

## **St. Joseph County, IN – Request for Proposal (RFP) for MRA Software**

### **Introduction**

St. Joseph County, Indiana is seeking bids to purchase a Market Regression Analysis software program.

### **Goals and Objectives**

The primary goals and objectives of this RFP process are to select a long-term vendor partner who:

1. Has a proven track record of efficient and effective market regression analysis software solutions.
2. Valuation and model development
  - A. Direct Market Valuation
  - B. Market Analysis summarization of assessed values and sales process within the determined market segment including lows, highs, averages, medians, ages, compatibility matrix, per square foot analysis, with data represented in appropriate charts/graphs.
  - C. An algorithmic similarity weighing analysis for up to 25 automatically selected comparable.
3. A. Rental Valuation must include but not limited to market segmentation, neighborhood delineation, data collection, MRA analysis of market rent/GRM.
  - B. AVM Models; must include market segmentation, neighborhood delineation, data collection, MRA analysis of all pertinent variables, Etc.
4. Maintenance:
  - A. Facilitates proactive, supportive training for all of the software.
  - B. AVM Models; Annual updating of sales, annual regression analysis, updating regression factors. Developing market trends, etc..
  - C. Rental Valuation; Revelation to be completed biannually with data management, and inclusion of newly identified rentals.

We anticipate selection of a vendor by Friday April 7, 2023.

### **Confidentiality**

This document is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution, or copying is prohibited.

### **Proposal Costs and Conditions**

All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the vendor and will not be reimbursed by St. Joseph County. All vendors submitting a proposal agree that St. Joseph County may select or reject a proposal or vendor for any reason.

### **Communications, Inquiries, and Questions**

All proposal questions and inquiries should be directed to [mcastellon@sjcindiana.com](mailto:mcastellon@sjcindiana.com). Vendors should not use other forms of contact, including phone, email, or in-person solicitation of county staff. All formal communication from St. Joseph County will come via the [mcastellon@sjcindiana.com](mailto:mcastellon@sjcindiana.com) email account.

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### **Project Timeline**

Three (3) hard copies of your proposal must be received in a sealed envelope by Friday, March 31, 2023, at 12:00 PM EST. Please clearly mark on the envelope "MRA PROGRAM RFP" and mail them to:

St. Joseph County Commissioners' Office  
County-City Building, 7th Floor.  
227 W Jefferson Blvd  
South Bend, IN 46601

### **Vendor Requirements**

Vendors will be required to illustrate their ability to provide required functionality, training, and customer support for their tools. The vendor proposal for services should include details of the CAMA software functionality, while highlighting the environment for users regarding data entry and viewing data, searching, processing, analyzing, and reporting tools.

The vendor will be expected to provide effective training to staff.

### **Customer Support**

The selected vendor will be required to work directly with a designated representative at St. Joseph County to answer any support questions, address software issues, support with running reports, and ensure the software system is operational.

### **System Requirements Assessment**

As part of a complete proposal, vendors are expected to complete the attached System Requirements Assessment (SRA). The SRA outlines technology requirements, including end-user system criteria, which is required by your solution.

### **Proposals**

All proposals should be broken into the following sections:

- Cover letter
- Company overview
  - Primary contact person (name, address, phone number, email address)
  - Key personnel profile
  - Client references for at least three Indiana counties
  - Full government client list (required)
  - Include relevant experience with providing similar services.
  - Disclosure if your company is under acquisition.
- Overview of product
  - MRA Program software features and functionality
- Description of services
  - Data conversion
  - Implementation
  - Training

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- Software support and maintenance
- Cost and fees broken down as follows:
  - Total cost
  - License fees (if applicable)
  - Data conversion (if applicable)
  - Implementation and installation costs (if applicable)
  - Customization costs (if applicable)
  - Annual costs associated with software support and maintenance as well as onsite meetings and training (including travel expenses)
- Systems Requirement Assessment (SRA) completion (attached)

Proposals should be limited to no more than thirty-five (35) pages total, including the completed SRA.

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  - Software support and maintenance

Values in automated fashion using the scales comparison approach within the system.