

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Tax Assessor's Bi-Tek Data Conversion for WinGAP Software

DATE: October 16, 2023

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

~~ANNUAL-~~

☐ **OTHER**

~~CAPITAL-~~

PRESENTED BY: Tracy Williamson

COMMISSION ACTION REQUESTED ON: October 16, 2023

PURPOSE: To seek Commission approval to enter into an agreement with K&G Consulting Services, LLC for the conversion of the Tax Assessor's existing Bi-Tek appraisal data to the WinGAP Computer Assisted Mass Appraisal (CAMA) format. Once data has been converted, the data will be migrated over to the new WinGAP software solution.

BACKGROUND / HISTORY: The Habersham County Tax Assessor's Office has been using the Bi-Tek appraisal solution for Habersham County property appraisals since 1998. Due to recommendations made by the Department of Revenue in a Peer Review of the Tax Assessor's Office, the Board of Assessors have determined that a new software appraisal system was needed to improve overall operations and processes in the Assessor's office. WinGAP CAMA is a suitable replacement for the current Bi-Tek system. WinGAP is currently in use in 145+ of the 159 counties in Georgia. It is a cooperative effort of the Georgia Department of Revenue and GAP Group Inc., a non-profit organization, with a board comprised of representatives from member counties.

The total cost to convert and migrate two years (2024 & 2023) of tax appraisal data will be \$25,000. Conversion of appraisal data for years prior to 2023 will be \$2500 for each year. The Tax Assessor's Office would like to have 12 years of historical data converted and migrated into the new system. Total cost of the conversion for the additional 12 years will be \$30,000. This brings the total cost of the data conversion and migration costs to \$55,000.

Additional items not covered in the K&G Consulting proposal but are a part of this solution include the following:

- New WinGAP Server Licenses. The total cost of licenses is \$3753.00.
- WinGAP annual dues for support and maintenance will be \$3500 per year beginning in May/June 2024.
- JustAppraised integration with WinGAP will be a one-time cost of \$2000.
- McCormick Solutions contractual agreement to provide technical support and training to the staff for the implementation and use of new WinGAP CAMA software as well as providing third party supervision of the data transfer and setup. This support and oversight costs from this vendor is \$50,000. (Already approved at the September 18, 2023 Commission Meeting)

The total cost of this solution, including items not covered in the K&G Consulting Proposal will be \$110,753 plus the annual dues of \$3500 becoming due in May or June 2024.

FACTS AND ISSUES: The Tax Assessor's existing Bi-Tek tax appraisal data will have to be converted into a format that is compatible with the new WinGAP software solution they plan to implement. This proposal includes the following scope of work:

- Convert 2 years (2024 & 2023) of existing BI-Tek appraisal data to the current WinGAP CAMA format. Data shall include the following:
 - Ownership
 - Appraisal information for all real property, personal property and manufactured homes
 - Sketches for residential and commercial/industrial improvements
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- Sales information
 - Other data associated with BI-Tek that is currently captured in WinGAP, i.e., permits, timber sales, business licenses, etc.
 - Schedule lists such as exterior wall types, heating, foundation, commercial use descriptions, accessory descriptions and codes, etc.
 - Schedule unit values may not convert due to difference in pricing methodology
 - Existing electronic documents that are tied to property items and are in a format that can be utilized within WinGAP. (Word Docs, Jpg images, PDF, TIFF file formats)
 - Data shall be loaded into SQL Server tables on the county system and function with the WinGAP CAMA system.
 - Conversion shall be final within 2 months after the deadline for the Habersham County 2024 appeals.
 - Vendor shall work with the staff of the County's Tax Assessors Office and IT Department, Department of Revenue Technical Support Agents and BI-Tek personnel. Any 3rd party communications must go through one of the departments/agencies listed above.
 - An additional item not covered under this proposal is the user license for the WinGAP annual dues. The County has selected the Tier 1 option for \$3,500.00 per year. GAP Group, Inc will submit an invoice in May/June each year for the annual user licenses update. The first invoice will be delivered in May/June, 2024 and will cover the 2025 Digest season.
 - The Bi-Tek software is currently integrated with JustAppraised. This workflow software streamlines the change of ownership process. The proposed implementation fee for WinGAP integration is \$2000.
 - After the 2024 appeal period is complete, the final conversion will take place with the 2024 data. This should be in June/July of 2024.
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OPTIONS:

- 1) Approve recommendation to sign agreement with K&G Consulting Services for data conversion and migration services of the Tax Assessor's appraisal data in the amount of \$55,000.
 - 2) Deny recommendation to sign agreement with K&G Consulting Services for data conversion and migration services of the Tax Assessor's appraisal data in the amount of \$55,000.
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION:

I motion to approve the proposal with K&G Consulting Services in the amount of \$55,000 for the conversion of the Bi-Tek appraisal data to the WinGAP data format for the Habersham County Tax Assessor's Office.

DEPARTMENT:

Prepared by: Tracy Williamson, IT Director

ADMINISTRATIVE COMMENTS:

_____ **DATE:** _____

County Manager



CONVERSION OF BI-TEK DATA TO WINGAP FORMAT IN HABERSHAM COUNTY, GA

Gregg Reese

President, K&G Consulting Services, LLC

K&G Consulting Services, LLC, respectfully, submits the following proposal for the conversion of the BI-Tek appraisal data to the WinGAP CAMA format in Habersham County, Georgia.

This proposal is dated Sept 25, 2023 and is valid for a period of 1 (one) year.

The cost submitted for this request covers the following items:

- Convert 2 years (2024 & 2023) of existing BI-Tek appraisal data to the current WinGAP CAMA format
 - Data shall include the following:
 - Ownership
 - Appraisal information for all real property, personal property and manufactured homes
 - Sketches for residential and commercial/industrial improvements
 - Sales information
 - Other data associated with BI-Tek that is currently captured in WinGAP, i.e., permits, timber sales, business licenses, etc.
 - Schedule lists such as exterior wall types, heating, foundation, commercial use descriptions, accessory descriptions and codes, etc.
 - Schedule unit values may not convert due to difference in pricing methodology
- Existing electronic documents that are tied to property items and are in a format that can be utilized within WinGAP
 - Word Docs
 - Jpeg images
 - PDF
 - TIFF
- Data shall be loaded into SQL Server tables on the county system and function with the WinGAP CAMA system
- Conversion preparation shall begin with the approval of the proposal and delivering of the BI-Tek data
- Conversion shall be final within 2 months after the deadline for the Habersham County 2024 appeals.
- Vendor shall work with the staff of the County's Tax Assessors Office and IT Department, Department of Revenue Technical Support Agents and BI-Tek personnel. Any 3rd party communications must go through one of the departments/agencies listed above.

County Responsibilities:

The following shall be provided by the County:

- BI-Tek data in a format that is compatible with SQL Server. Preferred format is a SQL Server .BAK file
 - Schema documentation is desired
- Server, workstations, OS for both & SQL Server compatible with WinGAP
- Remote connection access to the WinGAP system. TeamViewer, LogMeIn (GoTo) and VPN are all acceptable options. Other options will be evaluated and considered as presented. Connection should be available on a 7-day/24-hour basis.
- County shall review converted data and submitted error reports to K&G Consulting, LLC
 - Delays in responding to new data deliveries may impact delivery date

Other

An additional item not covered under this proposal is the user license for the WinGAP annual dues. The County has selected the Tier 1 option for \$3,500.00 per year. GAP Group, Inc will submit an invoice in May/June each year for the annual user licenses update. The first invoice will be delivered in May/June, 2024 and will cover the 2025 Digest season.

The JustAppraised license is not covered under this proposal. JustAppraised is a third-party vendor which the county contracts with outside of WinGAP. The services that JustAppraised offers are handled within WinGAP. The setup for the JustAppraised services within WinGAP is generally covered by JustAppraised.

Conversion Timeline:

Initial data conversion will begin after county provides backup of BI-Tek data. The data should come from the 2023 dataset. Also, WinGAP will be setup on the county system as soon as K&G is informed that the required components are installed and the Habersham IT department is ready for the installation.

WinGAP data will begin to be delivered initially in an Excel format for easy review. Later, the converted data will be imported into the WinGAP database for review by the County.

The process will continue until the data conversion with the initial data set is completed and the County is satisfied with the results.

After the 2024 appeal period is complete, the final conversion will take place with the 2024 data. This should be in June/July of 2024.

Cost of Services:

The cost for providing the services listed above:

Conversion & delivery of BI-Tek data	\$25,000.00
Conversion of appraisal data for years prior to 2023	\$2,500.00 for each year

Conflict of Interest & Authorized Signature:

I, Gregg Reese, as President of K&G Consulting Services, LLC 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 K&G Consulting Services, LLC.

Gregg Reese

K&G Consulting Services, LLC, President