

**LETTER OF INTENT**  
PPDMS Archive  
Kosciusko County, Indiana  
2007

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Kosciusko County, Indiana  
ARC #07-IN-391-KOS-00-55

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THIS Letter of Intent is entered into this 4<sup>th</sup> day of September, 2007, by and between the Kosciusko County Commissioners on behalf of the Kosciusko County 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 install PPDMS archive version for years 2003, 2004. This archive version shall contain all forms, pricing and calculation protocol specifically to the archive year. The computer housing the archive version shall be separate for any current installation of PPDMS.

The Assessor and ARC shall be responsible for data entering all personal property returns. The Assessor shall provide ARC with copies of the personal property returns. If ARC picks up the forms, the Assessor shall pay ARC mileage to and from the Assessor's location. ARC shall maintain strict adherence to all confidentiality rules and regulations set forth by the DLGF in regard to any forms held in its possession during the data entry process.

The Assessor shall be responsible for exporting 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 archive version.

Upon completion of all archive DLGF exports, ARC shall uninstall the PPDMS program.

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## ARTICLE II MAINTENANCE

ARC shall provide five (5) person days of on-site support at \$85.00 per hour plus mileage to and from the Assessor's location, meals, and lodging (if applicable). Maintenance and technical support shall also be provided via telephone (800) 626-7743 extension #327, or via email at [arcin@appraisalresearch.cc](mailto:arcin@appraisalresearch.cc). Messages are retrieved three (3) times daily, and calls returned within 24 hours. If further 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 to and from the Assessor's location. 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, 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. *Laurie Renier, Kosciusko County Assessor talked to Shane Thoenberry, ARC. Shane will be here September 6, 2007 to install Archive for PPDMS.*

## ARTICLE IV CONSIDERATION

The Assessor shall pay ARC a fee of ten thousand five hundred dollars (\$10,500) plus \$0.35 per mileage to and from the Assessor's location. For any data entry ARC performs the Assessor shall pay a fee of \$2.50 per form entered.

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

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

KOSCIUSKO COUNTY, INDIANA

[Signature]  
Commissioner

Date: 9-4-07

[Signature]  
Commissioner

Date: 09/03/07

[Signature]  
Commissioner

Date: 9-4-07

ATTEST

[Signature]  
Auditor

Date: 9-4-07

[Signature]  
Assessor

Date: September 4, 2007

APPRAISAL RESEARCH CORPORATION

Richard H. Hoffman, ASA, CAE, MAI, CRE  
President & CEO

Date: \_\_\_\_\_