



Agenda Action Form Overview

The Board is requested to approve an amendment to the contract with Cox & Company. The amendment is to incorporate new software to assist with field data collection in an amount not to exceed \$138,000.

Background/Justification

Cox & Company is the software developer and provider for the Durham County Computer Assisted Mass Appraisal (CAMA), Tax Billing and Collection systems. Cox & Company will provide maintenance and support for the One/Tax software. One/Tax is a fully integrated, multi-year system for County Government Tax Departments in North Carolina. Additionally Cox & Company will implement CAPS Application Software for the 2019 Revaluation.

This request is to enhance the existing contract. Cox & Company provides the software that seamlessly integrates the tax collections, billing, and appraisal functions. The company has provided exemplary services with Durham County for over many years.

Policy Impact

The action does not require BOCC policy changes.

Procurement Background

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)



If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐

If no, why?

Fiscal Impact

This is a planned expense and was included in the FY 2017-18 budget. The contract amendment with Cox & Company will provide current and future functionality for the CAPS system. CAPS software will enable enhanced field data retrieval and enable staff to review all data relative to each parcel (permits, workorders, sales data, maps, parcel verification, photos). CAPS software may also reduce contractor bids on new reappraisal contracts.

Recommendation

The County Manager recommends that the Board approve an amendment to a contract with Cox & Company through fiscal year 2018 in an amount not to exceed \$138,000.00