

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Revision to Contract with McCormick Solutions

DATE: September 13, 2023

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION: (see below)

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

PRESENTED BY: Tim Sims

COMMISSION ACTION REQUESTED ON: September 18, 2023

PURPOSE: To obtain approval for a revision to an existing contract with McCormick Solutions to secure their additional services in providing technical support and training to the staff of the 'Tax Assessors' Office for the implementation and use of new WINGAP Computer Assisted Mass Appraisal (CAMA) software as well as providing third party supervision of the data transfer and setup.

BACKGROUND / HISTORY: At their June 26, 2023 meeting, the Board of Assessors recommended that the Board of Commissioners approve entering into a contract with McCormick Solutions. The Board of Commissioners approved the initial contract at their July 17, 2023 meeting. This proposed revision to the contract with McCormick Solutions is to secure their additional services in providing technical support and training to the staff of the 'Tax Assessors' Office for the implementation and use of new WINGAP Computer Assisted Mass Appraisal (CAMA) software as well as providing third party supervision of the data transfer and setup. The additional cost for McCormick Solutions to provide these services will be \$50,000. There will be no impact on the budget as the needed funds are already available in the 'Tax Assessors' Office's existing budget.

FACTS AND ISSUES:

- At their June 26, 2023 meeting, the Board of Assessors approved recommending the initial contract with McCormick Solutions to the Board of Commissioners.
 - The Board of Commissioners approved the initial contract with McCormick Solutions at their July 17, 2023 meeting.
 - This proposed revision to the contract with McCormick Solutions is to secure their additional services in providing technical support and training to the staff of the 'Tax Assessors' Office for the implementation and use of new WINGAP Computer Assisted Mass Appraisal (CAMA) software as well as providing third party supervision of the data transfer and setup.
 - The additional cost for McCormick Solutions to provide these new services is \$50,000.
 - There will be no impact on the budget as the needed funds are already available in the 'Tax Assessors' Office existing budget.
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OPTIONS:

- 1) Approve revisions to contract with McCormick Solutions
 - 2) Deny revision to contract with McCormick Solutions
 - 3) Commission defined alternative.
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RECOMMENDED SAMPLE MOTION: “I motion to approve the revision to the contract with McCormick solutions for the additional services of providing oversight of the WINGAP CAMA software conversion for use by the Habersham County Tax Assessors Office.”

DEPARTMENT: Finance

Prepared by: Tim Sims

Director: _____

**ADMINISTRATIVE
COMMENTS:**_____

_____ **DATE:** _____

County Manager

Contract for Services

County of Habersham

State of Georgia

THIS CONTRACT AND AGREEMENT is made and entered into this ____ day of _____ 2023, by and between Habersham County, Georgia, a political subdivision of the State of Georgia, acting by and through its Board of County Commissioners (herein, the “County”) and McCormick Solutions a division of LMC Inc, (herein the “Company”) for the purposes of providing services in the oversight of a computer software WinGAP conversion for use by the Habersham County, Tax Assessors’ (“Assessors”) office, provide certain services in connection with values for commercial and industrial properties and the review of real property in Habersham County, Georgia.

Scope of Service Part One Conversion

Habersham County has elected to upgrade the County’s CAMA system to WINGAP. The GAP GROUP team will be in charge of transferring data and initial training for the CAMA system. LMC Inc. dba McCormick Solutions will provide technical support oversight, third party observations regarding data transfer and setup, ongoing training to the office for the implementation and use of WINGAP and play the part of the middleman serving to look out for the County’s interests as we move forward with the transition.

McCormick solutions will help guide the Assessors’ office through dual setup and use of both CAMA systems providing offsite and onsite solutions to problems that will arise with switching databases. We will also serve the County as professional representatives in regard to the conversion and dealing with technical and methodology concerns of the transition.

GAP GROUP will be responsible for data conversion, hardware and software setup and any training that initially comes with the conversion. McCormick solutions will serve as a mediator during this process and provide continued training for Commercial Schedule Modules, Residential Schedule Modules, Rural Land Module, Urban Land Module, Accessory Schedule Module and any other training necessary for the staff to move forward with the new CAMA system.

The company would need remote access to the CAMA system, by VPN or whatever means necessary. The Company would need adequate office space.

Cost \$50,000

Scope of Services Part 2 for 2025 digest after conversion to WinGAP Commercial and Industrial revaluation

Industrial & Commercial

New schedules and tables will be established and entered in WinGAP

- Physical field review of all commercial and industrial properties. field reviews will consist of building classification, grading, observed condition, depreciation and measuring newly discovered additions or improvements
- A photo of all the improvements will be taken.
- Tables and schedules will be in place to establish fair market value when properly applied.
- Office staff will be trained to use the new tables and schedules and to properly enter the data in the new CAMA system WinGAP
- This will take place for the 2025 digest year and based on the County converting from Bi Tech to WinGAP

Cost \$75,000

Scope of Services Part 3 for 2025 digest after conversion to WinGAP; Reviews and new construction, for 2027 digest new residential schedules, new rural land schedules, new urban schedules

Field reviews and new construction

- Field reviews will consist of grading, depreciating and a front photo of the residential improvement and major accessory buildings. **Cost \$17.50** Field review of residential, complete measuring, grade depreciation, new photos front and back. **Cost \$35.00**
- New construction will consist of measuring, grading, classifying, and taking front and back photos of the improvement. **Commercial and Industrial \$100.00, Residential \$50.00**
- Data Entry could be provided for **\$3** per parcel for changes and new construction.
- New Residential schedules for 2027 **\$50,000**
- New accessory schedules **\$3,000**
- Urban land schedules **\$75,000**
- Rural land schedule **\$50,000**

Termination in General: The County or the Company may terminate this contract with a 30-day written notice to the respective party.

Invoices: Invoices will be billed on a monthly basis and approved by the County Finance Director.. A 15% retainer fee will be applied to each invoice. The retainer will be due at the approval of values by the Board of Assessors. Invoices are net 10 days; after 30 days 1½ percent interest will be added to all late payments.

Terry McCormick
McCormick Solutions, Chief Executive Officer

Ty Akins - Chairman
Habersham County Board of Commissioners

Conflict of Interest & Authorized Signature:

I, Terry McCormick, as Chief Financial Officer of McCormick Solutions, do state that there are no circumstances that create conflict of interest in performing the services of this contract.

I also state that I am authorized to submit this proposal for McCormick Solutions.

Terry McCormick
McCormick Solutions, Chief Executive Officer

Ty Akins - Chairman
Habersham County Board of Commissioners