

# Request for Proposals (RFP) Addendum #1

**Agency:** Minnesota Housing Finance Agency

**Addendum Number:** 1

**Date of Addendum:** 4/29/24

**Title:** Multifamily Appraisal Services Master Contract

## SCOPE OF ADDENDUM

The following are changes to the RFP: (1) Posting vendor questions to the RFP and Minnesota Housing Finance Agency's answers.

**Vendor questions to the RFP and Minnesota Housing Finance Agency's answers are as follows:**

- 1. Question:** What do you need from me to be considered for this opportunity?  
Is there an application and/or packet of information that we need to provide?  
**Answer:** The list of items that must be submitted are detailed in Section 4, Proposal Content, on page 12 of the RFP. Only submissions which contain all required components listed in Section 4 will be considered. Please review the requirements in Section 4 and all related attachments (including this addendum) very carefully. Required items must be submitted to no later than 3:00 p.m. CT on Friday, May 10, 2024. Late responses will not be considered.
- 2. Question:** How do we locate our Vendor/Supplier ID #?  
**Answer:** If you do not know your vendor/supplier ID #, you can look this up in the SWIFT Supplier Portal or by contacting Minnesota Management and Budget (MMB) at 651-201-8106 or by email at [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us). You will need to provide your Tax ID number and they can look up your ID #. If you are currently not registered as a vendor with the State of Minnesota, you will be required to do so before entering into a contract with Minnesota Housing.
- 3. Question:** Will we be required to enter into a new contract with Minnesota Housing?  
**Answer:** Each appraisal firm selected under the RFP will enter into a Master Contract with Minnesota Housing. The sample contract is included in the RFP materials for review.
- 4. Question:** For the annual RFP cycle where Minnesota Housing procures "as is" appraisals, is there an expected timeline when that would occur each year?  
**Answer:** The "as is" appraisals will typically be commissioned in the first or second quarter of each calendar year.

5. **Question:** What is the expected volume or number of appraisals for this RFP? Is there an estimated range of number of reports each appraiser/firm can expect to receive as part of the annual awards?

**Answer:** Unfortunately, we cannot project the volume that each appraiser can expect from the annual RFP. This number varies each year, based upon the number of contracted appraisers, the number of projects that we can fund and how many of those are projects that were required to have an “as is” or “as complete” appraisal. Since 2019, we have averaged between 15-25 appraisal per year. Reminder that the issuance of a master contract under this RFP does not guarantee any work, or a particular amount of work, under the Program.

6. **Question:** Some of the insurance requirements noted in the sample contract seem excessive and can be costly. Is there any opportunity to have these reduced or eliminated if we are selected?

**Answer:** Attachment B-Exceptions to Minnesota Housing’s Terms and Conditions, a required component of the RFP, allows responders to take exception to one or more of the conditions in the sample contract, including the insurance requirements. Only those exceptions indicated in Attachment B will be available for discussion or negotiation. Minnesota Housing reserves the right, at its sole discretion, to reject, negotiate, or accept any exception listed to Minnesota Housing’s terms and conditions.

7. **Question:** The RFP requires that we submit a work sample (a sample appraisal of a appraisal of a multifamily rental property with rent and income restrictions). Can we submit a Rent Comparability Study (RCS) as our example?

**Answer:** A rent comparability study may be submitted as part of the response, however it may not be sufficient, if the proposal response package does not demonstrate that one or more of the appraisers who will conduct the work on behalf of Minnesota Housing meet the Minimum or Desired Qualifications listed in Section 2-Summary of Scope in the RFP.

8. **Question:** If we have not appraised affordable apartment complexes in recent years, but have routinely performed Rent Comparability Studies with Minnesota Housing review approval, will that suffice to meet the qualifications requirement for this RFP?

**Answer:** The proposal must demonstrate that one or more of the appraisers who will conduct the work on behalf of Minnesota Housing meet the Minimum or Desired Qualifications listed in Section 2-Summary of Scope in the RFP.

**This addendum shall become part of the RFP and should be returned with, or acknowledged in, the response to the RFP.**

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: