



August 1, 2013

To: All Appraisers

RE: Change Notice #1 Invitation to Qualify (ITQ) 357I01, "Appraisal Services"

### **CHANGE NOTICE NO. 1**

The Department issues Change Notice #1 to modify ITQ Contract #357I01 in accordance with Exhibit A – Terms and Conditions, Paragraph 6 – *Changes to the Contract*, Part (a) Changes not related to scope.

**Any procurement (i.e., Purchase Order) that has already been awarded as a result of a Request for Quotes (RFQ) is not impacted by Change Notice #1.**

You are not required to take any action in response to this notice. However, as of August 1, 2013 ITQ Contract #357I01 is hereby amended by the seven (7) modifications stated below and all RFQs and purchase orders issued on or after August 1, 2013 will be subject to those modified terms and conditions.

1. The ITQ Contract Administrator has been changed from Nadine Chinapoo to Andrew Cogley Sr. Mr. Cogley's contact information is as follows:

Email: [acogley@pa.gov](mailto:acogley@pa.gov)

Office: 717-783-5585

Fax: 717-783-7971

2. ITQ Signature Page has been removed in its entirety and replaced with ITQ Signature Page (Revised 6/28/2013).
3. Exhibit A, Section 17, Certified Minority Business Enterprise and Women Business Enterprise (MBE/WBE) has been removed in its entirety and replaced with the following:

#### **17. Small Diverse Business Participation Submittal.**

The Issuing Office encourages participation by small diverse businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use small diverse businesses as subcontractors and suppliers.

A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.

A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Questions regarding this Program can be directed to:

Department of General Services  
Bureau of Small Business Opportunities  
Room 611, North Office Building  
Harrisburg, PA 17125  
Phone: (717) 783-3119  
Fax: (717) 787-7052  
Email: [gs-bsbo@pa.gov](mailto:gs-bsbo@pa.gov)  
Website: [www.dgs.state.pa.us](http://www.dgs.state.pa.us)

The Department's directory of BSBO-verified minority, women, veteran and service disabled veteran-owned businesses can be accessed from: [Searching for Small Diverse Businesses](#).

**Small Diverse Business provisions when service is expected to exceed \$250,000**

When the Department uses 100% state funds and the cost of the service is expected to exceed \$250,000 for any requested appraisal services, the following Small Diverse Business provisions apply:

- A. To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), an Appraiser must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the quote, as indicated below:

A Small Diverse Business verified by BSBO as a Small Diverse Business must provide a photocopy of their verification letter.

- B. In addition to the above verification letter, the Appraiser must include in the Small Diverse Business participation submittal of the quote the following information:

1. *All* Appraisers must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Appraiser and not by subcontractors and suppliers.
  2. *All* Appraisers must include a numerical percentage which represents the total percentage of the total cost in the Cost Submittal that the Appraiser commits to paying to Small Diverse Businesses (SDBs) as subcontractors. To support its total percentage SDB subcontractor commitment, Appraiser must also include:
    - a) The percentage and dollar amount of each subcontract commitment to a Small Diverse Business;
    - b) The name of each Small Diverse Business. The Appraiser will not receive credit for stating that after the contract is awarded it will find a Small Diverse Business.
    - c) The services or supplies each Small Diverse Business will provide, including the timeframe for providing the services or supplies.
    - d) The location where each Small Diverse Business will perform services.
    - e) The timeframe for each Small Diverse Business to provide or deliver the goods or services.
    - f) A subcontract or letter of intent (**Exhibit H**) signed by the Appraiser and the Small Diverse Business (SDB) for each SDB identified in the SDB Submittal. The subcontract or letter of intent must identify the specific work, goods or services the SDB will perform, how the work, goods or services relates to the project, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided. In addition, the subcontract or letter of intent must identify the fixed percentage commitment and associated estimated dollar value that each SDB will receive based on the total value of the initial term of the contract as provided in the Appraiser's quote. Attached is a letter of intent template which may be used to satisfy these requirements.
    - g) The name, address and telephone number of the primary contact person for each Small Diverse Business.
  3. The total percentages and each SDB subcontractor commitment will become contractual obligations once the contract is fully executed.
  4. The name and telephone number of the Appraiser's project (contact) person for the Small Diverse Business information.
- C. The Appraiser is required to submit **two** copies of its Small Diverse Business participation submittal. The submittal shall be clearly identified as Small

Diverse Business information and sealed in its own envelope, separate from the remainder of the quote.

- D. A Small Diverse Business can be included as a subcontractor with as many prime contractors as it chooses in separate quotes.
- E. An Appraiser that qualifies as a Small Diverse Business and submits a quote as a prime contractor is not prohibited from being included as a subcontractor in separate quotes submitted by other Appraisers.
- F. BSBO has established the weight for the Small Diverse Business (SDB) participation criterion for RFQs expected to exceed \$250,000.00 as 20 % of the total points. Each SDB participation submittal will be rated for its approach to enhancing the utilization of SDBs in accordance with the below-listed priority ranking and subject to the following requirements:
  - 1. A business submitting a quote as a prime contractor must perform 60% of the total contract value to receive points for this criterion under any priority ranking.
  - 2. To receive credit for an SDB subcontracting commitment, the SDB subcontractor must perform at least fifty percent (50%) of the work subcontracted to it.
  - 3. A significant subcontracting commitment is a minimum of five percent (5%) of the total contract value.
  - 4. A subcontracting commitment less than five percent (5%) of the total contract value is considered nominal and will receive reduced or no additional SDB points depending on the priority ranking.

**Priority Rank 1:** Quotes submitted by SDBs as prime contractors will receive 150 points. In addition, SDB prime contractors that have significant subcontracting commitments to additional SDBs may receive up to an additional 50 points (200 points total available).

Subcontracting commitments to additional SDBs are evaluated based on the quote offering the highest total percentage SDB subcontracting commitment. All other Appraisers will be scored in proportion to the highest total percentage SDB subcontracting commitment within this ranking. *See formula below.*

**Priority Rank 2:** Quotes submitted by SDBs as prime contractors, with no or nominal subcontracting commitments to additional SDBs, will receive 150 points.

**Priority Rank 3:** Quotes submitted by non-small diverse businesses as prime contractors, with significant subcontracting commitments to SDBs, will receive

up to 100 points. Quotes submitted with nominal subcontracting commitments to SDBs will receive points equal to the percentage level of their total SDB subcontracting commitment.

SDB subcontracting commitments are evaluated based on the quote offering the highest total percentage SDB subcontracting commitment. All other Appraisers will be scored in proportion to the highest total percentage SDB subcontracting commitment within this ranking. *See formula below.*

**Priority Rank 4:** Quotes by non-small diverse businesses as prime contractors with no SDB subcontracting commitments shall receive no points under this criterion.

To the extent that there are multiple SDB Participation submittals in Priority Rank 1 and/or Priority Rank 3 that offer significant subcontracting commitments to SDBs, the quote offering the highest total percentage SDB subcontracting commitment shall receive the highest score (or additional points) available in that Priority Rank category and the other quote(s) in that category shall be scored in proportion to the highest total percentage SDB subcontracting commitment. Proportional scoring is determined by applying the following formula:

$$\frac{\text{SDB \% Being Scored}}{\text{Highest \% SDB Commitment}} \times \frac{\text{Points/Additional}}{\text{Points Available}^*} = \text{SDB Points}$$

*Priority Rank 1 = 50 Additional Points Available*

*Priority Rank 3 = 100 Total Points Available*

Please refer to the following webpage for an illustrative chart which shows SDB scoring based on a hypothetical situation in which the Commonwealth receives quotes for each Priority Rank:

[http://www.portal.state.pa.us/portal/server.pt/community/rfp\\_scoring\\_formulas\\_overview/20124](http://www.portal.state.pa.us/portal/server.pt/community/rfp_scoring_formulas_overview/20124)

4. Exhibit A, Section 21, Procedures for Acquiring Services from Qualified Appraisers has been removed in its entirety and replaced with the following:

**21. PROCEDURES FOR ACQUIRING SERVICES FROM QUALIFIED APPRAISERS**

- (a) **ORDERING PROCEDURES (Appraisal Services anticipated to cost \$0 - \$10,000.00)**

For Appraisal Services anticipated to cost \$0—\$10,000.00, the Department will prepare an APA. The Department will contact any appraiser from the list of prequalified appraisers under this ITQ who is qualified for the category of appraisal assignment and has expressed an interest in the county where the property is located, or has check marked all counties. If there are no qualified appraisers in the county in which the property is located, the Department reserves the right to solicit interest from a qualified appraiser outside of that county. The Appraiser will submit a quote signed by an authorized representative. Appraisers are encouraged to seek Small Diverse Businesses participation, if project is 100% state funded. The Department will issue a PO or other purchasing document compatible with the Commonwealth's most current software system providing authorization for work as agreed upon; or pay by P-Card in accordance with **Procurement Directive 13-05, Small No Bid Threshold Increase** and all subsequent revisions.

- (i) If an Appraiser fails to submit a quote for three (3) consecutive assignments for which the Appraiser has requested a quote package in a particular engineering district, the Department will not notify the Appraiser of future assignments in the engineering district. The Department will resume notifying the Appraiser of future assignments in the engineering district when the Appraiser satisfactorily justifies to the Department, in writing, the reason for seeking packages but not submitting quotes.

**(b) ORDERING PROCEDURES (Appraisal Services anticipated to cost \$10,000.01—\$50,000.00)**

**(1) Low Quote Option:**

For Appraisal Services anticipated to cost \$10,000.01—\$50,000.00, the Department may choose to award the contract based upon low quote when the Department determines that it is in its best interest to do so. The Department will prepare an APA and solicit via telephone, FAX or e-mail a minimum of three (3) appraisers from the list of prequalified appraisers under this ITQ who are qualified for the category of appraisal assignment and have indicated an interest in providing appraisal services in the county where the property is located or has check marked all counties. If available, one of the three (3) appraisers shall be a Small Diverse Business, if 100% state funded. In counties where there are less than three (3) qualified appraisers, other prequalified appraisers may be invited to submit a quote. The Department may hold a pre-quote meeting, if deemed appropriate. Prequalified appraisers who have been contacted by the Department may submit a quote signed by an authorized representative, within the specified time period. The Department will award to the lowest responsive and responsible appraiser.

**OR**



(2) **Best Value Option:**

For Appraisal Services anticipated to cost \$10,000.01—\$50,000.00, the Department may choose to award the contract based upon best value criteria when the Department determines that it is in its best interest to do so. The Department will prepare an APA that will include the best value criteria that will be applied and detail what information will be required in the quote. For the purposes of this paragraph (2), “best value” refers to the process of selecting the quote which provides the greatest values to the Department based on evaluating and comparing all pertinent criteria, which may include cost, so that the overall combination which best suits the Department’s needs is selected. Best value criteria may include, but is not limited to, such evaluation criteria as cost, ability to meet the requirements of the APA based upon prior experience with the subject matter of the appraisal, prior experience with the Department in meeting time requirements, prior performance in delivering quality products, and prior performance in litigation. The Department will solicit a minimum of three (3) appraisers from the list of prequalified appraisers under this ITQ who are qualified for the category of appraisal assignment and have indicated an interest in providing appraisal services in the county where the property is located or have check marked all counties. If available, one of the three (3) appraisers shall be a Small Diverse Business, if 100% state funded. In counties where there are less than three (3) qualified appraisers, other prequalified appraisers may be invited to submit a quote. The Department may hold a pre-quote meeting, if deemed appropriate. Prequalified appraisers who have been contacted by the Department may submit a sealed quote, signed by an authorized representative, within the specified time period. The Department will award to the Appraiser whose quote best meets the Department’s evaluation criteria to provide the needed appraisal service.

- (i) If an Appraiser fails to submit a quote for three (3) consecutive assignments for which the Appraiser has requested a quote package in a particular engineering district, the Department will not notify the Appraiser of future assignments in the engineering district. The Department will resume notifying the Appraiser of future assignments in the engineering district when the Appraiser satisfactorily justifies to the Department, in writing, the reason for seeking packages but not submitting quotes.

(c) **ORDERING PROCEDURES (Appraisal Services anticipated to cost \$50,000.01 and \$249,999.99)**

(1) **Low Quote Option:**

For Appraisal Services anticipated to cost \$50,000.01 - \$249,999.99, the Department may choose to award the contract based upon low quote when

the Department determines that it is in its best interest to do so. The Department will prepare an APA and contact all appraisers from the list of prequalified appraisers under this ITQ who are qualified for the category of appraisal assignment and have indicated an interest in providing appraisal services in the county where the property is located or have check marked all counties. In counties where there are less than five (5) qualified appraisers, other prequalified appraisers may be invited to submit a quote. The Department may establish a Small Diverse Business participation goal, if project is 100% state funded. This contact will be by facsimile transmission or e-mail to determine if appraisers are interested in submitting a quote on the particular assignment. Those appraisers responding to this solicitation of interest indicating an interest in providing a quote on a particular assignment will be forwarded a request for quotes package indicating the specifics of the assignment. The Department may hold a pre-quote meeting, if deemed appropriate. Prequalified appraisers who have been forwarded a package by the Department may submit a sealed quote, signed by an authorized representative, within the specified time period. The Department will award to the lowest responsive and responsible appraiser.

**OR**

(2) **Best Value Option:**

For Appraisal Services anticipated to cost \$50,000.01 - \$249,999.99, the Department may choose to award the contract based upon best value criteria when the Department determines that it is in its best interest to do so. The Department will prepare an APA that will include the best value criteria that will be applied and detail what information is required in the quote. The Department may establish a Small Diverse Business participation goal, if project is 100% state funded. For the purposes of this paragraph (2), "best value" refers to the process of selecting the quote which provides the greatest values to the Department based on evaluating and comparing all pertinent criteria, which may include cost, so that the overall combination which best suits the Department's needs is selected. Best value criteria may include, but is not limited to, such evaluation criteria as cost, Small Diverse Business participation, ability to meet the requirements of the APA based upon prior experience with the subject matter of the appraisal, prior experience with the Department in meeting time requirements, prior performance in delivering quality products, and prior performance in litigation. The Department will contact **all** appraisers from the list of prequalified appraisers under this ITQ who are qualified for the category of appraisal assignment and have indicated an interest in providing appraisal services in the county where the property is located or have check marked all counties. In counties where there are less than five (5) qualified appraisers, other prequalified appraisers may be invited to submit a quote. This contact will be by facsimile transmission or e-mail to determine if



appraisers are interested in submitting a quote on the particular assignment. Those prequalified appraisers responding to this solicitation of interest indicating an interest in providing a quote on a particular assignment will be forwarded a request for quotes package indicating the specifics of the assignment. The Department may hold a pre-quote meeting, if deemed appropriate. Prequalified appraisers who have been forwarded a package by the Department may submit a sealed quote, signed by an authorized representative, within the time period specified. The Department will award to the appraiser whose quote best meets the Department's evaluation criteria to provide the needed appraisal service.

(i) **Small Diverse Business Participation.**

All contracts containing Small Diverse Business participation must also include a provision requiring the selected appraiser to meet and maintain those commitments made to Small Diverse Businesses at the time of quote submittal or contract negotiation, unless a change in the commitment is approved by the BSBO. All contracts containing Small Diverse Business participation must include a provision requiring Small Diverse Business subcontractors to perform at least **50%** of the subcontracted work.

The selected Appraiser's commitments to Small Diverse Businesses made at the time of quote submittal shall, to the extent so provided in the commitment, be maintained throughout the term of the contract and through any renewal or extension of the contract. Any proposed change must be submitted to BSBO, which will make a recommendation to the purchasing Officer regarding a course of action.

If a contract is assigned to another appraiser, the new appraiser must maintain the Small Diverse Business participation of the original contract.

The selected Appraiser shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting purchasing officer of the Issuing Office and BSBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small Diverse Business subcontractors and suppliers. Also, this information will serve as a record of fulfillment of the commitment the selected Appraiser made and for which it received Small Diverse Business participation points. If there was no activity during the quarter then the form must be completed by stating "No activity in this quarter."

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF SMALL DIVERSE BUSINESS STATUS OR ENTITLE AN APPRAISER TO RECEIVE CREDIT FOR SMALL DIVERSE BUSINESS UTILIZATION.

- (ii) If an Appraiser fails to submit a quote for three (3) consecutive assignments for which the Appraiser has requested a quote package in a particular engineering district, the Department will not notify the Appraiser of future assignments in the engineering district. The Department will resume notifying the Appraiser of future assignments in the engineering district when the Appraiser satisfactorily justifies to the Department, in writing, the reason for seeking packages but not submitting quotes.

(d) **ORDERING PROCEDURES (Appraisal Services anticipated to cost \$250,000 and above)**

**Best Value Option:**

For Appraisal Services anticipated to cost \$250,000 and above, the Department shall award the contract based upon best value criteria. The Department will prepare an APA that will include the best value criteria that will be applied and detail what information is required in the quote. Best value refers to the process of selecting the quote which provides the greatest values to the Department based on evaluating and comparing all pertinent criteria, which may include cost, so that the overall combination which best suits the Department's needs is selected. Best value criteria may include, but is not limited to, such evaluation criteria as cost, ability to meet the requirements of the APA based upon prior experience with the subject matter of the appraisal, prior experience with the Department in meeting time requirements, prior performance in delivering quality products, inclusion of Small Diverse Business participation, and prior performance in litigation. The Department will contact **all** appraisers from the list of prequalified appraisers under this ITQ who are qualified for the category of appraisal assignment and have indicated an interest in providing appraisal services in the county where the property is located or have check marked all counties. In counties where there are less than five (5) qualified appraisers, other prequalified appraisers may be invited to submit a quote. This contact will be by facsimile transmission or e-mail to determine if appraisers are interested in submitting a quote on the particular assignment. Those prequalified appraisers responding to this solicitation of interest indicating an interest in providing a quote on a particular assignment will be

forwarded a request for quotes package indicating the specifics of the assignment. The Department may hold a pre-quote meeting, if deemed appropriate. Prequalified appraisers who have been forwarded a package by the Department may submit a sealed quote, signed by an authorized representative, within the time period specified. The Department will award to the appraiser whose quote best meets the Department's evaluation criteria to provide the needed appraisal service.

(i) **Small Diverse Business Participation.**

All contracts containing Small Diverse Business participation must also include a provision requiring the selected appraiser to meet and maintain those commitments made to Small Diverse businesses at the time of quote submittal OR contract negotiation, unless a change in the commitment is approved by the BSBO. All contracts containing Small Diverse Business participation must include a provision requiring Small Diverse Business subcontractors to perform at least **50%** of the Subcontracted work.

The selected Appraiser's commitments to Small Diverse Businesses made at the time of quote submittal shall, to the extent so provided in the commitment, be maintained throughout the term of the contract and through any renewal or extension of the contract. Any proposed change must be submitted to BSBO, which will make a recommendation to the purchasing Officer regarding a course of action.

If a contract is assigned to another appraiser, the new appraiser must maintain the Small Diverse Business participation of the original contract.

The selected Appraiser shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting purchasing officer of the Issuing Office and BSBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small Diverse Business subcontractors and suppliers. Also, this information will serve as a record of fulfillment of the commitment the selected Appraiser made and for which it received Small Diverse Business participation points. If there was no activity during the quarter then the form must be completed by stating "No activity in this quarter."

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY

POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF SMALL DIVERSE BUSINESS STATUS OR ENTITLE AN APPRAISER TO RECEIVE CREDIT FOR SMALL DIVERSE BUSINESS UTILIZATION.

- (ii) If an Appraiser fails to submit a quote for three (3) consecutive assignments for which the Appraiser has requested a quote package in a particular engineering district, the Department will not notify the Appraiser of future assignments in the engineering district. The Department will resume notifying the Appraiser of future assignments in the engineering district when the Appraiser satisfactorily justifies to the Department, in writing, the reason for seeking packages but not submitting quotes.

5. Exhibit A, Section 31 (c), "Additional requirements" has been removed in its entirety and replaced with the following:

- (c) **Additional Requirements.** Indicate whether or not you are a Small Diverse Business (SDB) verified with the State of Pennsylvania.

Complete the Appraiser's Contact Person, Phone Number, FAX Number, Federal Identification Number or Social Security Number, Required E-Mail Address, Vendor Number, and the Appraiser's signature blocks.

- (1) An appraiser cannot provide both a Federal Identification number and a Social Security Number.

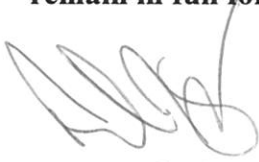
- ❖ Use of a social security number or a federal identification number depends on which number is used to file income taxes.

- (2) If applicable, provide information regarding disadvantaged business enterprise and /or small diverse business.

6. Exhibit D, MBE/WBE Subcontractor and Supplier Solicitation & Commitment Form STD 168 Rev 08/14/2007 & Special Provisions for Invitations for Bids Certified Minority and Women Business Utilization has been removed in its entirety.

7. Adds **Exhibit H, Small Diverse Business Letter of Intent** to be completed for projects expected to exceed \$250,000.00.

**All other terms and conditions of ITQ #357101 not affected by this Change Notice No. 1 remain in full force and effect.**


A handwritten signature in black ink, appearing to read 'Andrew Cogley, Sr.', with a stylized, cursive script.

**Andrew Cogley, Sr.  
ITQ Administrator  
Bureau of Office Services**

**Invitation to Qualify: Appraisal Services**  
(Complete in INK or TYPE only—DO NOT use pencil)  
**READ ALL Directions/Instructions in Exhibit "A" (attached) Before Completing this Page**

**APPRAISER MUST COMPLETE ALL APPLICABLE AREAS**

<p align="center"><b>COMPANY NAME AND ADDRESS</b></p> <p>If SOLE PROPRIETOR is doing business as (d/b/a) another name, see instructions in Exhibit "A" attached.</p>	<p align="center">FOR COMMONWEALTH USE ONLY</p>	
<p>_____</p> <p>_____</p> <p>_____</p>	<p align="center">APPRAISER'S CONTACT PERSON</p>	
<p>Are you a Disadvantaged Business Enterprise certified by PENNDOT?</p> <p><input type="checkbox"/> Yes    No <input type="checkbox"/></p> <p>(If yes, Certification Number _____)</p> <p>Are you a Small Diverse Business verified with the State of Pennsylvania?</p> <p><input type="checkbox"/> Yes    No <input type="checkbox"/></p> <p>(If yes, Certification Number _____)</p>	<p>PHONE NUMBER (    )</p>	<p>FAX NUMBER (    )</p> <p>FEDERAL IDENTIFICATION OR SOCIAL SECURITY NO.</p>
<p><b>REQUIRED E-MAIL ADDRESS</b> (It is mandatory for appraisers to have an active e-mail address and the capability to conduct e-business. An Appraiser will not be qualified for any category of work if the Appraiser fails to meet this requirement):</p> <p>_____</p> <p><b>VENDOR NUMBER</b> (All vendors must register with the Commonwealth at <a href="http://www.vendorregistration.state.pa.us">www.vendorregistration.state.pa.us</a>):</p>		

<p>Appraiser acknowledges any and all handwritten information by initialing/dating here. The Appraiser's authorized signatory must initial and date where indicated at right.</p>		<p align="center">INITIAL</p>	<p align="center">DATE</p>
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This contract consists of the following provisions and exhibits. The Appraiser shall comply with all provisions as listed below:

- 1) The following provisions applicable to this contract, all of which are incorporated by reference as though physically attached to this contract: *Offset Clause*, amended 4-16-99, and any subsequent amendments to Management Directive 215.9 from which this provision is derived; *Contractor Integrity Provisions*, amended 12-20-91, and any subsequent amendments to Management Directive 215.8 from which these provisions are derived; *The Provisions Concerning the Americans with Disabilities Act*, amended 1-16-01, and any subsequent amendments to Management Directive 215.12 from which these provisions are derived; *Commonwealth Nondiscrimination/Sexual Harassment Clause*, dated 6-30-99, and any subsequent amendments to Management Directive 215.16 from which this provision is derived; *Federal Nondiscrimination and Equal Employment Opportunity Clause (All Federal Aid Contracts)*, dated 1-76, and any subsequent amendments; *Appraiser Responsibility Provisions*, amended 4-16-99, and any subsequent amendments to Management Directive 215.9 from which this provision is derived; *Audit Clause to Be Used in Agreements with Entities Receiving Federal Awards from the Commonwealth*, dated 12-03-03 and any subsequent amendments to Management Directive 325.9 from which this provision is derived; and *Travel Policies*, amended 3-21-08, and any subsequent amendments to Management Directive 230.10 from which these provisions are derived; and,
- 2) The Terms and Conditions attached as Exhibit "A" to this contract; and,
- 3) The *Lobbying Certification Form, Disclosure of Lobbying Activities Form* (if applicable), and *Insurance Requirements* attached as Exhibit "B" to this contract; and,
- 4) Qualification Information (Qualification Application, Location of Service, and Client Reference Survey Forms) attached as Exhibit "C" to this contract; and,
- 5) The Qualification Application Update Form attached as Exhibit "E" to this contract; and
- 6) District Right-of-Way Administrators attached as Exhibit "F" to this contract; and
- 7) Confirmation of Service form attached as Exhibit "G" to this contract; and
- 8) Questions and Answers (available after 5/7/2008) attached as Exhibit "H" to this contract.

**The Commonwealth will notify the Appraiser when this contract is a fully executed contract and the effective dates thereto.**

**APPRAISER'S SIGNATURE, DATE AND TITLE REQUIRED (IN INK)**

<p><b>CORPORATION:</b> CHAIRMAN, PRESIDENT, VICE PRESIDENT, SR. VICE PRESIDENT, EXEC. VICE PRESIDENT, ASST. VICE PRESIDENT, CEO, OR COO</p>	<p>X _____ SIGNATURE</p>	<p>_____ DATE</p>	<p>_____ TITLE</p>
<p><b>SOLE PROPRIETORSHIP:</b> OWNER ONLY:</p>	<p>X _____ SIGNATURE</p>	<p>_____ DATE</p>	<p>_____ OWNER TITLE</p>
<p><b>PARTNERSHIP:</b> ONE GENERAL PARTNER ONLY:</p>	<p>X _____ SIGNATURE</p>	<p>_____ DATE</p>	<p>_____ GENERAL PARTNER TITLE</p>
<p><b>LIMITED LIABILITY COMPANY</b> MEMBER OR MANAGER</p>	<p>X _____ SIGNATURE</p>	<p>_____ DATE</p>	<p>_____ MEMBER/MANAGER TITLE</p>

**COMMONWEALTH USE ONLY:**

<p>1. AGENCY HEAD OR DESIGNEE</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p>2. PENNDOT OFFICE OF CHIEF COUNSEL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>
<p>3. OFFICE OF THE COMPTROLLER (Approved as to Fiscal Responsibility, Budgetary Appropriateness and Availability of Funds)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p>4. GENERAL COUNSEL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>
<p>5. ATTORNEY GENERAL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p style="background-color: #cccccc;"> </p>



**EXHIBIT “H”  
SMALL DIVERSE BUSINESS  
LETTER OF INTENT**

[DATE]

[SDB Contact Name]  
Title  
SDB Company Name  
Address  
City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name  
Title  
Company  
Phone number

SDB Name  
Title  
Company  
Phone number