

**PROFESSIONAL SERVICES AGREEMENT
WITH THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**

THIS AGREEMENT is made and entered into on this 18th day of August, 2015, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), a New Mexico political subdivision, and the **INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**, 314 W. 10th Street, Kansas City, Missouri 64105-1616 (hereinafter referred to as the "Contractor").

WHEREAS, the Santa Fe County Assessor's Office has recently completed several projects that allow a more efficient and effective use of the Computer Assisted Mass Appraisal system (CAMA) and the County Assessor believes there room for improvement in the business processes of the County Assessor; and

WHEREAS, the County Assessor wishes to improve the overall efficiency of the Office of the County Assessor and update and improve its business policies and procedures; and

WHEREAS, in accordance with NMSA 1978 Sections 13-1-120 through 13-1-124, the County issued Letter of Interest No. 2015-0379-AS/MM for these services; and

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF WORK

Contractor shall:

- A. Review the existing business processes of the County Assessor. The Contractor's review should include without limitation, review of account creation; data collection; data entry of the base account information for vacant land; data entry of base account information improved; building permits; valuation process; and value finalization.
- B. Review the County Assessor's current Computer Assisted Mass Appraisal (CAMA) system functionality and capabilities.
- C. Document the County Assessor's current quality control measures.
- D. Conduct a gap analysis using existing business processes to identify areas that are redundant based on CAMA system functionality and that are lacking in quality control procedures. Based on the analysis, make recommendations for improvement that will more effectively utilize the CAMA system to its highest functionality and capability.
- E. Recommend policies and procedures that are based on industry standards and provide supporting policy and procedures.

- F. Conduct a minimum of two on-site visits to the County Assessor's Office for the purpose of gathering information and conducting interviews.
- G. Develop and complete a final policies and procedures manual no later than January 8, 2016.

2. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Section 1 (Scope of Work), of this Agreement shall be completed in full, to the satisfaction of the County, in accordance with professional standards and for the amount set forth in Section 3 (Compensation, Invoicing and Set-off), of this Agreement, and for no other cost, amount, fee or expense.

B. The County may from time to time request changes in the scope of work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in a written amendment to this Agreement.

3. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1. For services provided in conformity with this Agreement, Contractor shall invoice the County monthly. Invoices shall include a monthly detailed status report for all activities performed in relation to project tasks described in Section 1 (Scope of Work) above and the services and phases as outlined by Contractor in Exhibit A attached hereto.
- 2. The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed Thirty Nine Thousand Six Hundred Ninety One Dollars (\$39,691.00) exclusive of NM gross receipts tax for the term of this Agreement. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the County when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within 30 days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within 30 days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

4. EFFECTIVE DATE AND TERM

This Agreement shall become effective on the date first written above and shall terminate one year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations).

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective 30 days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 30 days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than 15 days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for the performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright. The Contractor shall retain full ability to use in its website any and all information, photos, and digital media that may be gathered through completion of work pursuant to this Agreement.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Work), of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the

Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
 Office of the County Attorney
 102 Grant Avenue
 Santa Fe, New Mexico 87501

and,

Santa Fe County Assessor
Santa Fe County
102 Grant Avenue

Santa Fe, New Mexico 87501

To the Contractor: International Association of Assessing Officers
Attn: Ronald D. Worth
314 W. 10th Street
Kansas City, Missouri 64105-1616

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State on Contractor's behalf.

C. Contractor is registered and, if required, is properly licensed by the State of New Mexico to provide the services anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Santa Fe County shall be a named additional insured on the policy.

C. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS


The Contractor hereby irrevocably appoints David Ortiz, 75CR B52, Pecos, New Mexico 87552, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

32. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.

SANTA FE COUNTY:


Katherine Miller
Santa Fe County Manager

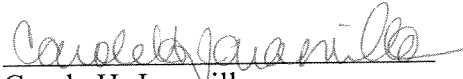
8.18.15
Date

Approved as to form:


Gregory S. Shaffer
Santa Fe County Attorney

8/18/15
Date

Finance Department


Carole H. Jaramillo
Finance Director

8/17/15
Date

CONTRACTOR:

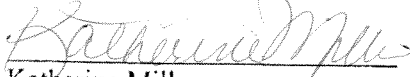
(Signature)

Date

Ronald D. Worth, Executive Director

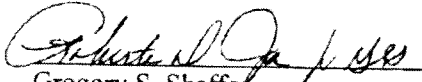
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SANTA FE COUNTY:


Katherine Miller
Santa Fe County Manager


8.18.15
Date

Approved as to form:


Gregory S. Shaffer
Santa Fe County Attorney


8/11/15
Date

Finance Department


Carole H. Jaramillo
Finance Director

8/17/15
Date

CONTRACTOR:


(Signature)

8.13.15
Date

Ronald D. Worth, Executive Director

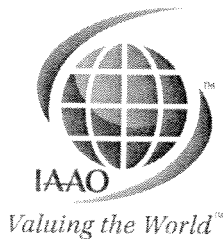


Exhibit A

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

314 W. 10TH ST. ♦ KANSAS CITY, MISSOURI ♦ 64105-1616

816-701-8100 ♦ 800-616-4226 ♦ WWW.IAAO.ORG

CAE ♦ AAS ♦ CMS ♦ RES ♦ PPS ~ PROFESSIONAL DESIGNATIONS

June 25, 2015

Ms. Martinez

Further to your Letter of Interest (LOI) No. 2015-0379-AS/MM and the statement of work issued, IAAO is pleased to provide our proposal based on our understanding.

Santa Fe County Assessor's Office has recently installed a new CAMA system and conducted a data capture program. Given the magnitude of the recent changes, the Assessor's office realizes that the current business processes, policy and procedures need to be more reflective of their new system capabilities and is seeking Industry experts to assist them.

The Assessor's office is looking for consulting services to assist with:

- Review of the existing business processes identified within the Scope of Work.
- Conduct a Gap Analysis.
- Recommend and document Policies and Procedures that are based on industry standards.

IAAO plans on conducting three on-site workshops as part of our efforts to complete this exciting project; our total project cost is \$ 39,691 * 8.1875 NMGR (T) = \$3,249.67 = \$42,940.29

A detailed description of the implementation methodology and project plan to complete the project's SOW follows this letter of introduction.

Please call me if you have any questions or required additional assistance with our quote for your SOW.

I look forward to further discussions.

Sincerely,

Charley Colatruglio
Technical Assistance Project Coordinator, IAAO
Direct: 204.219.5228
Web: www.iaao.org



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Statement of Work

Business Process Mapping

Mapping of the existing business process would involve the active participation of all of the key stakeholders for each process under review.

Assumption

Interactive workshops with key stakeholders for a given business process will be conducted. Work groups would comprise of staff that are fluent within the daily interaction for the specific business process being documented.

Methodology

Workshop phases with methodology are outlined within the following tables.

Flowchart diagrams will be used to document each business process resulting from the workshops. The format, style etc. of the final product will be jointly discussed to include client preferences.

Discovery Phase

Phase	Description	Duration
Discovery Workshop On-Site	<ol style="list-style-type: none"> 1) Client will provide business process related information that currently describes the processes under review. The sample materials needed can include any of the following: <ol style="list-style-type: none"> a) High level written description of the business process with the functional areas within the process. b) Forms and reports that support the business process. c) Any unofficial desk draw reports or audit control that line staff have developed themselves over the years. If this can't be produced upfront IAAO will uncover these during the workshops. 2) Once IAAO has received the preparatory background information it will be used as a starting point for the workshops. Producing a starting point for staff to visually see what the process looks like graphically minimizes the wheel spinning and frustration, and facilitates a quicker end result in mapping what the existing business process, "really is". 3) The Discovery Workshop will also be used to finalize which 10 -12 business process will be completed within the Project. 	
Business Process Mapping Workshop On-Site	<ol style="list-style-type: none"> 1) Introduce objectives (and rules) for the workshop for the specific business process. 2) Review the draft business process diagram from the preparatory material gathered in the discovery stage. 3) Adjust the diagram to what the business process truly represents on the shop floor. The key at this stage is ensuring the workshop group understands the objective is to map out the actual business process. 4) Review new CAMA system functionality and current process issues. 	



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Business Process Improvement

Phase	Description	Duration
Preparatory Gap Identification & Potential Solutions	1) IAAO would take the information gathered from the Mapping Workshop to identify potential improvement areas and preliminary methods for improvements. a) The objective is not to provide a solution from the consultant to the group but to facilitate solutions from the workgroup. Given IAAO's extensive knowledge of best practices within the Property Assessment & Taxation Industry the suggestions will be industry based. Our goal will be to use our extensive knowledge to ask the right questions; as in the end the work group needs to take ownership of the Business Process. b) The facilitation improvement areas can be presented to the Sponsor first if desired.	
Gap Identification Workshop On-Site	1) Review the existing business process with the group to: a) Identify areas of redundancy. b) Identify potential areas for improvement. c) Determine areas that have unnecessary loops. d) Identify areas where QA reports are missing and/or are redundant. e) Identify areas where manual process can be automated. f) Identify areas where ownership of tasks should be switched between the functional groups.	
Revised Business Process Sign-off	1) Document workshop findings. 2) Provide the revised business process to the workgroup. 3) Client workgroup to provide final review and revisions 4) Sign-off on the revised business process.	

Policy Development and Procedure Writing

Description	Duration
Assumption: Policy and Procedure development would be based on the new Business Process. The following steps would include: 1) Complete a draft policy based on the knowledge and understanding from the new Business Process Improvement. 2) Have workgroups review the procedures and provide feedback. 3) Complete any revisions. 4) Produce final electronic versions. 5) Sign-off of the procedures.	

References

Albemarle County, VA Ms. Betty Burrell, Director of Finance, 434.296.5855 ext. 3037	Travis Central Appraisal District, TX Ms. Marya Crigler, Chief Appraiser 512.834.9317	City of Philadelphia Mr. Richie McKeithen, CAO 215.686.9272
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Schedule

Note the schedule is considered a **"DRAFT"**, until it has been reviewed and accepted by Santa Fe County. It is anticipated that the County will ensure the schedule will dovetailed with their operational requirements and therefore IAAO fully anticipates the schedule may change.

Task Name	Duration	Start	Finish	Predecessors
Santa Fe County	62.5 days	8/24/15	1/8/16	
Discovery Workshop 1	3 days	8/24/15	8/26/15	
Existing Business Process Diagrams	16 days	8/28/15	10/8/15	2
Preparatory Work	10 days	8/28/15	9/22/15	2
Workshop 2 On-Site	3 days	10/6/15	10/8/15	
Introduction to Workshop and Flowcharting	0.25 days	10/6/15	10/6/15	4FS+3 days
1. Account Creation.	0.25 days	10/6/15	10/6/15	6
2. Data Collection	0.5 days	10/6/15	10/6/15	7
3. Data Entry of base account information vacant land.	0.25 days	10/7/15	10/7/15	8
4. Data Entry of base account information improved.	0.5 days	10/7/15	10/7/15	9
5. Permit	0.25 days	10/7/15	10/7/15	10
6. Valuation Process	0.5 days	10/8/15	10/8/15	11
7. Value Finalization	0.5 days	10/8/15	10/8/15	12
Workshop 1 Existing Business Process Diagrams Review and Revisions	12 days	10/9/15	11/11/15	12FS+1 day
Existing Business Process Diagrams	0 days	11/11/15	11/11/15	14
Gap Analysis	16 days	11/11/15	12/8/15	
Preparatory Work	3 days	11/11/15	11/17/15	15
Workshop 3 On-Site	3 days	11/17/15	11/20/15	
1. Account Creation.	0.25 days	11/17/15	11/17/15	17
2. Data Collection	0.25 days	11/17/15	11/17/15	19
3. Data Entry of base account information vacant land.	0.5 days	11/18/15	11/18/15	20
4. Data Entry of base account information improved.	0.25 days	11/18/15	11/18/15	21
5. Permit	0.5 days	11/18/15	11/19/15	22
6. Valuation Process	0.25 days	11/19/15	11/19/15	23
7. Value Finalization	0.5 days	11/19/15	11/19/15	24
7. Assessment Revision Process	0.5 days	11/20/15	11/20/15	25
Gap Analysis Review and Revisions	10 days	11/20/15	12/8/15	26
Gap Analysis Sign-off	0 days	12/8/15	12/8/15	27
Standard Operating Procedures	15 days	12/8/15	1/8/16	
Standard Operating Procedures Review and Revisions	15 days	12/8/15	1/8/16	28
Standard Operating Procedures Sign-off	0 days	1/8/16	1/8/16	30



Payment Schedule

IAAO proposes the following payment schedule:

No.	Milestone	Payment
1	Completion of Discovery Workshop 1	\$ 9,922.75 + NMGRT
2	Completion of Workshop 2	\$ 9,922.75 + NMGRT
3	Completion of Workshop 3	\$ 9,922.75 + NMGRT
4	Standard Operating Procedure Sign-off	\$ 9,922.75 + NMGRT
Total		\$ 39, 691.00 + NMGRT

IAAO – Use of Sub-Contractor

As required within Appendix C, Sections 8 and 9, IAAO is informing the County of Santa Fe that Sub-contractors (Industry Experts) under IAAO supervision will be used in completing the Scope of Work identified within the Letter of Interest.