

Staff Report

Subject: Approval of Professional Services Agreement with Schneider Geospatial, LLC for the Effingham County Tax Assessor's Office

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Department: Tax Assessor

Meeting Date: June 7, 2022

Item Description: Professional Services Agreement with Schneider Geospatial, LLC for the Effingham County Tax Assessor's Office

Summary Recommendation: Staff recommends Approval of the Professional Services Agreement with Schneider Geospatial, LLC for the Effingham County Tax Assessor's Office to add-on additional components to their current software.

Executive Summary/Background:

- This add-on has two features which will help the Tax Assessor's office to get better feedback from the citizens of Effingham County.
- The first feature is a public comment card, and the second is a sales questionnaire form. Currently, the department mails envelopes and prints full pages for both of these items. This add-on would allow them to send postcards which will decrease cost of printing and postage, that contains a QR code for citizens to electronically send in their response instead of mailing a response.
- There is a \$2,208 one-time setup cost, in addition to \$720 for the annual hosting.
 - Year 1 Total- \$2,928
 - Year 2 Total- \$720
- This agreement would begin July 1, 2022 and end June 30, 2024.

Alternatives for Commission to Consider

1. Approval of Professional Services Agreement with Schneider Geospatial, LLC for the Effingham County Tax Assessor's Office
2. Take no action

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Tax Assessor, Finance, Purchasing

Funding Source: Tax Assessor operating budget

Attachments: Professional Services Agreement with Schneider Geospatial, LLC