

ATTACHMENT F CORPORATE BACKGROUND AND EXPERIENCE FORM

RFP 15-0022 APPRAISAL SERVICES

Vendors **shall submit** Section I of **Attachment F**, in TAB 2 of their Response. Vendors **shall submit** their answers to the questions contained in Section II in TAB 2 of their Response. No answer in Section II should exceed more than one page in length.

Section I – Corporate Background

GENERAL INFORMATION	
1.	<div style="background-color: #d9e1f2; padding: 2px;">Name of Business:</div> <div style="height: 30px; border: 1px solid black;"></div>
2.	<div style="background-color: #d9e1f2; padding: 2px;">Date Business established:</div> <div style="height: 30px; border: 1px solid black;"></div>
3.	<div style="background-color: #d9e1f2; padding: 2px;">Ownership (corporation, partnership, etc.):</div> <div style="height: 30px; border: 1px solid black;"></div>
4.	<div style="background-color: #d9e1f2; padding: 2px;">Length of time (in years) your company has existed under this name:</div> <div style="height: 30px; border: 1px solid black;"></div>
5.	<div style="background-color: #d9e1f2; padding: 2px;">List of services other than Appraisal Services your company provides. Include percentage (%) of workload each service represents as compared to the % of Appraisal Services currently provided:</div> <div style="height: 60px; border: 1px solid black;"></div>
6.	<div style="background-color: #d9e1f2; padding: 2px;">List any mergers, acquisitions and/or reorganizations that have occurred within the last five (5) years, or any that are planned within the next twelve (12) months (if applicable):</div> <div style="height: 40px; border: 1px solid black;"></div>
7.	<div style="background-color: #d9e1f2; padding: 2px;"> Provide the total number of employees employed by your company, and of those, the number that are full time and part time: In the counts provided below, do not include one employee twice under either 3) or 4). If an Employee performs both adjusting and Appraisal Services they should be included in the count that represents the majority of their Work Assignments. </div> <div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> 1. Number of management personnel (non-appraisers); 2. Number of administrative personnel; 3. Number of adjusters; and 4. Number of appraisers. </div>

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8.	<p>If you currently have active clients in the property casualty insurance industry, including Citizens, public adjusting firms, or property insurance carriers for which you provide appraisal services, then please provide: Number of Clients, and Names of clients if able to disclose. (If Vendor is unable to disclose due to confidentiality provisions, please provide a statement of such):</p>
9.	<p>Provide a list of all Firm Owners and Principals and identify the percentages of ownership of each:</p>
10.	<p>Describe the percentage (%) of your company resources which will be available and committed to Citizens' Appraisal Services on an on-going basis if awarded a contract:</p>
11.	<p>. Provide the name, title, phone number, and email address of the Respondent's primary point of contact for this solicitation:</p>
12.	<p>Company website address:</p>

FINANCIAL INTEREST	
10.	<p>List of names known to the Vendor of any Citizens employees having a direct or indirect financial interest in the Vendor's company. An indirect financial interest means a financial interest in the Vendor's / Supplier's company by a member of a Citizens employee's immediate family.</p>

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CORPORATE CHANGE (Note: Citizens reserves the right and sole discretion to disqualify a Vendor from consideration that is involved in a corporate change that conflicts with Citizens' interests, or fails to disclose such a change during the solicitation process.)	
11.	Is Vendor involved or undergoing a sale, purchase, merger, or other related acquisition ("Change") that will in any way alter the Vendor's legal entity, name, structure, financial status or business operations? If so, answer a) and b) below.
a)	Disclose all current entities involved in the Change, when the Change is anticipated to take place, and any information related to the Change that may affect the Response.
b)	Identify whether the Change will alter, modify or otherwise affect the Vendor's Response.

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Section II – Corporate Experience

Vendors **shall submit** the answers to Section II of this **Attachment F** in TAB 2 of their Response. The answer to any question should not exceed more than one page in length. The answers provided by Vendors will be evaluated as described in Section 3.7, Review and Evaluation Process of the RFP. The maximum weighted values are indicated below.

QUESTION		MAXIMUM POINTS
1.	<p>Provide the length of time (in years) Vendor has provided property Appraisal Services as specified in this solicitation.</p> <p>6 years or more = 6 points 4 years or more but less but than 6 years = 3 points 2 year or more but less than 4 years = 1 point Less than 2 years = 0 points</p>	6
2.	<p>Provide the number of appraisals in which your company has participated on behalf of any party in the last 2 year years.</p> <p>Over 150 = 9 points 51 – 150 = 5 points 10 to 50 = 2 points Less than 10 = 0 points</p>	9
3.	<p>Describe your organization's relevant qualifications and experience in providing property Appraisal Services of similar size, complexity and scope as specified in this solicitation within the last 2 years. In addition, describe your organization's ability to provide the minimum Appraisal Services as described in Article VI of Attachment A, Appraisal Services Draft Contract.</p>	25

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4.	<p>Describe what relevant industry designations/certifications your organization's Committed Appraiser staff currently hold. Such designations/certifications are required to provide property Appraisal Services as described in Article VI of Attachment A, Appraisal Services Draft Contract, and Attachment G, Industry Designations/Certifications Form. Citizens desires a wide range of industry designations/certifications and will give preference to Group 1 designations/certifications. Detail should only apply to designations/certifications held by the Vendor's Committed Appraiser staff.</p> <p>a) Group 1:</p> <ol style="list-style-type: none">1) Current IICRC (S500 or S520) Certification; or2) General Contractor License; or3) Certified Roofing Contractor; or4) Journeyman Plumber license. <p>b) Group 2:</p> <ol style="list-style-type: none">1) Certified and Licensed Roofer; or2) Licensed Electrical Contractor; or3) Painting Contractor; or4) Drywall Contractor; or5) Finish Carpenter; or6) Flooring Contractor. <p>c) Group 3:</p> <ol style="list-style-type: none">1) Heat and Air Contractor; or2) Framing Contractor; or3) Accountant.	10
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