

## **Parcel Mapping Program Guidelines**

The County will not receive funds from the state. The County must send its share of funding to the state in order to participate in the state-held contract.

The contract will be published by The Office of State Procurement. An Invitation for Bids (IFB) will be issued on behalf of the Arkansas Geographic Information Office (AGIO) for counties that have no mapping.

Each County will be listed as a separate line in the IFB. The IFB will include a notice for multiple awards. A bidder can bid on one or all counties. The bidder will offer their price for each County. The lowest responsible bid will be awarded the contract subject to availability of funds.

Any County can participate. The County must supply their information to the AGIO in order to be included in the bid. Required information includes the enclosed application and the State Cadastral Standard Extract in digital form (.DBF) from the CAMA provider of the County wishing to participate.

The County cost will be 40% of the lowest responsible bid for their County. The AGIO will notify the County of the cost.

Counties that have a mapping contract will be included in a separate bid solicitation in November. The award will be made in December prior to the beginning of their budget year when they would normally renew their mapping contract.

Each County will have 60 days from the bid opening to send the matching 40% of the total cost to the AGIO.

Each County may opt out of the program for any reason by not providing the 40% match.

The County is officially in a contract with the AGIO when the County sends its 40% share of the cost for their County.

The County shall not be reimbursed for county personnel costs used to work on any portion of the project. County personnel costs cannot be considered as in-kind match. Funds shall not be awarded to pay existing or new county personnel to work on any portion of the project.

The program does not include any imagery costs, and cannot be used for imagery.

Counties will be given higher consideration based on the following priorities; subject to the availability of funds.

Priority 1 – counties initiating parcel map creation

Priority 2 – counties accelerating completion of parcel mapping (counties that have started but are not done)

Priority 3 – support parcel map improvements (Defined as editing parcel polygons so they are logically consistent with the visual evidence of ownership in the best available digital orthophotography, editing parcel polygons to correct gaps or overlaps, editing parcel polygon attribute tables to correct mistyped parcel identification numbers so they correspond to a matching record in the CAMA.)

This Program does not include routine parcel mapping maintenance (Defined as editing existing parcel polygons to update subdivisions, splits and / or merges occurring in the areas of the county that have already been mapped.)

Program Agreement will require the counties to update and maintain the parcel map over time. Applicants must provide evidence that they can maintain the on their own or by maintenance contracts.

Parcel polygon file shall be compliant with the State Cadastral Data Standard, including all attributes extracted from the CAMA.

Parcel polygon file shall cover the maximum feasible extent of the County – the largest geographic area.

County Assessors shall be the only eligible applicant. Contractor shall provide the completed parcel polygon data to AGIO to be loaded into GeoStor at the close of the project.

Contractor agrees GIS data, including all attributes as stated in the State Cadastral Standard, is public domain and shall be published on GeoStor.

Contractor shall deliver the parcel file in ESRI Personal Geodatabase format.

The responsibility by county or contractor to furnish, provide or acquire all plats, deeds or any existing map data or files that are required by a parcel mapping contractor shall be stated in detail for each county in the bid. At the very least it shall be the responsibility of the Counties to provide access to all plats, deeds and any existing map data or files that are required by a parcel mapping contractor, as well as any other data related to the program effort.

Counties shall work with their CAMA provider in order to provide necessary CAMA data to the contractor.

Counties shall provide AGIO updates of the completed parcel polygon file, including all attributes as stated in the State Cadastral Standard. This shall be done on a mutually agreed upon schedule which shall be not less than annually, depending upon the frequency of new development in the County. The updated file shall be published on GeoStor.

## Sequence of Events

The program funding for the State's 60% share is based upon General Improvement Funding through ACT 1091. It is subject to the availability and release of funds by the Governor. The following sequence of events is anticipated for the program.

1. The application period is announced and applications are sent to each County.
2. On the date of the application deadline the AGIO transmits the applicant material to the State GIS Board.
3. The State GIS Board prioritizes applications and provides the priority to AGIO.
4. AGIO prepares all the applicant material for the prioritized counties and transmits to the Department of Finance and Administration Office of State Procurement (DFA-OSP).
5. Governor Beebe directs the funds for the program to be released.
6. DFA-OSP releases an Invitation for Bids (IFB) containing County information necessary for bidders.
7. The IFB closes and bids are opened.
8. The low bid cost by County is transmitted to each County.
9. The County has a 60 day period to raise 40% of the total cost.
10. County funds are sent to AGIO to be deposited in GIS Trust fund.
11. The AGIO notifies the contractor of task order by County.
12. The contractor begins the first phase of parcel mapping work for that County.
13. As phases are completed the contractor delivers the parcel map files to AGIO for quality control checks.
14. As each deliverable passes the AGIO quality control the contractor delivers the files to the County. The County shall have 30 days to accept or reject the delivery.
15. AGIO publishes the completed County parcel file in the Arkansas Cadastral Mapping Standard on GeoStor.
16. Upon completion of the project the maintenance and updates become the responsibility of the County.
17. Minimum of annual updates thereafter are provided to the AGIO to be published on GeoStor.