
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

April 9, 2009

Crowe Horwath, LLP
10 West Market Street, Suite 2000
Indianapolis, Indiana 46204-2975

Re: Department of Local Government Finance
Phase II Software Certification
System & Integration Demonstration for Counties

To Whom It May Concern:

This correspondence appoints Crowe Horwath, LLP ("Crowe Horwath") the designee of the Department of Local Government Finance ("Department") to test the assessment and tax and billing systems of those software providers certified under 50 IAC 23-18-1 to validate integration under 50 IAC 23-18-3, 4 and 5. The fee to be paid to Crowe Horwath shall be paid by the County for whom the test is conducted, and the Department shall have no liability for the payment of any monies. The Department shall incur no liability to any county for whom Crowe Horwath provides services arising out of or related to Crowe Horwath's performance of its duties pursuant to this appointment. Crowe Horwath bears sole responsibility to any county for liability arising out of or related to acts or omissions pursuant to this appointment. The testing shall be conducted pursuant to the terms of the form of letter attached hereto as Exhibit "A."

In addition, Crowe Horwath shall perform the following duties:

- A. Crowe Horwath shall observe the demonstration and document the tests and scenarios accomplished by the system, and shall notify the county and the Department of the results within thirty (30) days of the submission date, including the specific tests and scenarios achieved by the system and those that were not. The county shall do the following:
- (1) Make the required correction or corrections.
 - (2) Schedule an additional testing date.
 - (3) Again perform system and integration demonstrations following the schedule in 50 IAC 23-18-3 (a), (b) and (c).
- B. Crowe Horwath shall record the results from testing under 50 IAC 23-18-3 (d) and publish them for vendor and county access. Published results shall include the following:
- (1) Vendors involved in demonstration.
 - (2) Packages and package version used in demonstration.
 - (3) Reports successfully generated by the system or systems.
 - (4) Reports unsuccessfully generated by the system or systems.
 - (5) Scenarios successfully demonstrated by the system or systems.

(6) Scenarios unsuccessfully demonstrated by the system or systems.

C. Property tax management systems subject to certification under 50 IAC 23-18-1 that utilize software that has been software certified by the department and have demonstrated successful integration with other software as necessary must initially be certified pursuant to 50 IAC 23-18-3, 4 and 5. A county shall submit its proposed property tax management system to Crowe Horwath. Crowe Horwath shall consider the proposed system and confirm that all requirements and scenarios tested under 50 IAC 23-18-3 are accomplished by the proposed system using the recorded and published results prescribed under 50 IAC 23-18-3 (e).

D. If Crowe Horwath finds that a county's proposed system meets all requirements and accomplished all scenarios tested under 50 IAC 23-18-3, Crowe Horwath will declare the property tax management system eligible for certification, and the Department will declare the property tax management system certified for the county in which it is to be implemented.

E. Crowe Horwath shall test and validate that the installed property tax management system complies with the standards and requirements of 50 IAC 23.

F. Once Crowe Horwath finds that the installed property tax management system meets the standards and requirements of 50 IAC 23, Crowe Horwath shall notify the department in writing that the installed system remains in compliance. The department shall then declare the computer system as locally certified for the county where it was independently tested.

Crowe Horwath shall conduct the test pursuant to the test scenarios set forth by the Department on its web site at [http://www.in.gov/dlgf/files/090202-Volz_Memo -
Phase II Local Certification Tests attachment.pdf](http://www.in.gov/dlgf/files/090202-Volz_Memo_-_Phase_II_Local_Certification_Tests_attachment.pdf).

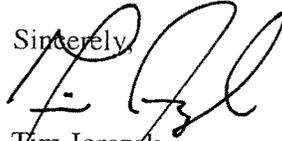
The appointment of Crowe Horwath as the designee of the Department for purposes of Phase II Certification pursuant to 50 IAC 23-18 shall not be effective until Crowe Horwath executes this letter as acknowledgement of its acceptance of the terms of the appointment as set forth herein, and Crowe Horwath's acceptance of the responsibility to fulfill all obligations of the Department pursuant to all Statutes and Rules applicable to Phase II Certification.

This designation is terminable at any time by the Department whenever, for any reason, the Department determines such termination is in its best interest. Termination of the designation shall be effective upon delivery of a written Notice of Termination and shall be effective upon receipt by Crowe Horwath. Crowe Horwath shall complete and be compensated for all work for all counties for which it has an executed letter agreement in the form attached

Crowe Horwath
April 9, 2009
Page 3 of 3

hereto as Exhibit "A" on the date of receipt of the Notice of Termination.

Sincerely,



Tim Jorczak
Director of Policy and Intergovernmental Affairs

Accepted:
Crowe Horwath, LLP

By:



MICHAEL A. CLAYTOR (Name Printed)

EXECUTIVE (Position)