

CITY of **BOSTON**

REQUEST FOR PROPOSALS: ON-CALL REAL ESTATE APPRAISAL SERVICES



Mayor's Office of Housing
Sheila A. Dillon, Chief and Director
EV00017396

SERVICE/PROJECT SUMMARY:

The City of Boston Mayor's Office of Housing (MOH), is seeking proposals from qualified **Certified Real Estate Appraisers** for appraisal services necessary to determine the fair market value of real property owned and held by MOH for disposition.

With this Request for Proposals (RFP), we are hoping to contract for as-needed appraisal services that may be issued for the three general types of real property held and disposed of by MOH. This would be for city-owned property under the care, custody, and control of the Mayor's Office of Housing and subject to current or future disposition.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	June 22, 2026 at 9:00 AM ET
Proposal Due Date	July 23, 2026 at 4:00 PM ET

CONTACT INFORMATION:

Minh Nguyen | minh.nguyen@boston.gov

All questions should be emailed with the **RFP number (EV00017396)** in the subject line.

You can access this RFP and related documents at
boston.gov/procurement/EV00017396.

TABLE OF CONTENTS:

I. INTRODUCTION AND SCOPE OF WORK	3
1.1 THE OPPORTUNITY AND BACKGROUND	3
1.2 SCOPE OF WORK	3
1.3 PERFORMANCE METRICS	6
1.4 PROPOSAL TIMELINE	7
1.5 QUESTIONS	7
1.6 CONTRACT TERM	7
1.7 QUOTE PRICING TEMPLATE	8
II. HOW WE CHOOSE	9
2.1 MINIMUM EVALUATION CRITERIA	9
2.2 COMPARATIVE EVALUATION CRITERIA	9
2.3 RULE OF AWARD AND CONTRACT	11
III. YOUR TECHNICAL PROPOSAL	12
3.1 COVER PAGE	13
3.2 RESPONSE TO SCOPE OF WORK	13
3.3 OWNERSHIP DETAILS (informational only)	16
3.4 REFERENCES	17
3.5 INSURANCE DOCUMENTATION	18
IV. YOUR PRICE PROPOSAL	19
4.1 PRICE PROPOSAL (REQUIRED)	20
4.2 SUPPLEMENTAL INFORMATION (OPTIONAL)	20
V. SUBMISSION INSTRUCTIONS	21
5.1 CHECKLIST FOR SUBMITTING PROPOSAL	21
5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL	22
VI. APPENDICES	24
APPENDIX 1: RFP TERMS AND CONDITIONS	24
APPENDIX 2: CONTRACT TERMS AND CONDITIONS	26
APPENDIX 3: INSURANCE REQUIREMENTS AND RECOMMENDATIONS	27
APPENDIX 4: TECHNICAL PROPOSAL TEMPLATE (UNDER SEPARATE COVER)	
APPENDIX 5: PRICE PROPOSAL TEMPLATE (UNDER SEPARATE COVER)	

I. INTRODUCTION AND SCOPE OF WORK

1.1 THE OPPORTUNITY AND BACKGROUND

With this Request for Proposal (RFP), we seek to contract for as-needed appraisal services for the three general types of real property held and disposed of by MOH. This would be for city-owned property under the care, custody, and control of the Mayor's Office of Housing and subject to current or future disposition.

Services described in this RFP represent anticipated activities. Actual assignments will be issued on a property-by-property basis.

The City reserves the right to reject any or all proposals or cancel this procurement if it is in the best interest of the City to do so.

1.2 SCOPE OF WORK

The RFP seeks Certified Real Estate Appraisers to determine the fair market value of real property owned by the City of Boston Mayor's Office of Housing for disposition. Tasks include property inspections, market research, employing valuation methodologies, preparing detailed appraisal reports, offering review appraisal services, maintaining compliance, and ensuring quality assurance. Appraisers will also provide consultation and maintain open communication throughout the process.

MOH is the local government agency of the City of Boston that:

1. Creates affordable and mixed-income housing;
2. Assists small businesses and community job generators with commercial property development opportunities;
3. Supports the preservation of historic architecture;
4. Develops open spaces, including community gardens and farms;
5. Provides homeownership opportunities, grants, loans and trainings; and
6. Implements programs to support the economic development of small businesses.

MOH is also responsible for disposing of tax foreclosed and surplus real property that is under the care and custody of the Public Facilities Commission. MOH's property disposition process operates in accordance with Massachusetts General Law (M.G.L.), Chapter 30B which governs municipal property dispositions.

This contract is for as-needed appraisal services for city-owned property under the care, custody, and control of the Mayor's Office of Housing and subject to current or future disposition. Multiple contracts may be issued for the three (3) general types of real property held and disposed by MOH:

Vacant Land: As the receiver and custodian of tax foreclosed real property, MOH has an active inventory of vacant land subject to disposition. In general, these properties are made available as-is with certain use restrictions and/or covenants. MOH typically commissions an appraisal report for the property as-is and at its highest and best use prior to making the property available.

Residential: As the receiver and custodian of tax foreclosed real property, MOH has an active inventory of single-family, two-family, three-family, and occasionally condominium residential properties subject to disposition. In general, these properties are made available as-is, and in need of substantial renovation that typically includes a gut rehab as a condition of the sale. MOH typically commissions a comprehensive appraisal report that includes both an as-is fair market valuation, as well as an as-complete fair market valuation subject to a detailed rehabilitation of the property, in order to determine the current and future value of the property.

Commercial: As the receiver and custodian of tax foreclosed real property, and as the disposition agent for the city's surplus municipal property, MOH has an active inventory of buildings with commercial zoning and/or use that are subject to disposition. In general, these properties are made available as-is with certain use restrictions and/or covenants. MOH typically commissions an appraisal report for the property as-is and at its highest and best use prior to making the property available, and commissions a review or update of that appraisal once an offer has been accepted and the end use and restrictions are known.

Services Requested:

1. Appraisal Services:

- A. Appraisers must be familiar with and conduct appraisal work within the City of Boston and all of its neighborhoods, wards, and districts.
- B. Appraisers should be familiar and conduct appraisal work in accordance with:

1. The Uniform Relocation Assistance and Real Property Acquisition Policies
2. 49 CFR part 24
3. The Uniform Act Guide
4. HUD Handbook 1378: Tenant Assistance, Relocation and Real Property Acquisition Handbook
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

C. Scope of Work

1. Appraise the site for fair market value. Appraisers may be asked to provide appraisals based on certain proposed restrictions (such as open space restrictions). A site shall be defined as a City of Boston parcel or contiguous group of parcels.

D. Requirements of the Appraisal

1. Direct sales verification.
2. Invitation to the owner to accompany the appraiser on the inspection of the property.
3. Five (5) year history sale of subject; discussion of change of ownership or interest occurring in that period.
4. Analysis of adjustments and other conclusions reached in the appraisal.
5. Description of parcel to be sold, drawings, etc.
6. Certification that all UA requirements have met.

E. Deadline

1. Appraisal(s) are due within three (3) weeks after dispatch.

2. Review Appraisal Services: Review Appraisal reports are to be prepared according to the requirements of Section 24.103 and Section 24.104 of the Uniform Act. Tasks within these requirements include, but are not limited to:

A. The review appraiser will be asked to examine the presentation and analysis of market information provided by the appraisal to determine if:

- i. it meets the definition of an appraisal found in 49 CFR 24.2 (a) (3);
- ii. it meets the appraisal requirements found in 49 CFR 24.103; and
- iii. the appraisal supports the appraiser's opinion of value.

B. Additionally, the review appraiser must conclude one of the three (3) options regarding the appraisal:

- i. recommend the appraisal as the basis for just compensation;
- ii. accept the report as technically accurate, but not the basis for just compensation; not accept the report.

C. If the review appraiser advises not to accept the report of the appraiser, then

he/she shall recommend another appraisal be obtained.

3. **Invoicing:** MOH will only pay by original invoice for completed work. MOH will not authorize and does not participate in funding payments to a contractor prior to the incurrence and authorization of costs.
4. **Delivery of Submittals:** Contractor shall provide to MOH a final appraisal report in both electronic PDF format via e-mail and a paper copy if requested.

1.3 PERFORMANCE METRICS

Performance metrics are measurable data (often numbers) that help us understand if we are on track to achieve our goals. They also highlight areas of particular success or struggle. Metrics track how much has been done (e.g. how many trees have been planted), what is working well (e.g. neighborhood X has received 100% of services) and what could be improved (e.g. task Y is 5 days behind schedule).

The table below highlights the metrics that will be tracked and reviewed collaboratively with the selected vendor during the contract. This list is an indication of the performance metrics of interest to the City, and is not exhaustive or final

PERFORMANCE METRIC	DESCRIPTION
Turnaround Time	Average number of calendar days from assignment to completed report
USPAP Compliance	Reports accepted without material revision
Responsiveness	Timely communication with City staff

1.4 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change.

EVENT	DATE
RFP Released	June 22, 2026, at 9 AM EST
Questions Due to the City Via email to minh.nguyen@boston.gov	July 13, 2026, at 5 PM EST
Consolidated Q&A Posted by the City	July 17, 2026
Deadline for Proposals See Submission Instructions for details	July 23, 2026, at 4 PM EST
Contractor Selected	August 17, 2026

All times are in Eastern Standard Time

1.5 QUESTIONS

Before the proposal deadline, all communications must be **emailed to** minh.nguyen@boston.gov with the **RFP number (EV00017396)** in the subject line.^{1,2}

1.6 CONTRACT TERM

The City intends to award contracts to two (2) professional appraisers who are the lowest responsive and responsible eligible bidders for a one-year (1) contract and up to three (3) years. The initial contract term will be 12 months, starting on or about August 1, 2026 to June 30, 2027.

The contract may include options to renew at the sole discretion of the Official for up to two additional 12-month periods, as specified:

- Option 1: July 1, 2027 to June 30, 2028.

¹ No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

² **After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP**, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

- Option 2: July 1, 2018 to June 30, 2029.

The budget for each of the renewal periods will be proportionally equal to the original contract value, dependent on the availability of sufficient funding for those periods, upon all the same terms, including the terms as to price, as the initial contract term. Over the course of the optional periods, the total contract budget will not exceed \$150,000.00, covering a maximum contract term of 36 months.

1.7 QUOTE PRICING TEMPLATE

DELIVERABLES <i>as defined in the Scope of Work</i>	FIXED PRICE		
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Residential			
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Commercial			
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Vacant Land			
Review Appraisal			
TOTAL FIXED PRICE			
ADDITIONAL SERVICES AS NEEDED	HOURLY RATE	ESTIMATED QUANTITY*	TOTAL PRICE
<p><i>**These additional hours are estimates only; the City may request more, less, or no additional services. Payment will be based on the unit prices provided here and the actual amount of services requested.</i></p>			

II. HOW WE CHOOSE



This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers **essential** for this contract. We will rate any vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the **deadline, appropriately and truthfully**?
2. Did the vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? *Note: Any technical proposal that includes price information will be disqualified from consideration.*
3. Did the vendor submit all the necessary **forms and documentation requested in this RFP**?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

For criterias 1, 2, and 3 below, there are four possible ratings:

- **Highly Advantageous:** The Project Team meets **MOST** of the qualifications listed.
- **Advantageous:** The Project Team meets **MORE THAN HALF** of the qualifications listed.

- **Not Advantageous:** The Project Team meets **LESS THAN HALF** of the qualifications listed.
- **Unacceptable:** The Project Team meets **NONE** of the qualifications listed.

CRITERIA 1: PROJECT TEAM QUALIFICATIONS & EXPERIENCE

- Is ready and able to perform this work
- Has expertise and experience in Greater Boston.
- Has experience working with public sector agencies/departments.
- Has enough time to properly manage and oversee work in the necessary timeline

CRITERIA 2: RESPONSE TO SCOPE OF WORK

- Demonstrates significant and strong technical experience in Boston area appraisal services, including residential and commercial vacant land and buildings.
- Demonstrates a track record of success in managing complex projects of similar size and scope, meeting deadlines and budget.
- Demonstrates extensive experience (5+ years) in working with public sector stakeholders.
- The proposal includes examples of past work that are highly relevant to this project.

CRITERIA 3: TECHNICAL PROPOSAL CLARITY

- The proposal is well-structured, follows all submission instructions, and demonstrates a high level of attention to detail and professional communication.
- Inclusion of relevant market data, comparable sales, and analysis that justifies the proposed sales approach and valuation strategy.
- Clear evidence that the vendor understands the unique legal and procedural requirements of selling tax-taken properties, particularly regarding "as-is" sales and municipal liability.
- Clear identification of the specific personnel and resources assigned to the City's portfolio to ensure timely and effective service delivery.

2.3 RULE OF AWARD AND CONTRACT

The City will select multiple qualified firms capable of performing these services due to the volume of properties and time-sensitive nature of the work. Both the technical and price proposals are considered and the top-scoring proposals will be selected for awards.

The City reserves the right to terminate or reduce the scope of the contract if funding is not appropriated or if the inventory of properties to be sold is exhausted.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

We look forward to receiving your response.³

³ This RFP follows all applicable requirements for open competition, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses. The City's directory of certified businesses is available at <http://cityofboston.gov/slbe/search>.

III. YOUR TECHNICAL PROPOSAL



Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role.

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

Your technical proposal should consist of the following sections (each detailed in the following pages). Your **technical proposal** should be submitted as one document that addresses all components listed below.

NOTE: A fillable version of the template below is included in the “package” on this RFP’s Supplier Portal page. You should download and complete the editable template and submit it as your technical proposal.

- ☐ (3.1) [Cover Page](#)
- ☐ (3.2) [Response to Scope of Work](#)
- ☐ (3.3) [Ownership Details](#)
- ☐ (3.4) [References](#)
- ☐ (3.5) [Insurance Documentation \(and financial documents if needed\)](#)
- ☐ (Appendix 2) [Wage Theft and Prevention Form - CM-16](#)

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	Appraisal Services - (EV00017396)	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

Q1: Please explain why your organization is best-suited to manage this RFP?
(Suggested length: 1-2 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- ☐ What services your organization provides
- ☐ How long your organizations has been providing these services
- ☐ Your organization's structure
- ☐ Your organization's strategy
- ☐ Any relevant awards your team has received

Response:

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- ☐ A description of the team that would work on the project
- ☐ A list of key team members
- ☐ Justification for why they will be great partners on this project, such as resumes or bios.
- ☐ A description of the team structure

Response:

Q3: If your team includes multiple organizations, please let us know (a) how long you have worked together and (b) which one organization will be designated as the prime contractor. Skip if not applicable to your organization.

	Name	How long you have worked together
Prime contractor		

Q4: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?⁴

☐ Yes

☐ No

Q5: If you answered “Yes” to the previous question, what is your position on the matter(s)?

<p>Response:</p>

⁴ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

3.3 OWNERSHIP DETAILS (informational only)

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁵ (Check if Yes)

- ☐ Small
- ☐ Local
- ☐ Minority-Owned
- ☐ Women-Owned
- ☐ Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston?

- ☐ Yes
- ☐ No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))
- Targeted outreach for released procurements
- Support building your business and navigating the procurement process
- Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.

⁵ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

3.4 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project Start and End Dates	March 2020 - May 2020
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 2	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	

	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	

3.5 INSURANCE DOCUMENTATION



Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 3**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

IV. YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) **MUST** be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **An editable version of the template below is included in the “package” on this RFP’s Supplier Portal page. You should complete the editable template and submit it as your price proposal.**
2. **Please enter the total price for [CONTRACT LENGTH](#) in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price per appraisal for each appraisal type specified above** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and quantities of goods and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

4.1 PRICE PROPOSAL (REQUIRED)

Project Title: On-Call Real Estate Appraisal Services

Proposer Name: _____

DELIVERABLES <i>as defined in the Scope of Work</i>	FIXED PRICE		
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Residential			
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Commercial			
Appraisal, Per Site (City of Boston Parcel or Contiguous Group of Parcels) - Vacant Land			
Review Appraisal			
TOTAL FIXED PRICE			
ADDITIONAL SERVICES AS NEEDED	HOURLY RATE	ESTIMATED QUANTITY*	TOTAL PRICE
<i>**These additional hours are estimates only; the City may request more, less, or no additional services. Payment will be based on the unit prices provided here and the actual amount of services requested.</i>			

4.2 SUPPLEMENTAL INFORMATION (OPTIONAL)

You have the option (but are not required) to attach additional information describing any costs that don't fit into the above template, to describe the reasoning behind your pricing, or to state any assumptions you made while filling out the template.

V. SUBMISSION INSTRUCTIONS



This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to 4:00 PM on July 23, 2026 (EST)**.
 - See the checklist below ([section 5.1](#)) for the requirements for a complete application.
- Complete applications can be submitted:
 - Through the [City of Boston Supplier Portal](#) (see section 5.2)
- Applicants often run into technical issues with the [City of Boston Supplier Portal](#). We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE (✓)
IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include <u>any</u> price information in your technical proposal, otherwise your proposal will be rejected.)	
A. TECHNICAL PROPOSAL	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Open Procurement information	
Provided three (3) references	
Included required documentation of insurance	
Included Wage Theft Prevention Form (CM-16)	
B. PRICE PROPOSAL	
Provided detailed budget and pricing	
Provided additional information about pricing proposal (optional)	
C. REVIEW CONTRACT TERMS & CONDITIONS	
Read and reviewed contract terms, conditions, and additional forms <i>If awarded the contract, you will be required to sign and submit these forms</i>	

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

Vendors can submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. We do not accept proposals submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.

- b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “EV00017396” into the search box and click “Search” button.
 - d. Click “[On-Call Real Estate Appraisal Services RFP](#)”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “Real Estate Appraisal Services RFP”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR BID:**
- a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal and forms.
4. **SUBMIT YOUR BID:**
- a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least forty-eight (48) hours prior to the deadline.⁶

⁶ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

VI. APPENDICES

APPENDIX 1: RFP TERMS AND CONDITIONS

CANCELLATION, REJECTION, AND WAIVER

The City is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

The submitted Proposal, along with the RFP, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds.

WITHDRAWAL OR MODIFICATION OF PROPOSAL

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

PROPOSAL VALIDITY PERIOD

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

PROPOSAL COSTS

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the RFP process are ineligible for reimbursement, or recovery from, the City and are solely the burden of the Vendor.

TAXES

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, the Vendor shall include and be responsible for paying all taxes that are applicable.

Any taxes due will be assumed to be included in your price of services, otherwise the Vendor is responsible for any additional costs not included. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following the award.

USE OF CITY NAME

The Contractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior written approval of the City.

PUBLIC RECORDS

Proposals shall be confidential until the time for acceptance specified in the RFP has expired. Thereafter, proposals will be public record and subject to disclosure upon request. Do not submit confidential information in your Proposal.

APPENDIX 2: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package. The vendor will be disqualified if it does not submit completed versions of the following forms during the contracting process.

1. [Form CM-06](#) – Certificate of Authority (only required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10 and CM11](#) – Standard Contract Document & General Conditions
4. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
5. **[Form CM-16](#) – Wage Theft: Complete and submit with your proposal**
6. [Form Wage-1](#) – Requirements Of The Boston Jobs, Living Wage, And Prevailing Wage Ordinance
7. [Form Wage-2](#) – The Boston Jobs, Living Wage, And Prevailing Wage Ordinance Vendor Agreement
8. Certificate of Insurance - Proof of insurance per the guidelines in [Appendix 3](#)

APPENDIX 3: INSURANCE REQUIREMENTS AND RECOMMENDATIONS

As noted in Section III, *Your Technical Proposal*, the City recommends the following levels of insurance.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current [Best's rating of A- VII or above](#). Insurance Certificates on Accord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within thirty (30) days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Automobile Liability** (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.
4. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least fifty-percent (50%) of liability limit.

5. **Third Party Crime / Employee Dishonesty:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate. Coverage is required if vendor will have access to personal or municipal financial information and/or records maintained by City
6. **Professional Services** for two million (\$2,000,000) per claim and two million (\$2,000,000) in the aggregate with coverage continuing for one year after work period.

General Conditions:

- The City of Boston must be named as Additional Insured on all policies, except Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty (30) days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.