

## TABLE OF CONTENTS

### INVITATION

INTRODUCTION.....	1
BACKGROUND .....	1

### INSTRUCTIONS TO PROPOSERS

I. RFP GENERAL INSTRUCTIONS.....	2
II. QUESTIONS AND ADDITIONAL INFORMATION .....	2
III. PROPOSAL SUBMISSION.....	3
IV. PREPARATION OF PROPOSAL .....	4
V. PROPOSAL INFORMATION.....	5
VI. QUALIFICATIONS OF PROPOSER.....	5
VII. CONFIDENTIALITY.....	5
VIII. PROCESS OF REVIEW AND AWARD .....	6

### PROPOSAL CONTENT & EVALUATION CRITERIA

I. PROPOSAL CONTENT .....	7
II. PROPOSAL EVALUATION CRITERIA AND PROCESS.....	8

PROPOSAL RESPONSE COVER SHEET .....	10
ADDENDA ACKNOWLEDGEMENT .....	10

### EXHIBIT A

SCOPE OF WORK	
A-1 KEY REQUIREMENTS	
A-2 CLOUD SERVICES QUESTIONNAIRE	

### EXHIBIT B

REQUIRED CONTRACT TERMS	
-------------------------	--

### EXHIBIT C

INSURANCE REQUIREMENTS	
------------------------	--

### EXHIBIT D

PROPOSAL SUBMISSION INSTRUCTIONS	
CHECK-OFF LIST FOR PROPOSAL SUBMITTAL	

## **CAMA and Property Tax System**

OWNER: Bonneville County Assessor's Office

PROJECT: CAMA and Property Tax System

### **INTRODUCTION**

Bonneville County ("County") is seeking proposals from qualified software vendors and implementers to implement a Computer-Assisted Mass Appraisal (CAMA) and Property Tax System. The ideal vendor will provide a solution that will meet the County's CAMA and Property Tax requirements and provide continuing ongoing support for the software.

### **BACKGROUND**

Bonneville County is the third most populated County in the state of Idaho with the largest city (Idaho Falls) located within its borders. It serves as a central hub for both governmental administration and public services in the region. The County's statutorily mandated responsibilities include real and personal property appraisal, approval and implementation of property tax exemptions, and property tax billing and collection.

The County currently uses an in-house developed CAMA and Property Tax System (called Property Tax System (PTS)) to support property assessments, valuation, and the administration of property taxes for over 67,000 parcels. This system was originally developed in the late 1990's in the Plex development language on the iSeries platform. Over time, this older technology has become increasingly outdated and inflexible.

The County is seeking to replace this system with a modern off-the-shelf CAMA and Property Tax System to support the Assessor, Auditor, Treasurer, Commissioners and IT departments to manage the CAMA and Property Tax functions at the County. The goal is to have a configurable system that will support these functions and ongoing legislative changes at the County.

### **INSTRUCTIONS TO PROPOSERS**

#### **I. RFP GENERAL INSTRUCTIONS**

A. Interested parties may obtain the RFP 2601 CAMA and Property Tax System Request for Proposals package free of charge from the Bonneville County website at <https://www.bonnevillecountyidaho.gov/rfp/2601>.

B. Submit sealed proposals to Bonneville County Procurement, Attn Brian Powell, 605 N Capital Ave, Idaho Falls, Idaho 83402, no later than 4:00 p.m. local time on May 13, 2026. Proposals may be submitted by mail or hand delivery. Electronic submission, facsimile, and email submissions will not be accepted.

All proposals received by the deadline will be publicly opened and the names of participating proposers read aloud on May 14, 2026, at or about 10:00 a.m. local time in the Board of Bonneville County Commissioners Conference Room, located on the first floor of the County Courthouse, 605 N Capital Ave, Idaho Falls, Idaho 83402. The Board's opening of the proposals may also be viewed via livestream at:  
<https://www.youtube.com/@BonnevilleCountyCommissioners>.

## **II. QUESTIONS AND ADDITIONAL INFORMATION**

A. Neither the County nor any County representative will give verbal answers to any inquiries regarding the meaning of RFP 2601 or provide verbal instructions prior to the submission of proposals.

B. Any explanation of RFP 2601, or requests for exceptions to same, must be submitted to Bonneville County in writing by email to [bpowell@bonnevillecountyidaho.gov](mailto:bpowell@bonnevillecountyidaho.gov). If explanations or exceptions to the requirements are deemed necessary, a reply will be made in the form of an addendum, a copy of which will be made available on the Bonneville County website at <https://www.bonnevillecountyidaho.gov/rfp/2601>. All questions and requests must be received no later than April 20, 2026, at 4:00 p.m. local time. An addendum will be issued on or about April 27, 2026. Any written objection to the solicitation specifications or procedures must be received no later than 4:00 p.m. local time on May 8, 2026.

C. All addenda issued to proposers, prior to date of receipt of proposals, shall become a part of this RFP 2601, and all proposals are to include the information described in all addenda issued. Each proposal submitted must specifically list all addenda issued.

## **III. PROPOSAL SUBMISSION**

A. Please see Proposal Submission Instructions, Exhibit D, for instructions regarding the submission of sealed proposals. The Proposal Response Cover Sheet must be signed by a company representative authorized to submit a proposal. The Cost Proposal document and all other required proposal materials must be enclosed with the sealed proposal at the time of submission. Failure to submit all required documents with the sealed proposal will render the Proposal non-responsive. Proposers are advised to allow ample time for mail or delivery service processing to ensure timely receipt.

B. Submit all required information as outlined in the Proposal Content & Evaluation Criteria section.

C. Submit sealed proposals to Bonneville County Procurement, Attn Kyle Kampfen, 605 N Capital Ave, Idaho Falls, Idaho 83402, no later than 4:00 p.m. local time on May 13, 2026. Proposals may be submitted by mail or hand delivery. Electronic submission, online upload, facsimile, or email submissions will not be accepted. Proposals received after the due date and time will be deemed non-responsive and will not be considered.

D. Proposals received in compliance with RFP 2601 will be publicly opened and the names of participating proposers read aloud on May 14, 2026 at or about 10:00 a.m. local time in the Board of Bonneville County Commissioners Conference Room, located on the first floor of the County Courthouse, 605 N Capital Ave, Idaho Falls, Idaho 83402. The Board's opening of the proposals may also be viewed via livestream at: <https://www.youtube.com/@BonnevilleCountyCommissioners>.

E. Before submission to Bonneville County, all proposal forms must be properly completed and signed in ink or contain an electronic signature as defined in Section 28-50-102, Idaho Code. The completed forms shall be without interlineations, alterations, additions, or erasures. If a proposer takes exception to the proposal forms or the contents thereof, those exceptions must be made to Bonneville County in writing, in accordance with section II. herein. Proposers are responsible for ensuring that all figures are accurate.

F. Proposers shall:

1. Carefully examine: Instructions to Proposers, Proposal Forms, Proposal Submission Instructions, Scope of Work, all Exhibits and attachments, and any addenda issued subsequent thereto;
2. Include in the proposed costs all costs and expenses needed to cover each phase of the project contemplated by the RFP 2601 documents; and
3. Provide full responses to all Proposal Content Requirements as detailed below.

G. The proposer awarded the agreement will not be allowed any extra compensation by reason of any matter or thing concerning which such proposer might have been fully informed prior to submitting a proposal.

#### **IV. PREPARATION OF PROPOSAL**

A. Proposers are responsible for reading RFP 2601 and complying with the instructions contained in the RFP. Failure to follow the instructions may result in the proposal being non-responsive.

B. Cost of developing proposal. All costs related to the preparation of the proposal and any related activities are the sole responsibility of the proposer. The County assumes no liability for any costs incurred by proposers throughout the entire submittal/selection process.

## **V. PROPOSAL INFORMATION**

**A. Equal Opportunity.** The County makes every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same information.

**B. Insurance Requirements.** Proposers shall review the required insurance coverage and notice of policy cancellation requirements. Insurance requirements are provided in Exhibit C. The selected proposer will be required to provide insurance certificates and endorsements meeting all requirements at the time of notification of conditional award.

**C. Taxes.** Proposers shall include in their proposals all applicable taxes which are levied by federal, state, or municipal governments upon the goods/services, and the successful proposer shall pay all such taxes and must be able to show evidence of such payment.

**D. Rejection of Proposals.** The Board of Bonneville County Commissioners reserves the right to reject any or all proposals received. Furthermore, the Board shall have the right to waive any informality or technical defect in proposals received, when in the best interest of the County.

**E. No proposal shall be accepted from, or agreement awarded to, any person, firm, or corporation that is in arrears to the County upon a debt or agreement or that is in default, as surety or otherwise, upon any obligation to the County.**

## **VI. QUALIFICATIONS OF PROPOSERS**

**A. Proposers shall be responsible for complying with all applicable provisions of the Idaho Code as it relates to submittals of this project or provision of the services prior to the execution of any agreement with County.**

**B. Proposers, prior to the execution of any agreement with County, shall be licensed to do business in the State of Idaho. If unsure if your company is licensed in Idaho, please refer to the Idaho Secretary of State.**

## **VII. CONFIDENTIALITY**

Data contained in the Proposal and all documentation provided therein becomes property of the County and the data becomes public information. If the proposer wishes to have any confidential or proprietary information withheld from the public, such information must fall within the definition of "trade secret" contained within the Idaho Public Records Act, Idaho Code § 74-101 et seq. All "trade secret" information a Proposer wishes the County to withhold must be clearly marked "Trade Secret," with each page of such information being clearly marked. Failure to mark such information as "Trade Secret" shall deem such information open to public inspection. Should Bonneville County be challenged in court by a third party for a decision to withhold or redact information so identified by Proposer, Proposer agrees, by submitting its

Proposal, to indemnify, defend, and hold harmless Bonneville County for any judgments, attorney fees, and/or court costs associated with asserting the documents contain “trade secret” information. Proposer agrees and acknowledges that the Proposal Response Cover Sheet and Cost Proposal document (BT-25TX) are disclosable public records. Bonneville County reserves the right to make an independent discretionary decision whether or not the documents marked as “Trade Secret” qualify as such pursuant to the Idaho Public Records.

All documents not marked as “Trade Secret” are subject to release in compliance with the Idaho Public Records Act.

## **VIII. PROCESS OF REVIEW AND AWARD**

**A.** After the proposals are opened, Bonneville County will review the proposals for compliance with the RFP 2601 Instructions.

**B.** All proposals that meet the administrative requirements listed in RFP 2601 will be evaluated by the Evaluation Committee (“Committee”). The Committee will be comprised of representatives from departments or offices within the County. The County may use one or more subject matter experts to assist the Committee in the evaluation process.

**C.** Following the evaluation process, the Committee will rank the proposals using the established Evaluation Criteria listed in the Proposal Content and Evaluation section of this RFP 2601. A ranked list of proposals and a written recommendation will be made to the Board. Proposers will be supplied with a copy of the recommendation on or about May 19, 2026.

**D.** Any proposer's protest of the recommendation must be in writing and received by Bonneville County at [kkampfen@bonnevillecountyidaho.gov](mailto:kkampfen@bonnevillecountyidaho.gov) no later than 4:00 p.m. local time on May 26, 2026.

**E.** The Board will consider the proposals for potential award on May 29, 2026 at or about 9:00 a.m. local time in the Commission Hearing Room, located on the first floor of the Bonneville County Courthouse, 605 N Capital Ave, Idaho Falls, Idaho 83402. The award meeting may also be viewed via livestream at: <https://www.youtube.com/@BonnevilleCountyCommissioners>.

**F.** The selected Proposer shall be required to enter into a written contract, which shall include the terms set forth in Exhibit B. Proposers are advised to read the required contract terms carefully. If Proposers have any questions about the required provisions or have requests for exception to such provisions, those questions and requests must be made in accordance with section II. herein, or they will be deemed waived.

## PROPOSAL CONTENT & EVALUATION CRITERIA

Proposals to this RFP 2601 must be organized as outlined below. Proposals not organized as outlined below, not containing the information specified, or not containing sufficient detail or including unnecessary marketing materials, will receive a lower rating when evaluated. The proposal must address the following areas at a minimum:

### I. PROPOSAL CONTENT

**A. Proposal Response Cover Sheet.** This is to be the first document of the proposal. It must include the legal name of the proposer, the name of a contact person and title, and contact information. All addenda issued shall be acknowledged by checking the box of the addenda number and inserting the date it was issued. It must be signed by a person authorized to submit a proposal in response to this RFP 2601.

**B. Subcontractors.** Identify any and all outside vendors to be used by proposer to provide the software and implementation services identified in the proposal.

**C. Letter of Introduction.** Please provide a letter of introduction as the second document of the proposal. Briefly introduce your company, provide the location of the office that will be primarily responsible for the work, and identify the contact person in your organization for correspondence with County. Also, include email and telephone numbers for the contact person. Provide the name of the person legally authorized to sign an agreement for your company.

**D. Company History.** Provide a brief history of your company. Include the number of offices, location, total number of employees, and type of software and services that your company provides. Also provide the number of employees that work in the office that will service this contract, broken down into project management, functional, technical, support, and other. If applicable, please provide information regarding any arbitration and/or litigation in which your firm is currently involved, as well as the dates and resolution of any reorganization or bankruptcy for which you or your company have filed within the past five (5) years.

**E. Unique Qualifications.** Please present information concerning your company and software's unique qualifications for performing the services required in RFP 2601. Identify any key differentiators of your software or staff that differentiate your system from your competitors for the software required by this RFP.

**F. Experience with Comparable Projects and References.** Please provide at a minimum three (3) client references (including names, titles, telephone numbers and e-mail addresses) for similar software and services as required in this RFP 2601, that your company has provided in the last five (5) years. Include a summary of the CAMA and Property Tax software implemented and services provided for these client references. By providing such references you agree that neither the County, nor the clients referenced, shall have any liability regarding the provision of such references or the County's use of such references in making selections under this RFP 2601. Please see

Section VII. regarding the submission of confidential or proprietary information with respect to information provided about references.

**G. Key Personnel.** Provide a list of key personnel who will be involved in the implementation of the software. List only those that are likely to actually perform the implementation and/or support services for the software. Provide curriculum vitae for each that details their education, experience, and special expertise. Also include the company name and key team members of any subcontractors you anticipate using for this Project.

**H. Proposed Approach to Project.** Please explain your company's overall approach to implementing the software at the County according to the requirements identified in the Scope of Work attached as Exhibit A and the coordination of activities necessary to provide the products/services as required in this RFP 2601.

**I. Additional Information.** Please provide any other information you believe is applicable to the evaluation of the proposal or your qualifications for providing the proposed software and implementation services, including any aspects of your services that may distinguish your firm from others.

**J.** Affirm that your company is willing to enter into an agreement with Bonneville County and can agree to the necessary contract terms.

**K.** If your company is unable to provide details on any item, please state the reason.

## **II. PROPOSAL EVALUATION CRITERIA AND PROCESS**

**A. The Evaluation Committee will review all written proposals.** The review process may involve requesting clarification of portions of the proposal, and/or a request for additional business financial records. From that review process, the Committee will rank the proposals in an order representing the Committee's evaluation of the proposer's ability to provide the software and services required in this RFP, using the established Evaluation Criteria listed below. A list of ranked proposals shall be submitted to the Board for approval and adoption.

**B. The Board reserves the right to accept or reject any or all proposals.**

**C. Evaluation Criteria.** The following criteria will be used to evaluate and rank all proposals. Evaluation scoring will be based on a 100-point system as described below.

1. Compliance with the RFP Proposal Requirements. Ten (10) points possible.
2. Requirements and implementation approach for the Project. Forty (40) points possible.
3. Experience in providing the CAMA and Property Tax software and services required, particularly with county governmental entities, and references for the software and the quality of service provided for similar counties as required in RFP 2601. Thirty (30) points possible.
4. Anticipated Costs for the project. Twenty (20) points possible.

**Evaluation Criteria****Rating    Weight    Score**

1	Compliance with RFP Requirements 10%		2	
2	Approach to Project 40%		8	
3	Experience and References 30%		6	
4	Cost 20%		4	

(Rating x Weight) = Score (100 total points maximum)

**Rating Points:**

5-Excellent

4-Good

3-Meets Minimum Expectations

2-Unsatisfactory

1-Poor

No Information Provided

D. Demonstrations and Site Visits. (Optional by the County and worth 100 points.) If deemed helpful, the Committee may request Proposers to give a demonstration of their system and answer questions. The Committee is not required to hold demonstrations. In the event demonstrations are held, it is anticipated that no more than the top three (3) ranked proposers from the initial evaluation will be invited to demonstrate their services during the time period of May 15, 2026 through May 22, 2026, in person at the Bonneville County Courthouse. Proposers will be ranked on the quality of the demonstration up to a maximum of 50 additional points. The County may follow up with site visits and concurrently conduct evaluations based on live interactive demonstrations for further evaluation of the proposed system during that same period and, if needed, in the days immediately following. If utilized by the County, site visits will also be worth a maximum of 50 additional points.

**E. Best and Final Offer (BAFO).** Bonneville County may, in its sole discretion, request Best and Final Offers (BAFOs) from the top 1-3 Proposers whose proposals are determined to be in the competitive range after demonstrations. A BAFO provides Proposers an opportunity to clarify, modify, or improve their proposal in order to ensure the County receives the best overall value in the selection of a CAMA and Property Tax System.

## 1. BAFO Process:

The County will notify Proposers in writing if they are invited to submit a BAFO. The County will establish a firm submission deadline. BAFOs received after the deadline will not be considered. Proposers must clearly identify all revisions to their original proposal. If a Proposer does not submit a BAFO, the County will evaluate the most recent version of its proposal on record.

## 2. Limitations:

- Proposers may not introduce entirely new systems, platforms, or major solution components that were not part of their initial proposal, unless specifically requested by the County.
- Only clarifications, enhancements, and pricing adjustments related to the initial proposal may be included.

## 3. Finality:

- A BAFO will be considered the Proposer's final submission. No further revisions will be permitted after the BAFO deadline unless requested by the County.
- The County reserves the right to award based on initial proposals without requesting BAFOs.

## 4. County Reservations:

- The County reserves the right to accept or reject any BAFO in whole or in part;
- Request additional clarification or presentations during BAFO review; and
- Negotiate final contract terms after BAFO submission if deemed in the County's best interest.

## **F. Evaluation Criteria and BAFO Consideration.**

The County's evaluation will be based on the criteria published in this RFP, including but not limited to system functionality, implementation approach, vendor qualifications, references, and the Cost Proposal.

1. If BAFOs are requested, the evaluation team will re-score only the sections of the proposals that were revised or clarified in the BAFO submission. Original proposal scores will remain in place for sections that are not revised. BAFO submissions may impact the overall ranking of Proposers. The County may use BAFO pricing to determine final cost evaluation and best value analysis.

2. Should the County, in its sole discretion, determine to make an award at the conclusion of the entire evaluation process, it will award to the Proposer whose final proposal, inclusive of any BAFO, is ranked number one and best meets the requirements of this RFP.

# First Document in Proposal Packet

## PROPOSAL RESPONSE COVER SHEET

RFP 2601

### CAMA and Property Tax System

Name of Proposer:

Address:

Contact Name:

Email:

Phone number(s):

#### **TO: THE BOARD OF COMMISSIONERS OF BONNEVILLE COUNTY**

1. **Scope of Work.** The undersigned, having familiarized itself with the cost of the work, and with all criteria included within or referenced by RFP 2601 CAMA and Property Tax System, including the Instructions to Proposers, Proposal Response Cover Sheet, and any addenda and exhibits issued and attached thereto ("RFP 2601"), on file in the office of Bonneville County Procurement located at 605 N Capital Ave, Idaho Falls, Idaho 83402, does hereby propose to provide software and perform everything required to be performed, and furnish all the labor, materials, equipment, coordination, testing, all necessary tools, expendable equipment, and all utility and transportation services necessary to provide or perform, in a professional manner, the products and services required by RFP 2601, for the amount(s) provided in the written Cost Proposal enclosed with this sealed proposal submission.

2. **Addenda.** Proposer hereby expressly acknowledges receipt of the following addendum (addenda) to the Agreement Documents:

# 1 Dated \_\_\_\_\_

# 2 Dated \_\_\_\_\_

#3 Dated \_\_\_\_\_

3. **Right to Reject Proposals.** In submitting this proposal, it is understood that the right is reserved by Bonneville County to reject any and all proposals, including any and all options.

**4. Compliance with Instructions to Proposers.** Proposer has read and understands the Instructions to Proposers and agrees that the proposal complies with the Instructions.

**5. Certification and Signature.** This response to **RFP 2601 CAMA and Property Tax System** is submitted in accordance with all documents and provisions of RFP 2601. By my signature, I accept and agree to the terms, conditions and requirements contained in this solicitation, including but not limited to, the stated contract requirements and solicitation instructions. As the undersigned, I certify I am authorized to sign and submit this proposal. I further acknowledge I am responsible for reviewing and acknowledging any addenda that have been issued in connection with RFP 2601.

The selected proposer may be requested to provide appropriate documentation that demonstrates the signatory to any agreement with County has authorization to bind the selected proposer.

Before submission to Bonneville County, the proposal form must be properly completed and signed in ink or contain an electronic signature as defined in Section 28-50-102, Idaho Code.

**Date**

**Signature**

**Printed Name**

**Title**

**Email**

**Phone**

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **I. OVERVIEW:**

Bonneville County currently uses Trimble's Landfolio for parcel processing and information transfer. Parcel data is then manually entered into two separate systems: Harris ProVal, which serves as the County's Computer-Assisted Mass Appraisal (CAMA) solution, and Aumentum, which serves as the County's Property Tax System. Together, these systems support property assessment, valuation, and the administration of property taxes for more than 67,000 parcels.

Bonneville County began using ProVal in 2006 and Aumentum in 2007 as part of a pilot program with the Idaho State Tax Commission. As an early adopter, Bonneville County helped establish the foundation for other Idaho counties to implement these platforms. The State Tax Commission provided these systems and related support at a reduced cost, making them more feasible for county use while also improving the efficiency of information flow to the State. Over time, this arrangement evolved into a dual-management structure in which Bonneville County IT hosts the servers and underlying data, while the State Tax Commission maintains the database structure, schema, reports, and administrative access.

As the systems have aged, the underlying technology has become increasingly stagnant and has not kept pace with current software standards. Limited updates and minimal new development have reduced flexibility and made long-term maintenance more difficult. Bonneville County IT has faced increasing challenges in maintaining secure and reliable on-premises infrastructure to support these older platforms. The County has also experienced limitations in granting appropriate data access to other departments and in adapting the system to meet changing business and legislative requirements, particularly when new tax laws require significant programming changes.

In addition, the County's current environment presents workflow and integration challenges. The transfer of parcel-processing information between Landfolio, ProVal, Aumentum, and GIS products is not seamless and requires significant manual effort. The dual-management structure has also created uncertainty regarding schema rules and data relationships, making it more difficult to consistently identify, validate, and publish accurate information from ProVal and Aumentum into public-facing GIS tables and reports.

Landfolio and Aumentum, including ProVal data updates flowing into Aumentum, are used by multiple Bonneville County departments, including the Assessor, Auditor, Accounting, Treasurer, GIS, Weeds, Road and Bridge, Elections, Commissioners, and IT. These systems support core CAMA and property tax functions across the organization. In addition to the primary applications, the County relies on multiple Excel spreadsheets to manage complex calculations, parcel production details, and reconciliations necessary to ensure the accuracy of the property tax roll. Paper forms and other manual documents are also used to facilitate information flow between systems and to support field records for appraisal staff.

## **II. PURPOSE:**

The purpose of this RFP is to identify and procure a modern, robust, and efficient CAMA and Property Tax solution that will enhance accuracy, streamline workflows, continue public transparency, and ensure ongoing regulatory compliance for Bonneville County's assessment and taxation functions. The new system should have the following general characteristics:

- Utilize modern technology – preferably a solution deployed in a Cloud environment.
- Be in legislative compliance with State of Idaho and Bonneville County specific tax laws and regulations. (System must be capable of modification as new legislation is passed.)
- Facilitate integrations with supporting systems such as ESRI (GIS), Tyler Land/Office Records (Land Management), Tyler Munis (ERP) and other systems as outlined in the Key Requirements.
- Employ robust system security functionality.
- Provide mobile access.
- Make use of improved electronic workflow processes.
- Provide enhanced self-service reporting capability.

**III. REQUIRED DELIVERABLES:**

**Exhibit A-1** – Key Requirements is provided in Word format. This document must be filled out and returned as part of your submission and includes the key requirements that will be used to evaluate the proposals and may be incorporated into the signed contract.

A ranking has been provided for each item indicating the importance to the County. Rankings include **R for Required, I for Important, N for Nice to Have, or E for Explore**. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Proposers must **provide a rating and a comment for every item**. The comment should include a **brief explanation** of how the item is supported. Do not provide hyperlinks within the document. Do not reference another line item for your answer. **Do not provide an answer that is longer than four (4) sentences**. All items must be addressed within the box provided. **Do not modify the format, font, numbering, etc. of this section or insert page breaks**. If a submitted RFP includes blank responses the document may be considered incomplete and rejected. **This document must be submitted in both Word and PDF format**. Use the following rating system:

Y	Fully supported by the current release of the software.
3P	Supported with third party software (software not directly owned or controlled by the proposer submitting the proposal).
C	Customization is required to meet the requirement (changes to the underlying code must be made, a report must be specifically developed, tables must be created or modified, etc.).
F	Future functionality on the product roadmap and supported in the next release of the software (or releases) within the next 1 – 2 years.
N	Not supported.

**Sample Response Format:** Please use the format below when completing your response.

	<b>General Requirement</b>	<b>Response</b>
<b>R</b>	1. Audit trail with user, date, and time stamp throughout all modules	<b>Y-</b> System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history.