

# *COUNTY OF MONTGOMERY*

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## *DEPARTMENT OF INFORMATION AND TECHNOLOGY SOLUTIONS*

### *Pricing Policy*

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FEBRUARY 6, 2013

VALERIE A. ARKOOSH, MD, MPH, CHAIR

KENNETH E. LAWRENCE, JR., VICE CHAIR

JOSEPH C. GALE, COMMISSIONER

## **I&TS - PRICING POLICY**

### **I. INTRODUCTION**

Montgomery County Information & Technology Solutions offers a limited menu of abstracted data from that portion of the county data base identified as "Public Information". The conditions involved in the production of this value added data are as follows:

1. The Information & Technology Solutions Department is authorized to produce specifically requested abstracted data via existing "shelf programs" only. Requests for extensive portions of the data base which are not capable of retrieval through existing software programs and which would require extensive new programming and/or machine operating time, must be negotiated on a case by case basis.
2. The mission of the Information & Technology Solutions Department is to serve the daily needs of county government. All customers requesting services that impact personnel in other sections of the Information & Technology Solutions Department must recognize the existence of this responsibility and priority.
3. The Chief Operating Officer must be notified whenever a NO CHARGE request will be less than the standard set up charge. The amount of billing in excess of the standard charge is explained in section II.
4. No requests for abstracted data will be accepted that require more than ten (10) programmer hours to produce and it must not interfere with the machine operating schedule of routine county business. Any requests exceeding this limitation must have specific approval of the Chief Operating Officer.
5. All requests for abstracted public data must be specific and in writing and receive advance approval from the Information & Technology Solutions Department.
6. If customers request a cost estimate in advance, the charge for the estimate will be \$45.00 for each job and the customer must agree to the same before any development and/or processing of data is executed.
7. No job requests will be processed if a past due balance is outstanding which has caused the customer's account to be cancelled.
8. **ALL CUSTOMERS WILL BE NOTIFIED OF THE FOLLOWING CONDITIONS OF SALE.**

9. **DISCLAIMER OF WARRANTIES, RELEASE,  
COVENANT NOT TO SUE, AND INDEMNIFICATION**

The County of Montgomery makes no express or implied warranties, including no warranties of merchantability or fitness for a particular purpose, with regard to this sale of data or other information. In partial consideration for this sale, the Buyer releases and covenants not to sue the County or its officers, agents, servants and employees for any damages it may incur as a direct or indirect result of this sale, or as a direct or indirect result of its use or dissemination of the data and information purchased from the County; and the Buyer agrees and covenants to indemnify and hold harmless the County and its officers, agents, servants and employees from any claims, causes of action, suits, judgments, attorneys fees and costs which may be asserted, brought or entered by any person or persons as a direct or indirect result of this sale or of the use of the data and information which is the subject matter of this sale.

10. Applicable PA State Use and Sales Tax (6%) will be applied to all invoices unless entity is tax exempt (with appropriate documentation).

11. All entities utilizing the government or non-profit pricing must provide proof of qualification for processing and sign an agreement not to resell the data provided.

**II CHARGES FOR GOVERNMENTAL AGENCIES, FIRE DEPARTMENTS AND  
AMBULANCE GROUPS.**

Montgomery County Commissioners have authorized the Information & Technology Solutions Department to provide abstracted data to governmental agencies, fire departments and ambulance groups at reduced and/or no cost. Governmental agencies that qualify are:

- A. Townships and Boroughs listed on the municipality codes or their designated agents.
- B. Federal, State or Local Agencies
- C. Tax Collectors

**CHARGES**

- A. Set Up Charge- Per fee schedule below
- B. Programming Charge Per fee schedule below
- C. Listings - Waived
- D. Mailing Labels - Per fee schedule below
- E. CDs/DVDs - Per fee schedule below

### **III VOTER REGISTRATION INFORMATION/VOTER HISTORY INFORMATION**

(Political Candidates and Entities)

Requests for voter information received from federal, state, or local political entities, or candidates running for office will be charged in the following manner:

#### **CHARGES**

- A. Set Up Charge - \$45.00 per job
- B. Programming Charge - Charge thirty-five dollars (\$35.00) per hour for every hour of custom programming over and above the first hour.
- C. Listing - No Charge unless the report consumes more than 1000 pages. The cost for paper in excess of 1000 will be billed at a rate of one cent (.01) per page.
- D. Mailing Labels - The charge will be three dollars twenty-six cents (\$3.26) per thousand labels printed.
- E. CD/DVDs - No charge if the CD's/DVDs are supplied by the requestor. The requestor is to be billed at the rate of five dollars (\$5.00) each, plus \$25.00 for each hour, or portion thereof, of time required to complete the data transfer

\* Consistent with **PURDON'S PENNA. STATUTES -TITLE 25 - ELECTIONS AND ELECTORAL DISTRICTS**

\* Consistent with **JOHNSON ELECTION GUIDE**

### **IV LAND RECORDS INFORMATION**

Requests for information from the Land Records System where the information has been approved for sale. The charges are as follows:

#### **CHARGES**

##### **Master List**

- A. Annual fee (one-time data run) - \$4,000
- B. Annual fee with monthly updates - \$4,600
- C. Monthly updates (after annual purchase) - \$100/month

##### **Subset Requests**

- A. Set Up Charge - \$45.00 per job (includes first hour programming)
- B. Record Charge - \$.07 per record  
\$.03 per record (gov't or non-profit)
- C. Programming Charge - Charge thirty-five dollars (\$35.00) per hour for every hour of custom programming over and above the first hour.

- D. Listings - No Charge unless the report consumes more than 1000 pages. The cost for paper in excess of 1000 will be billed at a rate of one cent (\$.01) per page.
- E. Mailing Labels - The charge will be three dollars twenty-six cents (\$3.26) per thousand labels printed.
- F. CDs/DVDs - No charge if the CDs/DVDs are supplied by the requestor. The requestor is to be billed at the rate of five dollars (\$5.00) each, plus \$25.00 for each hour, or portion thereof, of time required to complete the data transfer.

**V PROPERTY PHOTOS**

The entire property photo database may be purchased from the County. No additional set-up or media storage charges apply beyond the set price listed below.

Full Data File                      \$100,000

**VI COURT RECORDS INFORMATION**

Requests for information from the Court System where the information has been approved for sale. The charges are as follows:

**CHARGES**

- A. Set Up Charge - \$45.00 per job (includes first hour programming)
- B. Record Charge - \$.07 per record  
\$.03 per record (gov't or non-profit)
- C. Programming Charge - Charge thirty-five dollars (\$35.00) per hour for every hour of custom programming over and above the first hour.
- D. Listings - No Charge unless the report consumes more than 1000 pages. The cost for paper in excess of 1000 will be billed at a rate of one cent (\$.01) per page.
- E. Mailing Labels - The charge will be three dollars twenty-six cents (\$3.26) per thousand labels printed.
- F. CDs/DVDs - No charge if the CDs/DVDs are supplied by the requestor. The requestor is to be billed at the rate of five dollars (\$5.00) each, plus \$25.00 for each hour, or portion thereof, of time required to complete the data transfer.

## **VII GIS DATA**

### **NOTES CONCERNING GIS DATA REQUESTS**

1. All GIS Data requests must be made in writing and submitted to the following address.

Montgomery County, Information and Technology Solutions  
Suite 808  
Attn: Training & Requests / GIS  
PO Box 311  
Norristown, PA 19404-0311

Requests may also be faxed to 610.270.0229

2. The Montgomery County Commissioners Office, may choose to have all or part of any fee associated with fulfilling the request waived.
3. The requestor must sign and return to the Training & Requests Center, the request form and the Digital Data Licensing Agreement before work can begin on any request.
4. Data requests do not include data analysis.

### **Montgomery County GIS Data Layer Pricing Policy**

Standard Request includes the following layers  
- Centerline and Parcels

Media: CD-ROM  
File Type: Shapefile

#### **Requests are per Municipality**

Parcel attributes from the BOA database may be joined with the parcel line work

The following reflects the price structure for GIS Parcel and Street centerline layers. You must include 6% Pennsylvania sale tax to arrive at total cost.

#### **Master Data File (All County)**

- |                                     |          |
|-------------------------------------|----------|
| A. Annual fee (one-time data run) - | \$20,000 |
| B. County Street Centerline File -  | \$ 1,500 |

#### **Subset Requests**

- |                           |  |
|---------------------------|--|
| A. <u>Set Up Charge</u> - | \$45.00 per job (includes first hour programming)                          |
| B. <u>Record Charge</u> - | \$.07 per parcel polygon<br>\$.03 per parcel polygon (gov't or non-profit) |

- C. Programming Charge - Charge thirty-five dollars (\$35.00) per hour for every hour of custom programming over and above the first hour.
- D. Listings - No Charge unless the report consumes more than 1000 pages. The cost for paper in excess of 1000 will be billed at a rate of one cent (\$.01) per page.
- E. Mailing Labels - The charge will be three dollars twenty-six cents (\$3.26) per thousand labels printed.
- F. CDs/DVDs - No charge if the CDs/DVDs are supplied by the requestor. The requestor is to be billed at the rate of five dollars (\$5.00) each, plus \$25.00 for each hour, or portion thereof, of time required to complete the data transfer.

**Requests for multiple Block Maps on CD  
Block maps are available in PDF format only  
They may be requested from The Board of Assessment Appeals**

Cost per block is \$10.00 for black and white; \$15.00 for color.  
 Monthly maps for Government Entities:  
     1-3 Maps monthly - \$60 annual fee  
     Each additional monthly map - \$2  
 Price set by the Board of Assessment Appeals.

**Requests for Voter Precinct Datasets (CD only)**

- A. Set Up Charge - \$45.00 per job
- B. CDs - No charge if the CDs/DVDs are supplied by the requestor. The requestor is to be billed at the rate of five dollars (\$5.00) each, plus \$25.00 for each hour, or portion thereof, of time required to complete the data transfer.