

REQUEST FOR PROPOSALS  
LEGISLATURE OF THE STATE OF IDAHO  
COMMITTEE ON FEDERALISM

**Subject:**

Establish and Implement a Process for Federal Land Appraisal

**Closing Date:**

---

**Background:**

The United States holds 63.2% of the property within Idaho’s borders. As reflected in the attached map of Major Land Ownership produced by the Idaho Department of Lands, Federal real property is held by multiple Federal agencies and reflects the geographic diversity of Idaho. A copy of the map is also available at:

<https://www.idl.idaho.gov/wp-content/uploads/sites/2/maps-land-records/3-statewide-ownership-03-2016.pdf>

The Committee on Federalism is tasked with studying the impact of the congressionally approved Payments in Lieu of Taxes (PILT) program’s insufficient and inconsistent funding of education and other essential government services provided by Idaho government entities. The Committee is seeking a vendor to establish a technology focused program to objectively appraise Federal real property within Idaho. The resulting appraisals must reflect current value of federal property and be capable of periodic updates as the Committee undertakes its work.

**Solicitation Process:**

The Idaho Legislature is exempt from the State Procurement Act pursuant to Idaho Code section 67-9203(3). This Request for Proposals is governed by the process set forth below.

Interested parties must submit proposals to [WJI]:

Co-chair Sen. Steve Vick and Co-chair Rep. Sage G. Dixon  
c/o Katharine Gerrity, Legislative Services Staff  
Idaho State Capitol, Room W 133  
Boise, Idaho 83720.

All proposals must be received by the closing date above. Questions must not be submitted to the Committee. Vendors with questions may submit questions in writing to the contact identified above. The Committee’s response to questions will be posted at:

<https://legislature.idaho.gov/sessioninfo/2021/interim/cof/#hcode-tab-style2answers-to-rfp-vendor-questions>

No information will be provided to interested vendors outside of written questions. Vendors are responsible for obtaining and reviewing any addenda, amendments and responses to questions prior to submitting a proposal.

The Committee and its staff will review proposals and select one or more finalists. The Committee may require presentations from finalists. The Committee may investigate and confirm proposers' representations and contact references, both internal and external to the State of Idaho, and whether or not the proposer has identified the party as a reference.

The Committee may negotiate with one or more proposers. The successful proposer must sign a contract substantially similar to the attached template agreement. Certain terms may be prohibited by Idaho law or contrary to Idaho policy. Vendors should submit questions concerning the terms in the attached template or additional terms desired by the Vendor.

The Committee may reject any or all submittals received as a result of this Request for Proposals. The Committee may also negotiate separately with any source for the desired services outside of this Request for Proposals. Award of one or more contracts will be made in the sole discretion of the Committee.

Pursuant to the Idaho Public Records Act, Idaho Code section 9-335 et seq., records, including documents in all forms, received from vendors may be open to public inspection and copying unless exempt from disclosure. Vendors submitting records to the Committee or its staff shall clearly designate individual portions of records as "exempt" on each page of the record containing exempt portions and shall indicate the basis in the Idaho Public Records Act for such exemption. The Committee will not accept the marking of an entire record as exempt. In addition, the Committee will not accept a legend or statement on one (1) page that all, or substantially all, of the record is exempt from disclosure. Vendors submitting records shall indemnify and defend the State of Idaho against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring the vendors' designation of exemption or for the vendor's failure to designate a record as exempt. A vendor's failure to designate as exempt any record or portion of a record that is released by the Committee shall constitute a complete waiver of any and all claims for damages caused by any such release. If the Committee honors a claim of exemption by a vendor, the vendor shall provide the legal defense for such claim.

**Proposal Contents:**

1. Experience. Describe your experience relevant to the scope of work. Include:
  - a. A description of at least five projects, with brief descriptions, including the entity for which the proposer performed the services, which show the ability of the proposer to complete projects of similar scope.
  - b. A list of individuals expected to be involved in the project and a description of their expected involvement and qualifications.

c. At least three and no more than five references of firms or clients who can provide specific information regarding your experience, effectiveness and expertise related to the Committee's project.

2. Scope of Work. Propose a scope of work related to the appraisal of Federal real property within Idaho. The Committee desires a detailed statement of the proposer's approach to the project. Include at least the following:

a. Whether appraisals will be conducted by region or property type.

b. The deliverables for each appraisal.

c. A proposed delivery schedule.

3. Technology. Describe the technology you will use to conduct an efficient, objective appraisal of Federal real property within Idaho.

4. Cost. Propose a cost methodology related to the scope of work described in the proposal.