

REQUEST FOR PROPOSAL CONTRACT ASSESSING SERVICES

The Town of Cushing, Maine (the "Town") seeks proposals for general assessing services. The Town has a total of approximately 1,500 residential and commercial parcels. The Town currently utilizes TRIO software modules for producing and maintaining the assessment and tax collection records for the community.

Term of contract: 3 years commencing August 1, 2027, and concluding on July 31, 2030. Bids are due by October 26, 2026, at 4:30 pm.

Bidding assessment companies are invited to submit proposals that shall include the following scope of services:

- Annual field pick-up work, both new construction and ongoing renovations that shall include on-site exterior and interior visits, if required, to validate all improvements affecting property values.
- Digital photos of new construction and properties with significant changes/expansion are required.
- Availability is on an as needed basis but shall be scheduled eight (8) hours per week in the Town Office to provide for taxpayer meetings, abatement research, and assisting staff with any other routine assessment tasks. This scheduled day shall be the same each week. (Example: Every Thursday). Additional field work, if required, will be paid at an hourly rate to be agreed upon.
- Assist with and oversee the preparation of the Annual Tax Commitment and other warrants.
- Data entry and review of property transfers/deeds to include property inspections and interviews with sellers/buyers and/or use of sales questionnaires to verify sales as qualified or unqualified.
- Assist in the administration and perform reviews of all exemptions and tax credits, applications for current use, discretionary easements, subdivisions, lot line adjustments, mergers; make annual map updates and data entry of parcel changes.
- Assist in the development of appropriate public information and media information to assure effective education and communications with the public regarding the property assessment process.
- Act as Assessing Agent for the Board of Assessors in abatement appeals. Scheduling appointments to meet with homeowners and review the property in its entirety is required on all appeals. The Town reserves the right to accompany the assessor on any appeal appointments.

- All recommendations and communications to the Board of Assessors must be in writing.

The proposal shall also include:

- The qualifications of the company and all individuals that may be assigned to the Town.
- A client list of municipalities to which the bidding company has rendered services during the last five (5) years.

The Town of Cushing will provide all property tax records and associated data as may be available from its own files. Additional assistance shall be provided by a member of the staff to provide for the proper and efficient administration of assessment tasks. A work area, telephone, and network computer terminal will be supplied by the Town.

Proposals will be evaluated based on the following criteria:

- History of the individual or firm, including years in business, and ability of the firm to perform the work described.
- Qualifications and experience of the individuals assigned to the contract and their relevant experience in conducting similar services.
- Previous work experience with local, county, or state government.
- How well the proposal communicates an understanding of the unique scope of work in the Town of Cushing.

Any of bidder's staff doing work for the Town must be a Certified Maine Assessor

Proof of Comprehensive Liability Insurance and Workman's Compensation Insurance must be provided.

The Cushing Board of Selectmen in conjunction with the Board of Assessors will review the Proposals and notify the parties if they have been chosen.

The Town reserves the right to accept or reject any or all proposals, to waive any technicalities, informalities, or irregularities in the bids, and to award the contract to the bidder whose proposal is deemed to be in the best interest of the Town.