STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

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TO:	**County Assessors, County Auditors, and Vendors**
FROM:	**Josh Jacoboski, Director of Data Analysis**
RE:	**50 IAC 26 Software Testing – Phase I**
DATE:	**December 21, 2023**

The purpose of this memorandum is to inform county officials and vendors of the timeline established by the Department of Local Government Finance ("Department") for property tax management system software certification under 50 IAC 26.

The certification process for property tax management systems will occur in three parts. In Phase I, the separate modules of the property tax management systems will be tested individually. In Phase II, the Department will test the integration of the different modules of the property tax management systems (e.g., CAMA to tax & billing integration) used at the local level. Phase III will include a local verification that a certified software system is installed in the county and that certain core functionality tested during Phase I and Phase II in a test environment also operates accordingly in a live environment. Like the previous testing cycle completed in 2020, the Department plans to administer each phase of testing and counties will not incur the costs from having to hire a third-party entity to conduct testing.

The timeline for testing is outlined in the table below:

Phase	Objective	Timeline
Phase I	Certification of individual modules of the property tax management system. The following modules are required to be certified: CAMA, Tax & Billing, Personal Property Assessment, Oil/Gas Assessment, and Sales Disclosure.	January 1, 2024 – May 31, 2024
Phase II	Certification of system integration across the individual modules of the property tax management system.	June 1, 2024 – November 30, 2024
Phase III	Certification of local county installations of property tax management systems.	December 1, 2024 – June 30, 2025

All property tax management system software vendors must have their systems tested and certified by the Department within the targeted timeline for Phase I and Phase II outlined above. Additionally, all counties must be Phase III certified, which ensures they have installed and are operating a property tax management system deemed compliant via Phase I and Phase II testing.

Per the requirements in 50 IAC 26-18, all three phases of testing must be completed by June 30, 2025.

Attached to this memo are the Department's Phase I testing scenarios. For this software testing and compliance cycle, the Department will be offering a new option for the submission of Phase I testing. Vendors now have the option of creating and submitting unedited video recordings that demonstrate how their system fulfills each of the applicable Phase I testing scenarios. The following requirements will apply:

- All video files should be submitted in an MP4 file format.
- All video files will be a screen share of the software application.
- A separate video file should be submitted for each Phase I testing scenario.
- The video file should be clearly labeled with the Phase I testing scenario that it is demonstrating.
- At the beginning of each video, a text screen should be shown that indicates the Phase I testing scenario being demonstrated.

A separate File Transfer Protocol (FTP) will be set up for each vendor to make their submission to the Department. If this option is selected, all video files must be received by the Department no later than the Phase I testing deadline of May 31, 2024.

The option to schedule a meeting either in person or virtually with the Department to demonstrate the different testing scenarios will still be available. If this option is chosen, please note that the software vendors will still be required to submit copies of their databases via the file formats prescribed in 50 IAC 26-20 at least two weeks in advance of their scheduled Phase I testing date.

If you have any questions regarding this information or would like to receive answers to the questions submitted on Phase I scenarios, please feel free to contact Josh Jacoboski at jjacoboski@dlgf.in.gov or (317) 234-8274.