



*Dipåtamenton Kontribusion yan Adu'ånå*

DEPARTMENT OF

**REVENUE AND TAXATION**

GOVERNMENT OF GUAM *Gubetnamenton Guåhan*

---

**ISLAND-WIDE  
REAL PROPERTY APPRAISAL  
AND EVALUATION SERVICES**

**REQUEST FOR PROPOSAL**

**DRT-2024-001**

**AMENDMENT #2**

**MARCH 15, 2024**

**Guam Department of  
Revenue and Taxation**

**THE FOLLOWING QUESTIONS WERE SUBMITTED IN REFERENCE TO RFP-2024-001.  
DRT RESPONSES ARE BELOW:**

Questions submitted by Cornerstone Valuation Guam, Inc. Dated: February 16, 2024

- 1) Title of the Project includes the word Evaluation which in appraisal terminology is defined differently than Valuation as required by GCA Section 24306. Confirming that the Project is Island-Wide Real Property Appraisal and Valuation Services.

**DRT Response:** Though the word evaluation is used in the RFP title, DRT is soliciting services for the valuation of real property on Guam, see section 2.1.3 of the RFP.

- 2) On Page 2 of the RFP, “Contractor shall conform to USPAP for Mass Appraisal and IAAO”. However, there are no specific requirements for the contractor to be a licensed/certified appraiser in Guam. Can we clarify that you do require this?

**DRT Response:** See Section 2.1.3 of the RFP: “DRT solicits the following services from a contractor certified to perform appraisals on Guam.”

- 3) Effective Date of Value (Market Value Date) is stated as February 1, 2025. Section 24305 stated first Monday in March for assessment date, can we clarify this?

**DRT Response:** See Section 2.1.3, D. Market Value Date of the RFP.

- 4) In relation to Question 3, does that mean that the roll will be certified by September 2025?

**DRT Response:** As per Title 11 Guam Code Annotated, Finance and Taxation, Chapter 24 Real Property Tax §24518 Certification of Roll, “The secretary of the Board shall certify the corrected roll for any year to the tax collector on or before October 31 of that year.”

- 5) Duration of the Award: The term specified is one year. The proposal is due on March 22, 2024. When do you expect to approximately award the contract?

**DRT Response:** See Section 2.1.4 of the RFP: “The Term of the contract resulting from this RFP will be for one (1) calendar year upon its full execution by all necessary parties. The successful offeror to this RFP will be expected to complete all required services within the initial one-year term. The time allowed to perform required services may be extended by written agreement between DRT and the vendor. DRT shall provide timely notice if funds are not available for continuation of contract beyond each fiscal year. In the event of cancellation due to unavailability of funds. Offeror will be reimbursed unamortized, reasonably incurred, non-recurring costs.”

**See Amendment #1, Dated March 5, 2024, Published on DRT’s website, <https://www.guamtax.com>.**

Technical Questions

- 1) 2.1.3 B: What is the preferred format for CAMA import data?

**DRT Response: Previous mass update of Proval data was performed during the last revaluation in 2014 via direct database updates. The GPAS systems comprises with Aumentum and Proval Software.**

- 2) 2.1.3 C: What part of the process will access to the property tax card records be a requirement for? Is the bulk of the information needed in hard copy of soft copy?

**DRT Response: See Section 2.1.3, C. Data update of the RFP.**

- 3) 2.1.3 E: Is there an existing GIS layer that has all 70,000 plus parcels mapped?

**DRT Response: GIS layers are external to the GPAS system.**

- 4) 2.1.3 F (a): Will the access provided to GPAS and CAMA be via an external log-in or must all access to the CAMA system be on the DRT premises?

**DRT Response: See Section 2.1.3, F. Access to DRT Records of the RFP.**

- 5) 2.1.3 F (b): What percentage of records and information must be derived from the tax card records and files that can only be accessed on the premises?

**DRT Response: 100%**

- 6) 2.1.3 F (e): Please provide a list of all available layers.

**DRT Response: GIS layers are external to the GPAS system.**

- 7) 2.1.3 F (g): What will be the source of the tax maps, land value maps, and digital imaging that the contractor is required to provide?

**DRT Response: See Section 2.1.3, G. Contractor to provide documents and supplies of the RFP.**

- 8) 2.1.3 F (e): What is the source of DRT's Aerial Imagery Oblique photography program?

**DRT Response: Pictometry**

## General Questions

- 1) Will more than one contractor be selected?

DRT Response: No.

- 2) What CAMA and GPAS system (including version number) does DRT use?

DRT Response:

Proval Version 9.00.12

Aumentum Version 9.00.03.1223

- 3) Please detail the current workflow for entering, maintaining, and reviewing data in the current GPAS and CAMA systems.

DRT Response: Data is manually entered.

- 4) Please detail the workflow used for the 2014 valuation.

DRT Response: The workflow was determined by the vendor who was awarded the previous contract.

- 5) Please detail the workflow for assessing and billing new parcels into the GPAS and CAMA systems.

DRT Response: Data is manually entered.

- 6) Please detail the workflow for all processes associated internally and with external vendors associated with the maintenance and upkeep of the CAMA and GPAS systems and incorporated records.

DRT Response: Data is maintained by the DRT, Real Property Tax Division (RPT). Data Management Resources (DMR) provides first-tier support for the Aumentum and Proval Software (GPAS).

- 7) Will we rely on the 2014 building areas and only update new items since then? Or will we be recalculating all the prior measurements?

DRT Response: See Section 2.1.3, A. Scope of Valuation and C. Data update of the RFP.

- 8) What software will be made available for calculating all building square footage?

DRT Response: Proval

9) If the software is using aerial images, how will we address the potential of cloud cover or tree canopies covering rooftops?

DRT Response: See Section 2.1.3, A. Scope of Valuation and C. Data update of the RFP.

10) What is the inspection requirement for assignment?

DRT Response: See Section 2.1.3, A. Scope of Valuation and C. Data update of the RFP.

11) Is there any jurisdictional law that dictates how the valuation will be developed (cost, sales, income)?

DRT Response: As per Title 11 Guam Code Annotated, Finance & Taxation, Chapter 24 Real Property Tax, §24306. Same: Valuation.

12) If the cost approach is required, will building construction quality/type and year built be available?

DRT Response: Yes, the data is available on the Aumentum and Proval Software.

Question submitted by Tyler Technologies, Inc. Dated: February 27, 2024

1) Our firm became aware of this RFP after the due date for submission of questions. Given that the date for the responses to the questions is March 8<sup>th</sup>, I am, respectfully, requesting an extension of the due date for questions so that we can be sure to make an accurate bid for these services?

DRT Response: See Amendment #1, Dated March 5, 2024. Published on DRT's website, <https://www.guamtax.com>.