Vigo Tax / Billing 84PTBM01 (1)

SCHEDULES FOR MASTER AGREEMENT FOR LICENSED SOFTWARE, HARDWARE AND SERVICES

The attached Schedules Numbered IN2006.009.01 are made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

By and Between	**And**
MANATRON, INC. 510 E. Milham Avenue Portage, Michigan 49002 ("**Manatron**")	**VIGO COUNTY, INDIANA** 131 Oak Street Terre Haute, Indiana 47807 ("**Customer**")
Attention: Matthew Henry, Contract Administrator Telephone No.: (866) 471-2900 ext. 130 Fax No.: (269) 567-2930 E-mail Address: matt.henry@manatron.com	Attention: Jim Bramble Telephone No.: 812-462-3361 Fax No.: 812-231-0091 E-mail Address:

The parties have executed these Schedules as of the dates set forth below their respective signatures.

MANATRON, INC.

By: _____ (Signature)

Its: Director of Contracts (Title)

Date: October 31, 2006

Witnessed: Matthew Henry (Signature)

Date: October 31, 2006

VIGO COUNTY, INDIANA

By: Judith A. Anderson (Signature)

Its: Commissioner (Title)

Date: October 26, 2006

By: _____ (Signature)

Its: Commissioner (Title)

Date: October 26, 2006

By: _____ (Signature)

Its: Commissioner (Title)

Date: October 26, 2006

Witnessed: _____

Date: October 26, 2006

SIGNATURE PAGE

Date: October 17, 2006 T.L.

THIRD-PARTY SOFTWARE SCHEDULE FOR VIGO COUNTY, INDIANA

Schedule No. IN2006.009.01 to the Master Agreement for Licensed Software, Hardware and Services. This Schedule is made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

THIRD-PARTY SOFTWARE				
Software Description	**QTY**	**Unit Price**	**Total Price**	**Comments**
Windows 2003 Server & CAL's	TBD	Provided by Customer		
Backup Exec V10.d Window Server Edition	TBD	Provided by Customer		
PC Anywhere V12.0 (host & remote)	TBD	Provided by Customer		
PC Anywhere V12.0 (host only)	TBD	Provided by Customer		
SQL Server 2005 Standard & CAL's	TBD	Provided by Customer		
All other required Third Party Software not listed above.	TBD	Provided by Customer		
Total Third-Party Software Fees:				$ -

All quoted fees for Third-Party Software are valid for 60 days from the date of this Schedule.

TERM OF THIRD-PARTY SOFTWARE SCHEDULE: This Schedule shall expire upon the completion of the installation of the Third-Party Software and the payment of all fees as specified in this Schedule.

Date: October 17, 2006 T.L.

SOFTWARE SCHEDULE FOR VIGO COUNTY, INDIANA

Schedule No. IN2006.009.01 to the Master Agreement for Licensed Software, Hardware and Services. This Schedule is made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

SOFTWARE			
Software Description	**Model Number**	**QTY**	**Comments**
Current Manatron tax software	MVP-TAX	30	
- Billing Collections			
- Property Maintenance			
- Cashiering			
- Distribution with Settlement			
- Delinquency			
MVP Tax - Inquiry Only License - Single User	MVP-TAX	5	

***Manatron will Honor the pricing listed below for the purchase of additional Users until December 31, 2007:**

Manatron Tax Software – Full Use License: $5,000.00/per User
Manatron Tax Software – Inquiry Only License: $800.00/per User

SOFTWARE USE RESTRICTIONS:

Manatron Tax – MVP-TAX – 30-Users
Manatron Tax Inquiry Users – MVP-TAX 5-Users

TERM OF SOFTWARE SCHEDULE: This Schedule shall expire upon the completion of the installation of the Software and the payment of all fees as specified in this Schedule.

Date: October 17, 2006 T.L.

MAINTENANCE AND SUPPORT SERVICES (Collectively referred to as "Support Service") SCHEDULE FOR VIGO COUNTY, INDIANA

Schedule No. IN2006.009.01 to the Master Agreement for Licensed Software, Hardware and Services. This Schedule is made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

SOFTWARE SUPPORT SERVICES		
Software Product	**Quantity**	**Comments**
MVP Tax Support	30	
MVP Tax Inquiry Only Support	5	
Windows 2003 Server & CAL's	1	Billed As Used on a Per Call Basis at the then current rate plus travel, meals, and expenses.
Backup Exec V10.d Window Server Edition	1	
PC Anywhere V12.0 (host & remote)	35	
PC Anywhere V12.0 (host only)	1	
SQL Server 2005 Standard & CAL's	1	

CUSTOMER MAY BE REQUIRED TO PROVIDE ON-SITE ASSISTANCE VIA TELEPHONE FOR REMEDIAL HARDWARE AND/OR SOFTWARE MAINTENANCE OR SUPPORT.

THIRD-PARTY SOFTWARE SUPPORT: Manatron will be the primary interface through direct communications with vendors, manufacturers and service providers of the Third-Party Software. As part of first-level support, Manatron shall diagnose errors or problems reported by Customer. If the errors or problems are determined by Manatron to be related to the Third-Party Software, Manatron shall contact the appropriate service to provide for the Third-Party Software and to provide assistance in connection with the resolution of the error or problem.

TERM OF SUPPORT SERVICES SCHEDULE: Support Services shall commence on the first of the month next following Installation and shall continue for an initial period of thirty-six (36) months. This Schedule shall renew automatically for additional terms of twelve (12) months unless either party provides the other written notice of termination ninety (90) days prior to the expiration date of the initial term or any subsequent twelve-month term. If Support Services are discontinued by Customer or terminated for any period, and Customer desires to reinstate such services, Customer shall pay all annual support fees in arrears, in addition to the then-current annual support fee.

DELAYED BILLING FEES: If Customer is billed on a monthly or quarterly basis for Software Support Services Fees, Customer shall pay Manatron an annual delayed billing fee equal to the greatest of 5% of the total Software Support Services or Three Hundred Dollars ($300.00). The delayed billing fee may be paid in equal monthly installments.

Date: October 17, 2006 T.L.

PROFESSIONAL SERVICES SCHEDULE FOR VIGO COUNTY, INDIANA

Schedule No. IN2006.009.01 to the Master Agreement for Licensed Software, Hardware and Services. This Schedule is made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

PROFESSIONAL SERVICES

GENERAL DESCRIPTION OF SERVICES	Model Number	Days/QTY	Comments	Estimated Completion Date
Equipment Install/Setup	INSHW	1		TBD
Application Software Installation	INSAPP	3		TBD
Conversion	CONV	1		TBD
Project Management	PROJM	1		TBD
Compliance Development	COMP	1		TBD
Performance Bond	PBOND	1		TBD
The estimated fees for Professional Services are included in the "Total One-Time Fees" listed on the Summary Schedule. However, Professional Services will be billed as used plus travel, meals and expenses.				

Conversion

Manatron will provide conversion services to convert applicable data required to operate the new software from the County's present system to Manatron's. All data must be delivered in Manatron's prescribed format. If not delivered to Manatron in prescribed format then conversion will be billed at the then current rate in effect plus travel related expenses. Only data required for Manatron application software will be converted. Data maintained in any third party software product (Fasport, word processing , spreadsheet, etc) will be re-entered by the Customer.

Manatron warrants that the Manatron Tax Software included in this agreement will comply with the State of Indiana Rule # 50IAC23 effective communicated as of July 17, 2006. In the event that the version and release, as defined in "The Master Agreement for Licensed Software, Hardware and Services", provided to Vigo County under this agreement is not certified by The Department of Local Government Finance as compliant with 50 IAC 23, Manatron will furnish Vigo County at no additional cost for compliant Manatron Tax Software a subsequent version and or release of the software that has been certified compliant by DLGF.

CONSULTATION/TRAINING SERVICES

DESCRIPTION	Model Number	Days/QTY	Comments
MVP Tax Training	TRNG	25.00	
The estimated fees for Consultation Training Services are included in the "Total One-Time Fees" listed on the Summary Schedule. However, Consultation Training Services will be billed as used plus travel, meals and expenses.			

All Professional & Consultation/Training Services Fees are quoted at the current rate and are subject to increase without notice.

PROFESSIONAL & CONSULTATION/TRAINING SERVICES PAYMENT TERMS: Professional & Consultation/Training services fees are due and payable after Manatron performs such service in accordance with Manatron's invoice(s) that shall be sent to the Customer. Customer is responsible for all travel-related expenses associated with Manatron's Professional & consulting/training services.

ADDITIONAL PROFESSIONAL CONSULTATION/TRAINING SERVICES PAYMENT TERMS: Manatron shall provide professional & training services to Customer in the amounts identified above. Any additional Professional or Training days requested by Customer shall be billed, as used, at the rate in effect at the time of service. Customer is responsible for all travel-related expenses associated with Manatron's Professional & consulting/training services.

GENERAL PROVISIONS:

(1) Customer shall provide a suitable room or space where training can be conducted in an uninterrupted manner;
(2) All Customer personnel to be trained should have adequate job coverage to ensure uninterrupted training sessions;
(3) Up to six hours of training are included in a "full day" of training;
(4) Customer acknowledges the importance of receiving the training provided herein and shall use all commercially reasonable efforts to ensure that said training is fully completed;
(5) Manatron recommends one (1) person per PC/Terminal; and
(6) Class size not to exceed twelve (12) trainees.

Date: October 17, 2006 T.L.

SUMMARY SCHEDULE FOR VIGO COUNTY, INDIANA

Schedule No. IN2006.009.01 to the Master Agreement for Licensed Software, Hardware and Services. This Schedule is made and entered into pursuant, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware and Services No. IN2006.009 between Manatron, Inc. and the undersigned Customer (the "Agreement").

ONE TIME FEES	
DESCRIPTION	**Total Price**
THIRD-PARTY SOFTWARE	$ -
SOFTWARE	$ -
PROFESSIONAL SERVICES (Billed as Used)	$ -
Total One Time Fees - Plus Freight:	**$ 224,500.00**

Payment Terms for One Time Fees: Manatron shall invoice $26,000.00 on agreement execution (signing), $62,400.00 on the Software Installation Date and $15,600.00 on Software Acceptance, in accordance with Section 8.1 of the Master Agreement. Professional Services fees are due and payable after Manatron performs such service in accordance with Manatron's invoice(s) that shall be sent to the Customer. Customer is responsible for all travel-related expenses associated with Manatron's consulting/training services. The fees set forth in this Agreement do not include any amounts for taxes. Unless Customer provides Manatron with proof of exemption therefrom, Customer shall pay all applicable taxes levied by any tax authority based upon this Agreement, the Software, Hardware and/or any Professional Services performed by Manatron, excluding any taxes based upon Manatron's income.

It shall be Customer's sole obligation to challenge the applicability of any tax. If Customer shall become subject to tax at any time following the execution of this Agreement, Manatron shall have the right to assess the tax liability applicable under this Agreement to Customer and Customer agrees to pay Manatron for such tax liability within thirty (30) days after receiving written notice of such tax liability from Manatron.

ONGOING FEES	
DESCRIPTION	**Total Price**
SOFTWARE SUPPORT SERVICES	
Total Ongoing Fees:	**$ 46,500.00**

Payment Terms: Software Support: Support fees are due and payable in advance of each annual term and subject to increases as defined in section 8.2 of the Master Agreement.

Entire Agreement. The Schedules for Master Agreement for Licensed Software, Hardware, and Services, Master Agreement, Manatron's response to Vigo County's RFP for Property Tax & Billing System Replacement Project issued July 24, 2006, and any addendum to these documents, shall constitute the entire agreement and understanding between Manatron and Customer with respect to the subject matter of this Agreement and supersedes all prior oral or written agreements and understandings relating to the subject matter of this Agreement. In the event of a conflict between the Terms & Conditions of the above mentioned documents, the following order of precedence will apply: 1) Schedules, 2) Master Agreement and 3) Manatron's Response to Vigo County's RFP. No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in this Agreement shall affect, or be used to interpret, change or restrict, the express terms and provisions of this Agreement. The terms and conditions of any purchase order or other instrument issued by Customer which are in addition to or inconsistent with this Agreement shall be of no effect and shall not be binding on Manatron.

Date: October 17, 2006 T.L.

APPENDIX A

HARDWARE REQUIREMENTS

Server Components	Minimum Requirements	Recommended Configuration
Processor:	3GHz Intel Xeon	Dual 3.6GHz Intel Xeon
Memory:	4GB of RAM	4GB of RAM
Disk Subsystem:	Wide Ultra160 RAID Controller RAID Level 5 Drive (Three or more 10,000 RPM Disk Drives) 24x CD-ROM Drive 20/40GB DLT Tape Drive	Wide Ultra320 RAID Controllers(s) RAID Level 1 Drive (Two 15,000 RPM Disk Drives) Operating system and memory swap file RAID Level 1 Drive (Two 15,000 RPM Disk Drives) RDBMS Logs RAID Level 5 Drive (Three or more 15,000 RPM Disk Drives) RDBMS Data and Image Data Redundant Power Supply 40/80 DLT Tape Drive or Library
Software:	Windows 2000 or Windows 2003 Server SQL Server 2000 Veritas Backup Exec 9.x PCAnywhere 11.x	eTrust Antivirus
Workstation Components	**Minimum Requirements**	**Recommended Configuration**
Hardware:	2.8 GHz Pentium IV 512MB of RAM 17" Monitor (1024x768 resolution) 20GB Disk Drive 100Mbit PCI bus Ethernet Card 24X CD-ROM Drive	3.6 GHz Pentium IV 1GB of RAM 19" Monitor (1024-768 resolution) 40GB Disk Drive 100Mbit PCI bus Ethernet Card DVD-ROM Drive
Software:	Windows 2000 Professional PcANYWHERE (one host per office)	Windows XP Professional SnagIt, PrintKey, or other equivalent screen capture utility Crystal Reports
Network Components	**Minimum Requirements**	**Recommended Configuration**
Network:	Category 5 UTP cable ran to each Ethernet device 100Mbit Switched Ethernet for all devices	

APPLICATION SPECIFIC SPECIFICATIONS
(CUSTOMER is responsible for site preparation and for providing a dedicated phone line)

Application	Minimum Requirements	Recommended Configuration
Manatron CAMA	**Printer:** HP 4250N w/additional 64MB & duplexing	**Printer:** HP9050DN w/additional 128MB highly recommended for printing property record cards
Recorder	**Printers:** HP4250N w/additional 64MB Eltron TLP 2844 w/Black Line Sensor	**Printer:** HP8150DN w/additional 128MB
Recorder w/ Imaging	**Printers:** HP 8150N w/additional 64MB **Monitors**: 1280X1024 resolution 19" Monitor, view only 21" Monitor, scanning **Scanners**: Canon DR-3060 Adaptec 2940 SCSI Card w/appropriate cable	**Printers**: HP 8150DN w/additional 128MB **Monitors**: 1280X1024 resolution 21" Monitor, scanning **Scanners**: Canon DR-5020 Fujitsu M3097DG
Manatron Tax	**Printers**: HP 4250N w/additional 128MB Epson TM-U675P validator (receipting options) **Scanners:** Metrologic 9520 w/keyboard wedge	**Printers:** HP 8150DN w/additional 128MB highly recommended for printing tax bills

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
General Functionality								
1	General	Ability for a user with appropriate security level to perform basic modifications to a record	X	Yes	Y	Y	N/A	N
2	General	Includes basic features for online screens (i.e. ability to navigate and select screens, ability to window and scroll screens, jumping from screen to screen without having to parcel number or tax id number)	X	Yes	Y	Y	N/A	N
3	General	Includes an online, context-sensitive tutorial suitable for use by new operators	X	Yes	Y	Y	N/A	N
4	General	Ability to calculate property tax rates	X	Yes	Y	N	FUTURE	N
5	General	Ability to record all data required to prepare the certified statement of net assessed value	X	Yes	Y	Y	N/A	N
6	General	Ability to record all data required to prepare the tax duplicate	X	Yes	Y	Y	N/A	N
7	General	Ability to record all data required to prepare the Abstract of property, assessments, taxes, deductions, and exemptions	X	Yes	Y	Y	N/A	N
8	General	Ability to record all data required to prepare statements of taxes and assessments	X	Yes	Y	Y	N/A	N
9	General	Ability to record all data required to prepare a provisional tax statement and a corresponding reconciling statement	X	Yes	Y	Y	N/A	N
10	General	Ability to record adjustments made for specific reasons	X	Yes	Y	Y	N/A	N
11	General	Ability to calculate penalties	X	Yes	Y	Y	N/A	N
12	General	Ability to maintain and make available for electronic retrieval historical and future year data	X	Yes	Y	Y	N/A	N
13	General	Ability to capture and properly maintain basic user data after the addition, update, or deletion of a record	X	Yes	Y	Y	N/A	N
14	General	Includes basic features to ensure data integrity (i.e. system should prevent the addition, modification, or removal of assessed value and tax data in the current or past year unless through a correction of error)	X	Yes	Y	Y	N/A	N
15	General	Includes a security system to ensure computer system and data security, including access controls to the system as a whole and appropriate levels of control based on required access to database functions	X	Yes	Y	Y	N/A	N

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Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
16	General	Informs users when records meet certain criteria (i.e certain records such as appeals and tax sales should contain indicators that informs users that the property is classified as an appeal or tax sale)	X	Yes	Y	Y	N/A	N
17	General	Ability to track who made changes and when changes were made (audit trail)	X		Y	Y	N/A	N
18	General	Ability to read bar codes and scan at the front counter to automatically display statement on the screen			Y	Y	N/A	N
19	General	Public field where any offices can leave a private access memo to provide background and facilitate inter-office communication	X		Y	Y	N/A	N
20	General	Public comment area where message can be written for members of the public to view	X		Y	Y	N/A	N
21	General	Ability to store a property address and a correspondence address (e.g., billing address)	X		Y	Y	N/A	N
22	General	Color code information on the screen to indicate what office is responsible for various information			Y	N	N/A	Y
23	General	Ability for all offices and taxpayer to electronically view status of appeals process and refunds			Y	N	N/A	Y
24	General	Electronic viewing and/or transmission of documents			Y	N	N/A	Y
25	General	Filing documents online (i.e., deductions, exemptions, appeals)			Y	N	N/A	Y
26	Data Conversion	Ability to convert data from a Unisys mainframe	X		Y	Y	N/A	N
27	Auditor	For online applications, once eligibility is determined will automatically grab appropriate information and perform calculation (e.g., for exemptions)	X		Y	N	N/A	Y
28	Auditor	Override capabilities for exemptions and deductions	X		Y	Y	N/A	N
29	Auditor	Flag report to ensure taxpayers receive no more than one homestead deduction			Y	Y	N/A	N
30	Auditor	Exemptions for not-for-profits: message generated to Auditor informing that certain exemptions were approved, and seeking Auditor's final implementation			Y	N	N/A	Y

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
31	Auditor	Exemptions for not-for-profits: once Auditor implements, automatic message generated to Twp. Assessors and Auditor			Y	N	N/A	Y
32	Auditor	Ability to manage splits with conservancy or TIF disctricts	X		Y	Y	N/A	N
33	Treasurer	Ability to dictate where a tax bill can be sent (e.g., send to out-of-state home or temporary address)	X		Y	Y	N/A	N
34	Treasurer	Ability to change tax bill address or correspondence address	X		Y	Y	N/A	N
35	Treasurer	Two-person verification feature (employee and supervisor) for Treasurer Corrections	X		Y	N	FUTURE	N
36	Treasurer	Ability to create electronic file in lieu of printing current tax bill for processing of payments	X		Y	Y	N/A	N
37	Treasurer	Taxpayer can receive, view, and print tax information online	X		Y	Y	FUTURE	N
Reporting								
1	Data Entry and Access	Ability to enter data that is out of cycle (e.g., ability to enter Pay 2007 data during Pay 2006)	X		Y	Y	N/A	N
2	Data Entry and Access	Ability to access data in real-time	X	Yes	Y	Y	N/A	N
3	Data Entry and Access	Ability to setup standards for data entry and the system validates whether it is appropriate	X		Y	Y	N/A	N
4	Query Data	Ability for all users to query information by defining parameters	X	Yes	Y	Y	N/A	N
5	Report Access	Ability to access reports at a point in time	X		Y	N	FUTURE	N
6	Report Access	Ability for authorized personnel within the Treasurer's and Auditor's Office to access and print a duplicate tax bill at a specific point in time	X		Y	Y	N/A	N
7	Report Access	Ability to import/export data between county system and the state system	X		Y	N	FUTURE	N
8	Report Access	Ability to run "test" reports on groups of properties to determine impact of changes (analyzer function)	X		Y	N	FUTURE	N

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
9	Report Access	Ability to print labels from the property system			Y	Y	N/A	N
10	Report Access	Ability to integrate all state reports in order for electronic transmittal required by the State	X		Y	N	FUTURE	N
11	Report Access	Ability to print reports from system at each office	X	Yes	Y	Y	N/A	N
12	Report Access	Ability to email reports from system	X		Y	Y	N/A	N
13	Report Access	Ability to save reports to a computer from the system	X	Yes	Y	Y	N/A	N
14	Report Access	Ability to view a report on the system	X		Y	Y	N/A	N
15	Report Access	Ability to export information from the system	X		Y	Y	N/A	N
16	Report Access	Integrated report writing tool (i.e., ability for users to extract data)	X		Y	N	FUTURE	N
17	Report Access	Includes certain features to facilitate continued access to particular user-defined reports	X	Yes	Y	N	FUTURE	N
18	Report Access	Ability for reports to be available on demand to county auditor and county treasurer staff or designated officials within other county offices	X	Yes	Y	N	FUTURE	N
19	Generate Reports	Ability to generate and display user-defined reports, including the following for summary statistics (sum, county, mean, median, difference, product, ratio, variance, and percentage)	X	Yes	Y	N	FUTURE	N
20	Generate Reports	Meets minimum requirements for the display of user-defined reports	X	Yes	Y	N	FUTURE	N
21	Generate Reports	Ability to generate historical reports and transaction logs (user-defined starting/ending dates and times)	X	Yes	Y	N	FUTURE	N
TIF Management								
1	TIF Management	Ability to access certified TIF data at any point in time	X	Yes	Y	Y	N/A	N
2	TIF Management	Ability to track historical and new data on system for the TIF parcels	X	Yes	Y	Y	N/A	N

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
3	TIF Management	Ability to track funding of replacement credit for base and increment	X		Y	N	N/A	N
4	TIF Management	Ability to calculate the fund(s) breakdown between the base and increment in detail for the tax calculate and distribution to units			Y	Y	N/A	N
5	TIF Management	Ability to enter and track TIF base and increment in real time and for point in time analysis			Y	Y	N/A	N
6	TIF Management	Ability for Auditor to enter/modify parcels/schedules for TIF	X		Y	Y	N/A	N
7	TIF Management	Ability to interface TIF module with GIS			Y	N	N/A	Y
8	TIF Management	Ability to comment the TIF fields with notes on changes	X		Y	Y	N/A	Y
9	TIF Management	Ability to tie TIF resolutions to multiple taxing district			Y	Y	N/A	N
10	TIF Management	Ability to define TIFs as multiple property types	X		Y	Y	N/A	N
11	TIF Management	Ability to analyze TIF for both point in time and current working data			Y	Y	N/A	N
12	TIF Management	Ability to define a TIF (township number, parcel number, property type)			Y	Y	N/A	N
13	TIF Management	Ability to track TIF terms	X		Y	Y	N/A	N
14	TIF Management	Ability to change TIF terms	X		Y	Y	N/A	N
15	TIF Management	Ability to enter information and work on the segment for the next payable year	X		Y	Y	N/A	N
16	TIF Management	Ability to flag and notify when changes are made in a TIF district			Y	N	N/A	Y
17	TIF Management	Ability to track revisions (e.g., who make the revision and when)	X		Y	N	FUTURE	N

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
18	TIF Management	Ability to auto split the base for cut outs			N	N	N/A	Y
19	TIF Management	Ability to store all TIF calculations, payments, unpaids, ACs, additionals and assessed value history (total amount, split between the base and increment)			Y	N	FUTURE	N
20	TIF Management	Ability to report on all TIF using stored data indicated in item #19(do not re-create calculations in the report)			Y	N	FUTURE	N
Deductions and Exemptions								
1	General Deductions	Ability to submit an application online	X		Y	N	FUTURE	N
2	General Deductions	Ability to generate an email to taxpayer to confirm online application submission has been received	X		Y	N	FUTURE	N
3	General Deductions	Ability to generate an email to taxpayer for online application submission once it has been approved	X		Y	N	FUTURE	N
4	General Deductions	Ability to print veterans certificates for excise tax	X		Y	N	FUTURE	N
5	General Deductions	Ability to track veterans eligibility for excise tax exemption	X		Y	N	FUTURE	N
6	General Deductions	Ability to split exemptions between parcels	X		Y	N	FUTURE	N
7	General Deductions	Ability to flag deductions for final approval	X		Y	N	FUTURE	N
8	General Deductions	Ability to identify and flag multiple deductions for the same taxpayer/owner (for homestead)	X		Y	N	FUTURE	N
9	General Deductions	Ability to keep track of data (deductions) for prior payable years	X		Y	Y	N/A	N
10	General Deductions	Ability to enter data in live/real time for any current or future payable year	X		Y	Y	N/A	N
11	General Deductions	Ability to scan paper forms and store in system (document management)			Y	N	FUTURE	N
12	General Deductions	Ability to post deductions in the following order: Homestead, mortgage, over 65, blind or disabled, partially disabled veteran and totally disabled veteran	X	Yes	Y	Y	N/A	N

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
13	General Deductions	Ability to interface with state system to determine if real property is place of primary residence			N	N	N/A	Y
14	General Deductions	Ability for secure system so only Auditor may add, delete or change as needed; all others have view access	X		Y	Y	N/A	N
15	General Deductions	Ability to separately identify the type and amount of all deductions, exemptions, and credits	X	Yes	Y	Y	N/A	N
16	General Deductions	Ability to apply economic revitalization area deductions	X	Yes	Y	Y	N/A	N
17	General Deductions	Ability to apply investment deductions	X	Yes	Y	Y	N/A	N
18	General Deductions	Ability to utilize state assessed distributable property data provided by the department for tax calculation	X	Yes	Y	N	FUTURE	N
19	General Deductions	Ability to accept assessed value for land and improvements that is separated into homestead-eligible and homestead-ineligible components	X	Yes	Y	Y	N/A	N
20	Tax Exempt	Ability to verify person owned property by file deadline	X		Y	Y	N/A	N
21	Online Filing	Ability to auto verify/validate parcel number for online submissions			Y	N	FUTURE	N
22	Tax Exempt	Ability to track and log exemption decision (grant, partial grant, deny)	X		Y	N	FUTURE	N
23	Tax Exempt	Ability for exemptions to automatically update if the AV is adjusted through correction of error	X	Yes	Y	Y	N/A	N
24	Tax Exempt	Ability to submit one application online to support multiple parcels	X		Y	Y	FUTURE	N
25	Abatements	Ability to track abatement schedule on system and run reports	X		Y	Y	N/A	N
26	Abatements	Ability to modify abatement schedule and ability to modify due to reassessment (correction of errors)	X		Y	Y	N/A	N
27	Abatements	Ability to track CF-1 in property system	X		Y	N	FUTURE	N

Appendix B
Vigo County, Indiana
Property Tax and Billing System Critical System Requirements

ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
28	Abatements	Ability to specify which improvements are tied to which abatement	X		Y	N	FUTURE	N
Payment and Settlement								
1	General	Ability to generate all necessary reports to support the tax billing, settlement, and collections process. (This includes an extensive array of reporting requirements for all agencies, and bidding vendors will want to collaborate with persons in each agency.)	X	Yes	Y	N	FUTURE	N
2	Tax Calculate	Ability to track advance taxpayer payments in the system	X		Y	Y	N/A	N
3	Tax Calculate	Ability to see any charges related to a parcel on one screen (spring, fall, conservancy)	X		Y	Y	N/A	N
4	Prep for Tax Bills	Ability to make modifications to tax bill (change wording on bill, HB 1001 as example)	X	Yes	Y	Y	N/A	N
5	Prep for Tax Bills	Ability to print hardcopies of tax bills	X		Y	Y	N/A	N
6	Prep for Tax Bills	Ability to develop an electronic file of tax bills	X		Y	Y	N/A	N
7	Prep for Tax Bills	Ability to track and bill to a billing address (instead of a property assessment address)	X		Y	Y	N/A	N
8	Prep for Tax Bills	Ability to verify and address (e.g., Code 1 software requirements) at the time the data is entered into the system			Y	Y	N/A	N
9	Prep for Tax Bills	Ability to identify who is billed and how (e.g., current TSD - tax statement distribution codes, mailing codes) and send notification to taxpayers	X		Y	Y	N/A	N
11	Tax Bill Payment	Ability to pay bills online	X		Y	Y	N/A	N
12	Tax Bill Sent	Ability to transfer files to and from the system (e.g., from banks and mortgage companies)	X		Y	Y	N/A	N
13	Payments	Ability to search payment information in real-time (cash history)	X		Y	Y	N/A	N
14	Payments	Ability to apply a single payment to multiple bills	X		Y	Y	N/A	N

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15	Payments	Ability to apply multiple payments to a single bill	X		Y	Y	N/A	N
16	Payments	Ability to track credit card payments (print and track by township)	X		Y	N	FUTURE	N
17	Payments	Ability to track check payments (print and track by township)	X		Y	N	FUTURE	N
18	Payments	Ability to track cash payments (print and track by township)	X		Y	N	FUTURE	N
19	Payments	Ability to load data file from lockbox and other financial institutions onto system with a quality control component	X		Y	Y	N/A	N
20	Payments	Ability for all offices to flag a taxpayer for multiple bad checks	X		Y	Y	N/A	N
21	Payments	Ability to electronically track and enter special assessments to tax bills	X		Y	Y	N/A	N
22	Payments	Ability for authorized personnel within Treasurer's office to access and print a duplicate tax bill at a specific point in time	X		Y	Y	N/A	N
23	Payments	Ability to manually override payment posting sequence	X		Y	Y	N/A	N
24	Payments	Ability to direct a payment to or from an advance	X		Y	Y	N/A	N
25	Payments	Ability to modify payments within current collection cycle (i.e., move/remove within or to other parcels)	X		Y	Y	N/A	N
26	Payments	Ability to generate advance/excess payment report	X		Y	Y	N/A	N
27	Payments	Ability to update tax bills based on change of deductions and exemptions	X		Y	Y	N/A	N
28	Payments	Ability to generate history for delinquent payments	X	Yes	Y	Y	N/A	N
29	Payments	Ability to capture delinquent personal property data required for inclusion in a written demand served upon taxpayer	X	Yes	Y	Y	N/A	N

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ID	Functional Group	Business Scenario	Must Have	Required for DLGF Cert?	Can Request Be Satisified?	Exists "Out of the Box" Today?	If No, When and What Planned Released?	Customization Required?
30	Payments	Ability to extract batch summary reports	X		Y	Y	N/A	N
31	Payments	Ability to exclude penalties on special codes (i.e., payment plans)	X		Y	Y	N/A	N
32	Payments	Ability to track who made the payment (e.g., taxpayer, mortgage company)	X		Y	Y	N/A	N
33	Balance Collections	Ability to generate a daily batch report for Treasurer cashiers to use to balance	X		Y	Y	N/A	N
34	Balance Collections	Ability to report cycles activity individually and collectively	X		Y	Y	N/A	N
35	Settlement	Ability to generate state forms	X		Y	Y	N/A	N
36	Settlement	Ability to validate DLGF data in property system (all variables of the budget order)	X		Y	N	FUTURE	N
37	Settlement	Ability to identify surplus payments so it won't be certified			Y	Y	N/A	N
38	Settlement	Ability to issue surplus workbook and database, and ability to generate letters	X		Y	Y	N/A	N
39	Money Distribution	Ability to generate Form 22s by taxing unit	X		Y	Y	N/A	N
40	Money Distribution	Ability to track fund disbursement and special assessment by taxing unit	X	Yes	Y	Y	N/A	N
41	Refunds	Ability to generate reports for surplus and property tax refunds	X		Y	Y	N/A	N
42	Refunds	Ability to manage refunds process in system	X	Yes	Y	Y	N/A	N