



DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**

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## Informal Solicitation

May 31, 2017

The State of Nevada, Department of Business & Industry, Real Estate Division is seeking qualified certified appraisers to provide appraisal reviews and possible expert testimony services as an independent contractor. The appraisals are currently under investigation by the Real Estate Division and pursuant to Nevada Revised Statute and Nevada Administrative Code 645C are confidential. The contract 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 or commercial appraisal reports and will include the respondent's work file. The contractor will complete desk reviews of the appraisal and work file, prepare a technical appraisal review in accordance with the Uniform Standards of Professional Appraisal Practice, (USPAP) Rule 3. This assignment involves a preliminary review of the appraisal report and work file, 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 the appraisal methods and techniques used and whether the analyses, opinions and conclusions in the report are appropriate and reasonable. Contractors will provide expert witness testimony to the Nevada Commission of Appraisers of Real Estate if necessary, as determined by the Division.

### CLIENT AND INTENDED USER OF THE REVIEW REPORT

Nevada Real Estate Division

### INTENDED USE OF THE REPORT

To assist the Real Estate Division in determining if the appraisal report was prepared in compliance with NRS 645C, NAC645C, and USPAP. If violations of Nevada law have occurred, assist Division in preparing a case for formal disciplinary hearing.

### PURPOSE OF THE REVIEW/CONSULTATION

The purpose of the review/consultation is to evaluate the reports compliance with USPAP and to determine if there are any violations of Nevada Law and USPAP, the appropriateness of the appraisal methods and techniques used and whether the analyses, opinions and conclusions in the report are appropriate and reasonable and, if necessary, to assist the Division in preparing the case for a formal disciplinary hearing.

### 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 minimum, the following:

- Reviewers Resume;
- A copy of Nevada Drivers License
- A copy of Auto Insurance
- A copy of Certificate of Insurance; Proof of Errors and Omission
- Affidavit of Rejection of Coverage (if applicable)
- A copy of city or county business license if applicable;
- Copy of appraisal Nevada certificate/license
- Contact person, telephone, fax number and email 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 with a price per hour for the expert testimony

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 report 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 with the past five years;
- Possess no less than 3 years experience in completing Standard Rule 3 reviews.

Proposals will be accepted until 5:00pm August 15, 2017.

Questions regarding this solicitation should be sent to the person identified below, in writing, no later than July 28, 2017. Questions may be emailed to [stacee.spoerl@red.state.nv.us](mailto:stacee.spoerl@red.state.nv.us). You will receive a written response on or about July 31, 2017.

Please provide your written response no later than August 15, 2017 at 5:00pm, PST. Your proposal must be addressed to Nevada Real Estate Division, Attention: Stacey Spoerl, Appraisal Program Manager, 1818 College Parkway, Suite 110, Carson City, Nevada 89706. Please mark the envelope CONFIDENTIAL.

Sincerely,

Stacey Spoerl  
Appraisal Program Manager  
1818 College Parkway, Suite 110,  
Carson City, Nevada 89706