



RFQ2023-05

Data Entry and Verifications of Renditions

Issue Date: 11/28/2023

Questions Deadline: 12/10/2023 03:00 PM (CT)

Response Deadline: 12/12/2023 05:00 PM (CT)

Contact Information

Contact: Mrs. Tammy A. Argento Purchasing Manager

Address: Purchasing Dept

2nd Floor

Harris Central Appraisal District

13013 NW Freeway

Houston, TX 77040

Phone: 1 (713) 957-7401

Email: targento@hcad.org

Event Information

Number: RFQ2023-05
Title: Data Entry and Verifications of Renditions
Type: Request For Quotation
Issue Date: 11/28/2023
Question Deadline: 12/10/2023 03:00 PM (CT)
Response Deadline: 12/12/2023 05:00 PM (CT)
Notes: The Harris Central Appraisal District is issuing a formal Request for Data Entry and Verifications of Renditions.

Written or electronic quotations will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas by the stated close date and time of the bid event. If you submit using Ionwave Technology software at <https://hcad.ionwave.net> paper copies are not necessary.

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal. All bid documents, plans, questions, and addendums will be posted in the electronic bidding system.

This request for quotations does not commit the District to enter into any formal or informal depository services arrangement, or to incur any costs related to the preparation of a response. All cost for preparation and submission of quotations is the responsibility of the proposer.

Ship To Information

Contact: Tammy Argento
Address: Purchasing Dept
2nd Floor
Harris Central Appraisal District
13013 NW Freeway
Houston, TX 77040
Phone: 1 (713) 957-7401
Email: targento@hcad.org

Billing Information

Contact: Accounts Payable Team
Address: Accounts Payable
7th Floor
Harris Central Appraisal District
PO Box 920975
Houston, TX 77292-0975
Phone: 1 (713) 957-5211
Email: AccountsPayable@hcad.org

Bid Activities

RFQ Open To Public

RFQ posted on HCAD website.
RFQ issued.

11/28/2023 5:00:00 PM (CT)

Questions Cut-off

No more questions will be answered after cut-off to allow all vendors to prepare their proposals.

12/10/2023 3:00:00 PM (CT)

Bid Attachments

w9.pdf	Download
Please complete and upload this form before submitting your proposal.	
Conflict of Interest.pdf	Download
Please complete and upload this form before submitting your proposal.	
Bidder Application.pdf	Download
This form must be submitted with proposal.	
GC 2270.002 Agreement.pdf	Download
Please upload this form before submitting your proposal.	
BIPD_Outsource_2023_info_pack - general.xls	View Online
Example of information pack for extracting data from forms and delivering in a report.	
BIPD Outsource_2023_info_pack - vehicle.xls	View Online
Example of information pack for extracting data from forms and delivering in a report.	

Requested Attachments

W-9
<i>(Attachment required)</i>
Please download the W-9 form, located on the "Attachments" tab, and upload the completed form here.
Conflict of Interest Questionnaire (CIQ)
<i>(Attachment required)</i>
Please download the Conflict of Interest Questionnaire (CIQ) form, located on the "Attachments" tab, and upload the completed form here.
Bidder Application Form
<i>(Attachment required)</i>
Please download the Bidder Application form, located on the "Attachments" tab, and upload the completed form here.
GC 2270.022
<i>(Attachment required)</i>
Please download the GC 2270.022 form, located on the "Attachments" tab, and upload the completed form here.

Bid Attributes

1	Contract Start Date HCAD is requesting the contract start on January 1, 2024.
2	Contract End Date The term of the contract shall be for a period of three (3) years, consisting of an initial (1) year plus two additional one-year periods, at the discretion of the Board of Directors and renewed fiscal funding. The three-year term will expire on December 31, 2026 if all renewals are fulfilled.

3 Introduction

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes*

I have read and agree.

(Required: Check if applicable)

4 Proposal Requirements

1. Bidders are encouraged to register with HCAD's electronic bidding system. All paper, sealed, bids must be on forms provided in this invitation and must be written in ink on the bid forms.
2. TIME AND DATE: Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 5 pm on the date bids are due; an early postmark will not suffice.
3. WITHDRAWAL OF BID: A bidder may withdraw their proposal before the expiration of the time during which a proposal may be submitted by submitting a written request for its withdrawal to the officer who holds it or by using the electronic system that was initially used to submit the bid.
5. All bids must show the FULL NAME of the firm bidding, with the name typewritten or printed in ink.
7. Bidders having delinquent PROPERTY TAXES will not be considered for award.
8. Bidders are required to submit a properly completed BIDDERS APPLICATION FORM with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as is deemed appropriate.
9. Bidders are required to submit references from past or present customers. You may use a reference that is less than 90 days old.

I have read and agree.

(Required: Check if applicable)

5 Quote Due Date

Any bid received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the bid procedures should be addressed to Tammy Argento, Purchasing Manager at Targento@hcad.org.

I have read and agree.

(Required: Check if applicable)

6 Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The responsive proposals will be assigned a numerical score in each category, not to exceed the maximum allowed score for each category, as determined through the Offeror's attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.
2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request. Proposals deemed non-responsive will be eliminated from further consideration.
3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal. In addition, the District uses weighted criteria with mandatory elements.
4. Responsive proposals will be evaluated on the factors list below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalist. The finalist will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.
5. Local Government Code 252.0435 allows the offeror's safety record to be taken into consideration.
6. Local Government Code 252.043 addresses the items listed below as possible points for scoring.

Bid Evaluation	

Mandatory Criteria (Pass or Fail)	P or F
Deadline for Bid Delivery Was Met	
Bidder's Application	
W-9 Form	
Conflict of Interest Form	
Harris County Taxes are Current	
Weighted Criteria	
Price	50%
Satisfactory past experience with HCAD	10%
Timely delivery of accurate data to HCAD	15%
Extent to which the goods and services meet the District's needs	10%
References	5%
HUB, Nonprofit or Person with Disabilities	5%
Cooperative Member	5%

I have read and agree.
(Required: Check if applicable)

7 Bonds and Payments

1. PAYMENT BOND is required by Government Code GC2252.021 if the bid is more than \$50,000. Required with signed contract.
2. Invoice payments comply with Government Code 2251.021 Subsection (b) which states a payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event. The contractor shall submit to HCAD monthly invoices by the tenth day of the month following that month during which the services were performed for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receipt of an invoice approved by the Purchasing Manager.
3. The Harris Central Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.

I have read and agree.
(Required: Check if applicable)

8 Patents

The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

I have read and agree.
(Required: Check if applicable)

9 Reference Number One

**1
0 Company Name**

(Required: Maximum 1000 characters allowed)

**1
1 Contact Person**

(Required: Maximum 1000 characters allowed)

**1
2 Business Address**

Enter street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

**1
3 Business Phone Number**

(____) ____ - _____ ext: _____
(Required)

**1
4 Email**

(Required: Email address)

1 5	Reference Number Two
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1 6	Company Name <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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1 7	Contact Person <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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1 8	Business Address Enter street address, city, state, zip code <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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1 9	Business Phone Number <table style="width: 100%; border: none;"><tr><td style="border: 1px solid black; padding: 2px;">(____) ____ - _____</td><td style="padding: 0 10px;">ext:</td><td style="border: 1px solid black; width: 100px; height: 20px;"></td></tr></table> <i>(Required)</i>	(____) ____ - _____	ext:	
(____) ____ - _____	ext:			

2 0	Email <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <i>(Required: Email address)</i>
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2 1	Description of Services Performed & Dates of Service <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
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2 2	Conflict of Interest Please check the box to acknowledge the Conflict-of-interest form is attached. <input type="checkbox"/> Yes, the form has been uploaded. <i>(Required: Check if applicable)</i>
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2 3	Bidder Application Please check the box to acknowledge the Bidder Application form is attached. <input type="checkbox"/> Yes <i>(Required: Check if applicable)</i>
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2
4 **W-9**
Please check the box to acknowledge the W-9 form is attached.
 Yes, the W-9 form is attached.
(Required: Check if applicable)

2
5 **Texas Government Code 2270.002**
Please check the box to acknowledge the Texas Government Code 2270.002 is attached.
 Yes, the agreement is attached.
(Required: Check if applicable)

2
6 **SCOPE OF WORK**
I have downloaded and reviewed the examples of data to be delivered.
 Yes, I read the Scope of Work
(Required: Check if applicable)

Bid Lines

1 Package Header

Extract and provide data from Business Personal Property Rendition documents.
Total: \$

Item Notes: The Business Personal Property Rendition has two types of records. The records should be quoted individually. There are two line items. Please remember you are quoting in the unit of EACH record to be reported.

Package Items

1.1 2024 Provide data from General Control Record according to the tab on the example.
(Response required)
Quantity: 1 UOM: EA Price: \$ Total: \$
Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1.2 2024 Provide data from General Data Record according to the tab on the example.
(Response required)
Quantity: 1 UOM: EA Price: \$ Total: \$
Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1.3 2025 Provide data from General Control Record according to the tab on the example.
(Response required)
Quantity: 1 UOM: EA Price: \$ Total: \$
Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1.4 2025 Provide data from the General Data Record according to the tab on the example.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.5 2026 Provide data from General Control Record according to the tab on the example.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.6 2026 Provide data from the General Data Record according to the tab on the example.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

2 Package Header

Extract and provide data from Vehicle Rendition documents.

Total: \$

Item Notes: The Vehicle Rendition document has two types of records. The records should be quoted individually. There are two line items. Please remember you are quoting in the unit of EACH record to be reported.

Package Items

2.1 2024 Provide data from Vehicle Control Record according to the tab on the example.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

2.2 2024 Provide data from Vehicle Data Record according to the tab on the example.

(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

2.3 2025 Provide data from Vehicle Control Record according to the tab on the example.
(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.4 2025 Provide data from Vehicle Data Record according to the tab on the example.
(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.5 2026 Provide data from Vehicle Control Record according to the tab on the example.
(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.6 2026 Provide data from Vehicle Data Record according to the tab on the example.
(Response required)

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

