



September 30, 2024

**Addendum #1  
RP043-24  
Provision of Personal Property Assessment and Administration Program on a Multi-Year  
Contract**

**Attachments:**

- Pre-Proposal Conference Sign-in Sheet

Please see the below summation of questions and answers for the above solicitation.

**Questions:**

- Q1. Can the three (3) operations (Processing/Valuation/Personal Property Administration, Discovery of non-complying businesses, & Business Personal Property Audit Services), be proposed on separately, or must all three (3) functions be included in the proposal?  
**A1. No. The Request for Proposal is a for a comprehensive solution proposal for the entire scope of work.**
- Q2. How long has Gwinnett County outsourced its Personal Property Assessment Administration functions?  
**A2. Since 2010.**
- Q3. Who is the current/previous service provider that manages/managed this function?  
**A3. Tax Management Associates, Inc.**
- Q4. What is the annual budget for managing this function?  
**A4. There is approved funding for this project. The County expects each service provider to propose a competitive price.**
- Q5. Will training be provided on the County's Computer Assisted Mass Appraisal ("CAMA") system, internal data collection, customer service and reporting processes?  
**A5. Yes, training will be provided as needed. However, knowledge of the existing systems will be a consideration in the scoring. Please note under *RP043-24 Inv, Section 3.0 Specific Responsibilities*, the CAMA system is referenced several times, and existing knowledge of the systems may be relevant in describing how each responsibility will be met.**

This addendum should be signed in the space provided below and returned with your proposal. Failure to do so may result in your proposal being deemed non-responsive.

Thank you,



Casey Beauston  
Purchasing Associate II

**Company Name** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

**PRE-PROPOSAL CONFERENCE**

**RP043-24 Provision of Personal Property Assessment & Administration Program on a Multi-Year Contract**

	<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
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<u>Department Representative Name</u>	<u>Department</u>	<u>Department Representative Name</u>	<u>Department</u>
Casey Beaurton	DQFS		
Trinidad Desamour	DQFS-Tax Assessor's office		
Stewart Oliver	DQFS-Tax Assessor's office		