



Oregon

Kate Brown, Governor

Department of Administrative Services

Chief Information Office
155 Cottage St NE, 4th Floor
Salem, OR 97301
PHONE: 503-378-3175
FAX: 503-378-3795

MEMORANDUM

Date: 02/12/2016

To: Alex Pettit, State Chief Information Officer

From: Eileen Maki, IT Investment Oversight Analyst

Re: Department of Revenue (DOR) Property Valuation System Project (PVS) IRR# 16-010

BACKGROUND

The DOR Property Tax division is responsible for assessing the Real Market Value (RMV) on industrial and centrally assessed properties in Oregon. Annually, the DOR values over 4,000 industrial properties and over 500 centrally assessed properties throughout the state. Currently, the DOR's Property Tax unit relies on antiquated applications, internally developed databases, standalone spreadsheets, and manual processes to complete their assessment and valuation functions. The processes and systems currently used by the DOR to complete this work creates a risk to their ability to develop accurate and timely RMVs for DOR assigned accounts.

DISCUSSION

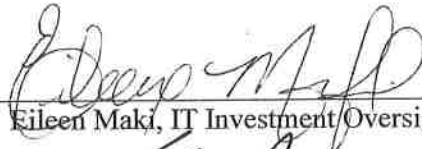
The DOR documented several alternatives when considering updating the application and processes. The DOR determined that the industry standard Computer-Assisted Mass Appraisal (CAMA) software would be the best alternative to meet their needs. DOR has formed a PVS project team and they have done extensive research and site visitations in regard to CAMA software and its use in other states. DOR has been working with Procurement on their Project Management and Vendor Solution procurements and plans to do an RFP process for the vendor solution. Project activities (including project close out) are expected to last through February 2018 (2 years) and cost approximately \$3,380,000. This project will require Quality Assurance and work has begun on the statement of work for that purpose.

RECOMMENDATION

Approve the PVS Project for Stage Gate 1 Endorsement with the following conditions:


- (1) DOR must retain a qualified Project Manager with relevant experience on projects of this size and complexity for the PVS project.
- (2) Before requesting Stage Gate 2 Endorsement, the PVS Project must:
 - a. Submit their SOW for the solution vendor to the OSCIO for review prior to executing the solution vendor contract.
 - b. Submit a refined business case which includes:
 - i. Staffing, Communications, Procurement, Quality, Testing, Implementation, Training, and Governance Plans for the PVS Project.
 - c. DOR must submit a Project Charter to the OSCIO.
 - d. DOR must submit a detailed Risk Assessment to the OSCIO.

Analysis prepared by:


Eileen Maki, IT Investment Oversight Analyst


Date

Analysis approved by:


Alex Pettit, State Chief Information Officer


Date