



COOK COUNTY GOVERNMENT
Office of the Chief Procurement Officer

**Request for Proposal
(RFP) No. 12-88-382**

for

COOK COUNTY CADASTRAL GIS UPGRADE

Bureau of Technology

**Issued on
November 29, 2012**

Proposals must be delivered to:

Office of the Chief Procurement Officer

118 N. Clark Street, Room 1018 Chicago, IL 60602

Attention: Lourdes Coss, Chief Procurement Officer

Proposals are due no later than 3:00 P.M. Central Standard Time on Monday, January 7, 2013.

There will be a Pre-Proposal Conference on Thursday, December 6, 2012 at 10:00 AM at the

Office of the Chief Procurement Officer

118 N. Clark Street, Room 1018 Chicago, IL 60602

Questions regarding the RFP should be directed to:

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Toni Preckwinkle
Cook County Board President

Lourdes Coss
Chief Procurement Officer

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1 INTRODUCTION

1.1 Overview/Objectives

Cook County Government (“the County”) seeks a qualified consultant for services to oversee a redesign of the current cadastral geodatabase and integrated parcel maintenance application (Application). The Application is a mature product that has been managing tax mapping tasks for a number of years. Originally built on proto-ArcGIS 8x technology beginning in 2000, the Application implements extensive custom functionality with components of the native toolset to support the County's tax mapping needs. GIS technology has modernized the way land records are managed and maintained at Cook County. The system has improved access to land records data to Cook County departments, municipalities within Cook County, regional and state agencies, and the general public. It has been a model for local governments and the County is committed to a sustained technology development path for years to come. The primary purpose of the migration is to update the technology platform, leverage new ArcGIS COTS capabilities where feasible, and improve its capabilities in key areas, specifically with respect to the parcel fabric, workflow manager, history management and topology.

1.2 Background

Cook County government provides its residents with vital services. It is a predominately urban county in the northeastern section of the State of Illinois that contains more than 800 local governmental units within its boundaries. With a population of approximately 5.2 million people, it is the second most populous county in the nation (2010 US Census) and the nineteenth largest government in the United States.

It is a home rule county pursuant to Article VII, Section 6 of the Illinois State Constitution and is governed by a 17-member Board of Commissioners that is elected from single-member districts. The Commissioners and a County Board President are elected to four-year terms by the citizens of the County.

Cook County contains over 130 municipalities within its boundaries, including the City of Chicago, which is the County seat where the central offices of Cook County are located. The City of Chicago and the suburban municipalities account for approximately 90% of the County's 956 square miles, while unincorporated areas account for the remainder. The unincorporated areas of the County are under the jurisdiction of the Cook County Board of Commissioners. Overall, there are over 1.8 million parcels and more than 12,000 centerline miles of roadway.

As mandated by State law, County government has principal responsibility for the protection of persons and property, the provision for public health services and the maintenance of County highways.

Beginning in 1997, Cook County has successfully researched, planned, designed and implemented an enterprise GIS with the intention of delivering data to and improving the services of its constituent agencies and moreover, to enhance and streamline the taxpaying public's access to vital information. This established GIS administers and coordinates land-based information across all County agencies utilizing a geography accurately developed from a photogrammetric base, in conjunction with sophisticated information management tools. The GIS is the vehicle that regulates internal data and work flows as regards spatial information, enables the development of higher-level applications, and provides long-term and stable management.

1.3 Schedule

The County anticipates the following Schedule:

RFP Posted to the County Website	November 29, 2012
Pre-Proposal Conference	December 6, 2012
Proposer Inquiries Due	December 12, 2012
County Response to Inquiries	December 19, 2012
Proposal Due	January 7, 2013
Evaluation of Proposals	January 2013
Contract Award	February/March 2013

The County may opt to conduct a site visit, if geographically feasible, to locations where the recommended solution has been implemented.

2 SCOPE OF WORK

2.1 Purpose

The purpose of this project is to redesign a mission-critical geodatabase and application that supports the control of flow of cadastral geospatial information as well as the coordination of tasks between participant offices. Those offices include the County Clerk (Clerk), County Assessor (Assessor), County Recorder of Deeds (Recorder), County Treasurer (Treasurer), County Highway Department (CCHD), County Zoning Board of Appeals (ZBA) and the Chicago Department of Transportation (CDOT). The current cadastral design was formulated in the late 1990s with the nascent ArcGIS SDE geodatabase model to accommodate a very large and extremely complex land division system. Currently, the Application manages over 1.8 million parcels in addition to lots, rights-of-way, subdivisions, and other property-related features. It generates nearly 9000 tax map sheets to encompass the roughly 1000 square mile area of the County. This total includes additional pages that diagram and numerate elevated parcels, lots, and condominiums. The Application utilizes a customized workflow manager that firmly integrates the Clerk and the Assessor which are the primary stewards of cadastral change information. The Assessor receives, reviews, and approves recorded plats and tax parcel divisions, which are filed directly with the Assessor's office, for possible integration into the cadastral database and updates the tabular attributes of new cadastral features. The Clerk is responsible for creating and updating the spatial cadastral features, attributing those features, and creating tax maps from the cadastral database.

2.2 Detailed Scope Description

All Proposers to this RFP shall detail procedures, specifications, justification, and costs in order to accomplish the major tasks. The major tasks include the following:

- a. Application and geodatabase requirements review,
- b. Application development, testing, and implementation,
- c. Application training,
- d. Geodatabase design and metadata, and
- e. Post-implementation maintenance.

2.3 Business Needs/Concerns

Overall, the Application continues to function adequately but has eventually become outmoded as evolving commercial-off-the-shelf (COTS) technology can replace a significant portion of the original customized functionality as well as introduce new ways of addressing the requirements than were

available in the early 2000s. The County believes that minimizing the custom code in the Application will result in a more robust and maintainable application as it has become costly for its upgrade with every new version of Esri software.

A number of concerns and desires regarding the Application are as follows:

1. Not currently operating on a fully supported hardware/software/database platform. There are components such as ArcIMS and VB6 with expired support,
2. With the introduction of the ArcGIS 10.x Parcel Fabric geodatabase model built on proven standards, the County believes that it will serve as the basis for the next generation of the County cadastre,
3. Improve the workflow management system including enhanced accessibility to data. There are processes and steps within the application that can be improved or simplified and there is a need to provide easier read-only access to the system,
4. Extend the workflow to other systems and coordination with other County agencies. The application currently relies on a number of routines to extract and synchronize data with other systems such as the mainframe which adds a layer of difficulty,
5. Realization of performance gains through newer technology and workflow improvements,
6. Need to implement improved database history management methodologies. Parcel Fabric offers tools to simplify the current outmoded model while still meeting County business requirements of editing two tax years simultaneously,
7. Desire for continued improvement of (spatial) accuracy of the database. The migration to ArcGIS 10.x in conjunction with revisions to the history management versioning model offers opportunities to modify the approach to topology management based on specific County requirements,
8. Improve the management of vertical parcels including the mapping of flyleaves. The current process does not map these records in mapping space but page space which limits its utility, and
9. Need to replace custom code components with comparable COTS capabilities.
10. The upgrade of the Application to ArcGIS 10.x will depart from the current framework and be reengineered with these considerations in mind.

2.4 Current State

2.4.1 GIS Software

The Cook County GIS Steering Committee, which consists of representatives from all the major departments utilizing GIS data, has adopted ArcGIS[®], a GIS software suite produced by Environmental Systems Research Institute, Inc. (ESRI[®]), and all of its affiliated products including ArcView[®], ArcSDE[®], and ArcGIS[®] Server, as its standard platform in the server, desktop, and Internet/Intranet environments. This ensures the efficiency of data transfer and its overall manipulation across all departments. Moreover, the effective coordination of GIS activities significantly enhances the safeguards on data integrity and quality control. Currently, the County is operating at version 10.0 for its stand-alone ESRI[®] desktop products, version 9.3.1 for the ESRI[®] desktop products associated with the Application, and version 9.3.1 for server products.

2.4.2 GIS Database

Currently the records of the GIS are stored and managed in an ArcSDE[®] server utilizing Microsoft[®] SQL Server[®] as the RDBMS. Geodatabase is the primary data format standard. The basic datasets include cadastre (tax division data), planimetry (photo-identifiable features), administrative (jurisdictional boundaries), census (blocks and tracts), terrain (LIDAR, DEM, and

one-foot topography), and orthoimagery. The County maintains all of its geospatial data according to the Illinois State Plane, Eastern Zone (Zone 3776), NAD83 (NSRS2007), U.S. survey feet coordinate system. Elevation values utilize the NAVD88 datum as the County standard. Comprehensive Federal Geographic Data Committee (FGDC)-compliant metadata has been established as a standard and has been written for all major data layers.

2.4.3 GIS Application Development

The County, based on its extant rich web-based applications, supports code development according to the good practices of its web services environment of Windows Server 2008, IIS, SQL Server, and Esri Server API products. Development frameworks utilize a range of platforms including Flex and Javascript, utilized on the .NET framework with Microsoft Visual Studio.

2.5 Workflow of Current Application

For this RFP, two Adobe® Shockwave® files (Appendix V) are included to demonstrate the functionality and workflows of the current Application.

2.6 Major Elements of Impact

The County has been reviewing the general requirements for the upgrade of the geodatabase and Application over the last year. This review formally initiated with an assessment of the current system in operation as it impacts the cadastral data. The major elements include:

- Current GIS platform at version 9.3.1,
- Desktop hardware running Windows XP®/Windows 7®,
- Countywide GIS database with over 1.8 million parcels and associated cadastral and planimetric features. This database is managed in SQL Server 2008 and is approximately 30 GB in size. For history management purposes, each tax year is maintained as a separate version, with the default version being the most recently finalized tax year (currently tax year 2011)
- A full range of use cases to support design and test of the Application and geodatabase,
- Countywide orthoimage raster files are currently managed as an image service generated from the original TIFF format in file folders by collection year. Imagery is in use for 1998, 2003, 2008, 2010, and 2011. Before 2010, the three-band imagery sets are roughly 100 GB each. Beginning in 2010, four-band imagery is being collected at roughly 400 GB each year. Image services exist for each year,
- Web mapping/query application is based on ArcIMS and SQL Server ArcSDE. This spatial database is refreshed periodically from the SQL Server database as managed by County GIS,
- ArcGIS 9.3.1 software-based land records management and maintenance system that is highly customized to implement County business rules. The workflow component of the application is managed through an ArcIMS-based web application,
- Integration with the County's existing IBM® z/OS® mainframe and iSeries® (AS/400®) databases,
- Use of Crystal Reports® for various reporting tasks, and
- Cook County GIS maintains a public-facing web application for general data viewing and includes widgets that calculate and display property comparables, tax delinquency and parcel history.

2.7 County Agency and Department Standards and Considerations

As noted above, there are a number of agency interactions that are currently integral to the Application and those that will be integrated in the new design. The Clerk and the Assessor

maintain a workflow with the passing of information between the offices throughout the lifecycle of a cadastral change.

Tangential to this core component are agencies that afford inputs and receive outputs.

Recorder of Deeds

This office processes recorded documents including plats and ordinances that impact the cadastral database. The Clerk currently collects paper copies on a continuous basis for review. Direct access to the Recorder's document management system would facilitate the efficiency and accuracy of this flow of information. The Recorder independently uses the Sketch tool of the Application to note cadastral changes as they are recorded, which is well ahead of the timeline that the Clerk follows for map updates of the same information. Currently this activity is kept separate from the cadastral workflow but there is reason to have it accessible to the Clerk and Assessor to assist their research processes. In addition, the office updates the taxpayer name and mailing address data in the County mainframe based on information provided in recorded deeds.

Cook County Treasurer's Office

The office is responsible for the maintenance of the taxpayer name and mailing address data for all properties in the County. Record updating of property ownership information is very important to ensure compliance with statutory notification requirements. Information regarding names and addresses for newly assigned PINs is transferred from the division functions of the application into the County mainframe and master property record.

CCHD (Cook County Highways Department)

This department's Right-of-Way Division maintains a feature dataset of strip maps for the County's highway jurisdiction which is based primarily on cadastral information. Changes made by the Clerk should be transmitted to this office in case a reconciliation of the layers is necessary.

ZBA (Zoning Board of Appeals)

This office is responsible for zoning-related information for unincorporated areas of the County as well as zoning district data for all of Cook. Because zoning is by and large parcel-based, changes effected by the Clerk should be transmitted to the ZBA in the event it affects zoning data.

CDOT (Chicago Department of Transportation) & County Clerk Collaboration

The ongoing initiative to increase service collaboration between the County and Chicago includes the operations of the Maps and Plats Division. This office maintains a set of maps that, although similar in appearance to County tax maps, is technically an inventory of official property divisions at the lot level (as opposed to parcels). To reduce redundancy and create efficiency, coordination of property changes between the Clerk and CDOT is strongly desired.

Clerk of the Circuit Court

Historically, legal descriptions for every parcel were typed on cards in a retriever system. The scanned images of these cards reside currently in a SQL database that will be integrated to the new Application. In addition, the office is responsible for maintaining the taxing district boundaries in the cadastral database and for assigning each property index number (PIN) a taxcode, which identifies which taxing districts each taxpayer pays taxes to.

Cook County Clerk

The Elections Department of the Clerk's Office currently maintains precinct boundaries and polling place location data outside the application.

Cook County Assessor's Office

Property Location data is collected and maintained by this office. Sources of data come from annual Division submissions and the office's internal field data collection.

This office also utilizes an external ArcMap desktop program to create a neighborhood code variable critical to their valuation process of residential properties. This information is then incorporated into the property master file.

Assessment and Payment by Legal Description: A function of the Assessor and Treasurer

Frequently, property owners do not get their own property index number until after they have purchased and moved into a newly constructed property. Often the taxpayer must wait until the next tax year to receive their own property index number, one created from the legal description that will officially define their property. If their property remains undivided while waiting for a Division to be processed by the Assessor, property owners must pay their legally defined portion of a larger PIN's overall tax bill.

This process starts with the Assessor by defining the geographical area and assessed value of the property. The Assessor's Office calls this process an 'Assessment by Legal (ABL) description'. A taxpayer must fill out a form and request an ABL description from the Assessor's Office so that this information can then be sent to the Treasurer's Office.

The Treasurer's Office is then responsible for the creation of a tax bill which allows a taxpayer to pay a fraction of an entire PIN's amount owed through the Pay by Legal process. The Treasurer will create a Pay by Legal description tax bill (derived from the Assessor's ABL information) for the property owner upon request.

In anticipation of the migration of the current geodatabase to the Parcel Fabric model, the Clerk is in the process of implementing topology to amend the cadastral feature classes to achieve basic data integrity. In addition, above ground features are being updated with actual elevation measures to take proper advantage of the three-dimensional tools at 10.x.

2.8 Project Plan

The scope of work is to be enacted in accordance with the overall project plan noted in this section. This plan consists of three phases:

- a. Phase One: Project Initiation,
- b. Phase Two: Design, Development & Testing, and
- c. Phase Three: Implementation & Production.

2.8.1 Phase One: Project Initiation

Project initiation will begin after execution of the Contract by the Cook County Board of Commissioners. Agreement on administrative and communication procedures would follow. It will be required that during this phase, a requisite number of meeting(s) will be convened between the Contractor and County representatives. A content management web-enabled site will be jointly established to facilitate documents and other project-related information throughout the course of the project.

After these meeting(s), the Contractor will begin drafting a project plan manual, detailing both the technical and administrative procedures to be followed for the duration of this project. This phase should include any assessment of the various processes and legacy data that will be integrated for this project. It will also define and review the various specifications of the application based on the business requirements of volunteer support. The County will review

the plan and develop it further, if required. Any subsequent drafts will be approved by the County, prior to proceeding to Phase Two.

A requirements review will be conducted including an assessment of the current Application and geodatabase prior to formal design. Based on the findings and joint resolution, a scope of work will be finalized and constitute the corpus of Phase Two activities. All use cases will be reviewed and finalized as part of the design process.

2.8.2 Phase Two: Development & Testing

When the items in Phase One are accepted by the County, the Contractor will immediately proceed to the two basic facets of the project: Application development and geodatabase design, including the verification of the process specifications.

The objectives of the phase are to:

- a. Execute and evaluate all procedures as specified,
- b. Establish a hosted Contractor development and test site,
- c. Finalize use cases,
- d. Establish iterative testing cycle by the County based on use cases,
- e. Finalize any remaining design characteristics,
- f. Identify problems and develop policy for their resolution, and
- g. Evaluate and approve all specified products.

A conceptual and physical geodatabase design for all feature classes will be compiled as defined by the project scope of work. The geodatabase design will define attributes, subtypes, domains, relationships and topology as well as any other database design considerations that the project team identifies. The period for County commentary will be determined during Phase One. An adequate pilot area will be jointly designated and serve as the test area of interest for the validation of the Parcel Fabric geodatabase.

As for the Application, the phase will include rounds of development, demonstration and testing on a hosted site of the Contractor emulating the County's basic server environment. This process will be facilitated by regularly scheduled technical meetings to maintain communication and the project timeline.

Upon receipt of the pilot area findings and Application beta build, the County will review to ensure final specification compliance, completeness, and accuracy. All procedures for correspondence and quality assurance will also be reviewed and substantiated in this phase. The project plan manual, design considerations, and project schedule will be revised to incorporate the results identified during the study. When the County accepts final delivery of the pilot and all operating procedures are codified, the Contractor will be advised to begin Phase Three.

Upon completion of Phase Two, the manual will be amended to a near-final state, allowing for subsequent minor adjustments, which may result from the pilot. The Contractor will be responsible for updating the manual, should it be necessary. A final version will be delivered upon the completion of this project.

2.8.3 Phase Three: Production & Implementation

The general objectives of Phase Three are as follows:

- a. The migration and compilation of specified feature classes for the remainder of the County, per specifications,
- b. Migration, implementation, and testing of the application on the County server environment,
- c. All GIS data is installed and operating as a fully integrated entity in the County enterprise system and to the Application,
- d. Any source documents from the County have been returned,
- e. Acceptance of all project deliverables by the County, and
- f. When all of the above has been accomplished and accepted by the County, the project will be considered complete.

2.9 Contractor Responsibilities

The major responsibilities of the Contractor are as follows:

- a. Development and documentation of procedures to meet Contract specifications,
- b. Production of digital files, coding and other products of all designated tasks, as specified,
- c. Maintenance of database, quality, legal, and safety standards,
- d. Delivery of preliminary and final products as per schedule,
- e. Security of the County's source materials,
- f. Regular conference calls and review meetings,
- g. Coordinate to establish a site for management of all relevant project content,
- h. Correspondence with the County on all anomalous issues throughout project lifecycle, and
- i. Provision of all labor, materials, equipment, tools, and other incidentals (except that provided by the County) that are necessary to complete the project.

2.10 County Responsibilities

The major responsibilities of the County are as follows:

- a. Access to or provision of any relevant source materials as specified by the stewards of that information,
- b. Provide notice to all standards, protocols, and procedures for compliance during the project,
- c. Coordinate to establish a site for management of all relevant project content,
- d. Review and approval of plan project manual, database design, project schedule, quality control procedures, documentation, and all other deliverable products,
- e. Resolution of issues on a timely basis,
- f. Execution and documentation of acceptance procedures on a timely basis, and
- g. Quality assurance inspection of deliverables on a timely basis.

2.11 Project Tracking

The Contractor must comply with jointly agreed procedures of a content management site for tracking progress and documents for the duration of the project. This may be either the County's SharePoint site or one provided by the Proposer. In addition, the Contractor will submit written monthly status reports to the County. These reports will include:

- a. Any product or document that is delivered,
- b. Meetings held, planned, or requested, including the minutes thereof,
- c. Issues or problems that are encountered, need to be addressed, or resolved,
- d. Invoicing and payment, and
- e. Production goals for the next reporting period.

In addition, during the data collection phase of the project, the Contractor will be required to submit weekly status reports. The final form and procedures of these reports will be established at project initiation.

2.12 Required Elements

All requirements for this RFP will be predicated upon the guide that the migration will utilize COTS technology primarily where viable and feasible; and to port over only those custom components that cannot be accommodated by a COTS equivalent. This approach will necessarily involve a migration of the geospatial data model to the Parcel Fabric.

2.12.1 Application Migration

The County has identified and validated requirements in each of the primary functional areas of the Application as well as those areas where specific enhancements are of interest. These requirements were then evaluated against ArcGIS 10.x capabilities and a set of recommendations were prepared and classified as follows:

a. General

There are a number of general requirements that must be met to ensure a successful migration of the Application to an ArcGIS 10.x platform. In essence, the upgraded application must be able to perform current Cook County business functions in the Cook County production environment. This means that the implementation upgrade will need to consider all currently operational application components that support the Clerk, Assessor, ZBA, CDOT, and CCHD.

	Description
Gen1	Implement compatible database and software versions for the following system components: <ul style="list-style-type: none">• SQL Server spatial database,• ArcSDE SQL Server databases,• ArcIMS,• DB Runtime client,• ArcGIS Desktop client,• License Manager, and• Crystal Reports.
Gen2	Support for Windows 7 operating system.
Gen3	All existing application functionality must be maintained, either with the existing custom tool or COTS equivalent.

	Description
Gen4	<p>Maintain and test all currently scheduled server tasks including</p> <p>Nightly</p> <ul style="list-style-type: none"> • Update database statistics for all tables (ArcSDE and business tables). • Nightly temporary table cleanup. This script cleans up temporary session tables that are older than one week. • Synchronize GIS tables nightly with associated Assessor, Clerk, and Treasurer tax information stored and updated outside the GIS. <p>Biweekly</p> <ul style="list-style-type: none"> • ArcSDE compress. <p>On Demand</p> <ul style="list-style-type: none"> • Import parcel information such as taxpayer name/address and tax exempt status. • Division export: exports all division data for external systems (AS/400 synchronization).

b. *Division entry*

Division Entry represents the largest component of custom code in the Application. This module supports the logging of the document/petition request in the computer system. The division entry module is used both by the Assessor's and the Clerk's offices at various stages in the data entry process. Since the Application was originally built a few issues have been identified and a few enhancements have been requested to improve the data entry and flow of information.

	Description
Div1	Add "Petition Leasehold" division type to Application.
Div2	Add assessment value to new PINs.
Div3	Automate the recording of exempt properties.
Div4	Condo amendment - changes are not being copied to the DIVENTRY table.
Div5	Condo document management improvement.
Div6	Condo legal description limited to 60,000 characters. Needs to expand.
Div7	Division entry form revision needed.
Div8	Land square footage made available for Assessor field inspection staff.

	Description
Div9	Legal descriptions of condo assignments to a PIN - tie to the base PIN or dummy PIN.
Div10	Legal descriptions on Division reports need improved readability.
Div11	Locate Tax Maps - review of the function - not sure where address is accessed from.
Div12	Maintaining PINs and PIN legal function needs an auditing capability.
Div13	Assessment/Pay by Legal Module – A process whereby a property tax payment can be made on a portion of a parcel. It must allow for the creation of polygons containing Assessment by Legal description information. Creating polygons to identify the geographical area and indexing the ABL description through a PIN table is required in this upgrade. The ABL PIN table information must then be transferable to the mainframe property master file to allow indexing of multiple Pay by Legal descriptions for an individual PIN.
Div14	Petition submittal process and access (scanning of document instead of only original hardcopy).
Div15	PIN Generation - forcing of new block numbers.
Div16	PIN Lineage in order to access voided PIN queries. For tax purposes, a history of any given PIN must be determined to avoid incorrect payments and possible delinquency. Because the County retires PINs upon division, these PINs must be easily tracked and retrieved for accurate tax research. Although most situations are one-to-many or many-to-one, there are a sizable number that are many-to-many and require special care.
Div17	Back Tax - The application currently allows editing of certain fields on “closed” jobs by a user with administrative permissions. Functionality currently only updates data on division entry tables while it should be performed on universal GIS tables.
Div18	Change assessment status for a PIN on a closed division (Similar to Div17).
Div19	Division Revision Acceptance - ability to sort on PINs.
Div20	Division Revision Acceptance - ability to view audit changes.
Div21	Query PIN - PINs are pre-sorted as loaded but if too many records are returned in a query, a new sort does not work.
Div22	Query PIN - select a PIN and click "PIC image" - popup opens but no record is returned.

	Description
Div23	Query PIN - select a PIN and click "Print Legal Text" - not working.
Div24	Show Pending Condo Amendment - Perm unit for amended condo PIN sort does not work.
Div25	Show Pending Dedication, Vacation, & Road Taking - Perm# function - Perm# is not available to the Assessor to update when the "update Column Values" popup opens.
Div26	Incorporate Clerk's taxing district and tax code updates into the Application.

c. *Workflow*

ID	Description
WF1	Provide summary information about a division in the Show Pending Jobs screen.
WF2	Remove Notifying CCAO workflow step from Application.
WF3	Remove Notifying CCC Draftsman workflow step from application.
WF4	Remove the area of interest Tax Map screen in ArcMap.
WF5	Remove the Review Notification function - it is not used.
WF5	Remove Update CAMA workflow step from Application.
WF6	Update application ease of use and rigid workflow.
WF7	Reports Management - reports need to be updated, added and/or deleted.
WF7	Streamlining of processes that manage information and document flows between the Application and related agencies (e.g., CCHD, ZBA.)
WF7	Improved version management.

d. *History management*

Cook County needs to maintain parcel history by tax year for an unlimited number of tax years. Additionally, there is a need to be able to edit the most recent two years concurrently. It is critical that the County be able to view discrete spatial data from individual tax years and easily compare that data to one or more other tax years. Currently, the history model requires each tax year to be maintained as a version. The current tax year has many versions (reconciled on tax year closeout) with the earliest/default version being Tax Year 2011.

ID	Description
His1	Provide read-only access to parcel history for an unlimited number of tax years. Access to historical parcels is for viewing purposes. Any edits would occur on the current tax year.
His1A	Should be able to view closed divisions for previous tax years without re-creating the version for that division (once division is closed, system should look to the parent tax year for geometry).
His2	Provide the capability to edit the two most recent tax years (the current and the next tax year).
His3	Implement history management that separates active parcels from historical parcels.
His4	Improve capabilities to manage the version state tree.
His5	Maintain the capability to conduct reporting by tax year versions (previous and current tax years) through Crystal Reports.
His6	Improve the retention of prior taxpayer name and address information.

e. Topology

The current Application does not maintain topology rules in the database. Implementing topology rules in the database will require reconciliation of the database to the default state, which is not possible given Cook County business rules for history management. The County is rectifying topology issues to the current database in preparation for migration to the Parcel Fabric. Moreover, the County has extensive requirements for the maintenance of coincident features for both planimetric and cadastral feature classes, mainly for the capability to effectively manage coincident features.

ID	Description
Topo1	Implement coincident feature management for cadastral features.
Topo2	Implement coincident feature management for planimetric features.
Topo3	Implement parcel topology with CCHD RightOfWay feature dataset.

f. Editing

The existing Application provides extensive custom editing capabilities for the Clerk. These include tools to maintain the cadastral feature classes as well as cartographic editing. The Highway Department and Department of GIS perform edits on the planimetric feature classes using native ArcMap tools.

ID	Description
Edit1	Conflict resolution tools for version management that allows combination of both the edit version and the conflict version. County has a custom tool for this, but there is now a COTS tool.
Edit2	Maintain zoom to division and zoom to parcel tools.
Edit3	Maintain capabilities of the custom tools as required. Please refer to Appendix VI.
Edit4	Maintain Existing Custom Splining tool. <i>Note:</i> Enhancements are desired.
Edit5	Provide capabilities to automate the management of annotation.
Edit6	Resize the Lineage tool larger, or provide a separate window similar to the Edit Condo Table option.
Edit7	Adjust business process to incorporate a check to ensure all parcels have been included in the town's division.
Edit8	Maintain the Sketch tool for the Assessor and Recorder (already exists as part of Application and should continue). <i>Note:</i> The current Sketch tool requires the Assessor to open ArcMap.
Edit9	Improve/simplify use of the Sketch tool (e.g., possibilities are to provide the Assessor with a simplified MXD).
Edit10	For the Assessor and Clerk, provide capability to track an edit without the need to commit the job.
Edit11	Implement management of air rights. Note that vertical subdivision of the land would be a significant change to the current application. However, users are requesting PINs for air rights.
Edit12	Implement capabilities to perform cartographic edits that do not change the underlying data.
Edit13	Editing condo amendment geometry – only updates one parcel (10-digit base PIN).
Edit14	Integration of neighborhoods into the land fabric model.
Edit15	Vertical parcel annotation classes are replicated.
Edit16	Vertical parcel customized dimensioning tool is needed.
Edit17	Vertical parcel development more efficient and useful.
Edit18	Vertical parcels do not show physical location of the parcel.
Edit19	Vertical parcels overlap in ramp situations. Assessor needs to be made aware of vertical parcels which involve non-horizontal planes. Currently, this information is kept in a spreadsheet outside the application.
Edit20	“Other” division type updates only the parcels dataset and not the lots and blocks.

g. Map production

The existing Application provides highly customized functionality to produce the County's tax maps. It is critical that existing mapping functionality be maintained including the production of flyleafs. At the same time, a number of requirements are identified to improve current map production capabilities.

ID	Description
Map1	Provide a searchable map catalog that allows for a PIN-to-Tax Map index. <i>Note:</i> This is an issue that is being tracked as a bug in the existing Application.
Map2	Maintain the capability to create flyleafs.
Map3	Conversion of current page unit coordinate system for flyleafs to a map unit approach compatible to the geodatabase.
Map4	Provide capability to create map series such as administrative boundaries, election districts, townships, and so forth, for Assessor. <i>Note:</i> This capability exists as part of standard ArcMap functionality. There is an option to facilitate this process through the use of Data Driven Pages or Production Mapping Module.

h. Data management capabilities and integration

The existing system provides for integration with the Assessor's AS/400 database which maintains all assessment data. The County identifies a number of requirements to improve the management of the processes needed to maintain these capabilities.

ID	Description
Data1	Continue to maintain the SQL Server/ArcSDE spatial database environment.
Data2	Maintain the capability to “manually” synchronize data with the Assessor's AS/400 database. This is currently accomplished through a server scheduled task (see Gen4 – Division Export)
Data2A	Provide the capability for the Assessor to connect directly to the AS/400 through a dynamic link. An automated system is needed to synchronize the division file with the GIS. A live connection is desired because of the following limitations in the current system: <ul style="list-style-type: none"> • The PIN field of the DivisionEntry table is not updated when PIN table is updated from AS/400, • If tax codes are updated in AS/400 and subsequent changes made to the GIS (with no tax code change), the upload of tax code updates will be overwritten.

ID	Description
Data3	Provide access to scanned Recorder of Deeds documents and digital CDOT 80-acre maps.
Data4	Situs address correction coordination with CDOT and Assessor's Office.
Data5	Data compression is needed, especially for historical tax year data.
Data6	View-only access to parcel data/geometry changes for other departments throughout current year (CCHD, ZBA, Assessor, Election Department, and CDOT).
Data7	Easier access to Countywide orthoimagery (current and historical).
Data8	Availability and access to scanned recorded documents older than 2003.
Data9	Access to SQL Server database of scanned legal descriptions as maintained by the Clerk.

i. Analysis

ID	Description
Ana1	Implement a capability to calculate square footage of a parcel per calculations for the Assessor.
Ana2	For Assessor, provide automated capabilities to assign wards, precincts, and districts to parcels. This analysis needs to be performed annually.
Ana3	Provide tools for analysis on missing parcels (analysis of cartographic parcels to AS/400 PIN list. These should be tools that can be distributed to other users who are responsible for this type of analysis.
Ana4	Support tighter integration with third parties who consume Cook County data. CDOT has a need to determine where parcels exist in their ROWs.

j. Realization of performance improvements

ID	Description
Per1	Improve the performance of map displays.
Per2	Improve the performance of editing operations.

k. Utilization of COTS

ID	Description
COTS1	ArcIMS 10 is nearing the end of its lifecycle.
COTS2	VB6 SDK is no longer supported affecting the ability to update VB6 code.

I. Scheduling and timing.

ID	Description
Sch1	Implement the application upgrade based on the most current production release of ArcGIS.
Sch2	Perform database upgrade/maintenance activities after closeout of the current tax year. <i>Note:</i> The closeout of the tax year occurs normally at the end of September.
Sch3	Scheduling of upgrade activities should not coincide with redistricting and election-related activities (November).

2.12.2 Geodatabase Design and Migration

The Proposer will describe their expertise with the Parcel Fabric geospatial model. An evaluation and validation of the current geodatabase will dictate the extent of the migration in terms of any accommodation and customization beyond the native COTS design. A comprehensive migration plan will be outlined including, but not limited to the following components: minimum/preferred hardware and software requirements, current geodatabase preparation, fabric loading strategy and considerations, quality assurance measures, and testing & validation.

2.12.3 Metadata

Cook County is committed to documentation of its database and related information. This documentation supports the activities of its own users as well as those external to the County with whom data is shared. To this end, the County has adopted the FGDC standard for geospatial products for all of its data layers. FGDC-compliant metadata for any proposed feature class will be required for this project. A sample of County metadata is available in Appendix III, specifically for the Parcel feature class. The Proposer will indicate the methodology to create the metadata. Metadata will be delivered in HTML, XML and TXT file formats.

2.12.4 Quality Control and Assurance

All internal quality control measures for all tasks will be detailed in the appropriate sections. The Proposer will provide a methodology to manage the quality control and assurance of all deliverable items to be accepted by the County. The Proposer will detail all procedures and any tool(s) that would facilitate the tracking of the passing of the deliveries and the communication of errors and comments between the Contractor and the County.

2.12.5 Training

The Proposal will include a detailed training program to ensure proper use of all components and tools of the Application. An implementation plan will be supplied as a knowledge transfer to County staff.

2.12.6 Post-implementation Maintenance

The Proposal will include a one-year maintenance program with terms and conditions to begin immediately upon the County's acceptance of the project. This task will include, but not be limited to, Application support of a technical and advisory nature, minor fixes, and troubleshooting.

2.12.7 Project Schedule

The Proposer will provide a project schedule of sufficient detail including all tasks and major milestones. In general, the County seeks good reasoning for justifying the proposed schedule and how it will best serve the interests of the County, including time allowance for task review and acceptance; however the implementation and transition of the migration will be coordinated to the County's property tax timeline.

2.13 Key Personnel

The Proposer must identify the key personnel that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. All key personnel must be totally committed to the project without competing priorities. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, Proposers will name key personnel as part of their bid. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

2.14 Subcontracting or Teaming

The Proposer may be comprised of one or more firms as to assure the overall success of the project. The firm shall identify each team member and specify their role. The Chief Procurement Officer reserves the right to accept or reject any of the team members if in the Chief Procurement Officer's sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County.

3 DELIVERABLES

The Proposer will submit appropriate and relevant information for the deliverables listed below. The information shall include but not be limited to characteristics such as file format, approximate file size, media of delivery, storage requirements, and other specifications. These specifications will ultimately be determined between the Contractor and the County during project initiation.

3.1 Geodatabase Design

Final conceptual and physical ArcSDE SQL Server geodatabase design document in Adobe PDF and MS Visio formats.

3.2 GIS Data

1. One (1) ArcSDE SQL Server geodatabase including all specified feature datasets and classes.
2. Associated FGDC-compliant metadata.

3.3 Documentation

Project Plan Manual including standards, specifications, requirements & design.

3.4 Application

Application files, source code, and implementation plan.

3.5 Training

Training program as specified in Section 2.12.5.

3.6 Maintenance

Maintenance program as specified in Section 2.12.6.

4 INSTRUCTIONS TO PROPOSERS

4.1 Instructions

This RFP provides potential proposers with sufficient information to enable them to prepare and submit proposals. This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, including the County requirements, which must be met to be eligible for consideration. All proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive. The County is not obligated, neither to purchase the full services or products proposed by the proposer, nor to enter into an agreement with any one proposer.

4.2 Availability of Documents

The County will publish their competitive bid, RFP, and other procurement notices, as well as award information, at: <http://legacy.cookcountygov.com/purchasing/proposals.html>.

Interested suppliers should note that, unless otherwise stated in the bid or RFP documents, there is no charge or fee to obtain a copy of the bid documents and respond to documents posted for competitive solicitations. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents. Some procurement notices may provide a downloadable version of the pertinent documents and any amendments to them, available to suppliers after they have completed a simple registration process. Additionally, some notices may permit a supplier to submit a response to a posted requirement in an electronic format.

Any proposers receiving a copy of procurement documents from a bid referral service and/or other third party are solely responsible for ensuring that they have received all necessary procurement documentation, including amendments and schedules. The County is not responsible for ensuring that all or any procurement documentation is received by any proposer that is not appropriately registered with Cook County.

4.3 Pre-proposal Conference

The County will hold a Pre-Proposal conference on the date, time and location indicated below. Representatives of the County will be present to answer any questions regarding the goods or services requested or proposal procedures. A maximum of 2 representatives from each firm may attend the pre-proposal conference.

Attendees are encouraged to bring a copy of the RFP to the Pre-Proposal conference.

Date: Thursday, December 6, 2012

Time: 10:00 AM

Location: Office of the Chief Procurement Officer, 118 N. Clark Street, Room 1018 (Bid and Bond Room)

4.4 Special Access to the Pre-Proposal Conference

If special accommodations are required for Proposer to attend the Pre-Proposal Conference or the proposal opening, contact the contact person listed on the front cover of this RFP via email or by phone no later than three (3) days before the event.

4.5 Clarifications

Questions regarding this RFP will be submitted in writing to the contact person listed on the cover page of this RFP no later than **Wednesday, December 12, 2012 at 10:00 AM.**

4.6 Delivery of Proposal Package

The Proposal and the Pricing Proposal will be either delivered by hand or sent to the County, Office of the Chief Procurement Officer through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the County Office of the Purchasing and on any correspondence related to this RFP or the Proposal. The Proposer remains responsible for insuring that its Proposal is received at the time, date, place, and office specified. The County assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, any other carrier, or some other act or circumstance. **Proposals received after the time specified will not be considered.**

If using an express delivery service, the package must be delivered to the designated building and office and not to the County Central Receiving facilities.

4.7 Uniformity

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the RFP section or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. The County reserves the right to waive minor variances or irregularities.

4.8 Proposal Material

The Proposal material submitted in response to the RFP becomes the property of Cook County upon delivery to the Office of the Chief Procurement Officer and will be part of any contract formal document for the goods or services which are the subject of this RFP.

4.9 Addenda

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Office of the Chief Procurement Officer no later than **Wednesday, December 12, 2012 at 10:00 A.M.** to obtain clarification prior to submitting a Proposal. Such inquires must reference the proposal due date and the County RFP number.

Any clarification addenda issued to Proposer prior to the Proposal due date shall be made available to all proposers. Since all addenda become a part of the Proposal, **all addenda must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addenda acknowledgements may be grounds for rejection of the Proposal.**

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by the County. If issued, the County will post the addenda on the county website:<http://legacy.cookcountygov.com/purchasing/proposals.html>. In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

4.10 Proposer's Responsibility for Services Proposed

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

4.11 Errors and Omissions

The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or the County. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the County in writing, and the County will issue written corrections or clarifications. The Proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Proposer in the process of putting the proposal together.

4.12 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of the County and that interpretation shall be final.

4.13 Confidentiality and Response Cost and Ownership

From the date of issuance of the RFP until the due date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the County. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

4.14 Use of Subcontractors

The Proposal must clearly state the identity of each team member and their role. The Proposer's response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract. The County reserves the right to accept or reject any subcontractor if in the County's sole opinion it is in the best interest of the County.

4.15 MBE/WBE Participation Goals

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County has established a goal that MBE/WBE firms retained as subcontractors receive a minimum of 25% MBE and 10% WBE of the overall estimated expenditures for this procurement. In an effort to continue to promote and expand the participation of certified MBE/WBE firms, the proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In its response, a proposer shall state the name(s) of the minority and women subcontractor(s) and the level of participation proposed for each firm to be awarded a subcontract.

4.16 Proposer's Disclosure and Conflict of Interest

The Proposer must complete and return the enclosed "Economic Disclosure Statement & Forms" along with their proposal. In the event that further clarification is required on any of the information provided, the County reserves the right to make any necessary inquiry with a proposer for such purpose. Such inquiry, if made, may include a deadline by which time any necessary clarifying information must be submitted.

4.17 Cook County RFP Format

All proposers will use this solicitation format for submitting their proposal. Variations or exceptions from the specifications and general conditions should be submitted in writing. Such variations or exceptions may be considered in evaluating the offers received. Any exception taken must be noted in the space provided within this solicitation. Failure to comply with this requirement may cause a proposer's proposal to be considered "nonresponsive."

4.18 Pricing

All price and cost information requested in this solicitation should be provided by the proposer. While price is a factor in the evaluation of responses received, the relevant importance of price may vary based on the nature of the purchase and the related significance of other criteria as may be expressed elsewhere in this solicitation. In evaluating price, the County may give consideration to all cost of ownership factors relevant to determine the total final cost to the County, including but not limited to: administrative cost of issuing multiple awards. The County will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating any Base or Alternate offers and/or Options.

4.19 Period of Firm Proposal

Prices for the proposed service must be kept firm for at least one hundred and twenty (120) days after the last time specified for submission of Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer, unless otherwise specified in this RFP.

4.20 Awards

The County may, at its discretion evaluate all responsive Proposals. The County reserves the right to make the award on an all or partial basis or split the award to multiple Proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

4.21 Cook County Rights

The County reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. The County also reserves the right to accept or reject all or part of your Proposal, in any combination that is economically advantageous to Cook County.

4.22 Alteration/Modification of Original Documents

The Proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

4.23 Recycling

Packaging which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this RFP. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content within.

5.1 Responsiveness Review

County personnel will review all proposals to ascertain that they are responsive to all submission requirements.

5.2 Acceptance of Proposals

Chief Procurement Officer reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to the County.

5.3 Evaluation Process

An evaluation committee comprised of Cook County personnel will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a shortlist of proposals. The evaluation committee, at its option, may request that all or shortlisted proposers make a presentation, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, respond to questions, or consider alternative approaches.

5.3.1 Proposer Presentations

Cook County reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required by Cook County, it is anticipated that such presentation will not exceed four (4) hours. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

5.3.2 Right to Inspect

The County reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Proposer and any proposed subcontractors and to reject any Proposal regardless of price if it shall be administratively determined that in the County's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. Cook County reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

5.3.3 Best and Final Offer

The County reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If the County chooses to invoke this option, Proposals will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (e.g., five (5) business days).

5.4 Selection Process

Upon review of all information provided by shortlisted proposers, the evaluation committee will make a recommendation for selection to the Chief Procurement Officer for concurrence and submission to the County elected officials. The County reserves the right to check references on any projects performed by the proposer whether provided by the proposer or known by the County. The selected proposal will be submitted for approval to the Cook County Board. Cook County intends to select a proposal that best

meets the needs of the County and provides the best overall value. Upon approval of the selected Proposer, a contract will be prepared by the County and presented to the Selected Proposer for signature. Pursuant to Section 34-123 of the Cook County Procurement Code, all negotiated contracts over \$150,000 are subject to the approval of the Cook County Board of Commissioners, which may accept or reject any proposed Contract at its sole discretion.

6 EVALUATION CRITERIA

6.1 Responsiveness of Proposal

Proposer is compliant with all the submission requirements of the RFP.

6.2 Technical Proposal

Proposals will be reviewed and selected based on the following criteria.

- 6.1.1** Quality of the overall proposed program plan, including understanding of technical requirements, sound methodology and workflow strategy, quality assurance and control measures, implementation schedule, and understanding of the County's goals.
- 6.1.2** Qualifications and experience for the Proposer to successfully perform the services for the County, as evidenced by the successful implementation of similar projects for large complex organizations. Preferably city, county, state, or other government entities.
- 6.1.3** Qualifications and experience of the proposed key personnel as evidenced by relevant experience, project management skills, and adequacy of resources.
- 6.1.4** Quality of proposed subcontractors, including certified MBE/WBE firms.
- 6.1.5** Financial stability of the Proposer.

6.3 Price Proposal

Price will be evaluated separately for overall reasonableness.

7 SUBMISSION OF PROPOSAL

7.1 Instructions for Submission

7.1.1 Number of Copies

Proposers are required to submit one (1) original and (5) electronic copy of the proposal on CD/DVD copies no later than the time and date indicated in the RFP. The original should be clearly marked "original."

7.1.2 Time for submission

Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late submittals may not be considered.

7.1.3 Format

Proposal should be left-bound with information on one side only. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.

7.1.4 Complete submission

Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non responsive. Non-responsive proposals will not be considered.

7.1.5 Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFP Title, date and time for submission. It shall also indicate the name of the proposer.

7.1.6 Price Proposal

THE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE that is clearly marked with the RFP number and the label "Pricing Proposal." The price proposal shall be submitted in the format provided in Appendix I. All other submission requirements shall be included with the Technical Proposal.

7.1.7 Timely delivery of Proposals

The Proposal, including the Technical Proposal and the Pricing Proposal, must be either delivered by hand or sent to Cook County, Office of the Chief Procurement Officer through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the County, Office of the Chief Procurement Officer and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and office. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.

7.1.8 Late Proposals

The proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The County assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the County Postal Delivery System, or some other act or circumstance.

7.2 Submission Requirements

7.2.1 Cover letter

The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer's commitment to provide the services proposed at the price and schedule proposed.

7.2.2 Executive Summary

The executive summary should include a brief overview of the Proposer's understanding of the Cadastral GIS Upgrade project and the key personnel who will be responsible for the services to be provided. Also, shall identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members and include an organization chart for the project.

7.2.3 Qualifications of the Proposer

Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address. Please provide at least three (3) references with relevancy to the project scope, preferably with municipal government projects.

7.2.4 Key Personnel

Provide a chronological resume for each of the key personnel proposed. In addition, provide the time commitment for each key personnel and their level of their commitment to other projects, if any.

The Proposer must identify the key personnel that will be committed to the project and examples of relevant experience.

7.2.5 Propose Project Plan and Solution

Provide your overall project plan addressing the detailed scope requirements in the Section 2.12 and and the deliverables outlined in Section 3 of this RFP.

7.2.6 MBE/WBE Participation

A Utilization Plan must be submitted with each Proposal, in accordance with Cook County Code, Sec. 34-269 et seq. For each MBE/WBE certified firm proposed, provide the name of the MBE/WBE firm(s), level of participation, the role that the subcontractor(s) will perform, and the type of services that it will provide, and a brief background and resumes of personnel proposed.

The County may only award a contract to a responsible and responsive Proposer. In the event that the Proposer does not meet the MBE/WBE participation goal stated by the County for this procurement, the Proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. The County sets an annual "best efforts" goal of 35 percent PCE participation for the total professional services and consulting services utilized by the County. Proposers are required to submit with their Proposal a utilization plan as required by Section 34-269 et seq. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the Proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the Proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by the County in its evaluation of the Proposer's responsibility and responsiveness.

7.2.7 Financial Stability

Provide the audited financial statements for the last three fiscal years this may include the letter of opinion, balance sheet, schedules, and related auditor's notes.

7.2.8 Legal Actions

Provide a list and a brief description of the following that has occurred in the past 3 years: debarment from contracting with any governmental entity, professional license discipline and any disciplinary action taken or pending against the Respondent with state regulatory bodies or professional organizations, bankruptcies, adverse civil judgments and administrative findings and criminal felony convictions.

7.2.9 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

7.2.10 Economic Disclosure Statement

Execute and submit the Economic Disclosure Statement & Execution document ("EDS") in Appendix III. In the event any further clarification is required on any of the information provided, the County

reserves the right to make any necessary communication with the Respondent for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

7.2.11 Contract

The Contract is provided for information only. Execution of the Contract is not required at the time the qualifications are submitted. These are our Standard Terms and Conditions. In the event you disagree with the Contract provisions, submit any exceptions to the standard contract and include the rationale for taking the exception. If you are proposing alternate language, please include the language for consideration.

7.2.12 Other

Submit any additional information the Proposer deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

Appendix I (Pricing Proposal Form)

Proposers are required to submit the pricing proposal in electronic format. Each tab in the attached file contains specific instructions.

Cook County is looking for the most cost efficient way to implement the Cadastral GIS upgrade. If your company has specific, unique and/or innovative ideas to implement this system in the most time and cost efficient manner, please provide your recommendations and additional language in Excel or Word files.

Task	Cost
Project management (including, if any, site visits, data handling, overhead, etc.)	
Application requirements, design and development	
Application implementation	
Geodatabase design	
Geodatabase migration	
Metadata	
Quality assurance	
Training	
Post-implementation services	
Grand Total	

This table should include all costs associated with this RFP. No other cost will be incurred for this project.

Appendix II Special Conditions

**Economic Disclosure Statement and Affidavit (including MBE/WBE Utilization Plan)
(See attached pdf)**

Cook County Contract Agreement (see attached pdf)

Insurance Requirements

Cook County Insurance Requirements

Waiver of Subrogation and Insurance Requirements

Subrogation and Waiver

The Contractor shall require all policies of insurance that are in any way related to the work to include clauses providing that each underwriter shall waive all of its rights of recovery, under subrogation or otherwise, against Cook County, Board of Commissioners and employees of the County.

The Contractor shall waive all rights of recovery against Cook County, Board of Commissioners and employees of the County which Contractor may have or acquired because of deductible clauses in or inadequacy of limits of any policies of insurance that are in any way related to the work.

Insurance Requirements of the Contractor

Prior to the effective date of this Contract, the Contractor, at its cost, shall maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract. All policies required herein shall be on a primary and non-contributory basis with respect to any insurance or self-insurance programs carried or administered by the County.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Contractor shall require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor. Any deductibles or self-insured retentions on the coverages below will be the responsibility of the Contractor.

Contractor shall be responsible for all loss or damage to personal property (including but not limited to material, equipment, tools and supplies) owned, used, leased or rented by Contractor.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

Coverages

(a) **Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
\$500,000 each Accident
\$500,000 each Employee
\$500,000 Policy Limit for Disease
- (2) Broad form all states coverage

(b) **Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis to cover bodily injury and property damage including loss of use.

General Liability limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage. The General Liability policy shall include, without limitation the following coverages:

- (a) All premises and operations;
- (b) Independent Contractor's Protection Liability;
- (c) Contractual Liability;
- (d) Products/Completed Operations;
- (e) Broad Form Property Damage Liability;
- (f) Cross Liability.

(c) **Commercial Automobile Liability Insurance**

When any motor vehicles are used in connection with the Services to be performed, Contractor shall secure Commercial Automobile Liability Insurance to cover all owned, non-owned and hired automobiles, trucks and trailers. The Commercial Automobile Liability Insurance limits shall not be less than the following:

- (a) Liability - All Autos: Bodily Injury & Property Damage - \$1,000,000 per Occurrence

(b) Uninsured/Underinsured Motorists: Per Illinois Requirements

(d) **Umbrella/Excess Liability Insurance**

In addition to the coverages and limits specified above, Contractor shall secure and maintain a limit of liability no less than:

a. \$2,000,000 each occurrence for all liability

(e) **Professional Errors & Omissions Insurance**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$2,000,000 with a deductible of not more than \$100,000. If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. Claims made form coverage shall be maintained by the Contractor for a minimum of three years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal.

Additional requirements

(a) **Additional Insured**

Cook County, its officials, employees and agents shall be named as additional insureds under the Commercial General Liability, Automobile and Umbrella/Excess insurance policies.

(b) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon written consent of the Cook County Department of Risk Management.

(c) **Insurance Notices**

All policies of insurance which may be required under terms of this Contract shall be endorsed to provide that the insurance company shall notify the Office of the Chief Procurement Officer at least 30 days prior to the effective date of any

cancellation or modification of such policies. Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the County certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

Appendix III METADATA FOR PARCEL FEATURE CLASS

Cook County, Illinois 1:1200-Scale Parcel Digital Data Set, Version 1.0, June 2002

Identification_Information:

Citation:

Citation_Information:

Originator: Cook County Board of Commissioners

Publication_Date: 20020201

Title:

Cook County, Illinois 1:1200-Scale Parcel Digital Data Set, Version 1.0, June 2002

Edition: 2001

Geospatial_Data_Presentation_Form: vector digital data

Publication_Information:

Publication_Place: Chicago, Illinois

Publisher: Cook County Board of Commissioners

Online_Linkage: To be determined at later date

Description:

Abstract:

This data set contains parcel polygon, tax block polygon, and leasehold polygon features classes, as well as several object classes (tables), for Cook County, Illinois, including a PIN table, a Ref_PIN table, a condo table, and a condo miscellaneous table.

The cadastral data for Cook County have previously not been digital nor automated. This project is the initial automation for this information. This database was designed to represent a continuous, non-overlapping spatial database accounting for all land area in Cook County.

Purpose:

In the cadastral database model, atomic polygons were aggregated to the level of parcel polygons by a unique PIN. This was accomplished by using a master PIN object class (table) that is linked by the key REF_PIN to the parcel feature class. REF_PIN is unique for each parcel polygon shown on the tax map. The PIN table is needed because a single parcel polygon can represent more than one parcel as in the case of condominiums and elevation-specific parcels. The attribute POLYTYPE is a flag that specifies that this condition exists and indicates the need to query additional tables. In addition to parcels that have only one PIN per polygon, the PIN table accommodates PINs for condominiums, leaseholds, and elevation-specific parcels. The PIN table contains records for each unique 14-digit PIN (the basic 10-digit PIN plus a 4-digit unit number for condominiums and leaseholds). The base 10-digit PIN is included in the table as well as the four components, PINA, PINSA, PINB, and PINP, which comprise the 10-digit PIN.

The Cadastral data set is a depiction of taxable properties in Cook County with selected associated features for enhancement. The purpose of creating this cadastral geodatabase was to update

previous data sets and integrate the data with other data sets based on a common geography (digital orthoimagery), and serve as a standard cadastral database for virtually all cadastral applications in the County. The creation of this digital cadastral database will allow Cook County to supplant hard-copy tax maps, which are used to illustrate parcel boundaries, with a comprehensive GIS database referenced to an accurate planimetric base map and digital orthoimagery. The County will thus be able to perform maintenance of its land records in the GIS database and automate queries and map output. The Cook County Assessor will not use this database for assessment purposes (such as area of the property). However, the tax map serves the Cook County Clerk to graphically depict legal descriptions of all parcels in Cook County as the tax map represents them.

The primary sources of data for the Cook County cadastral GIS database are the approximately 8,800 tax map "pages" maintained by the Cook County Clerk's Office. All information appearing on existing tax maps as of tax years 2000 or 2001 was incorporated into the cadastral database. The maps are maintained by the Clerk's Office on Mylar and have been published annually.

The County's system of tax maps is based on the Illinois Public Land Survey System (PLSS). In the PLSS, each township is divided into 36 sections, and each section into four quarter-sections. A quarter-section is further divided into two tax map sheets, often called "pages". Each tax map (1/4 mile by 1/2 mile) represents the east or west half of one quarter-section, and typically there are eight tax maps per section. There can be additional pages, known as "flysheets" or "flyleaves", which provide additional information as to subdivisions, condominium/unit, and floor-plans/elevations.

It is not intended that the digital cadastral feature data set should match perfectly with the digital orthoimagery, but rather that it match relatively well so that the digital orthoimagery would provide a visual backdrop to the cadastral information and replicate the tax maps. The tax maps themselves are graphical representations of legal descriptions but cannot be used in place of legal descriptions. As such, this digital cadastral database should not be used in place of legal descriptions, where warranted.

Supplemental_Information:

This cadastral feature data set was originally developed as an ArcInfo coverage. Throughout the metadata, there will be information pertaining to the general data, as well as more specific information referring to the data when obtained and used as an ArcInfo coverage, and an ArcGIS geodatabase. In metadata fields where specific information is required, it will be listed in the same order.

The original data set was created as an ArcInfo coverage and was later converted to an ArcGIS geodatabase. The current data format, as used by the Cook County government, is a geodatabase. The ArcInfo geodatabase model supports topologically integrated feature classes similar to the ArcInfo coverage model but extends the coverage model to support relationship classes, complex networks, and object-oriented features. Geodatabases contain feature classes (which can be organized into feature datasets) and tables. For more information about the use and format of ArcGIS geodatabases, please consult the Environmental Systems Research Institute (ESRI) web page at <<http://www.esri.com>>.

This data set is one in a series of five cadastral data sets for Cook County, Illinois.

In the cadastral database model, atomic polygons have been aggregated into various layers based on key attributes. Each layer may then be linked to ancillary tables and objects based on its key attribute.

For information regarding available distribution formats, please contact the individual listed as the Contact_Person in the Distribution_Information section of this metadata document.

Time_Period_of_Content:

Time_Period_Information:

Range_of_Dates/Times:

Beginning_Date: 2000

Ending_Date: 2001

Currentness_Reference: publication date

Status:

Progress: In Work

Maintenance_and_Update_Frequency: Tax maps are published once every calendar year, on February 1

Spatial_Domain:

Bounding_Coordinates:

West_Bounding_Coordinate: -88.2

East_Bounding_Coordinate: -87.5

North_Bounding_Coordinate: 42.1

South_Bounding_Coordinate: 41.4

Keywords:

Theme:

Theme_Keyword_Thesaurus: None

Theme_Keyword: parcel

Theme_Keyword: cadastral

Theme_Keyword: tax map

Theme_Keyword: property

Theme_Keyword: tax block

Theme_Keyword: lease

Theme_Keyword: condominium

Theme_Keyword: PIN

Place:

Place_Keyword_Thesaurus: None

Place_Keyword: Cook County

Place_Keyword: Chicago

Place_Keyword: Illinois

Place_Keyword: northeastern Illinois

Place_Keyword: Barrington

Place_Keyword: Berwyn

Place_Keyword: Bloom

Place_Keyword: Bremen
Place_Keyword: Calumet
Place_Keyword: Cicero
Place_Keyword: Elk Grove
Place_Keyword: Evanston
Place_Keyword: Hanover
Place_Keyword: Hyde Park
Place_Keyword: Jefferson
Place_Keyword: Lake
Place_Keyword: Lake View
Place_Keyword: Lemont
Place_Keyword: Leyden
Place_Keyword: Lyons
Place_Keyword: Maine
Place_Keyword: New Trier
Place_Keyword: Niles
Place_Keyword: North
Place_Keyword: Northfield
Place_Keyword: Norwood Park
Place_Keyword: Oak Park
Place_Keyword: Orland
Place_Keyword: Palatine
Place_Keyword: Palos
Place_Keyword: Proviso
Place_Keyword: Rich
Place_Keyword: River Forest
Place_Keyword: Riverside
Place_Keyword: Rogers Park
Place_Keyword: Schaumburg
Place_Keyword: South
Place_Keyword: Stickney
Place_Keyword: Thorton
Place_Keyword: West
Place_Keyword: Wheeling
Place_Keyword: Worth

Access_Constraints:

There may be attributes for this dataset which are listed in this metadata record but which the recipient will not receive. These portions of the dataset are for internal use by Cook County only and are not subject to distribution.

Use_Constraints:

Under no circumstances may the data be redistributed or made available over a network without explicit permission from the Cook County Department of Office Technology.

It is required that the Cook County Board of Commissioners be cited in any products generated from the data. The following source citation must be included: "Source: Cook County, Illinois 1:1200-Scale Parcel Digital Data Set, Version 1.0, June 2002."

Point_of_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: Office of the Cook County Clerk

Contact_Person: Tanya Anthofer

Contact_Position: GIS Manager

Contact_Address:

Address_Type: mailing and physical address

Address:

Cook County Clerk Room 434 Map Dept 118 N. Clark St

City: Chicago

State_or_Province: Illinois

Postal_Code: 60602

Country: USA

Contact_Voice_Telephone: 312-603-6229

Contact_Facsimile_Telephone: 312-603-6717

Contact_Electronic_Mail_Address: TANTHOF@cookcountygov.com

Hours_of_Service:

09:00 - 17:00, Central Time Zone, Monday - Friday, except holidays

Data_Set_Credit:

David Orr, Cook County Clerk, was instrumental in the process of creating digital cadastral data layers for Cook County, Illinois.

Native_Data_Set_Environment:

ArcGIS 8.x running on an IBM server with Windows 2000 operating system.

Data_Quality_Information:

Attribute_Accuracy:

Attribute_Accuracy_Report:

The attributes in this data set are estimated to have very good accuracy, to a contract-specified level of 98% accuracy. This data set and its attributes were subjected to extensive quality control checks, both automated and manual/visual, throughout its development. The QC was performed by the vendor(s) creating the data set, while the final quality inspection and approval of the data set was performed by staff of Cook County.

Logical_Consistency_Report:

Features are stored in double precision, using ESRI ARCGIS 8.x software, as a geodatabase.

As cadastral features were digitized from paper tax maps and completed, they were checked against those images adjacent to them to ensure correct edgematching and completeness and correct coding of and lines which crossed onto adjoining images.

Completeness_Report:

This feature data set includes all features found on the Cook County Tax Maps as of 1 February 2001. Completeness is judged to be excellent, based on repeated examination and usage.

Positional_Accuracy:

Horizontal_Positional_Accuracy:

Horizontal_Positional_Accuracy_Report:

This data set was created in part using digital orthoimagery as a base, which meets National Map Accuracy Standards for 1"=100' data products, and has an absolute horizontal positional accuracy of +/- 2.5 feet (+/- 0.7625 meters).

Additionally, this data set was subjected to numerous vendor automatic and manual quality control checks to ensure the positional accuracy of the data set throughout the processing.

Lineage:

Source_Information:

Source_Citation:

Citation_Information:

Originator: Cook County Board of Commissioners

Publication_Date: 1998

Title:

Cook County, Illinois 1998 1:1200-scale Black and White Digital Orthoimagery, February 2002

Edition: 1.0

Geospatial_Data_Presentation_Form: raster digital data

Publication_Information:

Publication_Place: Chicago, Illinois

Publisher: Cook County Board of Commissioners

Source_Scale_Denominator: 1200

Type_of_Source_Media: CD-ROM

Source_Time_Period_of_Content:

Time_Period_Information:

Multiple_Dates/Times:

Single_Date/Time:

Calendar_Date: 19980417

Single_Date/Time:

Calendar_Date: 19980418

Single_Date/Time:

Calendar_Date: 19980419

Single_Date/Time:

Calendar_Date: 19980423

Source_Currentness_Reference: ground condition

Source_Citation_Abbreviation: 1998_Digital_Orthoimagery

Source_Contribution:

Provided background base for verification of geographical accuracy of data set.

Source_Information:

Source_Citation:

Citation_Information:

Originator: Cook County Clerk and Cook County Board of Commissioners

Publication_Date: 20010201

Title: Cook County Tax Maps

Geospatial_Data_Presentation_Form: multiple map pages

Publication_Information:

Publication_Place: Chicago, Illinois

Publisher: Cook County Board of Commissioners

Other_Citation_Details: 8,800 plus map sheets

Online_Linkage: TBD

Source_Scale_Denominator: 1200

Type_of_Source_Media: stable-base material

Source_Time_Period_of_Content:

Time_Period_Information:

Range_of_Dates/Times:

Beginning_Date: 2000

Ending_Date: 2001

Source_Currentness_Reference: publication date

Source_Citation_Abbreviation: Current_Tax_Maps

Source_Contribution:

The mylar tax maps provided the base from which the digital cadastral data layers were created.

Process_Step:

Process_Description:

1.0 Scan Tax Maps: TeamWerks, Inc. (TeamWerks) scanned all available current (as of 2000) Cook County Tax Maps (Current_Tax_Maps), at a resolution of 300 dots per inch (dpi) and delivered them as TIFF images to two contractors working on the tax map processes, Smart Data Strategies, Inc. (SDS) and Catalyst Consulting Group (Catalyst).

Source_Used_Citation_Abbreviation: Current_Tax_Maps

Process_Date: 2000-2001

Source_Produced_Citation_Abbreviation: Scanned_Tax_Maps

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

2.0 Georeferencing Tax Maps: SDS georeferenced their project area's Scanned_Tax_Maps to the 1998_Digital_Orthophotos base by aligning common road intersections observed on each. Where

Scanned_Tax_Maps did not have a sufficient number of road intersections for georeferencing, SDS technicians visually aligned the Scanned_Tax_Maps to the 1998_Digital_Orthophotos using obvious occupation lines. Thus, real-world coordinates were established as control points for the georeferencing process. This georeferencing step was also performed by Catalyst for the geographical area not covered by SDS. Catalyst then sent their output product to GIS Data (ESRI [Thailand] Co. Ltd.) (GIS Data).

Source_Used_Citation_Abbreviation: Scanned_Tax_Maps, 1998_Digital_Orthoimagery
Process_Date: 2000 - 2001

Source_Produced_Citation_Abbreviation: Georeferenced_Tax_Maps
Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

3.0 Line Work Digitization: SDS and ESRI (Thailand) Co. Ltd. (GIS Data) digitized line work from the Georeferenced_Tax_Maps. GIS Data performed line work digitization using Georeferenced_Tax_Maps from Catalyst. Although SDS and GIS Data used different hardware and software systems to perform these functions, both followed the same procedures with similar methods. Technicians used the Georeferenced_Tax_Maps to "heads-up" digitize and construct line work, creating parcels, blocks, subdivisions, and rights-of-way. All boundary information was placed, such as subdivision, block, and page boundaries.

The "Best Fit" concept was used in the production by SDS. The parcels were digitized using 1998_Digital_Orthophotos and Georeferenced_Tax_Maps as background sources, as the technician used ground evidence to register the property boundaries. Fence lines, hedgerows, building outlines, ditch lines, lakes, and streams, along with the Georeferenced_Tax_Maps were used to determine parcel lines and other boundaries. SDS technicians aligned small blocks of parcels to the ground evidence base (1998_Digital_Orthophotos) and then performed line work digitization. This process thus provided an accurate approach to parcel conversion and isolated parcels requiring rigorous editing. Automatic quality control checks were placed throughout the production flow in order to identify errors or omissions early in the conversion process.

GIS Data performed heads-up digitization of line work directly from the Georeferenced_Tax_Maps. The 1998_Digital_Orthophotos were used for reference to resolve conflicts and make some boundary determinations.

Please refer to the document "GIS Database Development Procedures Manual, Final Version, May 2001", by ESRI, for production rules. This document may be obtained from the Cook County Assessor's Office or from the Cook County Department of Office Technology.

Source_Used_Citation_Abbreviation: 1998_Digital_Orthophotos, Georeferenced_Tax_Maps
Process_Date: 2000 - 2001

Source_Produced_Citation_Abbreviation: Georeferenced_Digitized_Tax_Maps

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

4.0 Adding Annotation: Annotation was added to the Georeferenced_Digitized_Tax_Maps to reflect all of the annotation information on the original Current_Tax_Maps. In urban areas, this typically included parcel number, dimensions, street names, block numbers, and subdivision reference and section numbers, among other features. Cook County approved all fonts and sizes as well as placement criteria, which were developed according to the Current_Tax_Maps.

Source_Used_Citation_Abbreviation: Georeferenced_Digitized_Tax_Maps, Current_Tax_Maps

Process_Date: 2000 - 2001

Source_Produced_Citation_Abbreviation: Annotated_Georeferenced_Digitized_Tax_Maps

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

5.0 Edgematching: Each consultant (GIS Data and SDS) performed typical automatic and visual edgematching procedures throughout the processing. These procedures included customized routines to verify geometric and attribute edgematching.

Source_Used_Citation_Abbreviation: Various_Process_Outputs

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: Various_Process_Outputs

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

6.0 Quality Assurance/Quality Control: Rigid in-process and postprocess QC measures were implemented throughout the processing to ensure the delivery of quality data. Internal QC processes were performed by the edit staff followed by the contractors' QA/QC management teams. Digital files were required to pass each phase of the QA/QC process with complete accuracy prior to their delivery to Cook County. To supplement on-screen edit processes, hard-copy plots were created to assist editing technicians in reviewing the map data. All plots were checked against the original source documents to ensure accuracy and quality. Automated digital checks were also performed. All parcel line work and annotation were validated by quality audits at several points in the processing.

Source_Used_Citation_Abbreviation: Various_Process_Outputs

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: QC_Annotated_Georeferenced_Digitized_Tax_Maps

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

7.0 Translation into ArcInfo: GIS Data performed their work in the ArcInfo environment; thus, no translation was required. GIS Data created Region Subclasses from the linework polygons for subdivisions, blocks, parcels, lots, and ROW and the associated Regions tables were populated. For work performed by SDS, the QC_Annotated_Georeferenced_Digitized_Tax_Maps were translated from MicroStation to ArcInfo format. First, SDS used the ArcInfo IGDSARC command to translate the MicroStation file into a Master_Coverage. As objects in the Master_Coverage were coded into distinct ArcInfo objects, they were verified by proprietary macros to be free of dangles and topology errors. Then, those verified objects were removed from the Master_Coverage until all objects were translated. Automated procedures were then utilized to build polygons using the ArcInfo CLEAN command. The resulting polygons were attributed with the original annotation text and the ArcInfo REGIONDISSOLVE command was issued to create regions from the various polygons.

Source_Used_Citation_Abbreviation: QC_Annotated_Georeferenced_Digitized_Tax_Maps

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: Tax_Map_Regions

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

8.0 Quality Control of ArcInfo Database: To verify that the data in Tax_Map_Regions was captured correctly and that the ArcInfo database structure conformed to Cook County specifications, ESRI QCView software was used as part of the automated control process, and ArcView was used for visual verification by GIS Data. Coverages and themes were validated to ensure that they contained the appropriate feature classes and subclasses, and individual attribute item definitions were checked. Additionally, project parameters such as map projection, units, and applicable map scales were validated.

Source_Used_Citation_Abbreviation: Tax_Map_Regions

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: QC_Tax_Map_Regions

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization:

Environmental Systems Research Institute, Inc. (ESRI), Professional Services

Contact_Person: Charlie Wells

Contact_Position: Project Manager

Contact_Address:

Address_Type: mailing address

Address: 380 New York Street

City: Redlands

State_or_Province: California

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909/793-2853

Contact_Electronic_Mail_Address: professionalservices@esri.com

Process_Step:

Process_Description:

9.0 Final Quality Control of Deliverables: The QC_Tax_Map_Regions was sent from SDS and GIS Data to ESRI Redlands, the primary contractor for this project. ESRI Redlands then sent QC_Tax_Map_Regions to one of two quality control contractors - either Catalyst Consulting, Inc., (Catalyst) or Spatial Data Integrations, Inc., (SDI). ESRI Redlands may have also performed some in-house quality control analysis on QC_Tax_Map_Regions delivered from GIS Data. In any case, the quality control contractors verified the overall quality of the QC_Tax_Map_Regions delivered using ESRI QC View software and ArcView. If the quality was not acceptable, the data set was sent back to the original developing contractor (SDS or GIS Data) for corrections. Any corrected data was then reviewed once again by either Catalyst or SDI or by ESRI Redlands for overall quality until it was acceptable.

Source_Used_Citation_Abbreviation: QC_Tax_Map_Regions

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: Vendor_QC_Tax_Map_Regions.

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: ESRI Redlands

Contact_Person: Charlie Wells

Contact_Position: Project Leader

Contact_Address:

Address_Type: mailing and physical address

Address: 380 New York Street

City: Redlands

State_or_Province: CA

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909-793-2853

Contact_Facsimile_Telephone: 909-307-3025

Process_Step:

Process_Description:

10.0 Cook County Quality Control of Deliverables: Following review by Catalyst or SDI, ESRI Redlands delivered the Vendor_QC_Tax_Map_Regions to Cook County. Using ArcView, Cook County performed its own QC of this coverage data. If the quality was not acceptable, the data set was returned to ESRI Redlands who either returned it to the original conversion subcontractor or performed the corrections themselves.

Source_Used_Citation_Abbreviation: Vendor_QC_Tax_Map_Regions

Process_Date: 2000 - 2002

Source_Produced_Citation_Abbreviation: Final_Cook_QC_Tax_Map_Regions

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: ESRI Redlands

Contact_Person: Charlie Wells

Contact_Position: Project Leader

Contact_Address:

Address_Type: mailing and physical address

Address: 380 New York Street

City: Redlands

State_or_Province: CA

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909-793-2853

Contact_Facsimile_Telephone: 909-307-3025

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: Office of the Cook County Clerk

Contact_Person: Tanya Anthofer

Contact_Position: GIS Manager

Contact_Address:

Address_Type: mailing and physical address

Address:

Cook County Clerk Room 434 Map Dept 118 N. Clark St

City: Chicago

State_or_Province: IL

Postal_Code: 60602

Country: USA

Contact_Voice_Telephone: 312-603-6229

Contact_Facsimile_Telephone: 312-603-6717

Process_Step:

Process_Description:

11.0 Convert to ArcGIS 8.2 Geodatabase: ESRI Redlands developed a coverage-to-geodatabase conversion module and converted the completed cadastral tax map

(Final_Cook_QC_Tax_Map_Regions) data from ArcInfo coverage format to ArcGIS geodatabase format. ESRI Redlands then validated the conversion by reviewing the conversion statistics and checking the data within the geodatabase to ensure that no data was lost or corrupted.

Source_Used_Citation_Abbreviation: Final_Cook_QC_Tax_Map_Regions

Process_Date: 2002 - Present

Source_Produced_Citation_Abbreviation: Tax_Map_Geodatabase

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: ESRI Redlands

Contact_Person: Charlie Wells

Contact_Position: Project Leader

Contact_Address:

Address_Type: mailing and physical address

Address: 380 New York Street

City: Redlands

State_or_Province: CA

Postal_Code: 92373-8100

Country: USA

Contact_Voice_Telephone: 909-793-2853

Contact_Facsimile_Telephone: 909-307-3025

Process_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: Office of the Cook County Clerk

Contact_Person: Tanya Anthofer

Contact_Position: GIS Manager

Contact_Address:

Address_Type: mailing and physical address

Address:

Cook County Clerk Room 434 Map Dept 118 N. Clark St

City: Chicago

State_or_Province: IL

Postal_Code: 60602
Country: USA
Contact_Voice_Telephone: 312-603-6229
Contact_Facsimile_Telephone: 312-603-6717

Spatial_Data_Organization_Information:
Direct_Spatial_Reference_Method: Vector
Point_and_Vector_Object_Information:
SDTS_Terms_Description:
SDTS_Point_and_Vector_Object_Type: G-polygon

Spatial_Reference_Information:
Horizontal_Coordinate_System_Definition:
Planar:
Grid_Coordinate_System:
Grid_Coordinate_System_Name: State Plane Coordinate System 1983
State_Plane_Coordinate_System:
SPCS_Zone_Identifier: 1201
Transverse_Mercator:
Scale_Factor_at_Central_Meridian: 0.999975
Longitude_of_Central_Meridian: -88.333333
Latitude_of_Projection_Origin: 36.666667
False_Easting: 984250.000000
False_Northing: 0.000000
Planar_Coordinate_Information:
Planar_Coordinate_Encoding_Method: coordinate pair
Coordinate_Representation:
Abscissa_Resolution: 0.000689
Ordinate_Resolution: 0.000689
Planar_Distance_Units: survey feet
Geodetic_Model:
Horizontal_Datum_Name: North American Datum of 1983
Ellipsoid_Name: Geodetic Reference System 80
Semi-major_Axis: 6378137.000000
Denominator_of_Flattening_Ratio: 298.257222

Entity_and_Attribute_Information:
Overview_Description:
Entity_and_Attribute_Overview:

This data set contains parcel polygon, tax block polygon, and leasehold polygon features classes, as well as several object classes (tables), for Cook County, Illinois, including a PIN table, a Ref_PIN table, a condo table, and a condo miscellaneous table.

Originally part of the Landfabric Arc/Info coverage, parcel features have been broken out to create this ArcGIS geodatabase, comprised of feature classes and object classes. If you have requested an Arc/Info coverage format, you may receive a portion of the Landfabric coverage which will have attributes similar to those listed for the geodatabase in the following "Entity_and_Attribute_Detail_Citation" section.

Entity_and_Attribute_Detail_Citation:

Description: PARCEL

Data Dictionary: Cook County, Illinois 1:1200-Scale Parcel Digital Data Set, Version 1.0, June 2002

Source: Cook County Tax Map

Format: Data stored in ESRI ArcGIS version 8.x

Feature Types Maintained: Feature classes, polygons, lines, and annotation

PARCEL

Description: The feaure class Parcel contains tax parcel polygons, which are the basic units used for property tax assessment at the County. Each parcel is uniquely identified with a Property Index Number (PIN). Where multiple parcels occupy the same space on the ground, (condominiums), a separate polygon with coincidental geometry is represented for each of the parcels so that each PIN is represented in the RefPIN table.

Attribute Label	Attribute Definition	Attribute Format
	wdth dec type	
PIN14	The 14-digit unique PIN No.	14 string
PIN10	The 10-digit number part of PIN	10 string
PINA	PIN portion that is area number	2 integer
PINSA	PIN portion that is subarea number	2 integer
PINB	PIN portion that is block number	3 integer
PINP	PIN portion that is parcel number	3 integer
PINAC	PIN acreage as shown on tax map	18 double
PINU	Last 4 digits of PIN14; unit no.	4 integer
TAXCODE	Internal code representing a unique combination of tax agencies	5 integer

JOB_NO Internal value used to identify
Maintenance Job that created or
altered a parcel 9 integer
PARCELTYPE Code indicating parcel type 4 integer

PIN14
Attribute Definition: Unique PIN numbers; includes condos and
leaseholds.
Attribute Definition Source: Tax map

PIN10
Attribute Definition: The 10-digit number part of the PIN
Attribute Definition Source: Tax map

PINA
Attribute Definition: PIN portion that is the area number
Attribute Definition Source: Tax map

PINSA
Attribute Definition: PIN portion that is the subarea number
Attribute Definition Source: Tax map

PINB
Attribute Definition: PIN portion that is the block number
Attribute Definition Source: Tax map

PINP
Attribute Definition: PIN portion that is the parcel number
Attribute Definition Source: Tax map

PINAC
Attribute Definition: PIN acreage as shown on the tax map
Attribute Definition Source: Tax map

PINU
Attribute Definition: Last 4 digits of PIN14; usually refers to
the unit number of the condo or leasehold.
Attribute Definition Source: Tax map

TAXCODE
Attribute Definition: Internal code representing a unique combination of
tax agencies
Attribute Definition Source: Assessor's Master File

JOB_NO
Attribute Definition: Internal value used to identify Maintenance Job

that created or altered a parcel
Attribute Definition Source: Maintenance Application

PARCELTYPE

Attribute Definition: Code indicating parcel type

Attribute Definition Source: Tax map

Attribute Domain Values and Definitions:

- "1" Condo polygon
- "2" Multi-PIN polygon (elevated)
- "3" Multi-lot polygon (elevated)
- "4" Condo and multi-PIN and multi-lot polygon (elevated)
- "5" Leasehold
- "6" Elevated leasehold
- "7" Outlot
- "98" Normal
- "99" Not a parcel

PIN Table

Description: The object class PIN is a table that stores a variety of information about a PIN. It is linked to the PIN feature class by the key PIN. The object class PIN is used in conjunction with the object classes RefPIN and division entry objects to manage the assignment of new PINs during the division process. There is one record for every active PIN in the PIN table.

Attribute Label	Attribute Definition	Attribute Format
	width dec type	
PIN14	The 14-digit unique PIN	14 string
PIN10	The 10-digit part of PIN	10 string
PINA	Area No. PIN portion	2 integer
PINSA	Subarea No. PIN portion	2 integer
PINB	Block No. PIN portion	3 integer
PINP	Parcel No. PIN portion	3 integer
PINUNIT	Unit No. last 4 PIN digits	5 integer
BASE_PIN	The 10-digit No. PIN part	5 string
PARCEL_ID	The 10-digit No. PIN part	10 integer
REF_PIN	Reference PIN	10 string
PARCEL_ADDRESS	Parcel's street address	100 string
PARCEL_CITY	City location of parcel	50 string
PARCEL_STATE	State location of parcel	2 string
PARCEL_ZIP	Parcel's Postal ZIP code	10 string
NEIGHBORHOOD	Neighborhood code	10 integer
HOUSE_NO	House Number	10 string

STREET_DIRECTION	Street direction prefix	2	string
STREET_NAME	Street Name	30	string
STREET_SUFFIX	Street suffix	4	string
APT_NO	Apartment number	30	string
CITY_NAME	City name	30	string
STATE	State	2	string
ZIP	ZIP Code	9	string
OWNER_NAME	Parcel owner name	50	string
OWNER_ADDRESS	Owner's address	100	string
OWNER_CITY	Owner's city	50	string
OWNER_STATE	Owner's state	2	string
OWNER_ZIP	Owner's ZIP code	9	string
PERCENT_OWNERSHIP	Percent ownership parcel	6	double
VOLUME	Internal code used by the Clerk for Tax Redemption purposes	10	integer
TAXCODE	Internal code representing a unique combination of tax agencies	10	integer
ASSESSMENT_STATUS	Internal code representing the tax assessment status of a parcel	5	integer
EXEMPTION_CODE	Exemption (nontaxed) code	2	integer
EXEMPT_AGENCY_NAME	Exemption agency name	30	string
STATUS	Parcel maintenance status	1	string
COMMENT_	Maintenance related note	255	string
Assessment_Land_Value	Assessed land value	9	integer
Assessment_Improvement_Value	Assessed improvement value	9	integer
Assessment_Total_Value	Sum of land and improvement values	9	integer
Assessment_Age	Age of improvements	9	integer
Assessment_TypeResidence	Residential property code	9	integer
Assessment_TypeUse	Property use code	9	integer
Assessment_Improvement_Class	Property improvement code	3	string
Assessment_Overall_Class	Overall class code	3	string
JOB_NO	Internal value used to identify Maintenance Job that created or altered a parcel	9	integer

PIN14

Attribute Definition: Unique PIN numbers; includes condos and leaseholds.

Attribute Definition Source: Tax map

PIN10

Attribute Definition: The 10-digit number part of the PIN

Attribute Definition Source: Tax map

PINA

Attribute Definition: PIN portion that is the area number

Attribute Definition Source: Tax map

PINSA

Attribute Definition: PIN portion that is the subarea number

Attribute Definition Source: Tax map

PINB

Attribute Definition: PIN portion that is the block number

Attribute Definition Source: Tax map

PINP

Attribute Definition: PIN portion that is the parcel number

Attribute Definition Source: Tax map

PINUNIT

Attribute Definition: Last 4 digits of PIN14; usually refers to
the unit number of the condo or leasehold.

Attribute Definition Source: Tax map

BASE_PIN

Attribute Definition: The 10-digit number part of the PIN

Attribute Definition Source: Tax map

PARCEL_ID

Attribute Definition: The 10-digit number part of the PIN

Attribute Definition Source: Tax map

REF_PIN

Attribute Definition: Reference PIN

Attribute Definition Source: Tax map

PARCEL_ADDRESS

Attribute Definition: Street address of parcel

Attribute Definition Source: Assessor's Master File

PARCEL_CITY

Attribute Definition: City in which parcel is located

Attribute Definition Source: Assessor's Master File

PARCEL_STATE

Attribute Definition: State in which parcel is located
Attribute Definition Source: Assessor's Master File

PARCEL_ZIP

Attribute Definition: ZIP code of parcel address
Attribute Definition Source: Assessor's Master File

NEIGHBORHOOD

Attribute Definition: Neighborhood code to generate neighborhood
administrative areas
Attribute Definition Source: Assessor's Master File

HOUSE_NO

Attribute Definition: House number
Attribute Definition Source: Assessor's Master File

STREET_DIRECTION

Attribute Definition: Street direction prefix
Attribute Definition Source: Assessor's Master File
Attribute Domain Values and Definitions:

- E = East
- N = North
- NE = Northeast
- NW = Northwest
- S = South
- SE = Southeast
- SW = Southwest
- W = West

STREET_SUFFIX

Attribute Definition: Street suffix
Attribute Definition Source: Assessor's Master File
Attribute Domain Values and Definitions:

APT_NO

Attribute Definition: Apartment number
Attribute Definition Source: Assessor's Master File

CITY_NAME

Attribute Definition: City name
Attribute Definition Source: Assessor's Master File

STATE

Attribute Definition: State
Attribute Definition Source: Assessor's Master File

ZIP

Attribute Definition: ZIP code

Attribute Definition Source: Assessor's Master File

OWNER_NAME

Attribute Definition: Parcel owner name

Attribute Definition Source: Assessor's Master File

OWNER_ADDRESS

Attribute Definition: Owner's address

Attribute Definition Source: Assessor's Master File

OWNER_CITY

Attribute Definition: Owner's city

Attribute Definition Source: Assessor's Master File

OWNER_STATE

Attribute Definition: Owner's state

Attribute Definition Source: Assessor's Master File

OWNER_ZIP

Attribute Definition: Owner's ZIP code

Attribute Definition Source: Assessor's Master File

PERCENT_OWNERSHIP

Attribute Definition: Percent ownership of the parcel

Attribute Definition Source: Assessor's Master File

VOLUME

Attribute Definition: Internal code used by the Clerk for Tax
Redemption purposes

Attribute Definition Source: Assessor's Master File

TAXCODE

Attribute Definition: Internal code representing a unique combination
of tax agencies

Attribute Definition Source: Assessor's Master File

ASSESSMENT_STATUS

Attribute Definition: Internal code representing the tax assessment
status of a parcel

Attribute Definition Source: Assessor's Master File

0 = Assessable

1 = Exempt

2 = Railroad

EXEMPTION_CODE

Attribute Definition: Exemption (non-taxed) code
Attribute Definition Source: Assessor's Master File

EXEMPT_AGENCY_NAME

Attribute Definition: Exemption agency name
Attribute Definition Source: Assessor's Master File

STATUS

Attribute Definition: Parcel maintenance status
Attribute Definition Source: Maintenance Application

COMMENT_

Attribute Definition: Notes related to parcel maintenance
Attribute Definition Source: Maintenance Application

ASSESSMENT_LAND_VALUE

Attribute Definition: Assessed value of the land
Attribute Definition Source: Assessor's Master File

ASSESSMENT_IMPROVEMENT_VALUE

Attribute Definition: Assessed value of improvements
Attribute Definition Source: Assessor's Master File

ASSESSMENT_TOTAL_VALUE

Attribute Definition: Sum of land and improvement values
Attribute Definition Source: Assessor's Master File

ASSESSMENT_AGE

Attribute Definition: Age of improvements
Attribute Definition Source: Assessor's Master File

ASSESSMENT_TYPERESIDENCE

Attribute Definition: Residential property code
Attribute Definition Source: Assessor's Master File

ASSESSMENT_TYPEUSE

Attribute Definition: Property use code
Attribute Definition Source: Assessor's Master File

ASSESSMENT_IMPROVEMENT_CLASS

Attribute Definition: Property improvement code
Attribute Definition Source: Assessor's Master File

ASSESSMENT_OVERALL_CLASS

Attribute Definition: Overall class code

Attribute Definition Source: Assessor's Master File

JOB_NO

Attribute Definition: Internal value used to identify the Maintenance
Job that created or altered a parcel

Attribute Definition Source: Maintenance Application

REFERENCE PIN TABLE (RefPIN)

Description: The object class RefPIN is used to manage the relationships between base PINs in multi-PIN situations, PINs, and lots. RefPIN contains zero or more records for each PIN10 depending on the number of PIN10s associated with a reference PIN. It also contains records for every PIN/lot combination.

Attribute Label	Attribute Definition	Attribute Format
	width dec type	
REF_PIN	Reference PIN	10 string
PIN10	The 10-digit number part of PIN	10 string
LOT	Lot number	3 string
PAGE_SUBREF	Page and subdivision ref letter	11 string
SUBBLK	Subdivision block number	3 string

REF_PIN

Attribute Definition: The PIN used to Reference
elevated/condominium/leasehold parcels

Attribute Definition Source: Tax map

PIN10

Attribute Definition: The 10-digit number part of the PIN

Attribute Definition Source: Tax map

LOT

Attribute Definition: Lot number

Attribute Definition Source: Tax map

PAGE_SUBREF

Attribute Definition: Page and subdivision reference letter

Attribute Definition Source: Tax map

SUBBLK

Attribute Definition: Subdivision block number

Attribute Definition Source: Tax map

CONDOMINIUM TABLE (PIN_Condominium)

Description: The object class PIN_Condominium contains name and address information, the document number and document recording date of the condominium, notes appearing in the condominium description, and a flag indicating that there are amendments to the condominium charter contained in the PIN_Condominium table. A condominium may have more than one address.

Attribute Label	Attribute Definition	Attribute Format
	wdth dec type	
PIN_10	10-digit unique ID for condo	10 string
CONDO_ID	10-digit unique ID for condo	10 string
NAME	Condominium name	255 string
ADDRESS	Condo address; may have multiple	255 string
DOC_NO	Condo may have multiple doc no	10 string
REC_DATE	Condo may have multiple rec date	?? date
NOTES	Condo notes in map margin	255 notes
AMENDMENT	Flag indicating condo amendment	1 string

PIN_10

Attribute Definition: The 10-digit PIN number that uniquely identifies a condominium

Attribute Definition Source: Tax map

CONDO_ID

Attribute Definition: The 10-digit PIN number that uniquely identifies a condominium

Attribute Definition Source: Tax map

NAME

Attribute Definition: Condominium name

Attribute Definition Source: Tax map

ADDRESS

Attribute Definition: Condominium address; a condominium may have more than one address

Attribute Definition Source: Assessor's Master File

DOC_NO

Attribute Definition: A condominium may have more than one document number

Attribute Definition Source: Tax map

REC_DATE

Attribute Definition: A condominium may have more than one recording date

Attribute Definition Source: Tax map

NOTES

Attribute Definition: Condominium notes in map margin

Attribute Definition Source: Tax map

AMENDMENT

Attribute Definition: Flag indicating that there are amendments to the condominium document

Attribute Definition Source: Tax map

CONDOMINIUM MISCELLANEOUS TABLE (PIN_CondoMisc)

Description: The object class PIN_CondoMisc is designed to store unit-specific information about condominiums where tabular information on upper and lower elevations for each floor or building is provided instead of elevation floor plans. There may be multiple records per condominium in this table.

Attribute Label	Attribute Definition	Attribute Format
	wdth dec type	
PIN_10	10-digit unique ID for condo	10 string
DESC	Descriptive attribute	255 string
UPPER_ELEV	Upper elevation	18 double
LOWER_ELEV	Lower elevation	18 double

PIN_10

Attribute Definition: The 10-digit PIN number that uniquely identifies a condominium

Attribute Definition Source: Tax map

DESC

Attribute Definition: Descriptive attribute for elevation tables

Attribute Definition Source: Tax map

UPPER_ELEV

Attribute Definition: Upper elevation

Attribute Definition Source: Tax map

LOWER_ELEV

Attribute Definition: Lower elevation
Attribute Definition Source: Tax map

TAX BLOCK POLYGONS (BLOCK)

Description: The feature class Block is a multipart polygon feature class representing the boundaries of tax (parcel) blocks. Block polygons are aggregations of parcels that share the same block number as part of the PIN. Since the blocks do not include any part of a right-of-way polygon, block polygons may be discontinuous.

Attribute Label	Attribute Definition	width	dec	type
BLOCK_ID	Unique ID of a block	7		string
BLOCK_NUM	Subset of BLOCK_ID for ArcIMS	3		integer
JOB_NO	Internal value used to identify Maintenance Job that created or altered a block	9		integer

BLOCK_ID

Attribute Definition: Unique identification of a block including the area, subarea, and block number as represented in characters one to seven of the PIN

Attribute Definition Source: Tax map

BLOCK_NUM

Attribute Definition: Subset of BLOCK_ID to support labeling in ArcIMS

Attribute Definition Source: Tax map

JOB_NO

Attribute Definition: Internal value used to identify Maintenance Job that created or altered a block

Attribute Definition Source: Maintenance Application

LEASE POLYGONS (LEASE)

Description: The feature class Lease contains lease polygons, where lease geometry is shown on the tax map. Lease geometry is shown in a minimum of leasehold situations. Where lease geometry is not shown on the tax map, lease numbers associated with a parcel are stored in the

object class Lease.

Attribute Label	Attribute Definition	Attribute Format
	width dec type	
PIN	14-digit unique ID number	14 string
PINU	Lease number	4 string
JOB_NO	Internal value used to identify Maintenance Job that created or altered a leasehold	9 integer

PIN

Attribute Definition: The 14-digit number that uniquely identifies
a parcel/lease

Attribute Definition Source: Tax map

JOB_NO

Attribute Definition: Internal value used to identify
Maintenance Job that created or
altered a leasehold

Attribute Definition Source: Maintenance Application

Distribution_Information:

Distributor:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: Office of the Cook County Clerk

Contact_Person: Tanya Anthofer

Contact_Position: GIS Manager

Contact_Address:

Address_Type: mailing and physical address

Address:

Cook County Clerk Room 434 Map Dept 118 N. Clark St

City: Chicago

State_or_Province: Illinois

Postal_Code: 60602

Country: USA

Contact_Voice_Telephone: 312-603-6229

Contact_Facsimile_Telephone: 312-603-6717

Contact_Electronic_Mail_Address: TANTHOF@cookcountygov.com

Hours_of_Service:

09:00 - 17:00, Central Time Zone, Monday - Friday, except holidays

Resource_Description:

Cadastre Parcel

Distribution_Liability:

Cook County is committed to offering its data users accurate, useful and current information. Although every effort has been made to ensure the accuracy of information, errors and conditions originating from physical sources used to develop the database may be reflected in the data supplied. The client must be aware of data conditions and bear responsibility for the appropriate use of the information with respect to possible errors, original map scale, collection methodology, currency of data and other conditions specific to certain data. No warranty expressed or implied is made by Cook County regarding the accuracy or utility of this information.

Custom_Order_Process:

Call the individual listed as the Contact_Person in the Distribution_Information section of this metadata record to find out how to obtain this data set, the available formats, the available transfer media, compatibility, etc. This person will also be able to provide information about the fees associated with obtaining the data set.

Technical_Prerequisites:

User must be able to read either an ArcInfo coverage (in .e00 export format), an ArcView shapefile, or a personal geodatabase. Format compatibility is the user's responsibility.

Available_Time_Period:

Time_Period_Information:

Range_of_Dates/Times:

Beginning_Date: 20020201

Ending_Date: 20030201

Metadata_Reference_Information:

Metadata_Date: 20020626

Metadata_Review_Date: 20020626

Metadata_Future_Review_Date: 20020630

Metadata_Contact:

Contact_Information:

Contact_Organization_Primary:

Contact_Organization: Northeastern Illinois Planning Commission

Contact_Person: Linda Schwab

Contact_Position: Metadata Specialist/GIS Analyst

Contact_Address:

Address_Type: mailing and physical address

Address: 222 S. Riverside Plaza, Suite 1800

City: Chicago

State_or_Province: Illinois

Postal_Code: 60606

Country: USA

Contact_Voice_Telephone: 312/454-0400

Contact_Facsimile_Telephone: 312/454-0411

Contact_Electronic_Mail_Address: lschwab@nipc.org

Hours_of_Service:

09:00 - 17:00, Central Time Zone, Monday-Friday, except holidays

Contact_Instructions: Please contact during normal business hours

Metadata_Standard_Name: FGDC Content Standards for Digital Geospatial Metadata

Metadata_Standard_Version: FGDC-STD-001-1998

Metadata_Time_Convention: local time

Metadata_Access_Constraints: None

Metadata_Use_Constraints:

This metadata file is intended to accompany the geospatial data set identified and received from Cook County. It is not to be altered or summarized. Cook County does not support secondary distribution. If this geospatial data set was received from anyone besides the Cook County Department of Office Technology or the Cook County Assessor's Office, this metadata file and the geospatial data set it describes may lack integrity.

Generated by mp version 2.7.24 on Thu Jun 27 15:25:37 2002

Appendix IV EXPLANATORY VIDEO OF CURRENT APPLICATION

Two Adobe® Shockwave® files are located through the following links:

<http://cookviewer1.cookcountyil.gov/jsviewer/RFP/rfpdemo1.html>

<http://cookviewer1.cookcountyil.gov/jsviewer/RFP/rfpdemo2.html>

Appendix V DETAILED FUNCTION ASSESSMENT

Refer to *Detailed_Function_Assessment.xls*