

## **APPENDIX A - DEPARTMENT OF REVENUE ADMINISTRATION REQUIREMENTS**

- **Vendor IT Requirements for Phase 1 Uploading to counties**
  - PC w/States standard build
  - Vendor Client Software (web Interface)
  
- **IT Requirements for Vendor to interface with RIMS or other Agencies systems for Phase2 automated submissions**
  - Configure an API interface between Vendor and the Revenue Information Management System (RIMS) to process automatically generated lien recording and invoicing (If you have questions regarding interface please submit questions during the Q&A period)
    - Send liens to Vendor from RIMS
    - Receive recorded liens from Vendor to RIMS
    - Receive monthly invoices from Vendor to RIMS (Subject to be done via email)
    - Receive monthly reporting from Vendor to RIMS (Subject to be done via email)
    - Send confirmation via RIMS that monthly invoice is paid (Subject to be done via email)
  
- **Phase 1 Process Flow via Manual Upload to Vendor Application**
  - Generate Document
    - DRA
  - Transfer document to Vendor
    - Vendor transfer document to county(ies) to be recorded
    - Vendor pay recording fee to county and participating state agencies
    - Vendor receive recorded document from county
    - Recorded Document is available for the State to review in the Vendor System
  - Pay and Invoice DRA Agency
    - Vendor remit monthly invoice to DRA
      - Email an Invoice to Business Office of summarized transactions separating detailing by Recorded Date, Taxpayer Name, Taxpayer ID, Reference/Lien number, and recording fees
      - DRA will reimburse Vendor payment from their monthly invoice for all lien recording fees to county(ies)

- Email receipt monthly detailing paid transactions
  - Vendor Monthly Reporting
    - Detail transactions by recorded date, taxpayer name, taxpayer ID, and reference/lien number
      - Vendor Recording Fee
      - County Recording Fee Reimbursed to Vendor
    - Detail Totals
  - Vendor Training for DRA users
    - Operational Use
    - Billing and invoicing
- **Phase II Process Flow via RIMS (Automated) to Vendor Application**
  - DRA to Send to Vendor via RIMS (Daily as Liens are generated)
    - Vendor Record Lien
    - Vendor to Pay Record Lien fee to County(ies)
    - Vendor send back to DRA Recorded Lien via RIMS
  - Pay and Invoice DRA Agency
    - Vendor Monthly invoice to DRA through RIMS
      - Email an Invoice to Business Office of summarized transactions separating detailing by Recorded Date, Taxpayer Name, Taxpayer ID, Reference/Lien number, and recording fees
      - DRA will reimburse Vendor payment from their monthly invoice for all lien recording fees to county(ies)
      - Send confirmation via email that monthly Invoice is paid
    - Vendor Monthly Reporting through RIMS
      - Detail transactions by recorded date, taxpayer name, taxpayer ID, and reference/lien number
        - Vendor Recording Fee
        - County Recording Fee Reimbursed to Vendor
      - Detail Totals
  - Vendor Training for DRA users
    - Operational Use
    - Billing and invoicing