

Q. Regarding our fees; how important is the amount we bid compared to the proposal narrative?

A. The Evaluation Committee will carefully review and rate the Technical Proposals which, per the RFP, will be accorded more weight than the Price Proposals in the final determination. However, price is still very important. If two firms are rated equally as far as their technical presentation is concerned, the committee would select the one with the most advantageous price.

Q. How are we supposed to verify our number of years of experience?

A. It is acceptable to make a statement in your narrative that tells when you were first licensed as an appraiser. You will also be sending us names of three client references, and you might indicate how long you have been working for them as an appraiser. It is also ok to include the number of years' experience for other appraisers with whom you may be partnering on this assignment.

Q. In Section 4.2, Scope of Services, there are four different types of appraisals listed. So, how will we know which is expected in any case?

A. It will depend on the circumstances, which type will be assigned. The Contract Manager or his assistant, Janice Chappell will make the assignment and let you know which type is needed. Sometimes, as well, if the BPO we have received from our realtor and the appraisal are too far apart, we will then go to our in-house appraiser for another opinion.

Q. How many appraisers are working for DHCD now?

A. Currently, we have three appraisers under small purchase order agreements. Since the volume of appraisals needed has increased with the continuing foreclosure situation, we are doing a larger contract for expediency. This will be a two year contract. We may select more than one appraiser, in case we have a need that can't be handled by one firm, or if the committee decides it is in the State's best interest. If we do hire more than one, the first choice will be the primary contractor and they will be offered all assignments first. If they are unable to complete the assignment due to volume, we would go to the secondary choice.

Q. What really is the volume of appraisals that is expected?

A. The RFP says it may be about 20 per month. But it could be as few as 10 or as many as 50. We occasionally also get requests from CDA for desk-top, and Exterior Appraisals.

Q. How long is the contract?

A. Two years. It is not renewable then; it will be re-bid, probably at the 18 month mark, depending on whether the volume of appraisal work continues to be high.

Q. Can you discuss the MBE requirement?

A. Gordon Outlaw is the Fair Practice Director. He discussed the parameters of the MBE element of the RFP, which can be found in Attachment (s) D. He also explained that a primary bidder can go to the Department of Transportation web site and connect to a list of the Maryland Certified MBE appraisers. If anyone has difficulty with finding a sub they can call Gordon, or his assistant, Cheryl Lee; and they will

receive instruction and help with the process. If at any time there is a question about reporting requirements they will step in to help if asked.

Q. Is the MBE participation an element of the Evaluation?

A. You must complete the section on MBE participation as requested in the RFP or your proposal will be rejected. However, the MBE goal of 23% *is a goal*; and although you are strongly advised to fulfill the goal, we will assist you if it becomes difficult for any reason.

Q. Should we treat all appraisals as FHA's?

A. No. However, appraisers should be aware that many homeowner sales are insured through FHA. As such, appraisers should keep this in mind when providing their analysis and opinions. Interior appraisals are ordered for the purpose of providing DHCD with facts relative to property disposition efforts. It should be noted that utilities will usually be inactive, and attic inspections are not mandatory.

Q. Does the appraiser have the home inspection report prior to preparing the appraisal?

A. No; the appraisal is completed before the inspection.

Q. Is there a specific contact person for us in your office?

A. Yes. (At this point Jeff Squire, the Contract Manager, introduced his assistant, Janice Chappell. Janice is generally the contact person and either she or Jeff will give the assignment and the lock box code, and the name of the contractor, etc.