



DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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Informal Solicitation

January 7, 2008

The State of Nevada, Department of Business & Industry, Real Estate Division, is seeking qualified certified appraisers to provide review appraisal services as independent contractors. The appraisals are currently under investigation by the Real Estate Division pursuant to Nevada Revised Statute and Nevada Administrative Code 645C and are confidential. The contracts will be administered by the Real Estate Division and will commence upon Board of Examiner's approval for an initial two-year period.

SCOPE OF WORK

The appraisals to be reviewed are residential appraisal reports and will include the work file. The reviewer is required to prepare a technical appraisal review report in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP), Standards Rule 3. This review involves a preliminary desk review of the appraisal report, math checks of all calculations, verification of comparable sales data, review and analysis of the market data to develop opinions as to the adequacy and relevance of the data, the propriety of any adjustments to the data, the appropriateness of appraisal methods and techniques used and whether the analyses, opinions and conclusions in the report are appropriate and reasonable. The appraiser will be required to complete a supplemental form provided by the Division, outlining USPAP violations. ATTACHMENT A

CLIENT AND INTENDED USER OF THE REVIEW REPORT

Nevada Real Estate Division

INTENDED USE OF THE REPORT

To assist the Real Estate Division in ascertaining if the report to be reviewed was prepared in compliance with USPAP.

PURPOSE OF THE REVIEW

The purpose of the review is to evaluate compliance with USPAP. To determine the adequacy and relevance of the data, the propriety of any adjustments to the data, the appropriateness of the appraisal methods and techniques used and whether the analyses, opinions and conclusions in the report are appropriate and reasonable.

CONFIDENTIALITY

This proposal and all information regarding this request and investigation must be kept confidential. The reviewer must not disclose confidential information or assignment results prepared for the Division to anyone other than the Division and persons specifically authorized by the Division.

PROPOSAL FORMAT

The proposal should be concise and contain, at a minimum, the following:

- Reviewer's resume;
- The geographic region you will provide service, statewide, rural, North Nevada, Southern Nevada;
- A copy of your Certificate of Insurance;
- A copy of city or county business license, if applicable;
- Contact person, telephone, fax number and e-mail address;
- Provide a minimum of three references;
- Company ownership information including length of time in business; and
- Proposals must detail a fixed price for all costs associated with each appraisal review assignment.

The Reviewer will be required to provide the Division with the appraisal review report(s) and supplemental USPAP form within thirty (30) days after receipt of the appraisal from the Division.

To submit a proposal, you must be licensed as a certified appraiser in the State of Nevada pursuant to NRS 645C and you must meet the following qualifications:

- Hold an active Nevada certification for not less than three years;
- Certification must be in good standing with the State of Nevada and any other state or territory in which you hold a certification;
- You must not have been disciplined by any Commission/Board within the past five years; and
- You must possess no less than 3 years experience in completing Standards Rule 3 reviews.

Attached to this request you will find the State's standard Contract of Services of Independent Contractor form for your review. Please give special consideration to section 15, as this identifies the insurance limits contracted vendors will be expected to maintain for the life of the contract.

ATTACHMENT B

Proposals will be accepted until 5:00 pm January 25, 2008.

Questions regarding this solicitation should be sent to the person identified below, in writing, no later than January 18, 2008. Questions may be sent via Fax to 775 687 4868 or via email to bkindred@red.state.nv.us. You will receive a written response on or about January 23, 2008.

Please provide your written response no later than January 25, 2008 at 5:00 pm PST. Your proposal must be addressed to: Nevada Real Estate Division, Attn: Brenda Kindred-Kipling, Appraisal Officer, 788 Fairview Drive, Suite 200, Carson City, NV 89701.

Sincerely,

Brenda Kindred-Kipling
Appraisal Officer
788 Fairview Drive, Suite 200
Carson City, NV 89701
775 687 4280 ext 312