



City of Ellsworth
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Response to questions on the Request For Proposals: Assessing Services

Do you know if this is to be a full-time clerical (assessing only) support position OR more of a shared (with Code and Planning) type position, if known?

There is anticipated to be a shared support staff for assessing code and planning.

Under Section III number 7, Additional Duties and Advisory Support, it references ".....Advise the Assessor, City Manager and Finance Director on:..."

Is this to indicate that there will still be a full-time City Assessor in place? If so, what might the Assessor's duties and responsibilities be during the three (3) years contract period?

There will be a full-time City assessor in place and will continue with their current duties.

The RFP refers only to "assessing functions" needed. Was/Is this RFP intended for someone to serve as the "City Assessor" in whole? or simply assisting the City Assessor with all of the functions requested in the RFP?

Assisting the City Assessor with personal property, new construction and business redesign.

Any idea on how many building permits the assessing department reviews each year? Or may be a 3 year average for this?

The city averages 212 new permits per year.

Any clarification on what the "data entry" portion of the "city responsibilities" entail? For example, is there office staff to enter permit inspections work, personal property info, etc...or is it intended to reflect more general, non-assessing, data entry that may pop up occasionally?

The intent is that the contractor will do the personal property entry and field work data entry.