeals module shall incorporate a workflow processing intelligence so that parcels and accounts flagged for review can be assigned to an appraiser.				N
1.0225	The Appeals module shall incorporate a workflow processing intelligence so that a specified work group can be reassigned to different appraisers.				N
1.0226	The Appeals module shall incorporate a workflow processing intelligence so that all workflow has an audit trail.				N
1.0227	The Application shall generate reports that allow management to assign work and monitor work status. Refer to Appendix C for sample report.				N
Workflow requirements					
1.0228	Provide automated workflow support, triggering actions from business rules throughout appeal process.				N
1.0229	Produce receipt notification of electronic appeal determination.				N
1.0230	The Application shall have an internal Appeals module that lets staff record and track incoming customer inquiries.				N

King County PBS Project - Appeals

Additional Information:	Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O	
			Price	Explanation, Comments, or Link to Supporting Document		
	1.0231	The Appeals module shall allow users to assign a status to each appeal, for example, initial call needed, more research needed, BOE ready.				N
Data Field Requirements						
	1.0232	The Appeals module shall store and display all value changes to the certified assessed value by year. Note: value changes usually occur as a result of a review process.				N
	1.0233	The Appeals module shall store and display a parcel's or an account's certified assessed value for the year selected by the user and shall also store and display any newly published values that are not yet certified but have been mailed to the property owner. Generally, it is the newly published value that has prompted the appeal or call to the Assessor's office.				N
	1.0234	The Appeals module shall provide date and time stamped comment fields.				N
	1.0235	The Appeals module shall have an auto-fill function, for example, fields in the module are automatically populated with stored data thus reducing data entry. In notes section, indicate level of programming needed to incorporate auto-fill feature for each of the following: BOE information, for example, petition numbers, or hearing dates; Geocode Situs; Legal Building Characteristics; Building Values; Land values and Add On Values.				N
BOE or BTA Requirements						
	1.0236	The Application shall be able to ensure appeal result is processed through to the tax roll.				N
	1.0237	The Application provide the ability to enter value changes after a BOE/BTA reversal and have the system automatically calculate the revised account interest and refund interest paid and produce a bill and/or refund paperwork.				N
	1.0238	Once an appeal decision has been reached, the Application shall provide the user the option to automatically trigger appropriate change to the impacted tax roll.				N

King County PBS Project - Appeals

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:	Requirement:				
Letter and Form Requirements					
1.0239	Provide ability to electronically store taxpayer appeal supporting documentation.				N
1.0240	The Appeals module shall enable an authorized user to create, store custom letters. Refer to Appendix C for sample letters.				N
1.0241	The Appeals module shall store, display and print all forms, letters, comparable sale grids and any other documentation sent to a property owner.				N
1.0242	In response to inquiries or appeals, staff sends various letters to property owners that require the owner's signature. The signed letters are then returned to the Assessor's office. The Application shall interface with a County imaging system in such a way that scanned documents are associated with the correct property account number.				N
1.0243	The Application shall provide fields that allow users to record and track the owner's response to letters sent by staff, for example, Yes, No, Agree, Disagree, or Continue to BOE.				N
1.0244	The Application shall give users access to all values and allows the user to determine which values are used to populate standard forms and letters.				N
Appraiser Requirements					
1.0245	The Application shall provide an automatic comparable sale comparison feature with appraiser manual override capability resulting in board ready comparable sale report listing sales and value adjustments to sales and final adjusted sale price for each comparable. Prior to running the comparable sale report, the user shall be given the opportunity to input a monthly trend factor for the time which is applied to the sales selected for the sale report.				N
1.0246	The Application shall provide a comparable sales search tool that enable users to search for comparable sales within a user defined radius from the subject, for example, .25 mile, 1 mile, or 3 miles.				N

King County PBS Project - Appeals

Additional Information:	Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
	1.0247	The Application shall enable users to view comparable sale properties alone or with an option of simultaneous viewing the subject property and three or more comparables.			N
Appeals Call Center Tracking					
	1.0248	The Application shall have an Appeals Call Tracking module that lets staff record and track incoming customer inquiries, appeals filed at the local BOE and appeals filed at the state level, BTA.			O
	1.0249	The Appeals Call Tracking module shall allow users to assign a status to each call, for example, initial call needed, more research needed, BOE ready.			O
	1.0250	The Appeals Call Tracking module shall store and display all value changes to the certified assessed value by year.			O
	1.0251	The Appeals Call Tracking module shall store and display a parcel's or an account's certified assessed value for the year selected by the user and shall also store and display any newly published values that are not yet certified but have been mailed to the property owner. Generally, it is the newly published value that has prompted the appeal or call to the Assessor's office.			O
	1.0252	The Appeals Call Tracking module shall provide date and time stamped comment fields.			O
	1.0253	The Appeals Call Tracking module shall have an autofill function, for example, fields in the subsystem are automatically populated with stored data thus reducing data entry.			O

Sample Document

King County PBS Project - Personal Property

Property Valuation and Description - Personal Property

Section Definition: The Appraisal Group assesses personal property in King County. There are three distinctly different processes for assessing personal property. Business accounts, including leasing companies, which own equipment such as office furniture and computers, are assessed based on their depreciated historical cost as reported by the owner. Mobile and floating homes are assessed using the cost approach. And building improvements on exempt land are appraised with the commercial CAMA system. There are approximately 12,000 mobile home accounts, 600 floating home accounts, and 40,000 business accounts in King County.

Additional Information: Business equipment personal property appraisal uses the depreciated historical cost to determine the market value. Detailed asset listings are mailed or electronically transferred to existing business accounts. New business accounts must self report. Asset listings are returned to the County and processed. Asset details are retained and used for the asset listings mailed the following year. Historical payment information is accessible by reviewing microfiche and the Image vision scanning system.

		Proposer response 3, 2, 1, 0			Weight N O
		Price			
Item Number:	Requirement:			Explanation, Comments, or Link to Supporting Document	
Overall					
2.0254	The Application shall adhere to all personal property tax statutes, reporting and filing in accordance with all RCW's and associated Washington Administrative Codes (WACs)				N
2.0255	The Application shall allow staff the ability to view the appropriate assessor and tax roll by year via role-based security.				N
2.0256	The Application shall track dates at the account level. The Application shall track the following types of dates, but not limited to:				N
2.0257	> Business open date				N
2.0258	> Business close date				N
2.0259	> Business sale date and purchase name				N
2.0260	The Application shall automatically roll updates on the account for the following year.				N
2.0261	The Application shall capture and store all account changes. The Application shall capture and store the following types of account changes, but not limited to:				N
2.0262	> When the change was made				N
2.0263	> Who made the change				N
2.0264	> Why the change was made				N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
The Application shall provide the user the ability to:				
2.0265	> Respond to taxpayer inquiries by allowing the user access to account notes and audit trails			N
2.0266	> Track appeals, court cases, or other pending actions			N
The Application shall be able to generate:				
2.0267	> Taxpayer correspondence			N
2.0268	> Valuation listings and notices			N
2.0269	> Bills from the standard yearly business cycle			N
2.0270	> Rebilling based on review/appeal results			N
Overall Valuation Process				
<i>Definition: Receiving and processing information for changes to property to assess and/or revalue and maintain accurate descriptions, including sales verification.</i>				
The Application shall add/delete/update the following list of personal property account types:				
2.0271	> Business			N
2.0272	> Floating Home			N
2.0273	> Mobile Home			N
2.0274	> Leasing Company			N
2.0275	> Building Improvements on exempt land			N
2.0276	> Operating, aka State Utility Valuation			N
2.0277	The Application shall use valuation tools, for example Marshall and Swift. Describe which tools and how the Application shall use these tools to value personal property.			N
The Application shall provide the ability to accurately calculate assessed value for the following personal property account types:				
2.0278	> Business accounts, Need a parent-child relationship			N
2.0279	> Leasing company (parent or control account)			N
2.0280	> Mobile homes			N
2.0281	> Floating homes			N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
The Application shall provide the ability to record the value for the following personal property account types:				
2.0282	> State public service accounts (aka aircraft, trains, buses and utilities)			N
2.0283	> Building Improvements on Exempt Land			N
The Application shall be able to process the following inputs when valuing personal property:				
2.0284	> Personal Property Listings – by manual data entry, or electronic transfer.			N
2.0285	> Trend and Depreciation (aka Combined) Tables – Defined by category and provided by the State annually to value business equipment			N
2.0286	> Move Permits – when moving mobile/floating homes out of the county, current year tax liability is required at the time of issuing a move permit. Currently, this requires special processing to generate a bill for the future year, due to technology limitations.			N
2.0287	> Equipment to auction or Out of Business.			N
2.0288	> Third-party cost model valuation tool used			N
2.0289	> Property Characteristics			N
2.0290	> Sales Verification – Current year advance tax liability is required to be paid at the time of a business sale, transfer, or closure			N
2.0291	> Depreciation tables (personal property and industrial) Web reference: http://dor.wa.gov/content/taxes/Property/prop_PsnlPropValSchedule.aspx .			N
2.0292	> NAICS data			N
The Application shall be able to produce the following outputs when valuing personal property:				
2.0293	> Mobile Home Data Sheet –used to track and maintain property characteristics of mobile/floating homes			N
2.0294	> Personal Property Appraisal Worksheet – used to calculate assessed value of mobile/floating homes			N
2.0295	> Assessment Notice – notice generated and sent by mail or electronically, providing valuation details for each asset			N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
2.0296	The Application shall be able to identify accounts which have under or non-reported their assets and automatically generate an exception report. Describe how the Application identifies such accounts. The user shall be able to add an estimated value to an account due to non-reporting or under-reporting by the property owner. This entry shall be identified as an estimated value in the line item detail description of the account.			N
2.0297	The Application shall be PTMS compatible. Refer to http://www.taxcomp.com/PTMSInfoPPT.html . If not, explain.			N
2.0298	The Application shall provide a free-form description field for each asset record.			N
2.0299	For PP property characteristic maintenance, the Application shall be able to accurately revalue new and existing accounts based on documented changes.			N
2.0300	The Application shall re-sequence changes based on effective date, regardless of when change was input, with appropriate review notification.			N
2.0301	The Application shall automatically generate taxpayer notices of potential floating/mobile exemptions.			N
Real Estate, Excise Taxes, and Permitting Requirements				
2.0302	For Mobile/Floating Homes, the Application shall be able to link an Excise Doc, "Mobile Home Real Estate Excise Tax Affidavit" (aka EDOC) to the account.			N
2.0303	For any personal property accounts, the Application shall be able to link to the Recorder's office information related to permits.			O
2.0304	The Application shall update property information, for example, name, address, sales module, or legal description from a real estate excise tax data file. The Application shall allow the user to edit the information manually. The process shall have a workflow that allows the user to track all records of the data file, from receipt through update in the Application.			N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
	Business (aka GEO), Leased, Home Office and M1 Accounts Requirements			
	<p><u>Definitions:</u></p> <ul style="list-style-type: none"> > Home office account is a type of business account. It's also referred to as a H4 account. For example, Starbucks has one headquarter with numerous stores. > Business (aka GEO) account is an account with 1 or two locations. > Leasing Company account is a company that leases equipment to other companies. > M1 account is an account that is a taxable structure built on exempt land. 			
2.0305	The Application shall provide the ability to assign multiple locations to one taxpayer			N
2.0306	The Application shall flag status changes of business accounts, for example, exempt to taxable status changes and vice versa.			N
2.0307	The Application shall identify and sort personal property accounts by type.			N
2.0308	The Application shall provide cross references between primary businesses (aka lessor) and all lessees, for example, an office equipment owner, leasing equipment to company a, b and c.			N
2.0309	The Application shall require a real property account for every personal property account except leasing companies, and identify all commercial real property accounts that do not have an associated personal property account, excluding the exempt commercial real property accounts. For those identified business accounts the Application shall be able to automatically generate a blank affidavit or listing to be mailed.			N
2.0310	The Application shall allow the user to locate all accounts that contain an estimated value in an asset detail line.			N
2.0311	The Application shall define an asset line as estimated or actual.			N
2.0312	The Application shall print, view and/or export the accounts that have asset lines with estimated values.			N
2.0313	The Application shall allow the user to assign on the asset detail line a NAICS code.			N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
2.0314	The Application shall total the values by categories and calculate the account's overall total cost and assessed value			N
2.0315	On an account level, the Application shall include Head of Household exemption for personal property accounts.			N
Listings Process				
<p>Definition: <i>The annual assessment of personal property business accounts accurately assesses the value of all assets owned by each business. This is a self reporting process where the business lists all assets including what was purchased, when it was purchased, and at what cost.</i></p>				
<p>Note: <i>The listings process is also known as "e-listing" or "self-assessments". Big corporations, for example, leasing companies typically will not use e-listings. Instead, these big corporations file by spreadsheet or cd's. Of the 75,434 business accounts, 10% are expected to use e-listings. As of September 2007, there are 3,300 accounts which have filed using e-listing.</i></p>				
2.0316	The Application shall be able to accept listings in multiple formats, for example, via web, PDF files, or electronic media.			N
2.0317	The Application shall analyze and compare prior year individual assets with current year individual assets and identify those accounts that have a certain percentage or threshold of change in assets. For example, change of 10 or more assets			N
2.0318	The Application shall analyze and compare prior year individual assets with current year individual assets and identify those accounts that have a certain amount of change in assessed value or cost or percent. For example, a change of assessed value greater than \$1 million.			N
2.0319	The Application shall automatically load listings.			N
2.0320	The Application shall allow changes to previous years' data and recalculate values by year without affecting other year's data.			N
2.0321	The Application shall queue listings requiring review by staff.			N
2.0322	For new accounts, the Application shall generate listings with no asset details.			N
2.0323	For existing accounts, the Application shall generate listings with asset details.			N
2.0324	The Application shall perform automatic or manual comparisons on similar businesses.			N

N = Necessary; O = Optional

1041-08_attachC

2/13/2008

Page 6 of 9

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
Mobile Homes Accounts Requirements				
<i>Definition: Mobile homes on leased land (in mobile home parks) are currently carried in the current personal property application, but follow the RCW's of real property in terms of payment rules, and foreclosures. Mobile homes on land owned by the taxpayer are carried on the current real property CAMA application.</i>				
2.0325	For personal property accounts, the Application shall track and value mobile homes and include all relevant attributes.			N
2.0326	The Application shall input, identify, maintain and electronically store all mobile home property characteristics.			N
2.0327	The Application shall be able to enable development and maintenance of sophisticated cost, market models for mobile homes.			N
2.0328	The Application shall store valuation model algorithms with roll valuation records for mobile homes by assessment year.			N
2.0329	The Application shall schedule site inspections based on business rules and user input for mobile homes.			N
Floating Home Accounts Requirements				
<i>Definition: Floating homes are carried in the current personal property system.</i>				
2.0330	For personal property accounts, the Application shall track and value floating homes and includes all relevant attributes.			N
2.0331	The Application shall input, identify, maintain and electronically store all floating home property characteristics.			N
2.0332	The Application shall enable development and maintenance of cost, market models for floating homes.			N
2.0333	The Application shall store valuation model algorithms with roll valuation records for floating homes by assessment year			N
2.0334	The Application shall schedule site inspections based on business rules and user input for floating homes.			N

N = Necessary; O = Optional

1041-08_attachC

2/13/2008

Page 7 of 9

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
Farm Accounts Requirements				
2.0335	The Application shall provide an area to enter an amount for supplies and consumables not for sale and show whether this amount was provided by the property owner or estimated by the appraiser. The amount shown in this field shall automatically post to the corresponding summarized value category.			N
2.0336	The Application shall add an unlimited number of asset detail lines. At a minimum, each line shall include fields for:			N
2.0337	> Asset qualifies for Farm Equipment Exemption			N
2.0338	> Cost			N
2.0339	> Detail description			N
2.0340	> Percent applied against cost to arrive at value from DOR Table			N
2.0341	> Trend from expanded DOR Table			N
2.0342	> Unique line identification number			N
2.0343	> Value			N
2.0344	> Year purchased			N
2.0345	> Summarized Total			N
2.0346	The Application shall add asset detail lines for commercial and farm accounts with a hold value. This means that the value is 100% of the amount entered in the cost field.			N
Audit Process				
<i>Definition: Personal property auditing is the process of identifying non-filers, and performing a paper audit or site visit.</i>				
The Application shall contain the following fields to allow the user to track audit processes:				
2.0347	> Scheduled audit date/year, for example, date when the audit should occur			N
2.0348	> Date that the audit letter was mailed			N
2.0349	> Date that the audit was conducted			N
2.0350	> Type of audit that was done, for example, field, or office.			N
2.0351	> Date that the audit was completed			N

King County PBS Project - Personal Property

		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
2.0352	The Application shall have the ability to list how the audit was solicited and list the notes about this audit.			N
2.0353	The Application shall allow the user to mark an account to be audited in the future, or select accounts to be audited at random with user-defined selection criteria.			N
State Assessed Utilities				
<p><i>Definition: The State of Washington is responsible for valuing personal property associated with companies that provide utility services and have tangible assets that encompass more than one County. These values are reported by the state to the County assessor, processed through the County's assessment roll, and used in levy certification, tax roll, and tax collection procedures.</i></p>				
<p>Note: For requirements regarding both real and personal property, refer to Attachment 1 - King County Account Administration.xls, worksheet=Tax Roll Certification, section = State Utility Valuation Process.</p>				
2.0354	The Application shall compare the prior year's total assessed value of state assessed utilities for personal property by tax code area and overall total, to this year's values.			N
2.0355	The Application shall allow the user to enter state-assessed utilities for personal property and process them through the assessment roll, levy calculation and certification, tax roll and tax collection as required by Washington State Law RCW 84.12.			N
Distraint Requirements				
2.0356	The Application shall adhere to distraint requirements in accordance with RCW 84.56.070 and RCW 84.56.090.			O
2.0357	When an account moves through the distraint process, particular events create fees. The Application shall associate fees with designated accounts based upon steps in the distraint process. Fees shall be added automatically to the collection Application and documented.			O
2.0358	To determine if a user needs to proceed with the distraint process, the Application shall provide an inquiry screen of delinquent accounts sorted by dollar amount.			O

King County PBS Project - Posting Process

Account Administration - Posting Process				
Section Definition:	When the appraisal function is complete, correct market values have been established for the assessment year, the data is "posted" or moved from the appraisal applications to the accounting/administration application. Currently the real property CAMA and personal property systems reside on servers and "post" or move the data to the mainframe accounting administration application. The real property CAMA system will remain as is and an interface will need to be built between the proposed system and it.			
Additional Information:		Proposer response 3, 1, 0		Weight
		Price	Explanation, Comments, or Link to Supporting Document	N O
Item Number:	Requirement:			
Overall				
3.0359	The Application shall adhere to posting values in accordance with RCW 84.41 Revaluation of Property – addresses revalue calendar, notifications, appeal rights, exemptions.			N
The proposer shall provide an Application that:				
3.0360	> Can review all accounts			N
3.0361	> Correct any account by assessed year			N
3.0362	> Splits values between accounts			N
3.0363	> Edits input before posting to the database			N
Final Market Value				
The Application shall be able to process the following inputs when posting occurs:				
3.0364	> Established market/assessed value for a physical inspection of annual update area			N
3.0365	For real property valuation area data updates, the Application shall wait until the market values are approved by the County's Assessor before applying the updates in bulk mode to the proposer's system of record.			N
Post Market and Assessed Value				
3.0366	The Application shall be able to apply changes to market valuations and then automatically calculate the assessed value. Changes applied to assessed value include, but are not limited to, application of all exemptions (for example, home improvement, senior, non-profit, historic, current use) value splits, undivided interest splits, taxable corrections, board order.			N

King County PBS Project - Posting Process

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
The Application shall:				
3.0367	> Perform valuation checks and balances prior to electronic submission of the market and the assessed value			N
3.0368	> Edit against preset threshold for percent change			N
3.0369	> Provide an audit trail to find errors			N
3.0370	> Select only accounts without errors			N
3.0371	> Report all accounts with errors			N
3.0372	The Application shall be able to provide an automated method to post market and assessed values to current assessment year with minimal manual intervention and time lapse.			N
3.0373	The Application shall be able to produce final real and personal property values for market and assessed values to the Application.			N
3.0374	The Application shall indicate to the user that an account is in use/checked out before posting and allow the user to post with or without that parcel.			N
3.0375	When posting, describe how the Application shall indicate to the user that an account is in use/checked out for the <i>current</i> year.			N
3.0376	When posting, describe how the Application shall indicate to the user that an account is in use/checked out for the <i>next</i> year.			N
3.0377	The Application shall indicate to the user that an account is on hold before posting and allow the user to post with or without that parcel.			N
Reporting Requirements				
The Application shall be able to automatically provide error checking to:				
3.0378	> Generate an audit report of "before" elements and changed "after" elements			N
3.0379	> Report errors and flag checked and exception parcels/accounts			N
3.0380	> Value changes more than a percent above set threshold			N

King County PBS Project - Abstract Process

Account Administration - Abstract Process

Section Definition: The abstract process is the maintenance of the legal description of all parcels in the county, including segregating ("seg") or merging real property for taxation purposes. In the current environment, this process is also used to perform both taxpayer requested and administrative splits and merges. Taxpayers may wish to split or merge existing parcels, split a property into a condominium, or create a new plat. Administrative merges and splits are used, where necessary, to correctly allocate and calculate assessed value for account exemptions and current use adjustments.

Additional Information:		Proposer response 3, 2, 1, 0		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Overall				
3.0381	The Application shall have the capability of seg / merging parcels with different tax status.			N
3.0382	For the abstract process, the Application shall be able to segregate or merge existing accounts to accommodate different exemptions, condos and/or plat creation.			N
3.0383	The Application shall link the corrected affidavit to the parent document			N
3.0384	The Application shall easily identify characteristics that do not follow a split/segregation from the parent parcel to the split parcels			N
3.0385	The Application shall auto-calculate percent interest in common for condos			N
3.0386	The Application shall create plats and condos at the time of recording with future effective dates, thus keeping mapping and parcel data in sync			N
3.0387	The Application shall provide real-time system edits. For example, do not allow the ability to move parcels to a non-existent levy code			N
The Application shall be able to process the following inputs for the abstract process:				
3.0388	> Taxpayer request, for example, discrepancies			N
3.0389	> Administrative split to accommodate non-profit and senior accounts			N
3.0390	> New plat declaration from the Recorders Office			N

Sample Document

King County PBS Project - Abstract Process

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
	The Application shall be able to produce the following outputs for the abstract process:			
3.0391	> Updated legal descriptions			N
3.0392	> Updated property characteristics for parcel number, property name, name and address, lotsize, levycode, QSTR, plat lot and block, residential area and sub, commercial geo area and neighborhood, folio, zoning			N
3.0393	> Possible billing adjustments			N
Seg/Merge Requirements				
3.0394	When properties are segregated or merged, the Application shall, in an automated manner, requiring minimal data entry by the user, update the tax, LID, and fee information as allowed for in accordance with appropriate RCW's 84.			N
3.0395	The Application shall prevent a user from creating a new account if the account has delinquent taxes.			N
3.0396	The Application shall allow a user via role based security to over-ride the above requirement.			N
3.0397	If the account is not delinquent, the Application shall allow a user to inactivate an account as a result of a seg/merge.			N
3.0398	For seg/merge processing, the Application shall allow a user to input new account attributes for the active account.			N
3.0399	For seg/merge processing, the Application shall allow a user to inactivate or activate an account.			N
3.0400	For seg/merge processing, the Application shall allow a user to copy and/or edit account attributes from the inactive account to the active account.			N
3.0401	The seg/merge transaction shall be recorded such that the parcel history can be easily reconstructed.			N
3.0402	The seg/merge process shall accommodate properties with special tax relief assessments, for example, senior citizen exemptions and current use.			N

King County PBS Project - Abstract Process

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0403	The Application shall have a mechanism for tracking information related to mergers, for example, payment receipt information.			N
3.0404	The Application shall allow for an unlimited number of properties to be seg/merged.			N
3.0405	> If not, indicate the maximum number of properties that can be combined in a merge process.			N
3.0406	> If not, indicate the maximum number of properties that can be split in a segregation process.			N
3.0407	The Application shall track requests for seg/merges from their initiation through the revaluation of all parcels associated with the seg/merge.			N

Sample Document

King County PBS Project - Exemptions & Deferrals

Account Administration - Exemptions and Deferrals	
Section Definition:	Applications for various tax exemptions and deferrals are received and processed to determine whether an exemption or deferral should be granted. When granted the tax exemption status on the account is updated, and taxable amounts due for previous, current, and future years could be impacted.
Additional Information:	There are many different types of exemptions, for example, senior or disabled person, historical, non-profit, destroyed property, and home improvement exemptions, which have different business process flows. Refer to the County's website, http://www.metrokc.gov/ASSESSOR/Exemptions/Exemptions.htm .

Item Number:	Requirement:	Proposed response 3, 2, 1, 0			Weight N O
		Price	Priority	Explanation, Comments, or Link to Supporting Document	
Overall					
The Application shall adhere to exemption processing in accordance with the following RCWs:					
3.0408	> RCW 84.36 – Exemptions				N
3.0409	> RCW 84.26 – Historic Property				N
3.0410	> RCW 84.14 – New and Rehabilitated Multiple-Unit Dwellings in Urban Centers				N
3.0411	The Application shall allow a user to define new exemption or deferral types and to set up exemption or deferral types.				N
3.0412	The Application shall provide the user the online ability to track the status of an exemption application.				N
3.0413	The Application shall provide automated methods to apply an exemption to one or more accounts and to perform exemption renewals, for example, renewal mass mailings.				N
3.0414	For the exemption and deferral process, the Application shall allow a user, based on role based security, to input exemption status changes and effective dates.				N
If an exemption is applied, the Application shall be able to:					
3.0415	> Record and maintain real properties in King County that legally qualify for tax exempt or tax deferred status and to assess the taxable value.				N
3.0416	> Support differing business rules for each exemption, for example, different number of years before taxpayer needs to reapply, different participation requirements, and differing impact to assessed values.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
3.0417	> Maintain the tax status in order to determine how exemption and exemption rates are applied.				N
3.0418	> Reflect the exempt status, market and assessed value of a parcel on account look-up screens.				N
3.0419	> Provide method to quickly and easily compare tax year exemptions and amounts between tax years.				N
3.0420	> For approved exemptions, automatically initiate refund process if appropriate.				N
3.0421	> For approved exemptions, if taxpayer qualifies for prior year exemptions, automatically initiate tax roll adjustment to prior years.				N
3.0422	> Process multiple exemptions on a single account				N
3.0423	> Provide updated assessed values and tax deferral data to the annual tax billing process				N
3.0424	> Provide ability to apply partial exemptions to properties, for some types of exemptions.				N
3.0425	> Store complete history by account and tax year, including all names.				N
When an exemption is applied, the Application shall be able to					
3.0426	> Prorate property value and corresponding property taxes according to changes in exemption eligibility or property tax status.				N
3.0427	> Automatically generate prorated adjustments and revised bills accounting for any payments, penalties and interest, when exemption eligibility or property tax status changes.				N
3.0428	> Allow exemption staff to split accounts and make the money determinations at their desk without the need to send accounts to different units within the office				N
3.0429	Exemptions employees shall be able to place on, and remove from, or change to a different level any exemptions, as necessary, for an account.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
3.0430	Exemptions employees shall be able to select a frozen value and create split accounts, as needed, without passing paperwork to other units for performance of any of these steps.				N
3.0431	The Application shall automatically flag an account to identify when time has passed to apply the exemption for tax year.				N
The Application shall be able to attach the following scanned inputs when processing exemptions:					
3.0432	> Hard-copy exemption application and supporting materials				N
3.0433	> Historical exemption fee receipt				N
3.0434	> DOR determination for senior deferrals, low income property exemptions, and non-profit exemptions				N
3.0435	> Landmark preservation officer approval for historical exemptions				N
3.0436	> Application applied for date				N
3.0437	> Application approval date				N
The Application shall be able to produce the following outputs when processing exemptions:					
3.0438	> Exemption denial letter – For exemptions that are not granted an exemption denial letter is created				N
3.0439	> Exemption applied to account and Application updated with effective date and application date.				N
3.0440	> Renewal application mass mailing – When exemptions are due for renewal, renewal applications and letters are sent to impacted taxpayers.				N
3.0441	> Pro-rated tax bill – System automatically produces a new tax bill that is adjusted for a partial year exemption and for delivery to Treasury.				N
3.0442	> Refund process automatically initiated				N
3.0443	> Record of exemption at Office of records				N
The Application shall be able to automatically:					
3.0444	> If applicable, update deferral and exemption statuses every year based on previous year status and exemption rules.				N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 8 of 42

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
3.0445	> Update roll over senior exemption data as long as the exemption has not expired.			N
3.0446	> Build new year for qualified historic exemptions as long as the exemption has not expired.			N
3.0447	> Automatically generate renewal applications annually for non-profit and deferral accounts that are due to expire subsequent tax year.			N
3.0448	The Application shall indicate when an individual is receiving 2nd exemption on another property.			N
3.0449	The Application shall track or flag those accounts that result in a \$0 assessed value due to the \$500 Value Exemption.			N
3.0450	The Application shall accommodate Washington State's tax exemption of certain properties that are exempt if the assessed value is < \$500.00. See RCW 84.36.015. Note: Properties may be tax exempt but not fee exempt.			N
Senior Citizen & Disabled Property Owners (SC&DPO) – R/PP				
3.0451	The Application when processing a SC&DPO exemption shall administer the senior citizen and disabled property owner's exemption according to RCW 84.36.			N
3.0452	If an exemption occurs, the Application shall be able to maintain the frozen values from year to year for personal property.			N
3.0453	When processing a SC&DPO exemption, the Application shall be fully integrated with all other exemption programs.			N
3.0454	When processing a SC&DPO exemption, the Application shall query the database to determine which accounts qualify for the highest level senior exemption status and have a tax bill for the current year that is greater than a variable dollar amount.			N
3.0455	The user shall be able to select parcels for audits (for example, random selection criteria and/or those that were previously marked to be audited), generate audit letters, and forms for property owners and track the audit process.			N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
3.0456	When processing a SC&DPO exemption, the Application shall allow for notices to be generated communicating with property owners who qualify for a senior citizen tax exemption that no taxes are due. The Application shall allow for this notice to be created in mass, based upon exemption code/flag, or individually, based upon account number. The Application shall be capable of creating a data file as well as a notice should the process become outsourced. Refer to Appendix C - Reports.				N
3.0457	The Application shall accommodate Washington State's senior exemption for certain applicants who are sixty-one years of age or older on December 31 st of the year in which the exemption claim is filed, or must have been, at the time of filing, retired from regular gainful employment by reason of disability, or a veteran of the armed forces of the United States with one hundred percent service-connected disability as provided in 42 U.S.C. Sec. 423 (d)(1)(A) as amended prior to January 1, 2005.				N
3.0458	The Application shall accommodate Washington State's senior exemption on certain applicants that have an annual income of \$35,000 or less. Refer to Appendix M – Calculations Examples.				N
Mobile/floating Home: SC&DPO					
The Application shall be able to:					
3.0459	> Process senior/disabled exemptions on mobile/floating homes and taxable structures on exempt land per statutory law, including generating refunds or revised tax bills.				N
3.0460	> Maintain senior exemption frozen values from year to year for mobile and floating home accounts.				N
3.0461	> Provide same processing for mobile and floating homes senior or disabled exemptions as for real property.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Homes for the Aging					
<p><u>Definition</u> : All real and personal property used by a nonprofit home for the aging that is reasonably necessary for the purposes of the home is exempt from taxation if the benefit of the exemption inures to the home.</p>					
3.0462	The Application shall adhere to Non Profit Homes for the Aging in accordance with RCW 84.36.041				N
3.0463	The Application shall have the ability to accept new and or updated applications electronically				N
3.0464	The Application shall have the ability to flag at the account level that this is "Home for the Aging" account.				N
3.0465	The Application shall indicate the date when the application was applied.				N
3.0466	For Home for the Aging applications, the Application shall provide a method which allows for electronic filing and review. The Application shall allow the user to electronically review and check data against last year for changes and check the yearly income threshold. The Application shall note any changes and once the application review is complete by the user, the Application shall forward to DOR electronically. When the final approval comes back to the county from DOR, the Application shall receive this approval electronically.				N
Exempt Tax Status Changes					
<p><u>Definition</u> : Taxes must be pro-rated and an updated tax bill sent out when there are tax status changes or when exemptions are applied or removed during a roll year.</p>					
3.0467	For exempt tax status changes, the Application shall automatically process the pro-rate computation when the tax status is updated by the Department of Assessments. The per diem factors shall be available by the Application, and revised billings shall be calculated taking into account any payments made towards the tax year, and including fees for a grand total due, which would be displayed online. Revised bills would be automatically generated, sent to Treasury, and sorted.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Deferral Program - RP Only					
<i>Definition: The senior citizen or disabled person property owner is deferring their property taxes until the sale or transfer of this property. The state pays the taxes upon the property and places a lien upon the property and becomes the loss payee on the insurance policy.</i>					
3.0468	The Application shall allow a user, at the account level, flag a deferral and set a date for when the deferral applied to the account. This allows the expiration date to be calculated.				N
3.0469	As long as the deferral exemption has not expired, the Application shall be able to automatically update Senior deferral status every year.				N
3.0470	The Application shall separate annual deferral bills so that they can be mailed to the State rather than to the taxpayer.				N
Historic Exemptions - RP Only					
<i>Definition: Historic property means land together with improvements thereon, which is either listed in a local register of historic places created by comprehensive ordinance, certified by the secretary of the interior or listed in the national register of historic places.</i>					
When a historic exemption is applied for, the Application shall be able to:					
3.0471	> Automatically post expired historical exemptions as new construction in the 11 th year				N
3.0472	> Flag the account with this exemption				N
3.0473	> Have a date for when the exemption begins				N
3.0474	> Manage condos with the same tools and processes as other parcels with historic exemptions				N
3.0475	> Provide method to track tax collection in first year after a historical property exemption expires, so that entire amount can be distributed to new construction fund for property's jurisdiction.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Home Improvement Exemption - RP Only					
<i>Definition: Applies to a "single family dwelling" which means a detached dwelling unit. The lot on which the dwelling stands must be designed for, and occupied by, not more than one single family. It must add value to the structure and may not be more that 30% of the pre-improvement assessed value of the structure.</i>					
3.0476	The Application shall provide functionality to implement improvement to single family dwelling in accordance with RCW 84.36.400.				N
3.0477	Intentionally omitted				
For home improvement exemption processing, the Application shall allow user to enter					
3.0478	> Real-time adjusted assessed value for approved Home Improvement Exemption applications.				N
3.0479	> Date when exemption applied to account				N
3.0480	For home improvement exemption processing, the Application shall automatically create a new tax bill.				N
3.0481	The Application shall allow a user to generate a pre-fill Home Improvement exemption application with mailing address.				O
Destroyed Property					
<i>Definition: If, on or before December 31 in any calendar year, any real or personal property placed upon the assessment roll of that year is destroyed in whole or in part, or is in an area that has been declared a disaster area by the Governor, the County Executive, or the County Council, and has been reduced in value by more than twenty percent as a result of a natural disaster, the true and fair value of such property shall be reduced for that assessment year by an amount determined by taking the true and fair value of such taxable property before destruction or reduction in value and deduct from the true and fair value of the remaining property after destruction or reduction in value.</i>					
3.0482	The Application shall adhere to Destroyed Property - Abatement or Refund in accordance with RCW 84.70.				N
3.0483	The Application shall incorporate workflow tracking in such a way that the appraiser shall update and revalue the destroyed parcel, then electronically send the work to the Treasurer for the tax component, for example, refund.				N

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
3.0484	Upon activating the Destroyed Property subsystem, the Application shall automatically notify the user that more than one building exists on the parcel.				N
3.0485	In the case of multiple buildings on one parcel, each with differing degrees of destruction/damage, the Application shall allow the user to make adjustments specific to each building.				N
Farm Exemption - PP Only					
<p><i>Definition:</i> Under RCW 84.36.630, certain qualifying farm machinery and equipment owned by a farmer may be exempt from the state portion of the personal property tax. Each year, the property owner must complete an application and file it with the Personal Property Farm Listing in order to qualify for this exemption. Farm exemptions apply only to personal property business accounts.</p>					
3.0486	The Application shall track the number and value of all farm accounts that qualify for the Farm Exemption.				N
3.0487	The Application shall be able to administer Washington State's Farm Equipment Exemption according to RCW 84.36.630. This law exempts property owners of certain farm equipment from paying the state portion of the levy rate. For example, a farmer may own some equipment that is taxed at the full levy rate, and other equipment that is exempted from the state portion of the levy rate. If the Application administers this exemption by establishing two accounts for the same property owner (for example, master and sub-account), then the two accounts will need to be linked for viewing and reporting purposes.				N

Sample Document

King County PBS Project - Exemptions & Deferrals

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Head of Household - PP Only					
<p><i>Note: Head of family exemption applies only to a sole proprietor. These businesses are typically "geographic" or "single location" accounts. The following accounts do not qualify for the head of family exemption:</i></p> <ul style="list-style-type: none"> > <i>Leased accounts</i> > <i>Structures on exempt land, aka M1 accounts</i> > <i>Mobile and floating homes</i> 					
3.0488	The Application shall provide a field for the Head of Family Exemption of \$15,000. When this field is checked, the exemption amount shall automatically post in the corresponding summarized price category.				N
3.0489	The Application shall track the number of accounts that qualify for a Head of Family/Household Exemption .				N

Sample Document

King County PBS Project - Current Use

Account Administration - Current Use Property

Section Definition: In the early 1970's, the State of Washington legislature enacted two laws granting tax relief to property owners. Properties eligible for this program are taxed on their "current use" (aka value in use), rather than their "highest and best use" (aka market value). To qualify for this relief, property owners must make application. The Assessors Office determines that a property qualifies for a special program, and makes the value adjustment to assess taxes at the lower rate. If approved, the property owner must engage in a continuing activity to maintain their status in the program. Property owners can voluntarily leave the program, apply to change classifications, or may be disqualified from the program by the assessor. Each of these situations causes a series of events/activities that need to be tracked and followed to completion. When a property is removed from the program, the liability for deferred taxes, interest, and penalty may or may not be imposed. Also, removals can be in whole or only part of the classified acreage. The calculation, process, and procedures are different under the two laws.

Additional Information: There are three classifications within the Open Space Taxation Act: Farm and Agricultural Lands, Timber Lands, and Open Space Lands. The Open Space Lands classification has 5 subcategories and within each of these, there are further qualifying categories.

		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Overall					
3.0490	The Application shall administer the Current Use assessment program in accordance with RCW 84.34 – Open Space, Agricultural, and Timber lands - Current Use - Conservation Futures and RCW 84.33 – Timber and Forest Lands.				N
3.0491	The proposer shall provide a current use subsystem for real property, including screens to define current use programs and to set up new program types, as well as the online ability to track the status of an application and provide automated methods to enroll one or more accounts into a current use program or remove accounts and apply retro-active tax penalty.				N
3.0492	The Application shall provide a flag at the account level to identify all the different the current use exemptions.				N
3.0493	The Application shall provide dates for when the exemption is applied.				N
3.0494	The Application shall calculate parcel values based on parcels that are in more than one Current Use program.				N

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
3.0495	The Application shall calculate parcel values based on parcels that have a Senior Citizen Exemption.				N
3.0496	The Application shall calculate parcel values based on properties with unique home site valuation.				N
3.0497	The Application shall calculate parcel values based on missing parcels or missing land values.				N
3.0498	The Application shall be able to record, maintain, and monitor Current Use and Forest Land taxable property value, use, and eligibility.				N
3.0499	The Application shall provide method to mark certain accounts as part of multiple Current Use or Forest Lands programs, including storing information on assessed value, use and eligibility.				N
3.0500	The Application shall maintain historical information and supporting documentation about current use enrollment, even after property is removed from program.				N
3.0501	The Application shall be able to calculate and/or recalculate Current Use values annually or when there is any change to the parcel.				N
For the current use process, the Application shall be able to:					
3.0502	> Calculate and collect back taxes when property is removed from Current Use or Forest Lands programs				N
3.0503	> Provide real-time and date dependant reporting of value changes in value by type of exemption by jurisdiction, code and other defined boundaries				N
3.0504	> Provide real-time tracking of fees and applications, pending applications, denials				N
The Application shall be able to process the following inputs when processing current use exemptions:					
3.0505	> Current use application and supporting materials				N
3.0506	> Fee when application is approved				N
3.0507	> Approved applications from DMAP				N
3.0508	> Field observations				N
3.0509	> Questionnaires				N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 17 of 42

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
The Application shall be able to produce the following outputs when processing current use exemptions:				
3.0510	> Letter of removal – When a Current Use or Forest Land property is no longer eligible for participation in the program a letter of removal is sent.			N
3.0511	> Tax bill for prior years – if a taxpayer is disqualified from the current use program			N
3.0512	The current use assessment tools shall be fully integrated with the Application.			N
3.0513	If there is a change in the market value of a property, the Application shall automatically calculate the current use value.			N
3.0514	If there is a change to the land characteristics, the Application shall automatically calculate the current use value.			N
3.0515	The Application shall allow a user to easily identify the specific criteria under which each application was approved.			N
3.0516	The Application shall provide a link to Office of Records to automatically track current use enrollment, pending applications, and denials.			O
3.0517	The Application shall provide a record of current use information at Office of Records			O
3.0518	Forms that are used for the current use assessment process shall be available in the Application.			O
3.0519	The Application shall allow the user to edit the layout and content of the form, and complete the form in an automated manner.			O
Application Process				
3.0520	The Application shall have the ability to mark a property when an application has been received, track the application process electronically, attach corresponding data files, attach scanned images, enter notes, identify what type of application was made, forward information electronically and note the outcome of the application process. All notes, documents, or data files associated with these transactions shall be identified as being part of the current use application process. Refer to Appendix C - Reports.			N
3.0521	The Application shall show at the account level which type or types of current use classification was approved and date it was approved and applied to the account.			N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 18 of 42

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
Appraisal Process					
<p><i>Definition: Source valuation data comes from two sources: the Farm Advisory Group provides land rental values, and the State of Washington provides an interest rate, property tax component, and timber stumpage values. Currently the county take these values, enter them into an Excel spreadsheet, and calculate a Rate per Acre and Capitalization Rate. Current use values are broken down by soil type as inventoried by the US Department of Agriculture in 1972.</i></p>					
3.0522	The Application shall provide a mechanism that allows the user to track/check on the progress of a current use application, from the time of submission, to either approval or denial of the application.				N
3.0523	The Application shall be able to alter Current Use and Forest Lands values when property segregations or mergers occur.				N
3.0524	The Application shall provide automated support for determining impact of segregation or mergers on properties enrolled in Current Use or Forest Lands program.				N
3.0525	The Application shall provide an automated mechanism for the valuation process.				N
3.0526	The Application shall calculate and allow the user to input the information needed to enter into the valuation tables.				N
3.0527	The Application shall allow for bulk updates and have the ability to recalculate current use values as changes are made to an individual property. For example, if the soil type on a property is changed, the Application shall automatically recalculate the new values based on the corrected information.				N
3.0528	The Application shall retain at least ten (10) years of current use valuation history. This information is needed when calculating the compensatory tax.				N
3.0529	Based on information submitted by the Washington State Department of Revenue the Application shall be able to automatically calculate new rates and update the valuation table(s).				N
3.0530	The Application shall allow the user to value only a portion of a property under the current use assessment program, while the remainder of the property is valued at full market value. The combined value of the two portions is the assessed value of the property.				N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 19 of 42

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
Removal Process - Overall Requirements					
	<p><i>Definition: Current Use is a legislatively-enacted tax relief—not a tax forgiveness program. When land is removed from classification, the deferred taxes, applicable interest, and penalty may be applied with the current owner (aka compensatory tax). Land can be removed in whole, for example, all of the classified land in a parcel or only a portion of the land in a parcel. Depending on the classification, the compensatory tax is calculated differently. However, similar source data is necessary: the county needs to identify the soil type and associated assessed value, and the county needs to identify the topography and its associated market value for up to the last ten (10) years. From this information, combined with the levy rate for each year and the date of removal so that the county is able to calculate the compensatory tax.</i></p>				
	<p><i>Parcels can be removed at the owner's request, when the property no longer qualifies, when a change in use results in disqualification, exempt owner, or when the Notice of Continuance is not signed. At this time the taxes for the difference between market value and current use value for the last 7 years are due along with interest at 1% per month and, if there has been a change in use, a 20% penalty on the tax and interest. Recording fees are assessed by the Department of Assessments and tax is calculated for the remainder of the current year.</i></p>				
	<p><i>If the taxpayer chooses to modify the use of the land, they are subject to disqualification and are required to retro-actively pay the tax liability for the prior years, up to seven (7) years for open space, agriculture, and timberland and ten years for forest lands and ten (10) yrs for timberland.</i></p>				
	<p>For the current use process, the Application shall be able to:</p>				
3.0531	> Provide method to remove accounts from Current Use or Forest Lands programs, including restoring information on assessed value, use and eligibility				N
3.0532	> Calculate and collect back taxes when property is removed from Current Use or Forest Lands programs				N
3.0533	> Print bill and indicate reason for new bill.				N
3.0534	> Provide real-time virtual withdrawal calculation for estimated comp tax and initiate a trigger to input/update to system/finance when required				N
3.0535	> Store all history about the account, date applied, date removed or disqualified, date approved or denied, assessed values by year, current use values by year, and taxes by year.				N

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
3.0536	The Application shall allow a user to void a current use removal. The Application shall retain the history of the property, all preceding removal activities, and show that the transaction was voided. The Application shall allow the voiding of a current use removal to flow through to the creation of an invoice taking into consideration all the accounting entries that are to be created.			N
3.0537	The Application shall have an automated mechanism to create estimates of compensatory tax when the current use flag is removed from the account in a hypothetical "what if" scenario. The Application shall have the ability to print this estimate. This shall not affect the account or taxes until the user submits a removal form for the current use exemption.			N
3.0538	The Application shall have an automated mechanism that assures that all properties or portions of properties are removed from the current use assessment program are revalued at full market value for the applicable assessment year.			N
3.0539	The Application shall show that a current use removal was created.			N
3.0540	The Application shall have an automated mechanism to create a current use removal form. The information required to prepare this form shall be stored in the database and the user shall be able to generate the form with little or no manual data entry.			O
3.0541	The user shall be able to view and/or reproduce the current use removal form at any time. Through an automated workflow process, the user shall be able to forward the electronic removal form for further processing to the Treasurer.			O
Removal Process				
3.0542	The Application shall include current use removal fees, to include delinquencies.			N
3.0543	The Application shall be able to track delinquent current use removal fees.			N
3.0544	The Application shall track an account in current use for its delinquent status to include the calculation of delinquent interest.			N

King County PBS Project - Current Use

Item Number:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Two Program Process				
3.0545	The Application shall be able to manage Current Use in conjunction with Senior Citizen or other exemptions.			N
3.0546	The Application shall be able allow multiple exemptions and current use programs on the same account and automatically calculate taxable value appropriately.			N

Sample Document

King County PBS Project - Notice Generation & Mailing

Account Administration - Notice Generation and Mailing				
Section		A summarized notice of the total value of an account is mailed to the taxpayer. This value, multiplied by the levy rate in the tax code area where the account is		
Definition:		located, creates the following year's tax bill. Notifications are produced individually or in bulk mode.		
Additional Information:	Requirement:	Proposer response, 2/1, 0	Price	Weight N O
Item Number:	Requirement:		Explanation, Comments, or Link to Supporting Document	
Overall				
3.0547	For all accounts, the Application shall automatically generate and electronically print valuation notices that give line item assessment detail, including assets' assessed values.			N
3.0548	The Application shall be able to provide the user with the option of re-printing a duplicate notice. For example, in the event the notice was lost or mangled. Currently, if a duplicate notice is requested, the parcel has to be re-posted. Optional: Indicate on the notice that it is a duplicate.			N
3.0549	The Application shall be able to create variable size print files for FTP, such as is required to produce valuation notices.			N
3.0550	Intentionally omitted			
	For the notice and generation process, the Application shall automatically:			
3.0551	> Generate date of notice by account - Refer to Appendix C - Reports			N
3.0552	> Date of mailing by account			N
3.0553	Intentionally omitted			
3.0554	The Application shall allow the user to update the content of the valuation notices.			N
3.0555	The Application shall allow the user to update the content on a periodic basis.			N
3.0556	The Application shall generate assessed value notifications for lessor by location and levy code.			N

Sample Document

King County PBS Project - Adjustment Process

Account Administration - Adjustment Process

Section Definition: Adjustments may occur for both real and or personal property and are defined as adjustments to update the real or personal property market value. There are two types of adjustments to the assessor or tax roll, depending upon when the adjustment is made and to which years it is applicable.

Additional Information:		Proposer response 7, 11, 0		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Overall				
3.0557	The Application shall adhere to adjustments of assessed value up to the prior three years in accordance with RCW 84 and applicable Washington Administrative Codes (for example, WAC's 210, 456, 458, 474).			N
3.0558	If an adjustment occurs, the Application shall be able to date stamp transactions to allow for effective date processing.			N
3.0559	If an adjustment occurs, the Application shall record an audit trail of a change log, with the details for assessor roll.			N
3.0560	If an adjustment occurs, the Application shall automatically update jurisdiction levy rates, projected budgets based on new construction, and revenue distribution.			N
3.0561	If an adjustment occurs, the Application shall be able to notify the taxpayer of the available refund amount or adjust the tax bill as appropriate.			N
3.0562	If an adjustment occurs, the Application shall automatically generate a new tax bill and send the printed bills to Treasury for review and mailing. The bills shall be sorted into subgroups by reason for the adjustment, for example, seg/merg or cancel/supple or tax status or senior exemption change or fee amount change.			N
3.0563	As adjustments are made, the Application shall update tax receivables in the Application and reflected on reports as levy changes to all associated funds for that month, accumulated monthly and annually.			N
3.0564	As adjustments are made, tax receivables are appropriately updated in the County's GL and reflected on reports as changes to all associated funds for that month, accumulated monthly and annually.			N
3.0565	If an adjustment occurs, the Application shall be able to account for impact on levy rate and new construction money to municipalities.			N

N = Necessary; O = Optional

King County PBS Project - Adjustment Process

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0566	If an adjustment occurs, the Application shall automatically distribute cash collections for new construction to appropriate jurisdictions.			N
The Application shall be able to adjust property value when the following valuation errors occur:				
3.0567	> Valuation error, for example, miscalculation, omitted property identified, or destructs			N
3.0568	> Appeals adjustments			N
3.0569	> Appeals reversals			N
3.0570	> Administrative split adjustments			N
3.0571	> Exemption adjustments			N
Valuation Adjustment Requirements				
<i>Definition: Changes to the current year's valuation.</i>				
3.0572	If taxes have been paid and an adjustment causes the tax for the current year to be decreased, the Application shall automatically reallocate the paid taxes and apply to current year receivables. The Application shall pay all current year taxes and fees before any sort of refunds generated.			N
3.0573	If taxes are increased and the 1 st half taxes, at the lower amount, have already been paid, the Application shall not expect further payment during 1 st half and shall not create a delinquency or assess interest charges for the difference. In other words, the Application shall not re-bill the 1 st half taxes. For example, the bill amount is originally \$1000 and the taxpayer pays the 1 st tax bill with \$500. The tax increases to \$1500. The Application shall not generate a new 1 st half bill = \$750 nor create a delinquency or assess interest charges for the difference. Instead, the Application shall automatically calculate the difference and apply it to the 2 nd half bill. This changes the original 2 nd half bill from \$500 to \$1000.			N

King County PBS Project - Adjustment Process

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Tax Roll Adjustment Requirements				
<i>Definition: Tax Roll Adjustments are corrections to a prior 3 years back, values based upon quantifiable and verifiable errors, for example market value adjustments, appeals, exemptions, and omits.</i>				
3.0574	If a tax roll adjustment occurs, the Application shall be able to automatically initiate the refund process by printing a refund application to be mailed or supplemental bills based on tax roll corrections.			N
3.0575	If a tax roll adjustment occurs, the Application shall be able to process account tax adjustments due to changes in exemption eligibility or other identified errors.			N
3.0576	If a tax roll adjustment occurs, the Application shall allow for correction and/or input of new data for current and prior years, three year maximum, based on a change.			N
3.0577	If a tax roll adjustment occurs, the Application shall apply adjustments to refund both supplemental taxes and tax cancellations.			N
3.0578	If a tax roll adjustment occurs, the Application shall limit exempt and destroyed property exemptions to the market value.			N
3.0579	If a tax roll adjustment occurs, the Application shall be able to adjust prior tax years based on petition refund processing according to state law.			N
3.0580	The Application shall enable the user to enter value changes after BOE/BTA appeal reversal and the Application shall calculate the revised interest and tax bill.			N
3.0581	The Application shall be able to create a Personal Property permit for multiple years on a single account, rather than needing to create multiple temporary accounts.			N

Sample Document

King County PBS Project - Annexation Process

Account Administration - Annexation Process				
Section Definition: Annexations are the legal incorporation of land or territory into an existing taxing district boundary requiring all maps, impacted real and personal properties, and levy codes to be updated to reflect the new boundaries, and county road, library and fire taxes are transferred for real property if applicable from the county to the annexing cities.				
Additional Information:		Proposer response 3, 2, 1, 0		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Overall				
3.0582	The Application shall adhere to county, city and unincorporated annexations and consolidations, and distribution of collected road, library and fire taxes in accordance with, but not limited to, RCW 84.09.030, RCW 35.13, RCW 35.13.270, and RCW 35.10.			N
3.0583	For the annexation process, the Application shall provide real time data entry of changes			N
3.0584	For the annexation process, the Application shall provide real time error checking and editing			N
3.0585	For the annexation process, the Application shall prevent a levy code from being inactivated until all funds are moved.			N
3.0586	If change affects other reports, the Application shall alert operator before final results are completed. Refer to Appendix C - Reports, ASI059 Assessors Levy Code Change Register and SC320P20 Levy Code – Cross Reference Listing by Roll Year			N
The Application shall be able to:				
3.0587	> Provide automated method to identify all impacted parcels for real property and impacted personal property accounts for a new levy code			N
3.0588	> Provide method to make mass levy changes that impact multiple parcels, personal property accounts, entire quarter sections, entire plats and total code areas.			N
3.0589	> Maintain unlimited history of levy codes by parcel and personal property account and effective date, showing all the historical relationships from parent parcel to child parcels.			N
3.0590	> Provide real time error checking to ensure "to" and "from" levy code exists.			N

King County PBS Project - Annexation Process

Additional Information:	Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document		
	3.0591	> Calculate and report the total amount of road, library, and fire taxes collected, by annexation ordinance twice per year, June and December.				N
If an annexation occurs, the Application shall be able to:						
	3.0592	> Identify and update real and personal property accounts that are impacted by the annexation changes.				N
	3.0593	> Identify personal property value by GIS boundaries				N
	3.0594	> Identify real property value by GIS boundaries				N
	3.0595	> Provide ability to relate a property to multiple levy codes by roll year				N
If an annexation occurs, the Application shall be able to:						
	3.0596	> Identify and report real property road, library, and fire tax collected on those particular parcels after 2 major collection periods.				N
	3.0597	> Automatically calculate the road, library, and fire taxes collected during a particular period on impacted parcels so that it would not be necessary to apply collection statistics to get partial prior year payment amounts for road taxes				N
The Application shall be able to produce the following outputs when an annexation occurs:						
	3.0598	> List of parcels and personal property accounts impacted by the annex				N
	3.0599	> Updated legal descriptions				N
	3.0600	> Reports on road, library and fire taxes paid after the annexation effective date but prior to taxes being collected by the new levy codes. Paid taxes are accumulated through major collection periods, currently June and January.				N

Sample Document

King County PBS Project - Annexation Process

Additional Information:	Item Number:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document		
	3.0601	When an annexation occurs and it's effective date is prior to March 1, the Application shall distribute property taxes to the new tax code area the following tax year. For example, an annexation occurs January 15, 2004, the taxes collected shall be distributed to the new tax code area in 2005. When an annexation occurs and it's effective date is after March 1, the Application shall distribute the taxes to the new tax code area two years later. For example, an annexation occurs April 15, 2004, the taxes collected shall be distributed to the new tax code area in 2006. Exceptions to both these rules include the issuing authority of building permits, distribution of road, library and fire funds and excise tax collection.				N
Preliminary Requirements						
The Application shall have the ability to:						
	3.0602	> Allow the user to perform preliminary annexation research, validate petitions, and process the different taxing district annexations as well as county to city annexations.				N
	3.0603	> Allow authorized users to determine potential assessed and market value and annual revenue from existing parcel and personal property accounts transferred into designated jurisdiction.				N
The Application shall have the ability to:						
	3.0604	> Estimate future values without affecting current values on the database				N
	3.0605	> Propose legal descriptions				N
Treasury Requirements						
	3.0606	Request a process to run that would calculate the road, fire district and library district taxes collected during a particular time period on these parcels.				N
	3.0607	The Application shall indicate, in the tax bill, the change in jurisdictions as a result of the annexation. Tax bills shall also display current levy codes for each parcel.				N

King County PBS Project - Tax Roll Certification

Account Administration - Tax Roll Certification

Section Definition: This is a multiple step process referred to as September, December, and January certifications. The process starts with maintaining levies, establishing new levy codes and retired obsolete codes to ensure that funds are distributed correctly to the taxing districts. The next step is the creation of levy limits, the maximum amounts that the taxing districts will receive for the year. Calculating the tax rates is the next step. This process uses the levy limits, assessed values to determine tax rate for the upcoming year. Various checks are done to ensure the tax rate does not exceed any legal limits. The final step is to certify the tax roll. This closes the year and passes it on to Treasury for billing and collection.

Additional Information:		Proposer response: 3, 2, 1, 0		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Overall				
3.0608	The Application shall calculate levies, and provide documentation to the Washington State Department of Revenue and taxing districts, in accordance with RCW 84.52.			N
The Application shall:				
3.0609	> Facilitate the process for users to setup and maintain new and existing levy codes, unit codes, taxing districts and the calculation of tax rates for September and December certification, including the automation of levy worksheets and automated interfaces to accounting.			N
3.0610	> Provide the ability to close current year tax roll and open a subsequent roll.			N
3.0611	> Provide automation to support the verification of tax roll, opening and closing of tax rolls, extending the tax roll, purging billing data and supplying Department of Revenue with certified tax roll information.			N
The proposer's product shall:				
3.0612	> Automate the maintenance of levies			
3.0613	> Reduce the County's dependency on sequential overnight batch processing			N
3.0614	> Allow a user to set up a taxing district			N
3.0615	> Upload and process state utility valuations in real time			N
3.0616	> Store all unique values by year for each taxing district, city, levy code			N
3.0617	> Allow the user to automatically apply mass changes to levy codes			N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0618	> Provide a real-time, table driven, on line, data entry Application which displays inputted information changes, and results directly on the screen			N
3.0619	> Provide better precision in tax amounts calculated to 12 decimal precision			N
3.0620	> Enforce RBS limiting who can run certain programs, or jobs			N
3.0621	> Capture everything from beginning to end shall be in one Application and clearly labeled type of certification			N
3.0622	> Log all changes within the Application			N
3.0623	The Application shall provide tools for maintaining levies and analysis support, quality assurance, data integrity, checks and balances, and audit trails. Tools shall be used in reducing the chance for the need for corrections.			N
3.0624	The Application shall be able to post pending payments during the tax roll certification process at year end to allow for real-time understanding of paid accounts.			N
3.0625	The Application shall be able to recalculate, reverse charges and re-bill by levy code and jurisdiction if necessary.			N
3.0626	The Application shall have the ability to capture cancel/seg/merge refund data during the year and feed it into a refund re-levy process for the next tax year.			N
3.0627	The Application shall have the ability to re-levy/re-bill, by levy code when errors are discovered after rates have been established and bills created.			N
3.0628	The Application shall allow the user to set the levy rate to 12 decimal points.			N
3.0629	The Application shall produce an Underwriters Report. The report shall include, but not limited to, millage rates for all levies within this fund's specific district, for each year that lies within a specified time frame. This report shall also contain the amount levied for a specific year within the given date range, the adjustments to each levy, along with the collected amount for the levy, for each year, within that specified date range and the balance remaining.			N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Levy Certification and Maintenance Overall Process				
<p><i>Note: Currently, this business process spans a few months time period and consists of a variety of manual steps to prepare the current tax year roll for certification once all of the market and assessed values have been posted to the roll. During this process, the current year tax roll is closed so that property tax rates can be set and verified for jurisdictions, prior to tax roll certification.</i></p>				
The Application shall store the following unique values by year:				
3.0630	> Taxing district			N
3.0631	> Levy code by taxing district			N
3.0632	> Fund number by taxing district			N
3.0633	> State utility values			N
3.0634	> Levy limits and levy basis by taxing district			N
3.0635	> Levy rates by taxing district			N
3.0636	> 2 types of limit factors which are district and implicit price deflator			N
3.0637	> Total limit factor levy by taxing district			N
3.0638	> Annexation rate by taxing district			N
3.0639	> Annexation levy by taxing district			N
3.0640	> LID lifts by taxing district			N
3.0641	> Allowable levy by taxing district			N
3.0642	> Maximum statutory levy rate by taxing district			N
3.0643	> Maximum statutory levy by taxing district			N
3.0644	> Levy request budget by taxing district			N
3.0645	> Limit of \$5.9			N
3.0646	> Limit of 1%			N
3.0647	The Application shall provide levy calculation reports by tax code area and by taxing district that include the total assessed value and parcel count, broken down by:			N
3.0648	> Real property			N
3.0649	> Personal property			N
3.0650	> State assessed utilities for real and personal			N

N = Necessary; O = Optional

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0651	> Exempt properties			N
3.0652	> Timber assessed value			N
3.0653	> Senior exempt values broken down by the three income levels and total value			N
3.0654	The Application shall allow the creation of new tax code areas and assign fund numbers. There shall be one (1) fund number for each taxing district. The taxing district has multiple tax code areas.			N
3.0655	The Application shall be able to track multiple assessed values by category for use in the computation of the levy rate. For example, the total assessed value for the senior citizen exemptions, broken down by the three income levels, the timber assessed value, state assessed utilities, annexations, new construction values, parcel counts and breakdowns by tax code area and taxing district.			N
Levy and Fund Code Adjustment				
<i>Definition: Establishment and maintenance of levy codes, funds and rates, so that the assessed value and taxes of each levy code can be distributed and reported to all taxing districts and certified to Treasury.</i>				
<i>Note: Levy and Fund Code Adjustment also known as Mainline Levies.</i>				
3.0656	The Application shall provide online real time data entry process.			N
3.0657	The Application shall provide on-screen edit and validation process.			N
3.0658	On creation of a levy code, the Application shall prevent duplicate levy codes.			N
3.0659	Prior to inactivating a levy code, the Application shall validate that no funds are associated with it.			N
3.0660	If change affects other reports, for example, levy codes and all districts within levy codes, the Application shall alert operator before final results are completed.			N
3.0661	The Application shall indicate that a fund number is already in use when the user attempts to set up a new fund number			

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Sept Certification Requirements				
	<i>Definition: Sept Certification establishes and maintains the proper levy code distribution of all taxing districts so that this process can distribute and report the assessed value of each levy code to all of the taxing districts within that levy code</i>			
	The Application shall adhere to the Sept certification process in accordance with:			
3.0662	> RCW 84.52 – Levy of Taxes			N
3.0663	> RCW 84.52.010 – Effect of constitutional and statutory limitations for levies			N
3.0664	> RCW 84.52.080 – Extension of Taxes on Rolls - Form of Certificate - Delivery to Treasurer			N
	The Application shall be able to process the following inputs for Sept certification:			
3.0665	> New Tax districts			N
3.0666	> State Utility Values (aka SPS) from DOR			N
3.0667	> Tax rate requests from districts			N
	The Application shall be able to produce the following outputs for Sept certification:			
3.0668	> New district with funds established			N
3.0669	> Certificate of taxing value and levy worksheet			N
3.0670	> GL fund receivables in ARMS are established for taxes and for fees.			N

Sample Document

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:	Requirement:				
State Utility Valuation Process					
	<p><i>Definition: This process includes the calculation of the indicated ratio, which is a report produced once a year to the Department of Revenue which provides the input to the state utility valuations provided back to the county from Department of Revenue. The SPS is then used when developing the taxing district worksheets in the tax roll certification process for jurisdictions. The indicated ratio is produced by analyzing and stratifying sales by use and type and calculated based on stratum of value and use.</i></p>				
	<p><i>Definition: The State of Washington is responsible for valuing real and personal property associated with companies that provide utility services and have tangible assets that encompass more than one County. These values are reported by the state to the County assessor, processed through the County's assessment roll, and used in levy certification, tax roll, and tax collection procedures. Note: For real property parcels, there is one primary SPS account for each levy code. There are individual operating parcels under each SPS account with fees associated yet no assessed value.</i></p>				
3.0671	The Application shall provide real time upload of SPS values for real and personal property.				N
3.0672	The Application shall provide real time validation and editing on screen of the SPS values.				N
3.0673	The Application shall provide an interface to receive SUV and apply to parcels.				N
3.0674	The Application shall be able to provide automated method to incorporate State Utility Values from Department of Revenue into levy worksheets and tax roll, for both personal and real property.				N
3.0675	The Application shall prevent fees from being assessed to the aggregated SPS accounts, not at the individual operating account.				N

Sample Document

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
December Process				
<i>Definition: Dec Certification calculates the tax rates by district and fund. It is accomplished using prior year's district budget and current year's district budget requests. Rates are calculated based on the levy limits, taxable value, and timber assessed value, if any, of each district.</i>				
<i>Note: Budget-based versus rate-based: Washington State is a budget-based system with limits on how much budgets can increase annually. Regardless of the</i>				
3.0676	The Application shall be able to calculate levies and verify levy limitations according to RCW 84.52 and 84.55. The Application shall be able to process three calculations for each taxing district: 101% limitation, budget calculation, and statutory limit.			N
For the Dec certification process, the Application shall be able to:				
3.0677	> Calculate tax rates by district and fund.			N
3.0678	> Provide capability for input or upload and store of jurisdiction budgets by year.			N
3.0679	> Provide capability to request and accept changes to jurisdiction budgets.			N
3.0680	> Provide automated support to the end of year process that calculates district tax rates based on final assessed values.			N
3.0681	> Calculate tax rates based on roll assessed values and jurisdiction budget requests.			N
3.0682	> Support the generation of levy worksheets by district that contain district, assessed value and levy codes.			N
3.0683	> Provide automated method to ensure that property values have not changed during the process of calculating tax rates by district and fund.			N
3.0684	> Accept draft budget amounts and roll assessment values and calculate draft rates by levy code.			N
3.0685	> Display fee receivable totals as fees and charges that are entered into the Application. These include forest patrol and drainage, as well as Fire Benefit charges and SWM.			
3.0686	For the Dec certification process, the Application shall be able to ensure taxing districts receive their legally allowable property tax distribution			N
3.0687	The Application shall be a budget-based system.			N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 36 of 42

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:	Requirement:				
3.0688	For the levy limit calculation process, the Application shall use the taxable, new construction, and annexation values by district.				N
3.0689	The Application shall be able to store the highest lawful levy amount for each taxing district back to 1985 and shall use that number as the starting figure for each year's levy calculation. The user shall be able to overwrite this figure.				N
3.0690	The Application shall balance valuations by taxing district versus valuations by levy code. Refer to Appendix C - Reports.				N
Hypothetical "What if" Mode					
<i>Definition: This is the process of changing the input parameters, for example, levy basis, budgets, new construction, or LID lifts, to estimate possible outcomes, such as total limit factor levy, allowable levy. The results of these scenarios are produced but not saved to the production data base.</i>					
3.0691	The Application shall be able to compute budget changes required to generate pre-determined levy rate based on assessed value.				N
The Application shall be able to:					
3.0692	> Improve ability to respond to legislative changes and process hypothetical "what if" scenarios.				N
3.0693	> Support the electronic creation of hypothetical "what if" scenarios using levy rates and values for current year by levy code.				N
3.0694	> Establish levy rates based on draft and final budget constraints and valuation, exemption models.				N
3.0695	The levy certification process shall be able to run multiple "what if" scenarios.				N
3.0696	The user shall be able to generate all reports, forms, or letters from levy calculation/certification scenarios in the same way they are generated from the live database.				N
3.0697	The user shall be able to save and compare levy calculation/certification scenarios.				N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0698	The Application shall process estimates of levy calculations or projections of hypothetical "what if" situations at any time of the year. The Application shall allow the user to access current assessed values, as well as manually enter values to estimate outcomes of annexations or LID lifts.			N
3.0699	The Application shall have additional training databases for the levy calculation/certification processes. These databases shall function in the same manner as the production database, and shall allow employees to perform levy calculations/certification parallel with the levy specialist for training and cross-check purposes.			O
Overlapping Debt				
<i>Definition: A situation where multiple authorities in a given geographical area have the ability to tax the same residents.</i>				
3.0700	The Application shall report the total property assessment value within each district that it has identified as an overlapping district, along with the percentage of each overlapping district property that lies within the specified district that is being looked at. The report takes the outstanding debt for each district and multiplies it by the percent of property value within the district.			N
3.0701	The Application shall produce an Underwriter's Report. The report shall show millage rates for all levies within this fund's specific district, for each year that lies within a specified time frame. This report shall also contain the amount levied for a specific year within the given date range, the adjustments to each levy, along with the collected amount for the levy, for each year, within that specified date range and the balance remaining.			N
3.0702	The Application shall be able to provide an automated method to compare district tax rates to 5.90 and 1% levy limits and indicate any problems so that they can be corrected.			N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0703	The Application shall report the total property assessment value within each district that it has identified as an overlapping district, along with the percentage of each overlapping district property that lies within the specified district that is being looked at. The report takes the outstanding debt for each district and multiplies it by the percent of property value within that district.			N
Taxing District Notification Process				
3.0704	The Application shall have reports to submit to each taxing district. Reports shall include the levy calculations including the 101% calculation, the budget calculation, the statutory limit calculation, administrative refund calculations, excess levy calculations, as well as listing their highest lawful levy for future year calculations. This is currently known as the levy limit worksheet.			N
3.0705	The Application shall have value letters to submit to each taxing district notifying them of the total assessed value, senior exempt values that will not be taxed, new construction values, timber assessed values, and assessed values for both general funds and levy/bond funds. Provide sample value letter. This is currently referred to as the Certification of Assessor Valuation Letter.			N
Record Fees				
3.0706	The Application shall be able to load fee receivables annually during tax certification process. The current fees are:			N
3.0707	> Fire Benefit			N
3.0708	> Surface Water Management			N
3.0709	> Seattle Drainage Billing			N
3.0710	> Noxious Weeds			
3.0711	> Soil Conservation			N
3.0712	> Drainage			N
3.0713	> Forest Patrol			N
3.0714	The Application shall be able to create new fee types.			N

N = Necessary; O = Optional

1041-08_attachD

2/13/2008

Page 39 of 42

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0715	The Application shall be able to total all the fees on the certification reports for validation along with the taxroll prior to producing the annual tax bills.			N
January Requirements				
<i>Definition: Certifying and closing the current tax roll for the year and opening the subsequent tax roll.</i>				
<i>Note: Also known as Certify Tax Roll.</i>				
3.0716	The Application shall be able to create the real and personal property tax rolls in accordance with RCW 84.52.080.			N
3.0717	The Application shall be able to generate the Certificate of New Construction Form in accordance with RCW 36.21.080.			N
3.0718	The Application shall be able to create the real and personal property assessment rolls and generate the assessment roll certification form in accordance with RCW 84.50.040. Refer to Appendix C - Reports.			N
For the Jan certification process, the Application shall be able to:				
3.0719	> Certify and close tax roll			N
3.0720	> Provide method to automatically "extend" the tax roll, or create the subsequent year roll from current year tax roll and initialize subsequent tax year information based on values from current year.			N
3.0721	> Provide processing method so that window of time when transactions cannot be processed, due to end of year rollover and certification efforts, is short, for example, less than 3 days or eliminated.			N
3.0722	> Provide automated method to close the current year tax roll, so that it can be finalized and certified.			N
For the Jan certification process, the Application shall be able to:				
3.0723	> Ensure current tax roll includes all tax values, exemptions, and levies prior to closing the tax roll.			N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
3.0724	> Automatically post pending payments at year end to allow for real-time understanding of paid accounts.			N
For the Jan certification process, the Application shall be able to:				
3.0725	> Notify taxing and junior districts of expected revenues			N
3.0726	> Create taxpayer account and fund receivables for taxes and fees interfacing with the County's GL.			N
3.0727	The Application shall adhere to the Jan certification process in accordance with local jurisdictions' statutory rate limitations/requirements.			N
The Application shall be able to process the following inputs for Jan certification:				
3.0728	> Market and assessed values posted to current year tax roll			N
3.0729	> State Utility Value (aka SPS) from DOR			N
3.0730	> Receive budgets, resolutions, and requests from taxing districts			N
The Application shall be able to produce the following outputs for Jan certification:				
3.0731	> Indicated ratio to DOR			N
3.0732	> Taxing district worksheet for jurisdictions			N
3.0733	> Establish property tax rates for jurisdictions			N
3.0734	> Closed current year tax roll			N
3.0735	> Certified tax roll and certification letter in accordance with RCW 84.48.130			N
3.0736	> Subsequent year assessor roll opened			N
3.0737	> Subsequent year tax roll opened			N
3.0738	> Updated levy and codes booklet			N
3.0739	> Final tax and fee receivables in the Application and in the County's GL			N

King County PBS Project - Tax Roll Certification

Additional Information:	Requirement:	Proposer response 3, 2, 1, 0		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Produce codes and Levy Book Requirements				
<i>Definition: The codes and levies book includes listing of all districts, levy codes (for example, city, fire, schools, and consolidated), and rates.</i>				
3.0740	The Application shall automatically create the annual Codes and Updated Levy booklet. Refer to Appendix C - Reports.			N
The Application shall be able to:				
3.0741	> Supply DOR with accurate tax roll information			N
3.0742	> Automatically generate annual report with roll close data for Department of Revenue.			N
Questions				
3.0743	Does the proposer's product need to "freeze" the current tax year for tax roll certification? If yes, on average how long is this "freeze".			N
3.0744	During this freeze, describe what limits are set, if any, in preventing users from viewing the current year. Provide information from other clients as to the average amount of time needed to freeze the Application. Describe how the proposer's product allows the user to apply account changes to past, current, and future years during tax roll certification?			N
3.0745	Describe how the proposer's product allows the user to apply annexations and incorporations to current or future tax years during tax roll certification?			N
3.0746	The Application shall provide checks and balances to prevent the misallocation of the tax base across the taxing jurisdictions. Describe in detail.			N

Sample Document

King County PBS Project - Prepay & Advance Tax

Tax and Fee Accounting - Prepay and Advance Tax

Section Definition: Prepay and Advance Tax allow for the collection of tax payments against parcels that may not have been billed. These processes may involve calculations of charges or they may only involve receipting of dollars.

Additional Information: Proposer response 3, 2, 1, 0

Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	Weight N O
Real Property Pre-Pay Tax Process				
	<p><i>Definition: Plats involve the development of land into 4 or more lots. Per RCW 58.08.040, prior to the recording of a plat, re-plat, altered plat, or binding site plan subsequent to May 31st in any year and prior to the actual collection date of real property taxes a deposit shall be collected by the Treasurer. The deposit shall equal the product of the County Assessor's latest valuation on the property, less improvements on such subdivision, multiplied by the current year's levy rate, increased by twenty five percent. A receipt shall be issued which becomes evidence of the payment. For new plats added on or after June 1st taxpayers must pay their full current year taxes and this estimated 125% of the current year tax to be applied to the future roll year once it has been created before the County gives authorization for development to begin.</i></p>			
4.0747	The Application shall allow a user to set up accounts as plats and identified with a flag so that they can be queried in reporting.			N
4.0748	The Application shall provide fields for a user with role based security to enter the date and amount of pre-pay tax collected, along with a place for the name and address of the taxpayer.			N
4.0749	If more than one party paid the original tax, the Application shall provide a place for additional addresses or a way to flag or note that there was more than one party that paid the original plat tax.			N
4.0750	The Application shall allow plats that include land and improvements to be set up with the land on one account and the improvements on a separate but related account.			N
4.0751	For plats added to the roll on or after June 1 st the Application shall calculate the pre-pay tax by allowing for the plat analyst in Treasury to enter the current assessed value if it is not already entered in the system by DC, the roll year and the levy code and using a 125% multiplier and the current levy rates.			N

King County PBS Project - Prepay & Advance Tax

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.0752	Once a pre-pay tax amount is calculated and collected, the Application shall store that amount of future tax year collection in a field that can be queried by several departments.			N
4.0753	Once the future year tax is actually certified on the tax roll, the Application shall compare the previously collected pre-pay tax amount for the plat or binding site plan and compare it to the actual tax and either provide a report of the differences between these amounts if it has been over collected and/or produce a tax bill for the amount still due and route it to Treasury for review, mailing, and separated from the tax bills that are mailed directly to taxpayers.			N
4.0754	The Application shall generate a general ledger transaction to take the over payment from a specific "pre-pay plat tax" fund, and move it into a general ledger account used for the specific types of refunds.			N
4.0755	The Application shall create a Prepay report that for Treasury to review.			N
4.0756	The Application shall allow plat data to be entered and stored on an automated system in fields designed for this data where it is available for inquiry by multiple departments.			N
4.0757	The Application shall generate a report of all plats on file as needed rather than storing data on an Excel spreadsheet.			N
4.0758	The Application shall record pre-pay taxes noting that they are estimated.			N
4.0759	The Application shall document the payment placed on account for the pre-pay taxes for the property. Documentation shall consist of a minimum of: who paid, payment date, the pre-pay tax year, and the receipt number.			N
4.0760	The Application shall provide a report of all the pre-pay taxes where a deposit has been placed on account.			N
4.0761	The Application shall generate a report after the process of posting the pre-pay taxes in the new year, which shall show payments placed on account have been applied to the account, and any remaining amount to be refunded. This report shall be defined by year.			N

King County PBS Project - Prepay & Advance Tax

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.0762	When Treasury issues/collects pre-pay taxes, the Application shall flag the account. This flag shall allow assessed value modifications only if special user-defined override specifications are met.			N
4.0763	The Application shall allow for the payment of estimated taxes for the future tax year on the land only, if they come in after May 31st in any given year.			N
4.0764	For real property, the Application shall generate a pre-pay tax bill for immediate collection upon the sale or transfer of assets.			N
4.0765	The Application, in the following year, shall apply the on account payment to the property account number, billing for the current year, and begin the refund process for the amount of the overage on this account. This shall be available for a single item, a group, or en masse.			N

Sample Document

King County PBS Project - Prepay & Advance Tax

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Personal Property Advance Tax Process					
	<p><i>Definition: Per RCW, taxes are assessed in one year and collected in the next. A company that is doing business on Jan 1st creates a property tax liability for the following year. However, there are special situations where taxes must be assessed and collected in the same year, such as when a company is closing and going out of business, or where a mobile home is being sold and taken to a different county within the state. In cases such as this, the County uses an advance tax collection process, aka Quick Collect (QC), and with the current system, the County opens a new account, with an account number starting with 599, that "links" to the parent account. At the end of the year, if the QC has been paid, the tax receivable is cleared off the linked parent account. If the QC is still unpaid, that account is killed and the tax obligation remains on the original "parent" account.</i></p>				
4.0766	The Application shall support "late" QC payments made after the last business day of the year and prior to certification when the tax roll is extended for the new year. If yes, describe how.				N
4.0767	The Application shall create advance tax notification for an account automatically or by request. This information shall include account number, current owner, address, code area, tax years affected, levy rates detailed for each of these years, tax amount owing, due date and an explanation as to the reason for advance tax bill.				N
4.0768	The Application shall provide reporting as to collection activity associated with advance tax bills. This reporting shall be scheduled and automatically produced, and also be available on-demand.				N
4.0769	The Application shall document, within the audit trail, that an advance tax notice or bill has been generated.				N
4.0770	The Application shall be able to collect tax obligations for future years without creating a temporary account.				N
4.0771	The Application shall generate an advance tax bill for immediate collection upon the sale or transfer of assets.				N

King County PBS Project - Bill Taxes & Fees

Tax and Fee Accounting - Bill Taxes and Fees Process					
Section Definition	Annual and ad-hoc (such as, in response to inquires) billing of property taxes, fees, charges and special assessments, such as abatements, owed by taxpayers. In addition, changes to taxes after the annual February billing require the mailing of corrected bills (for example, pro-rated senior exemption changes due to sales/death mid-year). Taxpayers can also request a printed tax bill through the County's website, automated voice technology (AVT) system, or by calling the Treasurer's office. In addition, changes to property valuation such as segs and merges made all through the year by DOR automatically create new tax bills. This business process produces hard-copy tax bills, which are mailed to taxpayers. It also produces mass billing files that are sent to mortgage service providers, who pay tax bills on behalf of taxpayers, or other mass billing requestors who pay based upon an electronic file rather than a paper bill because of the volume such as the DNRP.				
Additional Information					Weight
Item Number:	Requirement:	Proposed	Response	Explanation, Comments, or Link to Supporting Document	N O
Overall					
4.0772	The Application shall adhere to bill taxes process in accordance with RCW 81.56.020.				N
4.0773	The Application shall adhere to bill fees process in accordance with RCW 81.56.035: Special assessments, excise taxes, or rates and charges — Collection by county treasurer authorized.				N
For the bill taxes and fees process, the Application shall be able to:					
4.0774	> Provide collection services to other local entities for a fee, and provide automated support for calculating the amount of fee due the county based upon the dollar amount of fees assessed or collected on their behalf				N
4.0775	> Generate an advanced tax bill anytime, such as, for omission current year				N
4.0776	The Application shall be able to create and send annual tax bills to taxpayers, informational tax notices to taxpayers whose taxes are paid by a lender, and electronic notifications to mortgage service providers, DOR for senior citizen dental accounts, and other mass billing requestors.				N
4.0777	The Application shall initiate the bill taxes and fees process after the tax roll has been certified by the Assessor.				N

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
The Application shall be able to produce the following outputs when billing taxes and fees:					
4.0778	> Hard-copy tax bills				N
4.0779	> Tax billing data files for mortgage service providers, and error reporting when multiple providers request to pay the same tax account				N
4.0780	> Excel file with billing information for non-MSP mass billing requests				N
4.0781	> Reports that total the amount billed and the count of bills created by billing group, for example, the number of bills per taxpayer address, or mortgage company requests				N
4.0782	> Billing Data for Web Display				N
4.0783	The Application shall generate individual detailed bills, not consolidated bills.				N
Print Bills					
4.0784	The Application shall support file FTP of tax bill data to high-volume taxpayers.				N
4.0785	The Application shall be able to create variable size print files for FTP, such as is required to produce 350,000 bills over a few days, sorting them by number of bills to a single address and by Zip Code.				N
4.0786	The Application shall be able to create variable size print files for FTP, such as required to produce 300,000 courtesy notices over a few days. Note: Currently sorting is not necessary.				N
4.0787	The Application shall allow the printing of separate payment stubs and a scanline readable by remittance processors at the bottom of each stub.				N
4.0788	The Application shall have a way of keeping a paper bill from being printed, for example, not printing all bills being paid by mortgage companies or by high volume taxpayers who do not require a paper bill.				N
4.0789	The Application shall allow Treasury Operations to print bills, as requested, one account number at a time to a local network printer located in the Treasurer's office during the day.				N

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0790	The Application shall accept a data entry file of account numbers for bulk creation and delivery of bills through an overnight batch process routed to Treasury Operations for next day mailing.				N
4.0791	The Application shall automatically create bills in bulk each night as a result of changes made by DOA or other business areas that could be routed through Treasury Operations for next day review and mailing, sorted and identified by "reason for new statement".				N
4.0792	The Application shall require names and a full mailing address at time of account set up on the Application so that there are no annual bills printed without full mailing name and address.				N
4.0793	The Application shall be able to suppress annual bill generation by account number or by flag/code/account type when necessary for real and personal property accounts. For example, printing annual bill for accounts that will be paid by mortgage companies are suppressed, or for some of the County's largest taxpayers, such as, state government, or utilities that do not use bills to make payment, in which case all with the same name are flagged to be suppressed.				N
4.0794	During the annual bill print process, the Application shall have separate bill runs based upon number of bills per address.				N
4.0795	The Application shall, during the annual bill print process, suppress bills of accounts that are in foreclosure status.				N
4.0796	The Application shall suppress bill printing for personal property accounts in write-off status.				N
4.0797	The Application shall print a bill containing a barcode. Barcode is a machine-readable representation of information in a visual format on a surface. Earlier barcodes stored data in the widths and spacing of printed parallel lines, but today they also come in patterns of dots, concentric circles, and hidden images.				O

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
Bill Taxes - Overall Annual Requirements				
4.0798	The Application shall be able to generate a variety of bill types, for example, semi-annually, monthly, or quarterly in overnight bulk or real time processing with interest and penalties calculated accurately per bill type.			N
4.0799	When changes are made to an account, such as a senior exemption flag is removed, the Application shall automatically pro-rate taxes based upon the change date, create a new bill in overnight bulk processing, and route it to Treasury the next day in a bulk that identifies the reason for a corrected bill, for review and mailing.			N
Bill Taxes - Personal Property Billing				
4.0800	For mobile/floating home, the Application shall automatically re-bill or at least flag the taxpayer when changes are made to name and address, levy code, assessment value, or exemption status.			N
4.0801	The Application shall provide a mass billing method for personal property payments, specifically for leased property payments			N
Bill Taxes - Mortgage Service Provider (MSP) Billing				
4.0802	When billing taxes and fees, the Application shall be able to process a bulk load via FTP of lender numbers onto account records, as provided by mortgage company input.			N
4.0803	The Application shall be able to provide a listing of accounts to be paid and later a listing of accounts paid, by lender number, from mortgage service providers, and identify on the Application the lender code that plans to make payment. Note: This data needs to be purged and freshly reloaded each year.			N
4.0804	The Application shall allow online updates of lender numbers, such as, but not limited to, entry, deletion, and update.			N
4.0805	The Application shall allow the entry, update, and deletion of lender information, for example, lender name and address by lender number.			N

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
The Application shall support the following unique mass billing options, specifically:					
4.0806	> The Application shall have a "lender number" file where new lenders by number can be added, with associated name and address data, and delete lenders from the file by lender number as needed.				N
4.0807	> The Application shall accept file FTP or tape input from mortgage companies who list by agent, by lender code and by account number which accounts they intend to pay directly the next roll year.				N
4.0808	> The Application shall provide internal summary reporting that indicates how many accounts were posted with lender numbers for each tape input job run, and accumulated YTD for internal validation purposes.				N
4.0809	> The Application shall have a way to delete this lender number data on tax account records so that it can be reestablished fresh each roll year.				N
4.0810	> The Application shall store those lender numbers on the account record, displaying them for internal and external, such as, web inquiry by name of lender from the "lender" file.				N
4.0811	> Electronic input files are sent by lenders informing the County which accounts the lender plans to pay for during the next tax year. This information is collected in December and early January of each year, prior to the creation and printing of the annual bills. There are approximately 300,000+ of these accounts contained in the input file and the County does not want to set the flags one by one online or manually. <ul style="list-style-type: none"> ~ The Application shall automatically flag these accounts using input files received from the lender. ~ The Application shall allow unique billing rules for these accounts, such as, produce no paper statement and/or provide only notice with no payments stubs. 				N

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.0812	> The Application shall accumulate requests from each lender as they come in and when Treasury Operations is ready, compare requests from all lenders and when there are multiple requests for the same tax account, assign the account to the lender with the most recent "loan origination" date and delete any duplicates, providing reporting for internal validation and for notifying lenders of their final account list.			N
4.0813	> The Application shall accept mass payment input tapes and file FTP's for purposes of posting payment data to tax accounts.			N
4.0814	> The Application shall provide mass payment reports – both error reports and acceptance reports to provide back to lenders.			N
4.0815	> The Application shall have a way to request a large number of bills by account number through data entry input to be printed in bulk and delivered the next day to Treasury for distribution.			N
Bill Taxes - Non-MSP Billing				
4.0816	The Application shall be able to produce, by request for mass billing, an extract file based upon taxpayer name, for example, State DNRP or Tacoma Water, that includes the amount of tax and charges due for each account that can be loaded into excel and emailed to non-MSP mass payment entities for both real and personal property.			N
4.0817	The Application shall allow for a code to be entered by data entry to many accounts, for example, a long list of deferral accounts, or state accounts that do not use payment stubs, so that the annual bill print can be suppressed.			N
4.0818	When billing taxes and fees, the Application shall be able to process a mass file update, entered by the data entry staff, of paper bill suppress codes, for example, deferral codes, for other non-MSP mass billing and collecting.			N
Bill Taxes - Current Use				
4.0819	The Application shall generate property tax bills for accounts in current use in the same manner that other real property tax bills are generated.			N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 10 of 42

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Bill Fees - Annual Requirements					
	<p>Definition : King County real property tax bills are currently used to bill and collect fees and charges for several separate entities via contractual arrangement. It is not possible for a taxpayer to make their tax payment without also including the amount of fees and charges due. These are the fee and charge types the County currently collects:</p> <ul style="list-style-type: none"> a. Fire Benefit Charges for four (4) of the County's Fire Districts and a regional fire authority b. Soil Conservation Fees c. Noxious Weed Fees d. Surface Water Management (SWM) Fees – by suburban cities and unincorporated King County properties e. City of Seattle Drainage Billing System (DBS) Fees – Similar to SWM fees above f. Forest Patrol Assessment – Added to the system by DOA g. Drainage District Assessment – Added to the system by DOA 				
4.0820	The Application shall accommodate assessments and taxes billed on one bill to include the unique penalty and interest calculations for each receivable type, for example, different delinquent interest rates for SWM fees, and different interest calculations for abatements.				N
4.0821	The Application shall provide screens to maintain fees, to attach fees to accounts, and to define the data elements related to a fee. Also includes a fee report.				N
4.0822	For the fee process, the Application shall be able to internally calculate fees based upon property characteristics, and accept other fee amounts by tax account from sources outside the county and include both types on the bill.				N
4.0823	The Application shall provide a method to set fee rates each year for fees calculated by the Application, based upon property characteristics on file and exempt accounts not subject to the fee type), and automatically apply fees set by outside sources (for example, SWM and DBS fees) to impacted accounts.				N
4.0824	The Application shall allow accounts to have more than one fee type assessed.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 11 of 42

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0825	The Application shall allow for multiple fee types, for example, SWM, DBS, King Conservation District (aka Soil), Noxious Weed, and Fire Benefit.				N
4.0826	The Application shall allow new fee types to be added as needed and displayed on the bill.				N
4.0827	The Application shall allow fees to be calculated based on a variety of means, for example, flat fees, per acre calculation, set amount by parcel, or a combination. Allow different rates by account type, for example, forest land receives 10% of the normal noxious weed fee.				N
4.0828	The Application shall allow a fee to be placed on one portion of related accounts, for example on the parent account or on the split account, or on the individual operating account but not on the aggregate SPS accounts.				N
4.0829	For the fee process, the Application shall allow for receivable modification, after tax bills have been sent, generating either refunds or revised tax bills, if requested by the user.				N
4.0830	For the fee process, the Application shall be able to calculate semi-annual administrative service charges which are assessed based as a percentage of the fee dollars collected.				N
4.0831	The Application shall provide reporting to track administrative service charges on all fees collected.				N
4.0832	The Application shall collect administration fees automatically for SWM, King Conservation District, Fire Benefit Charges at 1%, as payments post to the fee levy code, and reverse them if fee refunds are made.				N
4.0833	The Application shall allow for different interest rates and penalty charge rules for each fee on the Application that can be different than for taxes.				N
4.0834	The Application shall allow for collected interest on fees to be credited differently than for taxes. For example, if the city is to collect delinquent interest on a surface water fee when it is paid, this shall be handled automatically by the Application, posting the interest to a different account rather than the county current expense fund.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 12 of 42

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
Item Number:	Requirement:				
Abatements					
4.0835	The Application shall display each fee as its own line item amount to the property tax bill, creating one bill for taxpayers with full disclosure of what is included on the bill.				N
4.0836	The Application shall provide an interface file to the County's web application to display all taxes and fees due. Refer to Appendix E.1 and 2 for details.				N
Abatements					
4.0837	The Application shall provide an automated way to bill/collect/display abatement liens, with their unique delinquency requirements.				N
4.0838	The Application shall calculate abatement interest as of the month that an abatement is put on the tax roll, rather than based upon standard tax payment due dates for delinquency calculation.				N
Cancellations and Supplements					
<p><i>Definition: When cancellations and supplements are processed against the tax roll, the Application shall modify taxes billed and produce revised bills or create first time bills, identifying the reason for the new bill, and deliver to Treasury for next day review and mailing. If a refund is due after paying off any outstanding fees still due, the Application shall automatically initiate the appropriate refund paperwork to Treasury. Adjustment transactions shall be sent to the County's GL to update receivables and refunds.</i></p>					
4.0839	The Application shall be able to handle the prorating of taxes based upon Washington State RCWs.				N
4.0840	When values have been adjusted by the Assessor's Office via the CAMA application, the proposer's Application shall cancel taxes or supplement taxes. The cancellation or supplementing of taxes shall occur through a workflow process, with the appropriate approval levels and audit trails.				N
The Application shall allow the user to					
4.0841	> Access or create prior year's RHP information, at a minimum 3 prior years				N
4.0842	> Edit the information to generate a corrected or new value for the prior year				N
4.0843	> Automatically update the database with the corrected or new values				N
4.0844	> Generate a cancellation or supplement form				N

N = Necessary; O = Optional

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0845	In the Application, prior year's information shall include value information, tax billing information, receipt number, receipt dates, payment amounts, payment types and refunds.				N
4.0846	The Application shall allow the user to add prior year information, should the information need to be edited after it has been archived from the database.				N
4.0847	The Application shall allow this to occur by single account, or in groups.				N
4.0848	When the user processes a change for a prior year's assessment, the Application shall automatically change the corresponding tax information without additional manual data entry by the Treasurer's staff.				N
4.0849	The Application shall be able to generate ad-hoc bills with online entry of a variety of scenarios that may include current and prior years or just particular years requested with interest or with no interest with no pre-printed address, first and second half payments on separate stubs or on one stub.				N
4.0850	Intentionally omitted				
4.0851	The Application shall be able to automatically generate revised bills as a result of tax status changes. The Application shall be able to always route revised bills through Treasury for review and mailing, separated by an identifier of why the new bill was created.				N
4.0852	If taxes and fees are billed and the first half payment has been made and then the account is made tax exempt, the Application shall automatically created a refund for any overpayment. The Application shall automatically apply any "excess" payment to outstanding fees and charges before creating the refund.				N
4.0853	If taxes and fees are billed and the account is changed to tax exempt status and then the first payment is made with the original payment stub which is now incorrect, the Application shall automatically create a refund for any overpayment.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 14 of 42

King County PBS Project - Bill Taxes & Fees

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0854	The Application shall apply any excess payment to all outstanding fees for the entire year before creating a refund.				N
4.0855	If taxes are billed at a senior exemption rate and then the taxpayer dies or sells the property and the Assessor removes the senior exemption flag, the Application shall allow a user with role based security the ability to enter a date of change. Next, the Application shall automatically calculate revised taxes prorated as of the date of change and create a new tax bill that gets routed to Treasury for review and mailing. The Application shall indicate the reason for the new bill.				N
Question					
4.0856	Describe how the proposer's product allows the County to transition from annual payment processing to quarterly or monthly billing and/or collection.				N

Sample Document

King County PBS Project - Collect Taxes & Fees

Tax and Fee Accounting - Collect taxes and Fees Process

Section Definition: Collecting and recording tax and fee payments from taxpayers and mortgage service providers using multiple payment methods. Currently, this business process includes the processing of in-person, mail-in, online tax and fee payments (aka etax), and mass payments sent by mortgage service providers on behalf of taxpayers. Electronic payments are brought into the nightly mainframe batch cycle, where the payments update the PBS mainframe system and generate an interface file for the County's GL. Non-electronic payments are received and scanned using a remittance processing scanner which reads Optical Character Recognition (OCR) font, which codes the checks, scans the tax bills, and creates electronic payment files for nightly mainframe batch processing.

Item Number:	Requirement:	Proposer Response 3, 2, 1, 0	Explanation, Comments, or Link to Supporting Document	Weight N O
Overall				
4.0857	The Application shall adhere to collection of taxes and fees in accordance with RCW 4.56.			N
For the collect taxes and fees process, the Application shall be able to:				
4.0858	> Collect and record tax and fee payments from taxpayers, and mortgage service providers and to retain payment history across seven tax years, including the date and amount paid and the receipt number associated with the payment. Note: In the current system, the receipt number ranges identify the type of payment that was made.			N
4.0859	> Identify the source of the payment, for example, mail, cashier's window, etax, mortgage company or other electronic mass payment files, for online inquiry internally or via the web.			N
4.0860	> Accurately record the tax and fee payment information in the Application and display it for internal inquiry and web inquiry.			N
4.0861	The Application shall allow a user with role based security the ability to "force on" a payment of any amount as necessary.			N
4.0862	The Application shall be able to process a payment against the "total tax payment", which includes all fees and charges.			N

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Payment Types					
4.0863	The Application shall create different general ledger transactions for different types of receivables, putting tax receivables into a different fund for further distribution than the fee receivables, each fee receivable type with differing funds to distribute to.				N
4.0864	The Application shall accept payments within an over/short amount and show them as paying the exact amount due, placing the over/short amount into an over/short GL account.				N
4.0865	When collecting taxes and fees, the Application shall be able to produce explanation letters with returned payments. Payments that are not for the correct amount, such as, within \$5 or have some other problem are returned to the taxpayer with an explanatory letter and often a printed tax payment coupon/stub. Provide sample explanation letters.				N
Remittance - (aka Mail-in)					
4.0866	The Application shall receipt an unlimited number of payments at any given time, including real property payments, supplemental taxes, and or assessments. At the same time, the Application shall create an exception report for the payments that cannot be applied to an account. This process will allow King County to review the exception payment, and either apply the payment to the account, or refund the payment back to the appropriate party.				N
4.0867	The Application shall allow for the unique processing/printing/collecting/display of taxes omitted from prior roll years.				N
4.0868	The Application shall display payment receipt serial numbers.				N
4.0869	When processing checks and money orders for collecting taxes and fees, the Application shall be able to process a 70-byte record number created by King County's remittance scanner machines. Refer to Appendix D for more detail.				N

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0870	When mail in or cashier payments are processed through the remittance scanner, remittance equipment creates a unique receipt number for each transaction. The Application shall be able to accept this receipt number and date of transaction, and attach this information to the transaction at the time it is posted.				N
4.0871	The Application shall be able to receive a file from a remittance processing system. The Application shall be able to pull payment files from the remittance network in an automated fashion, and load it into the taxation Application residing on the County network.				N
4.0872	The Application shall process returned mail using barcode technology. Barcode is a machine readable representation of information in a visual format on a surface. Earlier barcodes stored data in the widths and spacing of printed parallel lines, but today they also come in patterns of dots, concentric circles, and hidden images.				O
Personal Property Payment					
4.0873	The Application shall process personal property transactions that are date sensitive and have payment rules applied based on effective dates.				N
4.0874	The Application shall provide a mass payment method for personal property payments, specifically for leased property payments, so that a leasing company can be given an electronic list of all of its associated accounts and total taxes due rather than having to mail large quantities of paper bills and payment stubs back and forth for each individual account.				N
Real Property Mass Generated Payment					
<i>Definition: Real property mass generated payments, such as mortgage servicing providers and high volume taxpayers by name with many properties, such as King County.</i>					
4.0875	The Application shall provide a mass payment method for real property payments, such as mortgage servicing providers and high volume taxpayers by name with many properties, for example, King County. Describe in detail the method.				N

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0876	The Application shall be able to process mass payment files via FTP. These payment files are in a pre-established format.				N
The Application shall support the following unique mass payment options, specifically:					
4.0877	> The Application shall produce a real property extract of the entire county tax roll by tape or by CD that lists the current status of tax accounts up through the date ordered, listing key fields, for example, account number, levy code, tax status, billed amount, paid amount, and lender number.				N
4.0878	> The Application shall produce other full tax roll extracts for other purposes, for example, plat, situs, mailing address information, and legal description information.				N
Online Payment					
<i>Definition: The County currently uses an in-house website, https://payments.metrokc.gov/metrokc.ecommerce.propertytaxweb, and contracts with Link2Gov as the payment processor. The payment processor can change per payment processor contract.</i>					
4.0879	The Application shall adhere to online payments in accordance with RCW 36.29.190 – Electronic Payments.				N
4.0880	On a daily basis, the Application shall reconcile a report from Link2Gov containing payments processed. Note: On a daily basis, Treasury Operations receives a report from the County's bank, currently Key Bank, of deposits received from Link2Gov. The bank report is compared to Link2Gov reports to insure all funds are deposited.				N
4.0881	The Application shall provide a report or process to allow a user to balance the etax payments to the Link2Gov reports and the MSP mass payment files to their outside payment input tapes/spreadsheets, and the scanned item to scanner totals.				N
4.0882	Via the web, the Application shall allow account inquiries and one-time single payments. Describe the Application's process for collecting payment via the web and any specific 3 rd party equipment or applications necessary for configuration.				N

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0883	The Application shall allow taxpayers to pay delinquent taxes online, including all delinquent interest and penalties for whichever payment periods that they select. In other words, if there are several delinquent years, the Application shall allow a taxpayer to select only the payments that they want to make for the payment years that they want to pay, and include the appropriate interest and penalties for just that payment or all payments selected. For example, it is June 15, 2007 and taxes are delinquent for all of 2007, all of 2006, half of 2005 and all of 2004. The taxpayer wants to pay 2004 and the 1 st half of 2007 and leave the remainder unpaid. Describe how.				N
4.0884	The Application shall confirm payment by generating an email via the web and send to the taxpayer's email address.				N
Cashiering System					
<p><i>Note: There are a number of different services other than property taxes that the cashiering system is expected to process. Those include invoices from the County's billing system, gambling taxes, LIDS, and district courts as well as transmittals from other agencies and districts. Discover Card payments are accepted over the counter and convenience fees are passed to the cardholder.</i></p>					
4.0885	When collecting taxes and fees from in-person payments, the Application shall be able to produce a paper receipt created by a cash register. Describe the process and any specific 3 rd party equipment or applications necessary for configuration. Note: The County currently uses Caselle Software.				O
4.0886	The Application shall retain and associate the receipt number(s) and receipt date assigned by the cashiering application. The cashiering application may be point of sale, remittance processing, or loan payment files. The Application shall be able to associate receipt numbers for any other type of receipting activity which may occur today or in the future. The timing of these postings to the Application shall be controlled manually, and shall be posted in bulk mode.				O

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Over/Short Requirements					
4.0887	The Application shall accept no more and no less than what is due within a \$5 over/short amount, marking the payment as fully paid or half paid for 1 st half payments when within this amount, and rejecting the payment when it is not.				N
Reporting Requirements					
4.0888	Payments that do not match what is due, or twice what is due (full tax year) shall not be posted to the Application. The current system places these payments in "suspense" for error correction and return to the taxpayer if they are outside the \$5 over/short amount. The Application shall provide detailed reporting on these items and provide summary totals and an online way to "work" these suspended items. Describe how the Application deals with this situation.				N
4.0889	If a taxpayer calls Treasury to inquire about taxes "due" and they do not have their tax account number, the Application shall have an easy inquiry with limited online drill down steps for the Customer Service staff using taxpayer name and/or address that can take them directly to the current payment status on the account.				N
4.0890	The Application shall produce an exception report which documents all accounts that do not match what was received vs. what is owed. This report shall also document what is within the County tolerance level for over and short.				N

Sample Document

King County PBS Project - Collect Taxes & Fees

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Return Checks Requirements					
The Application shall adhere to returned checks policy in accordance with:					
4.0891	> Non-Sufficient Funds (NSF) Fees/County Statute: A \$25 returned item fee is charged to the taxpayer whose payment is returned as NSF.				N
4.0892	The Application shall track a \$25 returned item fee for NSF transactions and include it in the "due" amount, and reject a payment that does not include it.				N
4.0893	The Application shall reverse an NSF payment or stop payment , aka "red receipt", and show on the Application that a payment was returned as NSF or payment stopped, and create an inter fund transfer with the County's GL to reverse the payment funds.				N
4.0894	The Application shall allow the user to enter returned check data, update the application with returned check information, and post a returned check processing fee to the account so that any payment method the taxpayer uses will require this fee be paid with the rest of the taxes, fees and charges due.				N
4.0895	The Application shall be able to provide capability to return a tax account to an unpaid status and record the event of a returned check.				N
4.0896	The Application shall be able to indicate on the Application that a payment is currently in NSF status so anyone that a taxpayer talks to at the county will be aware of the current status.				N

Sample Document

King County PBS Project - Delinquency

Tax and Fee Accounting - Delinquency

Section Definition: Collecting delinquent property taxes and fees, by way of foreclosures and distraints. The foreclosure business process is performed for delinquent real property, while a much different dstraint process is used for delinquent personal property. Bankruptcies are an input to both processes because when they occur, King County has to seek payment of debt through the courts and not by foreclosure or dstraint processes.

Item Number:	Requirement:	Proposer response	Price	Explanation, Comments, or Link to Supporting Document	Weight N O
Overall					
The Application shall effect collection of real and personal property delinquent accounts using methods authorized and in accordance with:					
4.0897	> Federal bankruptcy law				N
4.0898	> Washington State law – Real Property tax foreclosure is a process which begins when the earliest tax year owing is three years delinquent and results in the sale of properties that do not bring their accounts current prior to the tax foreclosure auction.				N
4.0899	The Application shall accumulate, post, and report interest associated with fees and charges separately from delinquent interest from taxes, when a payment is delinquent.				N
4.0900	The Application shall accumulate penalty and interest separately from delinquency interest for reporting purposes				N
4.0901	The Application shall be able to create mass mailing delinquency notices and bills with interest, penalties and fees calculated appropriately throughout the year as the County requests them. The Application shall create the following notices:				N
4.0902	> Special late notices to personal property accounts 4 times per year				N
4.0903	> Late notices to real property accounts directly paid by taxpayers once per year				N
4.0904	> Late notices to real property accounts served to be paid by lenders twice per year				N
4.0905	For late notices, the Application shall include a payment stubs so the taxpayer can take immediate action, with interest and penalties calculated through the closest month end.				N
4.0906	For real property, the Application shall sort notices by mailing groups, just the same as annual bill processing, so that taxpayers with multiple late payments will receive multiple bills in a single envelope.				N

N = Necessary; O = Optional

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0907	The Application shall be able to electronically capture and maintain confidential notes about activity on each account. Note: The only notes considered confidential by State law are those relating to income and health, all others may be disclosed.				N
The Application shall be able to produce the following outputs when processing a delinquent account:					
4.0908	> Tax bills accurately displaying all delinquent taxes, fees, charges, interest, and penalties due for an account. If there is a maximum number of years that can be displayed, due to space limitations on the bill, the Application shall print as many years of detail that can fit, then print the grand total due and the words "Additional Delinquent Years".				N
4.0909	During particular times of the year, the Application shall put the words "Please call 206-296-3150 for interest and total tax due" on delinquent tax bills that are produced.				N
4.0910	The Application shall provide the ability to inquire on total tax, interest and penalties due on an account, prior dates, and input various interest-through dates in a hypothetical "what if" scenario.				N
4.0911	The Application shall allow the users to back-date the interest calculation and print a bill.				N
4.0912	The Application shall provide Treasury with the ability to print delinquent tax bills with various interest-through dates and without interest or penalties as needed when it is appropriate to grant the taxpayer 30 days to pay without interest.				N
4.0913	The Application shall have a field to display that a personal property account is in the process of write-off and the year that it is expected to be written off.				N
4.0914	The Application shall be able to provide reporting to detail and accumulate the write offs by year.				N
4.0915	The Application shall provide a method for indicating the status of delinquent accounts.				N
4.0916	The Application shall provide a method to update the status of delinquent accounts. If a payment is received or the billed amount is removed, the Application shall automatically remove the account from delinquent status.				N

N = Necessary; O = Optional

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Penalty and Interest Requirements					
	<p><i>Definition: King County currently mails one annual tax bill in February with 2 separate payment stubs which RCW 84.56.020 can be paid in two portions with first half taxes due April 30 and 2nd half taxes due October 31. Taxes for \$50 or less must be paid in one portion, due April 30. If the first half payment is not made by April 30, interest is assessed at 12 percent per annum, computed on a monthly basis on the full year amount of tax. A penalty of 3% against the full year taxes is assessed on June 1st and 8% on December 1st if taxes are still delinquent. The County is required by state law to accept 1st half payments on real property up until the 2nd half due date. Interest is calculated at 8% rather than 12% on delinquent SWM fees collected from cities (12% from county properties) and penalties are not collected on delinquent SWM fees.</i></p>				
4.0917	For real property accounts, the Application shall generate a report that identifies delinquent accounts greater than 3 years.				N
4.0918	For personal property accounts, the Application shall generate a report that identifies delinquent accounts after April 30, based upon amount due, for example, over \$10,000.				N
4.0919	The Application shall automatically post a payment made in a particular year to first half taxes if they are still unpaid even when the 2 nd half payment stub was submitted, if the first half tax is unpaid, and reject that payment whether from a taxpayer or from a mail payment provider, if it does not include the appropriate interest and penalties.				N
4.0920	For the collect taxes and fees process, the Application shall be able to assess, collect and record accurate penalty and interest amounts.				N
4.0921	The Application shall allow for different delinquent interest rates to be used for fees and charges than for taxes.				N
4.0922	The Application shall accumulate delinquent interest on fees and charges separately so that they can be distributed differently than delinquent interest on taxes.				N
4.0923	The Application shall allow for delinquent interest and penalties on taxes to be credited to the County current expense fund rather than following the normal levy distribution.				N

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Personal Property Requirements					
<i>Definition: Collect personal property tax liabilities using authorized statutory measures including distrains.</i>					
4.0924	The Application shall allow a user to adjust payment due dates to fall on a business day, per RCW 01.12.070, and keep interest and penalties from accumulating when payment date fall on a weekend or holiday.				N
4.0925	The Application shall allow for the user to indicate the number of days the taxpayer has to pay without incurring interest charges, for re-bill situations, for example, exemption changes, and BOE/BTA board reversals.				N
4.0926	The Application shall apply interest and penalties that are collected to the County current expense fund rather than paying them to the funds associated with the levy codes.				N
4.0927	The Application shall carry a separate field for warning notice fees, and the date that was assessed, so that no matter when the payment is finally made the appropriate warning notice fee shall be included or the payment rejects.				N
4.0928	For personal property bankrupt or serious collection problem accounts, the Application shall accept the amount of an incoming check to be forced on, even though it does not match the amount due, and automatically calculate additional interest due and generate a new tax bill when requested with collection activity produced on a report for review.				N
4.0929	The Application shall display interest and penalty due on both real and personal property accounts when requested, through the interest-through pane request.				N
4.0930	The Application shall be able to suppress personal property warning notices for accounts with bankruptcy status.				N
4.0931	The Application shall apply late filing penalty. This penalty shall be calculated against the total tax owed on the account the year following the assessment of the penalty.				N

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Judgement Requirements					
<p>Definition: Per RCW 84.56.240, the County Treasurer is to prepare and present a list of uncollectible personal property taxes to the Board of County Commissioners by the first Monday of February of each year.</p>					
4.0932	The Application shall adhere to judgment requirements in accordance with RCW 84.56.240.				N
4.0933	The Application shall list, by account, uncollectible personal property taxes, and the date the action took place.				N
4.0934	The Application shall provide the means to cancel any personal property taxes more than four years delinquent.				N
4.0935	The Application shall track a judgment tied to several Property Account Numbers, and generate a report to adjust taxes.				N
Foreclosure Requirements - Real Property Only					
<p>Definition: Real property tax foreclosure is a process, under Washington state law, which begins when the earliest tax year owing is three years delinquent and results in the sale of these properties that do not bring their accounts current. While the initial reports identify approximately 2800 accounts subject to foreclosure in a given year, on average, the County Treasurer takes about 100 parcels into foreclosure sale. After the expiration of three years from the date of delinquency, when any property remains on the tax rolls for which no certificate of delinquency has been issued, the County Treasurer proceeds to issue certificates of delinquency on the property to the County for all years' taxes, interest, penalties and costs.</p>					
4.0936	The Application shall adhere to foreclosure requirements in accordance with RCW 84.64.050.				N
4.0937	All data on foreclosure accounts shall reside on an online Application accessible to limited staff, and there shall be an area for entering confidential notes about activity on each account. Only notes regarding income or health are confidential.				N
4.0938	The Application shall automatically calculate minimum bids for foreclosures by including taxes due, interest, penalties, foreclosure costs and any deferral liens.				N
4.0939	The Application shall track and record all data on foreclosure accounts in online subsystem accessible to limited staff.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 27 of 42

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.0940	In January, prior to certification, the Application shall automatically sets foreclosure flags on each appropriate tax account based upon delinquency records. These flags shall be available for online inquiry.			N
4.0941	In February, the Application shall produce annual bills for accounts in foreclosure status in a separate process that can be given to the foreclosure analyst in Treasury, rather than mailed to taxpayers directly.			N
4.0942	The Application shall produce a report of all King County tax accounts in foreclosure status is generated for use in analysis and research.			N
4.0943	The Application shall produce a report of all King County tax accounts currently flagged as bankrupt, so that these accounts can be removed from foreclosure status.			N
4.0944	The Application shall provide an online screen for updating the foreclosure flag on the Application as needed.			N
4.0945	At any time during the year, the Application shall allow a user to run an adhoc or inquiry to an online report to see the number of accounts in foreclosure status at the date.			N
4.0946	The Application shall produce a report that lists the situs addresses of all accounts in foreclosure can be requested, and the Application allows Treasury to update situs addresses as needed. Refer to Appendix C - Reports, TRF11003 and TRF13003.			N
4.0947	The Application shall produce a Certificate of Delinquency report as requested. Refer to Appendix C - Reports, TRB110.			N
4.0948	The Application shall produce individual reports one for each foreclosure property, as requested.			N
4.0949	The Application shall produce a report for title insurance companies.			N
4.0950	The Application shall produce an output file that can be downloaded, formatted, and sent to the newspaper for publishing.			N
4.0951	The Application shall produce an output file that can be downloaded, and formatted for use at the foreclosure sale.			N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 28 of 42

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0952	The Application shall produce an output file of properties in foreclosure status to be posted to the website during the time of the year that the County wants to display this information, for example, June through December.				N
4.0953	The Application shall provide fields and a way to populate them with foreclosure costs as they accumulate on the various accounts during the year.				N
4.0954	The Application shall accept the accumulated foreclosure costs on incoming tax payments and display them as having been paid.				N
4.0955	The Application shall provide fields and a way to populate them with foreclosure costs as they accumulate on the various accounts during the year. The Application shall accept the accumulated foreclosure costs on incoming tax payments and display them as having been paid.				N
Bankruptcy Requirements					
<p><u>Definition:</u> Bankruptcy account information is forwarded to the Treasurer's Office regarding property tax, assessment and fee accounts. Federal Bankruptcy rules must be adhered to regarding collection activity.</p>					
4.0956	The Application shall allow a bankruptcy code to be entered and displayed on the Application.				N
4.0957	The Application shall provide a method to flag bankruptcy account status for both real and personal property.				N
4.0958	The Application shall provide capability to suppress foreclosure and distraint processing for real and/or personal property, for example, warning notices, for accounts with bankruptcy status.				N
4.0959	The Application shall provide for a bankruptcy flag preventing various bills and documents from being generated, for example, tax bills, collection or delinquent letters, and other communications.				N
4.0960	The Application shall allow for the update of a flag, or have an indicator for accounts where a taxpayer files for bankruptcy protection.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 29 of 42

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0961	The Application shall have a report to list accounts in bankruptcy, and associate information relative to the bankruptcy, for example, filing date, chapter, status of bankruptcy, and court documentation. Provide sample report.				N
4.0962	The Application shall track all bankruptcy claims sent to Federal Court.				N
Partial Payment Requirements					
<i>Definition: Typically incorrect or partial payments are not accepted, only in the instance of bankrupt accounts are partial payments accepted and interest recalculated.</i>					
4.0963	The Application shall not accept partial payments, except in very rare cases such as personal property bankruptcy recoveries or management decision.				N
4.0964	The Application shall allow a user to return partial payments outside of the overpayment amount back to the taxpayer.				N
4.0965	The Application shall be able to process partial payments without impacting interest due.				N
4.0966	The Application shall allow a user to force partial payments and update interest calculations appropriately.				N
Paid Under Protest Requirements					
<i>Definition: As stated in RCW 84.68.020, should any property account owner find that the levy of taxes associated with that property be excessive may pay these taxes under protest. This action requires written documentation from the property account owner as to the properties in questions and the grounds for such protest. The owner of record then has the right to take action in Superior Court or Federal Court.</i>					
4.0967	The Application shall adhere to paid under protest requirements in accordance with RCW 84.68.020.				N
4.0968	The Application shall image the paid under protest letter from the taxpayer, and associate it to the property and tax year.				N
4.0969	The paid under protest letter image is associated with each property listed in the protest letter. In order to accomplish the foregoing, the Application, if necessary, shall interface with other systems/applications.				N

King County PBS Project - Delinquency

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
Tax Title Contract Sale Requirements				
4.0970	The Application shall report all paid under protest accounts. This report shall contain the name on the account, property account number, and tax year.			N
4.0971	The Application shall flag account as paid under protest.			N
<p><i>Definition: Processing and managing billing for tax title sales, which are a result of the sale of King County owned property. Some sales are paid in full at the time of purchase and others are purchased on a contract.</i></p>				
4.0972	The Application shall provide process maintenance tax title files so that Treasury, Accounting and Real Estate Services can have access to the billing and payment data. Note: This is currently in an excel spreadsheet.			N

Sample Document

King County PBS Project - Distribution & Fund Accounting

Tax and Fee Accounting - Distribution and Fund Accounting

Section Definition: Daily cash balancing, posting, fund distribution and disbursement of funds to jurisdictions.

Item Number:	Requirement:	Proposer response	Price	Explanation, Comments, or Link to Supporting Document	Weight N O
Overall					
4.0973	The Application shall adhere to fund accounting in accordance with RCW 36.29 – Duties of the County Treasurer and RCW 84.56 – Property tax disbursement of funds.				N
4.0974	On a daily basis, the Application shall provide a report or process that allows a user to track and balance all payments received (for example, payments via remittance scanners, etax, MSP or non-MSP mass payments, or cashier's window) against total payments posted, released, and captured but still in suspense or non-posted.				N
4.0975	The Application shall provide a report or process that allows a user to balance the Application to the County's GL undistributed taxes fund on a monthly basis.				N
The Application shall be able to process the following inputs when performing fund accounting:					
4.0976	> Nightly bulk processing of payment files				N
4.0977	> Original source documents for payments, which are used to correct errors on suspended payments				N
4.0978	The Application shall establish fund receivables annually, and modify them with each transaction.				N
4.0979	The Application shall distribute monies to jurisdiction funds in the County's GL.				N
<p>Note: The current system carries taxes and fees by levy code, and then uses a funds and factors table which lists the associated fund numbers with each levy code for each roll year and the percentage of each payment that each fund receives. The current system passes to the County's GL detailed transactions by fund number. In addition, the current system maintains a conversion table that transactions all pass through before they get to the County's GL so that some fund numbers can be modified and distribution amounts updated prior to posting to the County's GL.</p>					

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0980	The Application shall provide detailed tax and assessment reports for each fund that has levies or assessments, both paper reports are mailed out to taxing jurisdictions and county agencies and online data files are downloaded as needed, with monthly collection totals for each fund by roll year, monthly adjustments to receivables, and the beginning and ending balance of each fund for that month, and accumulated YTD. Refer to Appendix C - Reports, TRB470-4.				N
4.0981	The Application shall provide accounting to the County's GL for revenues and receivables at the time of levy certification and to provide accounting for receipts as well as cash and receivables. All adjustments shall also be accounted for as an adjusting entry to revenues and receivables.				N
4.0982	The Application shall allow for, upon receipt of payment, distribution to occur as follows: 1) Prior year's taxes, using the levy rates for the prior year 2) Interest and penalty to the general fund 3) Recording and filing fees as required.				N
4.0983	The Application shall distribute current use taxes using the same levy rates as other property accounts in the code area.				N
Daily Cash Balancing Against the Application					
4.0984	The Application shall confirm that the Application is in balance on a daily basis. This means that the total receivable balances and total receipt balances for both real property and for personal property can be reconciled each day by taking the prior day balances and accounting for the totals of all collections, cancels/supplements, seg/mergers, master file updates, for example, modifications to tax or fee receivables/receipts.				N
4.0985	For tax receivable/collection reporting, the Application shall produce a report that determines by taxing jurisdiction, the monthly beginning balances in each general ledger fund, tax receivable and tax receipt changes/collections each month and the resulting ending balance in each fund. This data shall also be available as YTD or monthly information.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 33 of 42

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.0986	The Application shall provide a report or process that allows a user to post general ledger entries on a daily basis to the shorts/overs fund and to the auto refund fund.				N
Daily Cash Balancing Against the County's G/L					
4.0987	The Application shall be able to balance on a daily basis against the County's GL.				N
4.0988	The Application shall balance the total receipts and receivables by levy code against the fund balances in the County's GL.				N
4.0989	The Application shall provide a process that allows a user to balance the Application's receivables to the County's GL receivables on a monthly and annual basis at the fund number and roll year level.				N
Distribution Requirements					
4.0990	The Application shall adhere to distribution requirements in accordance with RCW 84.18.110.				N
4.0991	The Application shall be able to post tax receipt distributions in an accurate and timely manner.				N
4.0992	The Application shall be able to accurately distribute taxes and fees to taxing entities/jurisdictions on a daily basis.				N
4.0993	The Application shall be able to net outgoing daily tax disbursements to jurisdiction with tax refunds or adjustments. Note: Current system accumulates and backs refunds out of taxing jurisdiction funds once per month.				N
4.0994	The Application shall retain state levy collections made on or after July 1 of the fifth preceding year and credit them to the county current expense fund.				N
4.0995	Account details shall be transferred by the Application to the County's GL by day, in detail—not as a summary.				N
4.0996	The Application shall distribute property taxes to taxing districts based upon percentage of levy rate calculation for specific taxing districts which the property account lays.				N

N = Necessary; O = Optional

1041-08_attachE

2/13/2008

Page 34 of 42

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.0997	The Application shall automatically distribute property tax payments daily to the County's GL.			N
Accounts Receivable for Fees				
<i>Definition: Once property taxes have been created in certification, the dollars associated shall be generated to load such receivables into the County's GL to account for the property tax receivable for the new levy year for County and taxing district funds. Note: Fee receivables are loaded into the current system by Treasury Operations prior to annual billing and are established in the County's GL as a result of certification.</i>				
4.0998	The Application shall record receipts to the County's GL with assessment principal, delinquent interest and penalty.			N
4.0999	Once fees and assessment rolls are created, the Application shall create a file to load into the County's GL that accounts for the assessment receivables for the new levy year. This file shall include account coding for both the receivable and the revenue.			N
4.1000	The Application shall update and cross validate the account codes from the County's GL.			
Timber Assessed Value and Distribution (TAV)				
<i>Definition: Maintenance of Timber assessed value and distribution of revenue to the tax districts.</i>				
4.1001	The Application shall be able to provide DOR with a calculated composite tax rate of all county timber land.			N
4.1002	The Application shall automatically calculate the Timber Tax Value by property and by county.			N
4.1003	The Application shall electronically transmit timber tax value information to Department of Revenue.			N
4.1004	The Application shall be able to distribute timber assessed values (TAV) for each taxing district based on County TAV amount.			N
4.1005	The Application shall automatically distribute timber tax assessed values to jurisdictions in levy code calculations.			N

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
4.1006	The Application shall automatically distribute timber tax collections to jurisdictions based on parcel assessed value.				N
4.1007	The Application shall be able to provide a timber assessed value report by levy code.				N
4.1008	The Application shall allow a user to change, update and maintain the tax code formulas, without programmer intervention, for the calculation of the revenue distribution.				N
Non-Property Tax Distribution					
<p><i>Definition: King County receives revenues that are required to be distributed to the County and the rest of the taxing districts based upon the same allocation formulas as property taxes given the location where the revenue was derived. These revenues are 1) timber sales, 2) payment in lieu of taxes (PILOT), 3) leasehold excise tax (LET) distribution, 4) County tax title sale distribution and 5) Ad Valorem refund distribution. The property tax distribution process is used for non-property tax purposes.</i></p>					
4.1009	The Application shall be able to distribute timber sales and interest processed by the State DNR to the county funds and special districts that benefit from the levy codes where the timber was culled.				N
4.1010	The Application shall adhere to timber sales distribution in accordance with RCW 79.64.110 for the Trust 1 and 2 distributions and KC Ordinance #11829 (1995) for Trust 77 distributions.				N
For timber sales revenue, the Application shall be able to process the following inputs:					
4.1011	> Levy codes, amounts, and revenue codes provided by the State DNR personnel				N
4.1012	> Levy year – year money was received from the State				N
For timber sales revenue, the Application shall create a file to be loaded to the County's GL, for the distribution of:					
4.1013	> Revenue from these payments to accounts #39510 and #36250, depending upon the type of timber product being sold				N
4.1014	> Cash to special districts in account #03410				N

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
4.1015	The Application shall be able to distribute PILOT revenues received from the King County Housing Authority (KCHA) to the Renton levy code. Note: There has not been PILOT paid to King County by KCHA since 2005.			N
For PILOT revenue, the Application shall be able to process the following inputs:				
4.1016	> Levy codes #2100 and amount provided by KCHA			N
4.1017	> Levy year – year money was received from KCHA			N
For PILOT revenue, the Application shall create a file to be loaded to the County's GL for the distribution of:				
4.1018	> Revenue to accounts #33770			N
4.1019	> Cash to special districts funds, account #02900, that benefited from the levy code #2100 for the year the funds were received.			N
4.1020	The Application shall be able to distribute LET and additional interest received from the State for leased government-owned property within King County's borders.			N
4.1021	The Application shall adhere to LET distribution in accordance with RCW 82.29A.100.			N
For LET revenue, the Application shall be able to process the following inputs:				
4.1022	> Levy codes provided by the leasehold excise taxpayers for the portion of the property for which LET was paid			N
4.1023	> Amounts are provided by the State			N
4.1024	> Levy year – year distribution was received from State			N
For LET revenue, the Application shall create a file to be loaded to the County's GL, for the distribution of:				
4.1025	> Revenue to the county funds in accounts #1820			N
4.1026	> Cash, account #03710, to the special districts that benefit from the levy codes where the leased property was located			N
4.1027	The Application shall be able to distribute the proceeds of Tax Title sales processed by King County Property Services departments.			N

King County PBS Project - Distribution & Fund Accounting

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
For Tax Title revenue, the Application shall be able to process the following inputs:				
4.1028	> Levy codes, amounts, and levy years are provided by Property Services or Treasury personnel.			N
For Tax Title revenue, the Application shall create a file to be loaded to the County's GL, for the distribution of:				
4.1029	> Revenue to the county funds in accounts #31130			N
4.1030	> Cash to the special districts, account #02800, that benefit from the levy codes where the property sold are located.			N
4.1031	The Application shall be able to distribute the proceeds of Ad Valorem cash from the county funds and the special districts who benefited from the taxpayer overpayments.			N
For Ad Valorem, the Application shall be able to process the following inputs:				
4.1032	> Levy codes, amounts, and levy years are provided by Treasury personnel who process the taxpayer refunds.			N
For Ad Valorem revenue, the Application shall create a file to be loaded to the County's GL, for:				
4.1033	> An offset to revenue account #31119 to the county funds.			N
4.1034	> A reduction of cash, account #09001, to the special district funds that benefited from the levy codes where taxpayers overpayments were made.			N
Reporting Requirements				
4.1035	The Application shall provide an online source for summary monthly tax collection data by fund number and roll year for reporting to, but not limited to, bond analysts, Dept of Revenue, and Census Bureau.			N

Sample Document

King County PBS Project - Refund Process

Tax and Fee Accounting - Refund Process

Section Definition: Refunding overpaid property taxes and fees by processing the credit. This business process ensures that when a taxpayer or mortgage service provider has overpaid property taxes or fees, either a refund is generated or an account payment transfer is performed to correct the issue.

Additional Information: Treasury Operations processes 2 distinct forms of refunds: petition and automatic. The refund is automatically system generated if the overpayment of property taxes is determined in the current year. Also, automatic refunds require a refund letter and certification from the taxpayer that they are entitled to the refund before generating the actual warrant. Petition refunds are for prior year corrections. Payments posted to the wrong account typically result in a petition refunds. The following is a list of processes that can result in a refund.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Tax roll change 2. Transfer of Assets 3. Various type of moves 4. Removal of account 5. Changes/Updates to Fee Receivables 6. Incorrectly listed assets that needs revising 7. Manifest or computer error 8. Appeals, BTA or BOE 9. Advance tax bill collection 10. Add, remove, or update an exemption <ol style="list-style-type: none"> a. Senior/disabled citizen b. non-profit c. Change in tax status d. convert to mobile/floating homes | <ol style="list-style-type: none"> 11. Status Address change <ol style="list-style-type: none"> a. Remove location <ul style="list-style-type: none"> ➤ Move from PP to RP ➤ Move out of the county or destroyed ➤ Duplicated on RP ➤ Manifest error b. Add Info <ul style="list-style-type: none"> ➤ Receive Tax cert ➤ Building or Construction permit ➤ Excise Doc "Not Assessed" ➤ Dealer Sales Notification |
|--|--|

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
Overall					
4.1036	The Application shall adhere to the refund process in accordance with RCW 84.69 – Refunds and RCW 84.60 – BOE and BTA. Law defines the source of refunds.				N
4.1037	The Application shall accommodate the various refund types as listed in the above definition section.				N

King County PBS Project - Refund Process

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
		Price	Explanation, Comments, or Link to Supporting Document		
4.1038	For either a petition or automatic refund, the Application shall track when a refund warrant has been issued and display it online.				N
4.1039	The Application shall track appeal refunds on the account.				N
4.1040	The Application shall provide the ability to change a refund by amount or address while being processed.				N
4.1041	The Application shall be able to process both automatic and petition refunds for real and personal property.				N
4.1042	The Application shall automatically generate refund notification to payor for overpaid taxes due.				N
4.1043	The Application shall update jurisdiction revenue distribution to reflect refunds as cash disbursed				N
The Application shall be able to process the following inputs when a refund occurs:					
4.1044	> Real property daily refund report and letters – Report and letters created for all automatically generated refunds				N
4.1045	> Personal property monthly refund report – Report that identifies all personal property refunds needed due to change order processing				N
4.1046	> Mortgage payment report – A file that can be downloaded after each payment period, listing payments made by mortgage service providers				
4.1047	The Application shall provide the ability to update billing data online and request a refund of property taxes or a redistribution of payments as appropriate				N
The Application shall be able to produce the following outputs when a refund occurs:					
4.1048	> Certified refund petition – A refund petition that has been approved by King County for processing				N
4.1049	> Refund letters for taxpayer signature – A letter sent to taxpayer for automatic refunds that requires taxpayer signature before refund warrant request can be forwarded to Accounts Payable				N

King County PBS Project - Refund Process

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
4.1050	> Refund warrants – A check from King County to taxpayer for refunded amount				N
4.1051	> An update transaction to the County's GL				N
4.1052	> Updates to payment information in the Application for online inquiry				N
4.1053	The Application shall retain all refund information so that customer service representatives have ready access to this information.				N
4.1054	The Application shall track the status of the refund process including, but not limited to, processed for payment, pending documentation, in accounts payable, and refund mailed.				N
Automatic Refund Requirements					
4.1055	The Application shall be able to automatically generate a refund process when there has been an overpayment of property tax in the current tax year, automatically creating a letter, and a method for online update of data as needed to delete the refund, reallocate the payment.				N
4.1056	The Application shall be able to purge unpaid automatic refunds after 36 months and adjust accounts receivables.				N
4.1057	The Application shall be able to support the transfer payment information between accounts to correct an error when a payment is applied to wrong account.				N
4.1058	The Application shall generate a letter detailing the type of refund and reason for the refund. This letter shall contain specific information relating to property accounts being refunded.				N
Petition Refund Requirements					
4.1059	For petition refunds involving transfers of payment to a different account, the Application shall place the transfer log on the Application for the assignment of numbers.				N
4.1060	The Application shall be able to track petition refund requests from receipt, review, determination, and valuation adjustment, if any.				N
4.1061	The Application shall automatically generate refund and notices to payor for petition refund tax adjustments.				N

King County PBS Project - Refund Process

Item Number:		Proposer response 3, 2, 1, 0			Weight N O
			Price	Explanation, Comments, or Link to Supporting Document	
4.1062	The Application shall be able to issue petition refunds and automatically calculate interest due for prior tax years when appropriate.				N
4.1063	For petition refunds, the Application shall have an interest table so that interest for prior years is calculated correctly. This table shall contain both current and prior year interest rates. The interest rates shall be modifiable by appropriate personnel. Provide "interest only" table and penalty table.				N
Reporting Requirements					
4.1064	The Application shall be able to automatically report on the creation of refunds as a result of change orders processed for real and personal property.				N
4.1065	The Application shall be able to automatically report the purging of unpaid automatic refunds greater than 36 months old.				N
4.1066	The Application shall be able to automatically report the monthly accumulation of interest paid and general ledger transfer.				N
4.1067	The Application shall be able to automatically add interest and penalty payments. It currently only shows principal payments.				N
4.1068	The Application shall provide report(s) for the refunds of the day, which shall contain the corresponding details necessary for support documentation.				N
Refund Reversal Process					
4.1069	The Application shall be able to <i>unapply</i> payments against an account that was originally refunded and maintain an appropriate audit trail.				N

Sample Document

King County PBS Project - LIDS

Local Improvement Districts (LIDS)				
Section		Establishing, maintaining, billing, and collecting bonded and maintenance improvement assessment district records for junior districts and cities, and		
Definition:		coordinating with the foreclosure actions of delinquent tax accounts that include these assessments.		
Additional Information		Proposer response 3, 2, 1, 0		Weight
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	N O
Overall				
5.1070	The Application shall be able to record, maintain and generate bills for bonded and maintenance LID assessments and display online the current payment status of each account.			N
5.1071	The Application shall support initial setup and ongoing maintenance of both bonded and maintenance LID assessments.			N
	The Application shall record and store the following data elements, but not limited to:			
5.1072	> Start Date			N
5.1073	> Expiration Date (maintenance district)			N
5.1074	> Year			N
5.1075	> Duration (5, 10, 15, 20 Years)			N
5.1076	> Interest Rate			N
5.1077	> Principle (Declining balance)			N
5.1078	> Payment Due Date (Delinquent Date)			N
5.1079	> Penalty Interest Rate			N
5.1080	> Installment Number (Bonded assessment)			N
5.1081	The Application shall have the ability to bill LID assessments separately, as the legal description of the property may differ from the parcel base accounts.			N
5.1082	The Application shall provide online method to create new local improvement assessment and apply assessment to impacted accounts.			N

King County PBS Project - LIDS

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
5.1083	The Application shall provide an interface to the County's GL to setup new LIDs funds.			N
5.1084	For bonded assessments, the Application shall generate initial billing for "prepayment" which gives taxpayer opportunity to pay all, none or any portion of total assessment.			N
5.1085	For maintenance assessments, based on annual budget submitted by district, the Application shall automatically calculate the amount of the assessment for each parcel for that year.			N
5.1086	The Application shall link LIDs to the associate real property tax parcel so that all liens against a property are identified if the county is contacted by a title company at the time of sale.			N
5.1087	The Application shall provide for the printing of bills for bonded assessments throughout the year.			N
5.1088	The Application shall provide for the printing of bills for maintenance assessments once a year.			N
5.1089	The Application shall produce a separate bill for each LID account.			N
5.1090	The Application shall be able to collect and record bonded and maintenance LID payments and distribute payments to the appropriate jurisdiction.			N
5.1091	The Application shall provide a method to easily link LID assessments, sewer capacity charge, and other assessments with parcel base accounts.			N
5.1092	The Application shall process LID payments and all other payments, including automated posting of payments to the County's GL for distribution.			N
5.1093	For bonded assessment payment processing, the Application shall accept the initial prepayment, which gives taxpayer the opportunity to pay all, none of any portion of the total LID assessment.			N

N = Necessary; O = Optional

King County PBS Project - LIDS

Additional Information	Requirement:	Proposer response 3, 2, 1, 0		Weight
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
5.1094	The Application shall be able to charge King County junior districts the appropriate annual service fee.			N
5.1095	The Application shall automatically calculate the appropriate annual service fee to offset junior district distribution and interface with the County's GL.			N
5.1096	The Application shall be able to coordinate the yearly LID, ULID, RID and LMD foreclosure actions of delinquent properties.			N
5.1097	The Application shall provide method to identify accounts which are two or more year's delinquent for LID assessments.			N
5.1098	The Application shall automatically generate warning letters and delinquent tax bills for accounts which are two or more year's delinquent for LID assessments.			N
5.1099	If not paid within timeframe, the Application shall automatically generate foreclosure letters and tax bills.			N
5.1100	The Application shall provide method to track foreclosure accounts and their status as they go through the foreclosure process.			N
5.1101	Similar to property tax accounts, the Application shall track all correspondence.			N
5.1102	The Application shall have the functionality to link LID accounts to tax parcels for inquiries regarding total obligations.			N

Sample Document

King County PBS Project - System Requirements

Technical Requirements - System Requirements				
Section Definition: This section of the technical requirements pertains to system design, platform compatibility, and system usability.				
Additional Information:		Proposer response 3, 2, 1,		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
System Design and Features				
6.1103	The Application shall support a centralized repository location for shared database material, guidelines, and processes, for example, stored procedures and triggers.			N
6.1104	The proposer shall provide an integrated Application to analyze an account from a single source. For example, there is not currently a single system where users can view account history including appraised and assessed values, exemptions, applicable current use, tax and fees due, penalties and interest applied, amount paid per year, and what personal property is associated to the account.			N
6.1105	The Application shall be flexible in allowing staff to easily respond in implementing new legislation (aka statutory) or rules (aka regulatory). Flexibility shall be in terms of configuration and parameter changes as opposed to code changes in the Application.			N
6.1106	The Application shall be configurable through data files and configuration tables that do not require computer programming code changes. For example, changes in business rules, processing steps and computation algorithms.			N
6.1107	The Application shall allow business users to make the changes to the Application and be in complete control of these processes without the need for technical programming assistance.			N
6.1108	The Application shall support rolls based security (RBS).			N
6.1109	The Application shall provide granular management and administration control over transactions, forms access, field updates, row locking, interfacing events, data queries, and other types of authorizations using RBS.			N
6.1110	The Application shall provide the ability of gracefully terminate users if inactivity exceeds a time-out period defined by the users as appropriate.			N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 1 of 16

King County PBS Project - System Requirements

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Platform Compatibility					
6.1111	The Application shall be able to provide user logon and password verification and the ability for user to alter password, role based access rights, and system administrator functions.				N
6.1112	The Application shall retain a history/recording of all changes made to the data contained in all sections of the Application. When the change was made and by whom.				N
6.1113	The Application shall be able to provide user logon and password verification using a thumb print.				O
6.1114	The Application shall provide logical, easy to use system administration tools.				N
6.1115	The Application shall support 99% availability for online transaction entry during all scheduled on time.				N
6.1116	The Application shall provide real-time monitoring by system administrators for response time, system use and capacity, concurrent users, and system errors.				N
6.1117	The Application shall have the ability for a system administrator to tune the Application to improve performance.				N
Platform Compatibility					
6.1118	The Application shall allow for configuration across multiple environments including production, testing, training and development.				N
6.1119	The Application shall support features and environments to facilitate development, testing and training, for example, shall have the capacity to have development and testing environments available.				N
Screen Design and Features					
6.1120	The Application shall allow the user to move between screens and programs without the need to reenter the property account number, for example, maintain context when navigating.				N
6.1121	The Application shall allow the user to move between screens and programs with a minimum number of keystrokes.				N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 2 of 16

King County PBS Project - System Requirements

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
6.1122	The Application shall clearly display mandatory fields, for example, by different shading or color.			N
6.1123	The Application shall allow selected fields to be required fields. Users cannot proceed to another screen without entering data in required fields. Required fields shall be highlighted, or otherwise identified as required.			N
6.1124	The Application shall use Microsoft standard capabilities, for example, copy, cut and paste, multiple windows open simultaneously, split screen, cascading, and undoing complete edit changes.			N
6.1125	The Application shall comply with ADA, Section 508, and other Washington State and King County guidelines for accessibility.			N
6.1126	The Application shall provide a dynamic configuration module that provides a flexible and agile environment that allows process owners to define, design, change and manage business rules and Application behavior.			N
6.1127	The Application shall provide the ability to personalize business Application forms, reports, or menus, and allow each user or user group easy access to pertinent data by customizing the view of common query results sets.			N
6.1128	The Application shall be extensible with an ability to support modification of selected subset of business functionality without impacting other components.			N
6.1129	The Application shall be ODBC compliant.			N
Questions				
6.1130	What platforms does the Application support, for example, Windows, Unix, or Linux? For the County's preferred operating environment refer to Appendix H.			N
6.1131	List the current version of the operating systems the Application is compatible with?			N
6.1132	Is Application functionality identical across platforms? If not, explain in detail.			N

King County PBS Project - Data Requirements

Technical Requirements - Data Requirements				
Section The section of the technical requirements pertains to real-time and bulk processing, data entry, integration and data conversion.				
Definition:				
Additional Information:		Proposer response 3, 2, 1,		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Real-time Processing Requirements				
6.1133	The Application shall process data and update tables in real time, including but not limited to property, values, addresses, payment, adjustments, current use data, exemption data, annexation changes; therefore, eliminating the need to complete paper forms for keying and then waiting for an overnight batch to verify the entry.			N
6.1134	The Application shall provide real-time edits, reversals, and data correction capabilities.			N
6.1135	Online response time for 95% of online transaction entries shall be less than 1.5 seconds for recommended desktop/network configuration.			N
Bulk Processing Requirements				
<i>Definition: A large quantity of data elements are processed during a single computing cycle without human intervention.</i>				
6.1136	For valuation data from the County's real property CAMA system, the Application shall apply the updates in bulk mode to the Application's system of record			N
6.1137	The Application shall support the scheduling of bulk jobs at specific date and time.			N
6.1138	The Application shall have the ability to create groups of accounts to send in bulk to the printers to control the volume of statements being printed.			N
6.1139	The Application shall be able to process large volume bulk transactions without impacting online performance.			N
Data Entry				
<i>Definition: It is the County's expectation that with on-line, transactional work steps, this will result in more efficient, streamlined processes and a reduction in the need for data entry and overnight bulk processing.</i>				
6.1140	The Application shall have online input screens.			N
6.1141	The Application shall support real time validation of all data fields and screens.			N
6.1142	The Application shall support all data entry and viewing data through rolls based security (RBS).			N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 4 of 16

King County PBS Project - Data Requirements

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
6.1143	The Application shall support user updates from data files, for example, tax code areas or situs address.			N
6.1144	The Application shall support mass entry data screens that might feed data into an overnight bulk update job, similar to Unibase processing.			N
6.1145	The Application shall support the input of a data set, created by the business unit with the appropriate security and transmitted directly to the Application, when data is provided via excel spreadsheet from an external source.			N
6.1146	The Application shall support, with appropriate security, data transmission (for example, FTP) from external sources, for example, mortgage servicing providers, directly to the Application or Application data staging area.			N
6.1147	The Application shall support, with appropriate security, tape or other electronic transmission from external sources, for example, mortgage servicing providers directly to the Application or Application data staging area.			N
6.1148	The Application shall support payment data input through remittance scanner hardware (OCR scan line readers) and transmitted to the Application for bulk processing.			N
Interfaces and Integration				
6.1149	The Application shall interface to other systems as listed in Appendix E.1.			N
6.1150	The Application shall receive and import files as listed in Appendix E.2.			N
6.1151	The Application shall have the ability to export data in the following formats: Text file, tab, delimited or fixed, MDB, DBF, XLS, and XML.			N
6.1152	The Application shall support encryption or other methods that ensure secure transmission of data.			N
6.1153	The Application interfaces shall be supported by a published Application Programming Interface (API)			N

King County PBS Project - Data Requirements

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Data Conversion					
6.1154	The proposer shall provide data analysis, mapping, and data cleaning of historical data for data conversion.				N
The proposer shall convert, at a minimum, and not limited to, the following data:					
6.1155	> Account level data, for example, account numbers, owner names, situs address, bill recipient and mailing address, exemptions, current use, deferrals				N
6.1156	> Valuation Data, for example, appraised Vvalues by year, and taxable values by year				N
6.1157	> Tax and Fee Data by year				N
6.1158	> Payment Data by year				N
6.1159	The proposer shall develop and test data conversion programs for all the data types listed above.				N
6.1160	The proposer shall run test data conversions to valid data conversions including data mapping, data cleanup and results statistics.				
6.1161	The proposer shall load and verify converted data.				N
6.1162	The proposer shall report the results of all production data conversions.				N
Questions					
6.1163	Describe how the proposer's product allows for an annual high-volume production (~700,000) of tax statements and high volume batches of valuation notices. These batches are considerably smaller than the tax bills.				N
6.1164	The proposer's product shall integrate with Xerox DP96 and Xerox 4635 high speed printers using a parallel port. If no, indicate the types of high speed printers configured for the proposer's Application. If yes, is the driver provided by the proposer?				N
6.1165	What version of ARCInfo does the proposer's product use?				N

King County PBS Project - Data Requirements

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
6.1166	<p>Describe how the proposed Application shall integrate and manage data (listed below) between DOA, Treasurer Operations, and Department of Development and Environmental Services. DDES is the King County agency that issues building and land use permits for properties located in unincorporated King County. They also enforce county land use and building codes, staff the King County Fire Marshal Division, and issue business licenses. DDES' mission statement is to serve, educate and protect the community by shaping and implementing King County's development and environmental regulations.</p> <p>1) DDES uses, but not limited to, the following information from the DOA and Treasury Operations:</p> <ul style="list-style-type: none"> > Account and property types > Tax payment history > Owner mailing address > Legal description > Building improvement information > Newly assigned parcels on recent plats and short plats <p>2) DOA and Treasury Operations uses, but limited to, the following information from DDES:</p> <ul style="list-style-type: none"> > Building permit Information > Address Updates > Plats > Planning designations > Boundary line adjustments, separate lots and legal description 			O

Sample Document

King County PBS Project - Database

Technical Requirements - Database

Section This section of the technical requirements pertains to historical data, relational data, data integrity and specialized tables.

Definition:

Definition: The system of record (SOR) is the information storage system that is considered the definitive and authoritative information source for property valuation and description, account administration and tax and fee accounting data.

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Historical Data					
6.1167	The Application shall detail the historical payment and collection history.				N
6.1168	The Application database shall provide a detailed history of real and personal account costs, values, exemptions and other administrative attributes for all prior years.				N
6.1169	The Application shall retain a history/recording of audit and appeals and resulting changes.				N
6.1170	The Application shall allow view only access to all history available to all users.				N
6.1171	The Application shall support a view all account details and history in a consolidated single location				N
6.1172	The Application shall keep all changes, notes and updates associated to the property. These changes and updates become part of the property's history. This history shall be available, real-time, for customer service representatives.				N
6.1173	The Application shall permit users to view historic information of inactive/retired properties/accounts.				N
6.1174	The Application shall preserve all historical information about a property/account.				N
6.1175	The Application shall display, in chronological order, the value history of a property/account.				N
6.1176	The Application shall support maintaining and processing multiple years of real and personal property data for example, characteristics, valuation, or values for at least 7 prior and 1 future year.				N
6.1177	The Application shall support the simultaneous processing of multiple years data, both real property data and personal property data.				N

N = Necessary; O = Optional

King County PBS Project - Database

Additional Information		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
6.1178	The Application shall support effective date processing, for example, processing against multiple tax years simultaneously.			N
6.1179	The Application shall be able to maintain audit trails, historical data and notations, allowing users to understand the reason for the change, who made the change, and when the change was made.			N
6.1180	The Application shall be able to keep valuation history by year.			N
6.1181	The Application shall keep parcel, plat history, condo declarations			N
6.1182	The Application shall keep the history of levy codes by parcel.			N
6.1183	The Application shall keep history of modifications and notes by account.			N
6.1184	The Application shall be able to track history of account correspondence and payments.			N
6.1185	The Application shall display data on payment for example, sequence number, payment date or payment under protest letters so that appropriate staff can link to payment images on the county's remittance software, correspondence.			N
6.1186	The Application shall provide capability to search and retrieve account history by date, transaction type, user id, amount, check number, credit/debit card number.			N
6.1187	The Application shall allow petition refund information available to both DCA and Treasury so both can retrieve all pertinent information from the same Application.			N
Relational Data, Data Integrity, and Formatting				
6.1188	For personal property, the user shall be able to cross-reference lessor and lessee for items assessed as leased equipment. For example, when a business reports leased equipment, the user shall be able to cross-check and ensure that the leasing company is listed and reported as leased.			N
6.1189	For personal property accounts, the Application shall allow the user to store the UBI number.			N
6.1190	For personal property accounts, the Application shall provide the ability to create a master account and sub-accounts for each company.			N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 9 of 16

King County PBS Project - Database

Additional Information		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
Tables					
<p><i>Definition : Many tables are utilized by the personal property staff in performing their duties. Some tables are provided by the state, including Valuation Guidelines, which are provided yearly to all 39 counties by the Washington State Department of Revenue. These tables promote statewide uniformity and standardization in the assessment of personal property.</i></p>					
6.1191	The Application shall contain a NAICS Code valuation table by year with all valid NAICS codes.				N
6.1192	The Application shall have a field to store the value for each of these codes				N
6.1193	The Application shall have a field indicating summarized value category.				N
6.1194	The Application shall have a description field for each code.				N
6.1195	The Application shall have a process to update the NAICS codes table.				N
6.1196	The Application shall be able to update trend and depreciation (aka combined) tables with information from a data file from the State.				N
6.1197	The Application shall be able to copy the prior year's depreciation table to the new year.				N
6.1198	The Application shall allow a user to manually update the current year depreciation tables.				N
6.1199	The Application shall automatically update the current year depreciation tables. For example, the automatic table update process shall include the algorithm to recalculate depreciation rates.				N
6.1200	For table maintenance, the Application shall allow the appropriate user, via rolls based security, the ability to add/change/remove items.				N
6.1201	The Application shall support the ability for a user to create custom tables, expand and/or delete tables.				N
6.1202	For disaster recovery, the Application shall log transactions by day, time, user id, function.				N
6.1203	For disaster recovery, the Application shall automatically create back up files with reload capabilities.				N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 10 of 16

King County PBS Project - Electronic Docs and Workflow

Technical Requirements - Electronic Documents and Workflow				
Section Definition: This section of the technical requirements pertains to the King County's requirements in the area of electronic document storage and linking and workflow.				
Additional Information:		Proposer response 3 of 4, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
Electronic Document Storage and Linking Requirements				
6.1204	The Application shall allow the user to link scanned documents or data files to a any account.			N
6.1205	The Application shall provide a link based on role-based security to documentation specific to documentation stored in the County's electronic document management system, Stellent, for example, documentation related to appeals, tax roll changes, advance tax collection, refunds and audits.			N
Workflow Requirements				
6.1206	The Application shall be able enhance workflow for business processes, for example valuation review tracking and exemption processing, and interagency workflow support.			N
6.1207	The Application shall provide ability to view status of a pending change, who needs to take action, and track change from that point forward.			N
6.1208	The Application shall be able to route actions for approval based on rules.			N
6.1209	The Application shall include automatic triggers of events based upon business process logic.			N
6.1210	The Application shall automatically generate notifications based on events, for example, recordings of a transaction for mapping shall notify other downstream groups that may need to take action on the account. Another example is when new parcel numbers are created for plats and condos downstream groups need to be notified.			N
6.1211	The Application shall integrate with MS Outlook to deliver workflow tasks as emails to users.			N
6.1212	The Application shall have a workflow configuration utility that allows a user with appropriate security to configure the workflow without utilizing a programming language.			N

King County PBS Project - Electronic Docs and Workflow

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
6.1213	All workflow tasks both historical and current shall be available to be queried and reported upon.				N
6.1214	The Application shall be able to provide individual item status as a result of the Application's workflow for a particular business processes, for example, the refund process or protest letter.				N
6.1215	The Application shall provide workflow for County's change order process.				N
6.1216	The Application shall support the setting of triggers as processes are completed.				N
6.1217	The Application shall keep all attached documents linked through workflow.				N
6.1218	The Application shall automatically provide visibility of these status changes to the user.				N
6.1219	The Application shall provide the ability to notify users of changes to flags.				N
6.1220	The Application shall be able to allow the user to conduct electronic approval.				N
6.1221	The Application shall have the ability to accept electronic records of signatures and approvals, such as, for valuation adjustments.				N
6.1222	The Application shall have the ability to establish approval requirements based on business rules for various activities.				N
Questions					
6.1223	Describe the features provided by the proposer's product that support the County's increased use of electronic documents within business process workflows.				N
6.1224	Describe how the Application supports automated and configurable workflow capabilities.				N
6.1225	Describe how the Application supports workflow management and tracking.				N
6.1226	How does the Application track work flow to provide answers to taxpayer inquiries, for example, inquiries related to a refund?				N

King County PBS Project - Reporting and Data Analysis

Technical Requirements - Reporting and Data Analysis				
Section		This section of the requirements pertains to King County's requirements in the area of reporting and data analysis.		
Definition:				
Additional Information:		Proposer response 3, 2, 1,		Weight N O
		Price	Explanation, Comments, or Link to Supporting Document	
Item Number:	Requirement:			
Reporting				
6.1227	The Application shall provide work in-process and production reports as well as error reports/notifications.			N
6.1228	The proposed solution shall provide controls or integrity reports to insure that each Application has consistent data.			N
6.1229	The Application shall provide reports that identify un-common inconsistencies between the rules.			N
6.1230	The Application shall provide a consolidated reporting repository.			N
6.1231	The Application shall provide back-end data analysis and reporting components.			N
6.1232	The Application shall provide a single reporting data source.			N
6.1233	The Application shall provide access to pertinent data via end-user reporting tools.			N
6.1234	The Application shall provide a suitable reporting and analysis tool and database.			N
6.1235	The Application shall provide detailed and summary reporting tools, particularly for ad hoc reporting.			N
6.1236	The Application shall provide a means for the County to develop custom reports and/or ad-hoc queries that can be saved, and make them available for County staff.			N
6.1237	The Application shall have non-proprietary ad hoc data query capabilities.			N
6.1238	The Application shall allow users to create ad hoc reports/queries, based on any field, and across multiple years.			N
6.1239	The Application shall have the ability to send queries and reports to printer, fax server, e-mail client, or file in several formats, for example, HTML, Acrobat, Word, or Excel.			N
6.1240	The Report Writer application shall support the import of form files in standard graphic formats, for example, PDF, JPG, TIF, WMF, EPS.			N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 13 of 16

King County PBS Project - Reporting and Data Analysis

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
6.1241	The Application shall provide for custom-built reports. A report-builder tool shall be provided with the Application.				N
6.1242	The Application shall allow the user to run reports while the online Application is in use without performance degradation.				N
6.1243	The Application shall be able to identify and sort all real and personal property accounts on any field, for example, but not limited to, by types, category codes, zoning, building section, area, and neighborhood for operation purposes.				N
6.1244	The Application shall allow users to view data on all accounts belonging to a single taxpayer online with a single query based upon name, address, or links between real and personal property.				N
6.1245	The Application shall generate real time ad-hoc reports from property and tax assessment data, such as, for personal properties accounts and for levies.				N
6.1246	The Application shall provide data export capabilities that users can perform independently of technical support staff.				N
6.1247	The Application shall provide a data structure and reporting tools so that business users can create their own ad-hoc reports.				N
6.1248	The Application shall support ad hoc queries to authorized external stakeholders via web interfaces with immediate and delayed processing, as appropriate.				N
6.1249	The Application shall provide a sample ratio studies report. Ratio studies are required by law and must be done every year. DOA has to synchronize up their assessed value with the same properties that sold in a given time period. DOA must report these ratios to the Washington State DOR every year. For personal property, DOA has to pull a random sample for this annual report. The County could be assessed a penalty if ratios are too far out of tolerance with state guidelines. The County could suffer by comparison with other counties in Washington State if ratios drift out of desired range. Currently, it is time consuming and error-prone to compute these ratios; requests for analysis come in at various times.				N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 14 of 16

King County PBS Project - Reporting and Data Analysis

Additional Information:		Proposer response 3, 2, 1, 0			Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document		
6.1250	The Application shall generate the top 'n' number taxpayers within a taxing district report or commercial specialty area.				N
6.1251	The user shall be able to run a query against all new accounts, showing items, for example, year account was created, individual account value, total number of accounts, total value added to the assessment roll, timely filed, late filing penalty, or no file.				N
6.1252	The Application shall allow for verification reports that are available both in electronic media and hardcopy.				N
6.1253	The Application shall generate a report of the number of real and/or personal property accounts that qualify for a destroyed property exemption and the assessed value or value loss, if the assessed value is \$0. Note: This is required for the Abstract Report that is submitted yearly to the Washington State Department of Revenue.				N
6.1254	The Application shall allow Treasury operations to request a run of statements for those qualifying accounts, based upon the flag or code, and then mail the statements directly to the State, if they need the paper statements. Otherwise, an adhoc report of the account numbers should be created based upon the flag if the hardcopy statements are not needed.				N
6.1255	The Application shall track and report results on the revenue shift between tax code areas as a result of the annexation.				N
6.1256	The Application shall produce a report showing the revenue shift between tax code areas as a result of the annexation.				N
6.1257	The Application shall be able to provide real-time reporting of added value by value component (for example, new construction, property improvements, exemptions, or open space) by the following, but not limited to, jurisdiction, code area, land use type, or posting interval.				N
6.1258	The Application shall provide on-line templates that auto-fill with information needed for letters to taxpayers.				N

N = Necessary; O = Optional

1041-08_attachG

2/13/2008

Page 15 of 16

King County PBS Project - Reporting and Data Analysis

Additional Information:		Proposer response 3, 2, 1, 0		Weight N O
Item Number:	Requirement:	Price	Explanation, Comments, or Link to Supporting Document	
6.1259	The Application shall allow scheduling of standard daily/weekly/monthly reports and processes to run and display abend or error messages for central IT group to monitor.			N
6.1260	Describe how the proposer's product would aid in reducing server load on the Application when running complex, adhoc, or large reports.			O
Search Utility				
6.1261	The Application shall support searching by multiple data elements simultaneously, and support partial search strings or wildcards.			N
6.1262	The Application shall allow user to search for accounts by owner name, buyer name, house number, street, APN, geocode #, plat #, plat name, legal description, or other desired fields. The Application shall search by exact word/number/phrase, or a portion of a word or number. For example, to find a parcel belonging to John Frostmeyer, user shall be able to search by entering 'meyer' to generate results containing the string 'meyer' in the name field.			N

Sample Document

King County PBS Project - Profile

Vendor Information - Profile				
Section Definition:	This section of the RFP consists of mostly "open-ended" questions which will be evaluated to help determine the proposer's qualifications in several topic areas. These topics include 1) the age and health of the company, it's customers, product and methodology.			
Item Number:	Topics	Responses	Reference Documentation	Weight N O
Company				
7.1263	Provide an introduction of the proposer's company including the year established, the number of years in business, the number of years the company has been providing property or account tax management products or services to the public sector, the total number of employees, company headquarters.			N
7.1264	Provide an organization chart showing the major departments/organizational units of the proposer's company. Include the names of the proposer's company officers. Identify any employees with relationships to King County.			N
7.1265	What is the total gross annual revenue of the proposer's company for fiscal year 2007? If fiscal year 2007 is not available, provide fiscal year 2006.			N
7.1266	What portion of the annual revenue is provided by the sale of the property or account tax management products or services in license fees, training, customization of the Application modules, and implementation services, including data conversion?			N
7.1267	What portion of the annual revenue is provided by ongoing annual maintenance and support charges of the property or account tax management products or services?			N
7.1268	What percentage of the proposer's annual revenue is invested in research and development?			N
7.1269	Intentionally omitted			
7.1270	What is the historical last three (3) years, 2007-2005, annual employee turnover rate?			N

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1271	Describe the team make-up and experience of the project team that shall support King County's implementation. The project team shall demonstrate a working knowledge and/or experience with a) property or account tax management products or services; b) government property assessment and treasury operations. Include resume, tenure and whether or not the team member is full-time regular employee or consultant.			N
7.1272	What is the name of the original developer if other than the proposer?			N
7.1273	Does the proposer's company have future plans or is the proposer's company currently in contract negotiations to be acquired or merged?			N
7.1274	Does the proposer's company have experience building an interface file to Oracle eBusiness Suite (aka EBS) General Ledger module? If yes,			N
Product				
7.1275	Provide a brief overview of the proposed product, its name, and functionality, any related products or productivity tools, and the states in which the proposer's property tax software is currently operating. Address, at a minimum, overview of product features, feature enhancements, and product flexibility. Address additional items the proposer feels would be of interest in addition to the technical and functional features outlined in the detailed requirements.			N
7.1276	Was the product developed in-house or acquired? If the product was acquired, what is the name of the original developer and when was it acquired?			N
7.1277	Indicate the proposed product's current release number and date? Indicate if the product is a "beta" system.			N

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1278	Indicate the proposed product's first installation date.			N
7.1279	What is the number of current installations and total parcel count for all successful installations?			N
7.1280	Is the proposed Application currently installed in at least three locations of comparable configuration? Refer to Appendix F.			N
7.1281	Describe the proposer's data structure for the proposer's data warehouse or operational data store.			N
7.1282	Describe the proposed Application's online storage capacity, archive and retrieval functions.			N
7.1283	Provide a table layout of the proposed Application database's system of record.			N
7.1284	Illustrate how a user would be able to access a "single source" of account information.			N
7.1285	What relational database management system does the proposed Application support, including versions? Provide an entity relationship diagram to this page showing primary and foreign relationships, and join types.			N
7.1286	Describe any built-in database Application administration tools.			N
7.1287	Describe/provide any State of Washington report that the Application has as a standard report.			N
7.1288	For the proposer's company and subcontractors, if any, provide details (for example, client information, reason for default, date, outcome, or current status) regarding any and all contracts associated with the proposed product, terminated for default, or that were terminated prior to full contract completion in the past five (5) years. Termination is defined as notice to stop performance due to the Client's decision.			N

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1289	Describe the strategic direction and future plans the proposer's company has for the proposed product.			N
7.1290	List the operating platform(s) on which the software solution can operate. On which platform are the majority of the installations?			N
7.1291	Describe the scalability of the proposer's product. Include a discussion of how performance changes, and where performance "bottlenecks" are typically encountered. What configuration or approach recommendations can the proposer give to ensure acceptable performance of the proposed solution?			N
Personal Property versus Real Property				
7.1292	Describe the proposer's experience and approach integrating external CAMA products for real property with the proposer's product. If the proposer's product includes a CAMA module, describe the impact to the overall proposer's product if the proposer's CAMA is used only for personal property.			N
7.1293	Describe how the Application inputs and maintains data from two CAMA systems, one for real property and the other for personal property.			N
7.1294	Describe how the Application shall receive the final market value from the County's existing real property CAMA valuation applications for both physical and annual update areas.			N
7.1295	Describe how the Application shall update the final market value for personal property and ensure that no additional effort is required by Account Administration prior to posting the value.			N
Customers				
7.1296	What is the total number of active customers using the proposer's software products? How many of the customers are in the public sector?			N

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1297	What is the total number of active customers using the proposer property or account tax management products or services? How many are in the public sector? How many are in Washington?			N
7.1298	Provide the proposer's active client list for references, including the name of the state, multiple contacts within the customer, contact phone numbers, and whether they are public or private sector customers.			N
7.1299	Identify, by name, the proposer's largest, by parcel count, current customer. Indicate which product this customer is using.			N
7.1300	Identify, by name, the proposer's current government and private sector customers in Washington State using the proposed product.			N
Methodologies				
7.1301	Describe the proposer's system development life cycle methodology.			N
7.1302	Describe the proposer's software testing methodology including unit testing, regression testing, integration testing, and performance.			N
7.1303	Discuss training methodology and recommended training approach for King County.			N
7.1304	Describe the proposer's data conversion methodology and recommended approach, including a discussion on how the proposer typically handles the conversion of historical data.			N
7.1305	Discuss the proposer's overall approach for implementation of the proposer's property or account tax management products or services at King County.			N
7.1306	Intentionally omitted			

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1307	Based on the proposer's previous experience with counties similar in size and project scope with King County, describe the King County team required to support the Application. Describe both one-time team make-up as well as ongoing support team make-up.			N
7.1308	Discuss the proposer's approach to improve/streamline business processes as a part of the implementation of the Application at King County.			N
7.1309	Describe the proposer's experience and approach for entering a new state with the proposer's property or account tax management products or services, including customizing software to fit Washington specific requirements, handling differences in terminology, and integration with other systems.			N

Sample Document

King County PBS Project - Profile

Item Number:	Topics	Responses	Reference Documentation	Weight N O
Documentation				
7.1310	Describe the proposer's approach for developing and maintaining end-user documentation, including organization, content, timing, media, and the ability for King County to add content to the documentation.			N
7.1311	Provide samples of documentation for user reference manual, and technical reference manual.			N
7.1312	The Application shall provide online help for all levels of the Application, including, general help, screen help, transaction help, data entry help, and help at the field level. Help features shall also be available on field devices. Agree or disagree?			N
7.1313	The proposer shall ensure that the product's user documentation is updated and easy to reference. Agree or disagree?			N
7.1314	Are complete and well-indexed documentation, for both users and technical staff, in both paper and electronic format available?			N
7.1315	Does documentation and/or a data dictionary for technical staff include record formats, field names, formats and data types, program numbers and description, run and recovery instructions, master file formats, internal tables, edits, and output forms, and an ERD?			N

Sample Document

King County PBS Project - Maintenance and Support

Vendor Information - Maintenance and Support				
Section Definition:	This section of the RFP consists of mostly "open-ended" questions which will be evaluated to help determine the proposer's qualifications in several topic areas. The focus of this section is the product support and on-going maintenance.			
Item Number:	Topics	Responses	Reference Documentation	Weight N O
Annual Maintenance and Support - Help Desk				
7.1316	On average, how many support staff personnel does the proposer have available to provide support during working hours?			N
7.1317	What percentage of the proposer's total number of employee is dedicated to the product's maintenance and support?			N
7.1318	Are the Research and Development and Maintenance and Support groups separate?			N
7.1319	Is the Help Desk available from 7:00 am - 5:00 pm, Pacific Standard Time, Monday through Friday?			N
7.1320	Is "on call" support available after normal business hours? If yes, describe in detail.			N
7.1321	Is there 24 X 7 coverage available? If yes, describe in detail.			N
7.1322	Are unlimited calls to the Help Desk included in the annual support fee?			N
7.1323	Is there a guaranteed response time provided by the annual support contract? If yes, describe in detail.			N
7.1324	Are all calls toll free?			N
7.1325	Do support services include diagnosis and trouble shooting the identified problem?			N
7.1326	Do support services include technical analysis?			N
7.1327	Do support services include procedural assistance?			N
7.1328	Are calls prioritized based on the nature, severity, or frequency of the problem?			N
7.1329	Are all calls to the Help Desk logged and tracked?			N
7.1330	Is response time for calls tracked and reported to King County?			N

King County PBS Project - Maintenance and Support

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1331	Are notices of serious problems, new releases, and/or updates provided thru e-mail?			N
7.1332	If call back is needed, is the call back routinely accomplished within one hour?			N
7.1333	If call back is needed, is the call returned by trained and experienced support personnel?			N
7.1334	Are there documented escalation procedures based on the severity of the call? If yes, describe.			N
7.1335	Are there documented escalation procedures based on time limits? If yes, describe.			N
7.1336	Can King County escalate the call?			N
7.1337	Are Help Desk high priority calls automatically escalated to a supervisor after two (2) hours if not already resolved?			N
7.1338	Are Help Desk support metrics kept and reported to King County regularly or at least quarterly?			N
7.1339	Do support staff use the same operating environment as King County in order to recreate the problem?			N
7.1340	Is there a method to log and track enhancement requests separately from support calls?			N
7.1341	Is on site assistance available outside of annual support contract? If yes, describe in detail.			N
7.1342	Can the proposer provide King County with a dedicated point of business contact? List any additional price associated with this requirement.			N
Annual Maintenance and Support - Web Support				
7.1343	Is online support available through the proposer's web site? If yes, indicate website name.			N

King County PBS Project - Maintenance and Support

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1344	Is online support included in the annual maintenance agreement, at no additional price?			N
7.1345	Is e-mail support available at no additional price?			N
7.1346	Is documentation available for viewing and download through proposer's web site?			N
7.1347	Are "Frequently Asked Questions" available on the proposer's web site?			N
7.1348	Is there a searchable knowledge base available on the proposer's web site?			N
7.1349	Are updates and/or patches available for download from the proposer's web site?			N
7.1350	Are instructions and procedures available on the proposer's web site for installing software releases?			N
7.1351	Can the proposer provide a secure remote access to the King County system when that level of support is required?			N
7.1352	Are there documented procedures for support staff to log into client system to provide additional support, when required?			N
Annual Maintenance and Support - Software Releases				
7.1353	The proposer shall make available to the County all upgrades, new releases, and fixes to the software. Agree or disagree?			N
7.1354	Identify all prices associated with upgrades.			N
7.1355	Describe how upgrades and fixes are to be installed.			N
7.1356	New and updated product releases shall be included at no additional price with annual support. Agree or disagree?			N
7.1357	How often is a new version of the software released?			N
7.1358	Are major release cumulative or all patches provided in the major release?			N

King County PBS Project - Maintenance and Support

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1359	Does the annual support contract provide an active schedule of planned product releases?			N
7.1360	Are state or federal mandated changes included at no additional price with annual maintenance and support contract?			N
7.1361	Intentionally omitted			
7.1362	Describe how minor and critical bugs are differentiated. How is the information disseminated?			N
7.1363	Does the capability exist to "roll back" a patch or a major release to the Application?			N
7.1364	Intentionally omitted			
7.1365	Intentionally omitted			
7.1366	Are the technical release notes provided with the software release, written from the standpoint of the user in understandable terms? If yes, describe in detail.			N
7.1367	Are the end user release notes provided with the software release, written from the standpoint of the user in understandable, non-technical terms? If yes, describe in detail.			N
7.1368	Are proposer's coded customizations maintained by the proposer? If yes, describe in detail.			N
Documentation				
7.1369	Is a "User Reference" manual provided for each module?			N
7.1370	Is a "Technical Reference" manual provided for each module?			N
7.1371	Is a "Set-up Reference" manual provided for each module?			N
7.1372	Does the set-up manual provide instructions for the procedures for configuring and initiating the Application?			N
7.1373	Does the setup manual provide instructions for installing and configuring the Application relating to equipment set-up?			N

King County PBS Project - Maintenance and Support

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1374	Is Help text searchable by content?			N
7.1375	Is on-line help printable by topic?			N
7.1376	Can user documentation for the Application be modified by King County?			N
7.1377	Does documentation provide "best practice" examples?			N
7.1378	Are there descriptions of expected outputs of the software including the results of functions, and error messages?			N
7.1379	Are error messages described in detail, including the meaning of each error message, and the corresponding corrective actions?			N
7.1380	Are error messages user definable?			N
7.1381	Is field sensitive help provided?			N

Sample Document

King County PBS Project - Project Management

Vendor Information - Training, Testing, and Implementation				
Section Definition:	This section of the RFP consists of mostly "open-ended" questions which will be evaluated to help determine the proposer's qualifications in several topic areas. These topics include Training, Application Software Testing, Implementation, Conversion Support, and Project and Implementation Oversight.			
Item Number:	Topics	Responses	Reference Documentation	Weight N O
Training				
7.1382	Is a training plan provided as a part of the implementation plan? If yes, provide the proposer's training plan.			N
7.1383	Are instructor led, classroom training session available?			N
7.1384	Are there local classroom training facilities available?			N
7.1385	Are Overview sessions available?			N
7.1386	Are Detail sessions available?			N
7.1387	Is King County able to customize courseware?			N
7.1388	Is alternative courseware available - Web sessions?			N
7.1389	Is alternative courseware available - Tutorials?			N
7.1390	Are "Hands on" training with public sector business cases and examples provided?			N
7.1391	Are on-site, located at King County, training sessions available?			N
7.1392	Is training provided with any substantial update or new release of software? If yes, describe in detail.			N
7.1393	Are there training courses or courseware available for new King County employees? If yes, describe in detail.			N
7.1394	Indicate any additional price for the training options listed above.			N
7.1395	Is there a price associated with initial training? If yes, include costs.			N
7.1396	The proposed Application shall not be so complex that only highly skilled computer-oriented staff can use it effectively. Agree or disagree? What kind of experience would a user need to effectively operate the proposed Application?			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1397	Describe how a comprehensive in-house and end-user training curriculum is provided, which at a minimum focuses on: <ul style="list-style-type: none"> > Installation and implementation > The proposed Application operation > Troubleshooting > Maintenance for all users, the LAN administrator and other staff members that regularly access the Application 			N
7.1398	Specify the number of hours and the type of training each primary user needs to be competent on the proposed Application. For list of primary users, refer to Appendix G.			N
7.1399	Describe the tools or training aids available to assist in training individual users and cross-training staff.			N
7.1400	County support staff shall be trained to build ad hoc reports, as well as new generally-accessible reports via the reports menu. Agree or disagree?			N
7.1401	The Application shall provide a computer-based training (CBT) program that can be used for staff training for common functional topics. Agree or disagree?			N
Application Software Testing				
7.1402	Does testing includes unit or program testing?			N
7.1403	Does testing includes string or functional testing?			N
7.1404	Does testing includes systems integration testing?			N
7.1405	Does testing includes regression testing?			N
7.1406	Is traceability provided from the test cases to the specific requirement?			N
7.1407	Is testing accomplished using King County data?			N
7.1408	Is there comprehensive testing of functional requirements for King County required modifications? If yes, describe in detail.			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1409	Is there comprehensive testing of reporting functions?			N
7.1410	Are software defects or bugs documented and tracked?			N
7.1411	Are bug reports communicated to King County?			N
7.1412	Does testing include parallel testing?			N
Implementation				
7.1413	Based on the proposer's previous experiences and King County specifications, provide a potential detailed implementation plan for King County and high-level work breakdown structure that detail tasks to be completed by the County and/or proposer. The plan shall, at a minimum, focus on: <ul style="list-style-type: none"> > Implementation Planning > Solution Design > Solution Development > Data Conversion > Solution Implementation > Go Live > Change Management 			N
7.1414	Describe the schedule of steps that is required to implement the proposed Application. This schedule shall include, at a minimum, each specific task and the length of time required; and what and how contractor resources shall be used, if any. For planning purposes only, the implementation plan shall note responsibilities and base estimates of task times on actual experience, and costs associated with this work.			N
7.1415	Describe the proposer's implementation plan for rolling out the product to each department/sections.			N
7.1416	Intentionally omitted			
7.1417	Describe how the County's request modifications are handled after the final acceptance of the Application is given.			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1418	Does the proposer have experienced public sector implementation staff available? Describe.			N
7.1419	An experienced implementation staff shall be assigned and dedicated to King County's implementation. Agree or disagree?			N
7.1420	Does the proposer have plans to train their help desk staff and have them available to assist during the County's implementation?			N
7.1421	The County is responsible for all necessary hardware, while the proposer is responsible for the successful installation of all software to make the proposed Application fully operational. Agree or disagree?			N
7.1422	Provide metrics for the Application's ability to print high-volume production of valuation notices and tax bills. Provide metrics from other clients as well.			N
7.1423	Describe the proposer's implementation team's experience in interfacing the Application with other systems.			N
7.1424	Give the maximum number of systems the proposer's Application has interfaced with. Describe automated utilities or proposer tools provided to the County to aid in this interfacing effort.			N
7.1425	Describe how the proposer shall handle the interface development for each system described in the Appendix E.1 and E.2.			N
7.1426	Describe the product's built-in integration capabilities in allowing other new systems to be implemented by the County.			N
Conversion Support				
7.1427	Does a documented conversion methodology exist? If yes, provide a copy of the documented conversion methodology.			N
7.1428	Does the proposer provide data conversion support including data base load and data validation tools?			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1429	Are specifications provided in order to extract data into the proposer's required load program formats?			N
7.1430	Can the proposer provide tools to load King County's data from an intermediate import file to the proposer's data base?			N
7.1431	Are validation and verification plans, processes and tools provided?			N
7.1432	Is there comprehensive testing of data conversion completeness and validity? If yes, describe in detail.			N
7.1433	Describe the type of resources available to support data conversion mapping and extract programming activities.			N
7.1434	Describe how the proposer's product stores historical information consistently using a standardized methodology.			N
7.1435	Describe how the Application shall prevent gaps in the stored information. Gaps make it difficult for staff to research and resolve issues when account problems occur.			N
Project and Implementation Oversight				
7.1436	The proposer shall provide project management in coordination with the PBS's project manager to successfully implement the Application. Agree or disagree?			N
7.1437	Does the proposer provide implementation support including assigning an experienced project manager? If yes, describe in detail.			N
7.1438	Is the proposer's project manager assigned and committed exclusively to King County's Implementation?			N
7.1439	King County personnel shall be able to interview, accept or reject proposer personnel assigned to the King County project. Agree or disagree?			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1440	Does the proposer's company have a documented quality assurance methodology? If yes, provide a copy of the documented quality assurance methodology.			N
7.1441	Provide the proposer's quality assurance plan.			N
7.1442	The proposer's installation of the proposed Application shall be accomplished after the normal business day and with minimum impact to business flow and customer service. Agree or disagree?			N
7.1443	Does the methodology include a formal change management process?			N
7.1444	Does the methodology include a formal systems development process including King County specific modifications?			N
7.1445	Does the methodology include regular, formal internal project review meetings?			N
7.1446	Does the methodology include regular, formal internal project reporting?			N
7.1447	Does the methodology include project reporting metrics?			N
7.1448	Do formal review meetings and quality audits include a review of the project plan?			N
7.1449	Do the formal review meetings and quality audits include a review of contractual requirements and deliverables?			N
7.1450	Do the formal review meetings and quality audits include a review of issue logs?			N
7.1451	Is a report from each quality audit provided to King County?			N
7.1452	Are detail requirements for King County specific modifications uniquely identified and versioned?			N
7.1453	Does the proposer's software developers work from detail design/program specifications?			N
7.1454	Is King County sign-off required on deliverables?			N

King County PBS Project - Project Management

Item Number:	Topics	Responses	Reference Documentation	Weight N O
7.1455	If rework is required, the impact to the schedule is assessed and communicated to King County?			N
7.1456	Is a senior manager in the proposer's organization actively involved in the execution of all major engagements?			N
7.1457	Does an audit trail and history of changes and software versions exists?			N
7.1458	Describe the workflow creation and maintenance capabilities of the Application.			N

Sample Document

King County PBS Project - Price Collection

King County Property Tax System Proposed Pricing		
Pricing Worksheet		
Pricing Area	One-time Price	Ongoing Annual Price
Application Software		
Base price of proposed product		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -
Application Software Client Licenses		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -
Other Application Software Prices	\$ -	\$ -
Total Application Software	\$ -	\$ -
Software Customization		
Necessary Requirements		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -
Optional Requirements		
Property Valuation and Description	\$ -	\$ -
Account Administration	\$ -	\$ -
Tax & Fee Accounting	\$ -	\$ -
Other Software Customization Prices	\$ -	\$ -
Total Software Customization	\$ -	\$ -
System Software		
Operating System - Server	\$ -	\$ -
Operating System - Workstation	\$ -	\$ -
Database	\$ -	\$ -
Query/Report Writer	\$ -	\$ -
Communications	\$ -	\$ -
3rd Party Software	\$ -	\$ -
Backup and Recovery Software	\$ -	\$ -
Electronic Documents and Workflow Software	\$ -	\$ -
Other System Software Prices	\$ -	\$ -
Total System Software	\$ -	\$ -

King County PBS Project - Price Collection

Hardware		
Application Server (if any)	\$ -	\$ -
Database server (if any)	\$ -	\$ -
Other server (if any)	\$ -	\$ -
Desktop Upgrade (if any)	\$ -	\$ -
Backup and recovery hardware	\$ -	\$ -
Other Hardware Prices	\$ -	\$ -
Total Hardware	\$ -	\$ -
Implementation		
Conversion Price	\$ -	\$ -
Integration/Interface Price	\$ -	\$ -
Electronic Documents and Workflow Price	\$ -	\$ -
Initial On-site Training Price	\$ -	\$ -
Travel Expenses	\$ -	\$ -
Documentation Price	\$ -	\$ -
Project and Implementation Oversight Price	\$ -	\$ -
Application Software Testing Price	\$ -	\$ -
Other Implementation Prices	\$ -	\$ -
Total Implementation	\$ -	\$ -
Maintenance and Support		
Maintenance and support price – help desk	\$ -	\$ -
Maintenance and support price – web	\$ -	\$ -
Training price for upgraded, newly released, or fixed software	\$ -	\$ -
Additional maintenance price related to upgrades and fixes installed both within and outside of the initial installation's warranty period	\$ -	\$ -
Dedicated point of business contact price	\$ -	\$ -
Other Maintenance and support prices	\$ -	\$ -
Total Maintenance and Support	\$ -	\$ -
Total All Pricing Areas	\$ -	\$ -
Total price for implementation through final acceptance	\$ -	
Total price for annual maintenance and support (beginning after the warranty period)	\$ -	
<p>Provide a current rate schedule and include a reference documentation for professional services provided by the proposer's company, for example, hourly support rate, after-hour support rates, weekly support rates, over-time support rates, emergency support rates, custom programming hourly rates, other.</p>		

PROPERTY TAX SYSTEM for King County, Washington Vendor Operating Environment Worksheet		
Description	Minimum Configuration	Preferred Configuration
Server		
Make/Model		
Operating System		
Capacity:		
CPU		
Memory		
Storage		
Monitor		
Network Card		
Workstation		
Make/Model		
Operating System		
Capacity:		
CPU		
Memory		
Storage		
Monitor		
Other		
Other Hardware/Software		
CD/DVD ROM		
Bar Code Reader		
Document Scanning		
Cash Drawer		
Receipt Printer		
Printer		
Other - Specify		
Database		
Vendor		
Version		
Network		
Other		
Query/Report Writer		
3rd Party Software #1		

Sample Document

ATTACHMENT K – SAMPLE SCREENSHOTS

Instructions: Include samples of screens used throughout the system. These sample screen shots should include the most commonly used screens and should also illustrate the “look and feel”, usability, and consistency of the proposer’s application software.

Sample Document

ATTACHMENT L – SAMPLE STANDARD REPORTS

Instructions: Include a list of the proposed system’s standard reports, business functions and what they are meant to do. Also provide sample copies.

Sample Document