California County Assessors' Information Technology Authority

1221 Oak St Ste 145 Oakland CA 94612

TO: Don Gaekle, Chair, CCAITA and Directors

FROM: John Tuteur, Chair, Ad Hoc Committee on RFP Process

RE: Review and response to comments received on Draft RFP

DATE: Monday, April 28, 2025

At the request of the Board of Directors at their meeting on April 24, 2025, the ad hoc committee has reviewed the three comments submitted on the draft RFP. The comments consisted of:

1. A request for flexibility in the minimum requirement of $5 Million annual revenues for respondents.
2. A request for clarity that the RFP responders must integrate the transfer of data produced by the solution into existing systems that county assessors use to manage their data.
3. A request that the RFP allow for more than a Software as a Service solution (SaaS), i.e. a custom developed solution.

The committee and its consultants have reviewed the three comments and propose the following recommendations.

1. Amend the minimum requirement language to read:
   "In their official response, the Proposer has provided audited financial statements and an accompanying narrative demonstrating the ongoing stability of their organization and operations."
2. The existing language of the RFP is adequate and needs no change:
   i. 2.1.3 Technical Capabilities: *"Enterprise Integration Platform: The system should be able to integrate with other systems or databases, such as County Assessment Systems through APIs."*

ii. 2.1.4.2 County Onboarding Services: *"County Assessment System Integration (as elected by individual Counties): Working with the County and the County's Assessment System Administrator (may be a third-party vendor, a County-developed product, etc.) to prepare the Assessment System and relevant data for integration with the Solution."*

iii. 2.2.2 Implementation Deliverables

Task 2 – System, Interface and Data Conversion Design	Deliverable 7 – Functional Design Document	• Functional Design Document
	Deliverable 8 – Data Interoperability Plan	• Develop Data Conversion and Interoperability Plan
	Deliverable 9 – Interface Specifications and Design Document	• Develop Interface Specifications and Design Document
	Deliverable 10 – System Architecture and Technical Design	• System Architecture • Technical Design Document

Technical Requirements: Interoperability / Interfaces Requirements T1.1 - T1.15
Functional Requirements: F1.18, F3.4, R1.2, R1.3

3. The existing language of the RFP is adequate and needs no change:
The existing language and requirements of the RFP provide for a proposer to offer a custom developed system solution.

Based on our review and the change suggested for the first comment, we are releasing the amended RFP with this memo as an attachment.

Any questions or comments can be directed to john.tuteur@countyofnapa.org