



Dinwiddie Co. Commissioner of the Revenue

14010 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4500

MEMORANDUM

TO: Board of Supervisors

FROM: Lori K. Stevens, Commissioner of the Revenue
Jennifer Perkins, Treasurer

DATE: October 19, 2021

SUBJECT: Contract Award, Revenue and Tax Management System

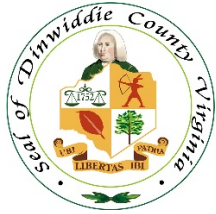
Background

The Revenue and Tax Management System is the software used by the Commissioner of the Revenue and Treasurer's offices for billing and accounting purposes. We have used Bright and Associates, Inc.'s (BAI) system for more than 25 years. This system includes producing tax bills, maintaining taxpayer accounts, performing collections, managing bankruptcy, communicating with administration via the general ledger, as well as every other facet of the County's accounting day-by-day activities. It is also the software that is publically accessible and used by taxpayers to access their tax bills online. As with many of the County's current information systems, a more robust and technologically up-to-date revenue and tax management system that will remove many of the current manual processes in these offices is needed, especially in light of the upcoming ERP system implementation for administration.

Actions

We released an RFP for a new Revenue and Tax Management System on July 22, 2021. Four vendors responded to the RFP on August 18, 2021. After review of the proposals, the selection committee held demonstrations with two of the vendors and subsequently selected Avenity, Inc. for the award. Further details on this procurement can be found on the County website at www.dinwiddieva.us/purchasing.

The initial cost of the project to include software, implementation, conversions and training is \$254,000.00. Annual fees (to include software subscriptions, maintenance and support) will be \$89,610.00 with annual increases of no more than 3%. All maintenance is paid at the beginning of each year. The project shall take approximately six months for



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implementation. The start date is to-be-determined and will be coordinated in conjunction with the new CAMA and ERP Systems. Approximately \$254,000 was allocated to the Revenue and Tax Management System purchase in the FY 22 CIP appropriation for the County's ERP system project.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract for a new Revenue and Tax Management System with Avenity, Inc. with any changes, substantive or otherwise, as may be approved by the County Administrator.