

REQUEST FOR PROPOSALS (RFP)

Assessment Services for Cyclical Reassessment, Annual Trending, and Maintenance
Randolph County, Indiana
Assessment Years 2027–2030

1. Overview

Randolph County, Indiana, is soliciting proposals from qualified assessment firms to perform services in compliance with Indiana Code § 6-1.1-4, Title 50 IAC, and the Indiana Department of Local Government Finance (DLGF) requirements. This contract covers cyclical reassessment, annual trending, and maintenance for assessment years 2027 through 2030.

2. Scope of Work (Exhibit A – Scope of Services)

The Contractor shall:

- Perform annual cyclical reassessment (25% per year) of all real property.
- Conduct annual trending of all real property.
- Provide maintenance assessments (new construction, demolitions).
- Prepare and present land order values and neighborhood factors.
- Provide support for informal and formal assessment appeals.
- Provide documentation and ratio studies for DLGF review.
- Utilize a certified Level III Assessor-Appraiser to manage and oversee all services.

3. Contractor Requirements

- Must hold Level III Assessor-Appraiser certification under I.C. § 6-1.1-35.5.
- Minimum 20 years' experience in Indiana mass appraisal.
- Experience with CAMA system integration.
- Must reside in Indiana and be permanently onsite by May 1, 2026.
- Must comply with DLGF Contract Form #55930.

4. Proposal Requirements

Each proposal must include:

- Cover Letter and Executive Summary
- Qualifications and References
- Staffing Plan and Resumes
- Detailed Work Plan with Timeline
- Cost Proposal including per diem for overages

- Copy of Level III Certificate
- Acknowledgement of DLGF Form #55930 use

5. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with statutory and DLGF requirements
- Qualifications and capacity
- Cost effectiveness
- Completeness and clarity of proposal
- Proven performance on similar projects

6. Contract and Timeline

The selected Contractor must execute the DLGF-approved Form Contract #55930. Work must begin by May 1, 2026, and all contractual obligations, excluding appeals, must be completed by April 30, 2030.

7. Submission Instructions

Submit three (3) copies of the sealed proposal to:

Randolph County Assessor
100 S. Main Street, Room 102
Winchester, Indiana 47394

Deadline: 3:30 PM (EDT), August 12th, 2025
Mark: "Assessment Services Proposal"

8. Questions & Contact Information

All inquiries must be directed to:

George L. Caster, Level III Assessor/Appraiser
Randolph County Assessor
Phone: [Insert Number]
Email: [Insert Email Address]

****No contact with other officials is permitted during the bidding process.****