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LETTER OF INTENT

PPDMS Archive
Jeffersonville Township and
Clark County, Indiana
2006

Appraisal Research
CORPORATION

THIS Letter of Intent is entered into this _____ day of _____, 2006, by and between the Clark County Commissioners on behalf of the Clark County Assessor and the Jeffersonville Township Assessor, hereinafter referred to as the "Assessor" and Appraisal Research Corporation, hereinafter referred to as "ARC".

WHEREAS the Assessor has the need to lease software to electronically download the Assessor's personal property forms to the Department of Local Government Finance (DLGF); and

WHEREAS ARC is willing and able to provide such software and services in the form of Personal Property Data Management Software hereinafter referred to as "PPDMS".

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein the Assessor and ARC enter into this Letter of Intent.

ARTICLE I
WORK IN PROGRESS

ARC shall be responsible for installing the stand alone PPDMS version for 2002. The special back-dated version contains all forms, pricing and calculation protocol specifically for that year. The computer used to house the 2002 version must be separate for the current installation of PPDMS.

The Assessor shall be responsible for data entering all personal property returns for that year.

The Assessor shall be responsible for exporting the data to the DLGF.

The Assessor shall be responsible for rolling the pools, updating PPDMS in order to enter data into the next year's version.

The Assessor shall repeat this process for each year desired.

Upon completion of all past year DLGF exports ARC shall uninstall the PPDMS program.

ARTICLE II
MAINTENANCE

Maintenance/Technical support shall be provided via telephone (800) 626-7743 extension #327, or via email at arcin@appraisalresearch.cc. Messages are retrieved three (3) times daily, and calls returned within 24 hours. If on-site support is needed for reasons other than problems which are determined to be PPDMS program related, there is an additional charge of $50.00 per hour (minimum 4 hour increments), plus mileage from the technical support person's home office to the Assessor's office. Additional programming charges are $50.00 per hour (minimum ½ hour increments), if applicable.

ARTICLE III
TIMEFRAME

ARC shall install the software within two (2) weeks of notification by the Assessor that hardware necessary to run the software is in place (See Article V), and this Letter of Intent has been executed. Either party shall have the opportunity of terminating this agreement with thirty (30) days written notice to the other party.

ARTICLE IV
CONSIDERATION

ARC shall be paid a set-up fee of $500.00 plus two (2) service calls at $50.00 per hour (4 hour minimum) for both locations (Clark County and Jeffersonville Township) and a fee of $0.35 per mile for round trip from the technical support person's home office to the Assessor's office.

Billing shall be sent directly to the Assessor's office, unless otherwise indicated.

ARTICLE V
MINIMUM SYSTEM REQUIREMENTS*

The Assessor is required to obtain the following minimum system before installation is performed.

PLATFORM
- PC Compatible
- Pentium III

MEMORY
- 256 MB available

DISC STORAGE
- 1GB FIXED available
- 700 MB REMOVEABLE

PRINTER
- System Compatible Laser or Ink Jet**

SOFTWARE
- Windows 98, 2000, XP, NT
- Access 97, 2000, XP

*Failure to meet the minimum system requirements requires a written waiver from ARC.
** PPDMS does not support duplex printing.

IN WITNESS THEREOF, the parties have executed this Letter of Intent by their duly authorized offices.

CLARK COUNTY, INDIANA

M. Edward Weyer AC
Commissioner

Date: 3-16-06

Ralph Guthrie AC
Commissioner

Date: 3-16-06

Vicky Kent Davis AC
Commissioner

Date: 3-16-06

ATTEST

Barbara Haas
Auditor

Date: 3-16-06

Carolyn P. Makowsky
Assessor

Date: 3/16/06

APPRAISAL RESEARCH CORPORATION

Virginia R Whipple
Virginia R. Whipple, AAS
Regional Manager

Date: 3-10-06