

Document A
Proposal Cover Page

Title : Appraisal Services (NWHEAP RFP 03-13-2019)

To: Northwest Home Equity Assurance Program
3022 N. Harlem Ave Suite #2S
Chicago, IL 60634

Company Name: _____

Address : _____

Phone: _____ Fax: _____ Email: _____

Federal Tax ID No. _____

Request for Confidential Treatment (Check One)

We are not requesting confidential treatment

We are requesting confidential treatment for portions of this proposal. We have supplied the necessary documents to support this request.

The undersigned affirms that all statements in this submission are true and accurate to the best of the knowledge and belief of the undersigned.

Signature

Date

Printed Name

Date

Document B

Required Proposal Content

Title : Appraisal Services (NWHEAP RFP 03-13-2019)

The Proposal must address each of the following items:

- 1. Table of Contents:** Include a table of content in the Proposal.
- 2. Cover Letter:** Provide a cover letter that summarizes the proposer's interest in the project, a brief description of qualifications, statement of understanding of the services solicited by the RFP, and identification of primary contact person.
- 3. Description of Proposer:** Provide a concise description of the proposer and the resumes and relevant certification of all key personnel involved in performing the services solicited by the RFP.
- 4. Statement of Qualification:** Explain the knowledge and experience, including experience working with entities similar to the Commission, that qualifies the proposer's personnel to perform the services solicited by the RFP.
- 5. References:** List clients for whom the proposer and the key personnel have rendered services similar to those solicited by this RFP within the past three (3) years. Each listed client must be accompanied by each of the following:
 - a. Narrative of services and key participants**
 - b. Date contract commencement and termination (if applicable);**
 - c. Fees charged; and**
 - d. Client contact information**
- 6. Additional Certifications, if applicable:** Confirm whether the Proposer is a minority -owned business enterprise, women-owned business enterprise, disable-owned business enterprise, and if applicable, provide a copy of a valid certification.

Document C

Affidavit

Title : Appraisal Services (NWHEAP RFP 03-05-2019)

Appraiser: _____

Address: _____

I, _____, the undersigned _____, of the above named appraiser does declare and affirm this ____ day of _____, _____, that I hold the aforementioned office in the above named appraiser and I affirm the following ;

I. The Appraiser, his Agents, and/or employees, have not in any way colluded with anyone for and on behalf of the Appraiser or themselves, to obtain information that would give the Appraiser an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

II. No officer or employee of Northwest Home Equity Assurance Program whether appointed , has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit , monetary , or material , or consideration form the profits or emoluments of this contract, job, work or service for the Commission, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally , nor has any such officer or employee of the Northwest Home Equity Assurance Program received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to NWHEAP in connection with this contract, job, work, or service for the NWHEAP, excepting, however, the receipt of dividends on corporation stock.

III. Neither I, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with NWHEAP have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state, or of the federal government for acts or omissions committed after July 1, 1977.

IV. Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with NWHEAP have been convicted within the past 12 months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits are true and correct to the best of my knowledge, information and belief.

Signature

Date

Printed Name

Date