

PART E – APPRAISAL PROCUREMENT INFORMATION**FSA Procurement of Appraisal Products****Procurement Description:**

The Farm Service Agency (FSA), an agency of the U. S. Department of Agriculture, makes and services loans secured by real estate and chattel. FSA needs appraisal reports to complete various loan making and loan servicing responsibilities. Appraisal products and requirements are further described by a Statement of Work (SOW) that is provided by the agency. Farm and commercial appraisals can only be completed by State Certified General appraisers; however, State Certified Residential and/or Licensed Appraisers can complete non-farm or non-commercial properties with FSA consent and if within the scope of their state license. Personal property appraisals may be completed by individuals with chattel appraisal experience and who are licensed in the State, if required by the State.

Appraisal Procurement Procedures:

FSA utilizes a micro-purchase/purchase order process for procuring appraisal products with an appraisal vendor business. FSA maintains a list of appraisal vendors that meet our requirements and demonstrate the ability to deliver appraisal reports that meet FSA SOW requirements and follow appraisal practices that are acceptable for rural appraising. For a vendor business to be added to the FSA vendor list, each appraiser who will be completing appraisals for FSA must:

1. Complete and sign this Vendor Appraiser Information form and submit to FSA.
2. Review, understand, and sign the SOW and submit a copy to FSA.
3. For real estate appraisals, demonstrate with their first appraisal assignment that appraiser can provide an appraisal report that meets FSA SOW and Uniform Standards of Professional Appraisal Practice (USPAP) requirements and deliver the report by the due date.

This is an at will agreement, and FSA may choose to not use a Vendor based on issues of performance, communication, late delivery, or failure to meet the requirements below. FSA does not require notification to the Vendor for removal from the list. A vendor may be maintained on the FSA vendor list if the appraiser(s):

1. Maintains a current license with the State for the license requirement for FSA appraisals and the vendor is registered and remains active in the System of Award Management (SAM) System (www.sam.gov) and notifies FSA of the renewals.
2. Delivers 90 percent of all appraisal reports by the delivery date as described by the FSA Appraisal Order or Letter of Engagement unless an extension is provided by FSA in writing.
3. Attends FSA Vendor Appraiser meetings if/when requested by FSA.
4. Signs an updated Vendor Appraiser Information form and SOW(s) when requested by FSA.
5. Continues to submit appraisal reports that meet USPAP, if applicable, and FSA SOW requirements.

Solicitation Procedure:**- Requirements**

All vendors are expected to deliver products in pdf format by email. Vendors must maintain an email account and have a Portable Document Format (PDF) software. The PDF format must be able to be read by common public PDF readers, such as Adobe.

- Process

- Notification of Quote Request - Notification will utilize email for requesting quotes for appraisal products. FSA will transmit an appraisal solicitation that will include the appraisal quote request form which provides a summary of the property(ies) to be appraised along with sufficient documents describing the property and property location. If FSA solicits a bid over \$2,500, then FSA will attempt to solicit bids from at least three vendors, otherwise a vendor rotation will be used. If an assignment is awarded, the Vendor is responsible for completing the project based on the information provided by FSA and the price and timeframe the Vendor quoted based on that information. Appraiser must read the quote information.

Typically, a vendor will receive notification of FSA appraisal solicitations based on the counties they have selected on this information form that they are willing to provide appraisal products in. FSA reserves the right to limit notification of solicitations based on performance, experience, and location. Vendor reserves the right to decline any solicitation but is asked to submit a response to that effect.

- Quote Response - When FSA issues a quote request form by email, the quote response will be due within 2 business days, unless otherwise stated in the solicitation. All quotes must be received by the date and time requested. All quotes should be sent by email and should provide the bid amount, the name of the property, and the proposed delivery date of the appraisal report. If vendor does not respond timely with a proposed delivery date and quote amount, the response will be considered “no response / declined”.
- Award - The award of the appraisal assignment is based on many factors that include cost, proposed delivery date, vendor’s knowledge and skill of the type of property to be appraised, complexity of the assignment, etc. The assignment award will not always be based on the lowest quote. Award of appraisal assignment will occur by email with a Letter of Engagement and Appraisal Order /Purchase Order.

PART E – APPRAISAL PROCUREMENT INFORMATION (Continued)**Solicitation Procedure (Continued):****- Payment**

The vendor must provide an invoice with the appraisal report that:

1. Provides the vendor's name, invoice number and mailing address.
2. Name of applicant or borrower and work order number.
3. County/borough/parish and city name of property location.
4. Amount of payment.
5. Date appraisal submitted.
6. Vendor must be registered in SAM. Typically, FSA will process the invoice within 10 business days from the date of receipt of an acceptable appraisal report. Actual receipt of payment should occur within 30 days from the date FSA accepts the appraisal report. Payment will be by Electronic Funds Transfer (EFT).

Vendor Educational & Qualification Requirements:

For a vendor to receive appraisal assignments, the vendor's experience, education, and qualifications in relation to the subject property complexity and location will be considered. For appraisal assignments that involve real estate, the appraiser:

- Must be licensed in the State the subject is located in or obtain a temporary license.
- Must have the appropriate license. Farm and commercial appraisals can only be completed by State Certified General appraisers. Certified Residential or Licensed appraisers may appraise properties within the license scope and as allowed by FSA regulations.
- Are expected to understand and follow acceptable appraisal techniques and principles for the property being appraised.

Chattel appraisers should have experience, be registered with industry recognized professional organization, and be licensed with the State (if required by the state).

Vendor Performance Review:

All appraisals will be subject to an acceptable administrative appraisal review before payment. Additionally, real estate appraisals may have a technical field or desk review which are completed at FSA's discretion. The SOW has additional information.

Electronic Payment Requirement:

The USDA procurement procedures now require that ALL vendors are to be paid using the EFT system. The Debt Collection Improvement Act (DCIA) of 1996 requires that federal payments of invoices for goods and services received be paid by EFT. FSA appraisal orders will not be awarded to vendors who have not registered in SAM.gov. **Vendor will not be added to the FSA Vendor List until a DUNS number / Uniform Enterprise Identifier (UEI) is obtained and vendor is registered in SAM.**

Evaluation Criteria:

Each appraisal solicitation will be based on "Best Value". Cost factors will be considered; however, are not expected to be the controlling factor. The Government will evaluate offers based upon price; vendor past performance; vendor education & experience related to the assignment; and vendor competency in appraising similar properties in the same geographical area as described in the SOW.

Every appraisal report is subject to review by the office of the Chief Appraiser, or designees, Farm Service Agency, Washington D.C.

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 761, the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify acknowledgement of, and agreement to, the terms and conditions listed on the form. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination that the prospective vendor appraiser is unable to participate in and receive benefits under an FSA Loan Program.

According to the Paperwork Reduction to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0238. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The provisions of criminal and civil fraud statutes may be applicable to the information provided.

RETURN THIS COMPLETED FORM TO FSA AT THE ADDRESS / EMAIL SHOWN ON PAGE 1, ITEM 1.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.