



**Department of
Taxation and Finance**
Bureau of Fiscal Services
Procurement Unit

March 14, 2025

**Request for Proposals (RFP) 24-100
Real Property Appraisal Services**

RFP Clarification and Amendment #1

To All Potential Bidders:

Attached is a clarification and Amendment #1 for the above referenced RFP.

The Department is adding a second Question and Answer period and extending the Bid Due date to April 11, 2025 By 2:00 PM ET. The Department is issuing Amendment #1 as clarification to:

- Amend RFP 24-100, Schedule of Events, Pg. 5
- Amend RFP 24-100, Preface, B. Proposal Questions/Inquiries, Pg. 6

Corrected pages are attached to this document. All additions are made in **green** text and deletions are made in **red** text.

All other requirements and conditions remain as indicated in the RFP.

New York State Department of Taxation and Finance
Request for Proposals (RFP) 24-100
Real Property Appraisal Services
Clarification and Amendment #1

RFP 24-100 Clarification:

The Department is issuing clarification to RFP 24-100 for Real Property Appraisal Services and amending the RFP. Bidders may submit additional Questions to the Department using the manner prescribed in **RFP Preface, Section B. Proposal Questions/Inquiries**. These questions must be submitted by Friday, March 21, 2025. **Please note, the Bid Due Date is extended to April 11, 2025 By 2:00 PM ET.**

The Department clarifies as follows:

1. Conflict of Interest as outlined in Qualifying Requirement 3.1.9 concerning Requirement 2.9 – Subcontracting – Civil Engineer.

An entity that has ongoing or past business with the Litigant, regardless of if the engagement has been closed, is considered to be a conflict of interest.

2. Minority and Women-Owned Business Enterprises (MWBE) Participation and Exhibit J – Request for Waiver Form.

- a. If a Bidder requests to waive the MWBE goals, they must demonstrate and certify that they have made good faith efforts to achieve the contract goals outlined in the RFP. They must submit **Exhibit J – Request for Waiver Form** with the Proposal. Pay close attention to documentation items # 1-11 on Page 51 of the RFP for details on how to substantiate your efforts. A Waiver will not be granted without substantive documentation.
- b. To assist in outreach, the Department has included an Excel Spreadsheet listing 152 MWBE certified businesses in civil engineering classifications from the NYS certified MWBE directory as of 3/13/2025.
- c. Should a Waiver be necessary, all requirements set forth in the RFP not related to the Waiver, including prerequisite licensure and experience outlined in **Section 3. Mandatory Requirements**, remain in effect.

3. Civil Engineer licensure as required in Qualifying Requirement 3.1.4.

The license held by the Civil Engineer is preferred to be a NYS license, however it is not required to be a NYS license.

New York State Department of Taxation and Finance
Request for Proposals (RFP) 24-100
Real Property Appraisal Services

Schedule of Events

Issuance of RFP	February 11, 2025
Deadline for Filing Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines Form (Attachment 2)	February 25, 2025
Deadline for Submission of Questions	February 25, 2025
Department Response to Bidder Questions	March 4, 2025
Deadline for Submission of Second Round of Questions	March 21, 2025
Department Response to Second Round of Bidder Questions	March 28, 2025
Proposals Due	March 28, 2025 April 11, 2025 By 2:00 PM ET
Notification of Intent to Award	April 28, 2025
Deadline for Contract Signature	May 12, 2025
Anticipated Contract Approval	July 2025
Anticipated Final Appraisal Report Due	15 Months after Contract Approval

Preface

A. Procurement Lobbying – Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines

New York State (“NYS”) Finance Law § 139-j(6)(b) requires that the Department of Taxation and Finance (“Department” or “DTF”) seek written affirmation from all Offerers as to the Offerer’s understanding of, and agreement to comply with, the DTF procedures relating to permissible contacts during a Government Procurement. Information related to the Procurement Lobbying Law and DTF guidelines can be found on the Department’s website at: <http://www.tax.ny.gov/about/procure>.

All inquiries concerning this solicitation must be addressed to one of the following designated contacts:

DESIGNATED CONTACTS FOR INQUIRIES AND SUBMISSIONS
<p>NYS Department of Taxation and Finance Bureau of Fiscal Services, Procurement Unit</p> <p>Designated Contacts: Daniel Bifani Kevin Brownell Yafei Cao Amber Alexander</p> <p>RFP-related questions and inquiries must be submitted via email at BFS.Contracts@tax.ny.gov or via fax to 518-435-8413. No other method of inquiries will be accepted.</p> <p>Administrative issues pertaining to sending/receiving email through the designated mailbox may be reported to one of the designated contacts listed above at 518-530-4484.</p> <p>Procurement Website: https://www.tax.ny.gov/about/procure/current-bid-opportunities.htm</p>

Contacting individuals other than the designated contacts listed above may result in the disqualification of the Bidder’s Proposal – please refer to the Procurement Lobbying Law and the guidelines posted on the Department’s procurement website at: <http://www.tax.ny.gov/about/procure>, and additional requirements in **Section 9. Administrative Requirements**.

Offerers are requested to sign and submit **Attachment 2 – Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines** by the date and time specified in the Schedule of Events. This may be submitted in conjunction with Bidder questions.

B. Proposal Questions/Inquiries

Prospective Bidders have ~~one opportunity~~ **two opportunities** to submit written questions and requests for clarification regarding this Request for Proposals (RFP). All questions regarding this RFP must be submitted via email (preferred) or fax and be received by the date and time specified.