

Bid Response

for

TAX10003

State of West Virginia

Property Assessment

October 2009



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PURCHASING DIVISION,
STATE OF WV

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October 2, 2009

Department of Tax & Revenue
Property Tax Division
Greenbroke Building
1124 Smith Street
Charleston, WV 25301

Gentlemen:

This proposal is provided to the State of West Virginia for property reassessment. Appraisal Research Corporation is sensitive to the fact that, in addition to price, your selection criteria includes:

1. The quality of services and experience of our company and its key personnel;
2. The ability of our company to execute the project and evidence of our competence; and
3. A demonstrated desire to produce quality work on behalf of your Counties.

We believe this proposal reflects a concerted effort by a qualified, accomplished, and motivated company. Should any of the elements in the proposal require further clarification or negotiation, please contact us. We are extremely interested in providing services to your State.

Respectfully Submitted,

APPRAISAL RESEARCH CORPORATION



Richard H. Hoffman, ASA, CAE, MAI, CRE
President & CEO

Scope of Services Summary

Appraisal Research Corporation (ARC) provides the following in response to the Request for Quotation (TAX10003) by the State of West Virginia State Tax Commission, Property Tax Division for appraisal services to evaluate the quality of property assessment in 24 of the State's counties.

Services Overview

ARC will complete the activities as requested in the RFQ as to the gathering and examination of sufficient facts and information, including sales data, which will allow for a concise and proper analysis of the appraised value of residential, commercial and industrial real property in West Virginia as specified by the RFQ. ARC will also produce a report on the quality of the data, appraised value in comparison to sales information accuracy and uniformity of property tax assessments according to fair market value. ARC will provide final recommendations regarding these areas of examination in accordance with the requirements of the RFQ.

Project Duties

The review process shall be carried out in accordance with the laws and regulations regarding the appraisal and assessment of real property in the state of West Virginia. The scope of work shall include (1) Final Recommendations concerning the accuracy and quality of the appraisal in the subject counties; (2) Subjective parcel and neighborhood ratings review; (3) Statistical analysis for land value modification; (4) Parameters for neighborhood boundary delineation; (5) Statistical analysis of the assessment/sales ratio studies; (6) final determination of accuracy of data collection to include quality grade and condition, desirability and usefulness; (7) final determination if "sales chasing" is occurring. "Sales chasing" is defined as the practice of using the sale of a property to trigger a reappraisal of that property at or near the selling price. "Sales chasing" causes invalid uniformity results in a sales ratio study and causes invalid appraisal level results unless similar unsold parcels are reappraised at a method that produces an appraisal level for unsold properties equal to the appraisal level of sold properties. Each of these duties shall be addressed in the Final Report.

Duties:

1. Review of Land Valuation: Reviewing land values established by the county assessor. ARC will use the land valuation information including neighborhood maps, and land

valuation support documentation to review the land valuations. We will review sales collected by the county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve-month period, ARC will use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date for the respective Tax Year. We will then submit the study and any land value recommendations in report form to the State Tax Commissioner.

2. Review of Neighborhood Boundaries: ARC will review neighborhood boundaries by reviewing the samples designated by the RFQ. We will submit the study and any recommended neighborhood boundary changes in report form to the State Tax Commissioner.
3. Review of Data Collection & Comparison of Sold v. Unsold Properties: ARC will perform a field review of the sample of residential, commercial and industrial improved parcels, as designated by the RFQ, to assure that: (1) the data collection accurately and uniformly reflects the proper quality grades, CDU and appraised values within the neighborhood boundaries and (2) sold and unsold properties are treated equally and that "sales chasing" is not occurring.
4. Assessment/Sales Ratio Study: ARC will perform an assessment/sales ratio analysis study according to standards as determined by the State Tax Department and is in a form acceptable to the State Tax Department. The West Virginia Assessment Ratio Study Tax Year 2008. The sales ratio analysis study will contain sales that occurred 12 months prior to the July 1 assessment date for the respective tax year and analyze current market trends and stratification of different property types within each neighborhood. The sales included in the study shall be "validated" to assure each sale is an "arm's length transaction". An assessment/sales ratio study and recommendations shall be submitted to the State Tax Commissioner. ARC will validate all sales with the exception of multi-parcel sales to be used in the assessment/sales ratio analysis study that have been entered on the statewide computer network by the County Assessor. Each sale reviewed will be recorded on a form as designated by the State Tax Commissioner.
5. Final Report: ARC will provide a final report for each county which will contain a summary of their findings and a summary of our recommendations for each of the activities outlined above.
6. Reports: ARC understands the need and importance of planning and will provide a comprehensive work plan to the State Tax Commissioner and the Project Manager once the contract is awarded. The work plan will be a working document that establishes procedure and measures performance. The work plan will detail the billing process,

completion schedule and quality control plan. Either the State Tax Commissioner or the Project Manager can request updates or amendments to the work plan as the project progresses.

ARC will inform the Project Manager and the State Tax Department of the project progress during meetings held monthly. A monthly progress report will be provided at the meeting reflecting the status of the county or counties currently in progress. ARC will provide access to all records requested by the Project Manager or the State Tax Department for the purpose of project monitoring.

7. Public Relations: Utilizing a template for news releases provided by the State Tax Department, ARC will provide the County Assessors with news releases alerting property owners of the areas in which work is being performed, general information about the project objectives, and methods used in the program. ARC will have all news releases or public notices approved by the State Tax Department prior to their release.

Qualifications of Contractor

Lisa L. DeBardi is a West Virginia Certified/Licensed Appraiser. Her Certification Number is CG298, and her address is P.O. Box 103, Reedsville, WV 26547. Ms. DeBardi is our principle investigator and has the experience required by the RFQ.

TAX10003

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY					Final Report
	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	Work Plan	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Braxton						
Residential	12,484	1	250	244		1,950
Commercial	497		10			
Industrial	8		1			
Activity Totals	12,989	1	261	244		1,950
					Grand Total	\$ 39,000

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Cabell			\$ 71,424	24	\$ 192	814	\$ 12.99	10,575	2055	\$ 8,064	\$ 4,608	\$ 5,760
Residential		40,665			/Neighborhood	72	\$ 95.04	6,843				
Commercial		3,571				3	\$ 1,105.92	3,318				
Industrial		138										
Activity Totals		44,374	\$ 71,424	24	\$ 192	889	\$ 23.33	\$ 20,736	2055	\$ 8,064	\$ 4,608	\$ 5,760
									Grand Total			\$ 115,200

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Calhoun			\$ 14,260	1	\$ 920				98	\$ 1,610	\$ 920	\$ 1,150
Residential		6,633			/Neighborhood	133	\$ 15.88	2,111				
Commercial		190				4	\$ 341.55	1,366				
Industrial		1				1	\$ 662.40	662				
Activity Totals		6,824	\$ 14,260	1	\$ 920	138	\$ 30.00	\$ 4,140	98	\$ 1,610	\$ 920	\$ 1,150
Grand Total											\$ 23,000	

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	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	Work Plan	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Clay						
Residential	8,229	2	165	154		1,340
Commercial	179		4			
Industrial	24		1			
Activity Totals	8,432	2	170	154		1,340
					Grand Total	\$ 26,800

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County		ACTIVITY										
		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Doddridge			\$ 13,888	2	\$ 448				121	\$ 1,568	\$ 896	\$ 1,120
Residential		5,729			/Neighborhood	115	\$ 17.88	2,056				
Commercial		178				4	\$ 332.64	1,331				
Industrial		2				1	\$ 645.12	645				
Activity Totals		5,909	\$ 13,888	2	\$ 448	120	\$ 33.60	\$ 4,032	121	\$ 1,568	\$ 896	\$ 1,120
									Grand Total			\$ 22,400

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan		Final Report	
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County			Price per County	
Gilmer			\$ 14,074	1	\$ 908				126	\$ 1,589	\$ 908		\$ 1,135	
Residential		6,131			/Neighborhood	123	\$ 16.94	2,084						
Commercial		207				4	\$ 337.10	1,348						
Industrial		16				1	\$ 653.76	654						
Activity Totals		6,354	\$ 14,074	1	\$ 908	128	\$ 31.92	\$ 4,086	126	\$ 1,589	\$ 908		\$ 1,135	
									Grand Total				\$ 22,700	

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Greenbrier			\$ 46,190	5	\$ 596				748	\$ 5,215	\$ 2,980	3,725
Residential		25,354			/Neighborhood	507	\$ 13.49	6,839				
Commercial		1,691				34	\$ 130.16	4,425				
Industrial		43				1	\$ 2,145.60	2,146				
Activity Totals		27,088	\$ 46,190	5	\$ 596	542	\$ 24.74	\$ 13,410	748	\$ 5,215	\$ 2,980	\$ 3,725
									Grand Total			\$ 74,500

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TAXI0003

CONTRACT APPRAISAL PRICING SUMMARY

County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Jackson			\$ 27,652	3	\$ 595				654	\$ 3,122	\$ 1,784	2,230
Residential		16,102			/Neighborhood	322	\$ 12.72	4,094				
Commercial		1,026				21	\$ 126.15	2,649				
Industrial		32				1	\$ 1,284.48	1,284				
Activity Totals		17,160	\$ 27,652	3	\$ 595	344	\$ 23.34	\$ 8,028	654	\$ 3,122	\$ 1,784	2,230
									Grand Total			\$ 44,600

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TAX10003

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY					Final Report
	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	Work Plan	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Lewis						
Residential	11,641	2	233	268		1,950
Commercial	684		14			
Industrial	9		1			
Activity Totals	12,334	2	248	268		1,950
					Grand Total	\$ 39,000

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Mason			\$ 28,830	4	\$ 465 /Neighborhood				500	\$ 3,255	\$ 1,860	2,325
Residential		16,178				324	\$ 13.18	4,269				
Commercial		871				18	\$ 153.45	2,762				
Industrial		39				1	\$ 1,339.20	1,339				
Activity Totals		17,088	\$ 28,830	4	\$ 465	343	\$ 24.40	8,370	500	\$ 3,255	\$ 1,860	2,325
									Grand Total			\$ 46,500

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	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Pendleton	7,072	\$ 14,632	2	\$ 472	\$ 944	142	\$ 15.26	2,166	196	\$ 1,652	\$ 944	\$ 1,180
Residential	237			/Neighborhood		5	\$ 280.37	1,402				
Commercial	5					1	\$ 679.68	680				
Industrial												
Activity Totals	7,314	\$ 14,632	2	\$ 472	\$ 944	148	\$ 28.70	\$ 4,248	196	\$ 1,652	\$ 944	\$ 1,180
Grand Total											\$ 23,600	

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		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Pleasants			\$ 13,888	2	\$ 448	112	\$ 18.36	2,056	128	\$ 1,568	\$ 896	\$ 1,120
Residential		5,598			/Neighborhood	6	\$ 221.76	1,331				
Commercial		275				1	\$ 645.12	645				
Industrial		43										
Activity Totals		5,916	\$ 13,888	2	\$ 448	119	\$ 33.88	\$ 4,032	128	\$ 1,568	\$ 896	\$ 1,120
									Grand Total			\$ 22,400

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CONTRACT APPRAISAL PRICING SUMMARY

County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan		Final Report	
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County			Price per County	
Pocahontas			\$ 24,304	1	\$ 1,568				371	\$ 2,744	\$ 1,568		\$ 1,960	
Residential		12,139			/Neighborhood	243	\$ 14.81	3,599						
Commercial		399				8	\$ 291.06	2,328						
Industrial		7				1	\$ 1,128.96	1,129						
Activity Totals		12,545	\$ 24,304	1	\$ 1,568	252	\$ 28.00	\$ 7,056	371	\$ 2,744	\$ 1,568		\$ 1,960	
									Grand Total				\$ 39,200	

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County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection and Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
	Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Total	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Putnam		\$ 54,622	15	\$ 235	\$ 3,524				1211	\$ 6,167	\$ 3,524	4,405
Residential	30,908			/Neighborhood		618	\$ 13.09	8,088				
Commercial	1,550					31	\$ 168.81	5,233				
Industrial	43					1	\$ 2,537.28	2,537				
Activity Totals	32,501	\$ 54,622	15	\$ 235	\$ 3,524	650	\$ 24.40	\$ 15,858	1211	\$ 6,167	\$ 3,524	4,405
Grand Total											\$ 88,100	

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County	ACTIVITY				Final Report
	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed	Price per County
Randolph					
Residential	20,003	4	400	538	3,265
Commercial	1,115		22		
Industrial	72		2		
Activity Totals	21,190	4	424	538	3,265
				Grand Total	\$ 65,300

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County	ACTIVITY					Final Report
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	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Ritchie						
Residential	10,654	1	213	204	\$ 1,204	\$ 1,505
Commercial	455		9			
Industrial	24		1			
Activity Totals	11,133	1	223	204	\$ 1,204	\$ 1,505
					Grand Total	\$ 30,100

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	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection and Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed	Price per County
Roane					
Residential	11,188	2	224	262	\$ 1,605
Commercial	391		8		
Industrial	16		1		
Activity Totals	11,595	2	233	262	\$ 1,605
				Grand Total	\$ 32,100

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	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	Work Plan	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Tyler						
Residential	7,393	2	148	204	\$ 984	\$ 1,230
Commercial	244		5			
Industrial	20		1			
Activity Totals	7,657	2	154	204	\$ 984	\$ 1,230
					Grand Total	\$ 24,600

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	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study		Work Plan
Upshur	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed	Price per County	Price per County
Residential	15,981	2	320	410	\$ 29,016	\$ 2,340
Commercial	854		17			
Industrial	39		1			
Activity Totals	16,874	2	338	410	\$ 29,016	\$ 2,340
				Grand Total	\$	\$ 46,800

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

TAX10003

CONTRACT APPRAISAL PRICING SUMMARY

County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Webster			\$ 18,662	1	\$ 1,204				149	\$ 2,107	\$ 1,204	1,505
Residential		9,969			/Neighborhood	200	\$ 13.82	2,763				
Commercial		363				7	\$ 255.42	1,788				
Industrial		16				1	\$ 866.88	867				
Activity Totals		10,348	\$ 18,662	1	\$ 1,204	208	\$ 26.05	\$ 5,418	149	\$ 2,107	\$ 1,204	1,505
									Grand Total			\$ 30,100

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

TAX10003

CONTRACT APPRAISAL PRICING SUMMARY

County	ACTIVITY					Final Report
	Review of Land Valuation*	Review of Neighborhood Boundaries	Review of Data Collection And Comparison of Sold v. Unsold Properties	Assessment/Sales Ratio Study	Work Plan	
	Parcels to be reviewed	Neighborhoods to be reviewed	Parcels to be reviewed	Sales to be reviewed		Price per County
Wirt						
Residential	6,157	1	123	117	904	1,130
Commercial	118		3			
Industrial	2		1			
Activity Totals	6,277	1	127	117	904	1,130
				Grand Total		\$ 22,600

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

TAX10003

CONTRACT APPRAISAL PRICING SUMMARY

County		Review of Land Valuation*		Review of Neighborhood Boundaries		Review of Data Collection And Comparison of Sold v. Unsold Properties			Assessment/Sales Ratio Study		Work Plan	Final Report
		Parcels to be reviewed	Price per County	Neighborhoods to be reviewed	Price per Neighborhood	Parcels to be reviewed	Price per Parcel	Total	Sales to be reviewed	Price per County		Price per County
Wood			\$ 88,102	8	\$ 711				1462	\$ 9,947	\$ 5,684	7,105
Residential		49,540			/Neighborhood	991	\$ 13.16	13,045				
Commercial		5,316				106	\$ 79.63	8,441				
Industrial		292				6	\$ 682.08	4,092				
Activity Totals		55,148	\$ 88,102	8	\$ 711	1103	\$ 23.19	\$ 25,578	1462	\$ 9,947	\$ 5,684	7,105
									Grand Total			\$ 142,100

* The Tax Department does not anticipate that each individual parcel in the county will be reviewed; rather, this will involve a review of the accuracy of land tables in the county. This shall be accomplished by the Contractor reviewing all sales which have occurred in a county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve month period, the Contractor may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date.

Contractor Profile and Qualifications

Mission Statement

We believe...

We owe our customers reliability, integrity, and security. We owe them peace of mind in knowing they have trained, professional people working for them. If there is a problem, we will correct it without question. If there is a disagreement, we will be there to work it out and make the best possible contribution to the continued success of our clients.

We must be creditable with our customers. They must be able to rely on our word and feel secure in the knowledge that what we say is exactly what we mean, and should there be any disagreement, we will continue to work until the client is satisfied.

We owe our customers honesty. We owe them the best efforts each day of every person in this organization. We owe our customers the security of knowing that, whenever one of our people touches a property record card, it will not be put down until every step is taken to ensure the work is done correctly, fairly, and honestly.

We owe our customers full value for every dollar spent.

Corporate History

Appraisal Research Corporation incorporated in February 1977 with the belief that there is a place in the market for an appraisal firm that provides *quality service at a reasonable price*. ARC is an innovative firm, committed to serving not only the mass appraisal function, but also the assessment function by offering a wide variety of products and services that improve the quality of work delivered to the end consumer—the taxpayer. One hundred percent of our business is provided in the public sector.

Appraisal Research Corporation originally operated within close proximity of its headquarters at 101 East Sandusky St, in Findlay, Ohio. However, after just a short time, its development expanded from Ohio into Michigan and later into Indiana, Iowa, Georgia, and other areas. Currently ARC has 150 employees throughout Ohio and Indiana.

From its inception, ARC has provided revaluation, new construction, and triennial update services. As it grew, it began to provide computer assistance and consulting. Later, a total package of computer systems to assist the County Auditor, County Treasurer, and County Government was developed.

In 1999 Appraisal Research Corporation introduced ARCama, its Computer-Assisted Mass Appraisal (CAMA) system for agricultural, residential, industrial, commercial and exempt parcels. In 2004 the company introduced ARCTax, a state-of-the-art Tax Accounting system. And in 2006 the company earned certified status in Microsoft Corporation's Partner Program, recognizing ARC's expertise and total impact in the technology marketplace. As a Gold Certified Partner, ARC has demonstrated expertise with Microsoft technologies and proven ability to meet customer needs.

Appraisal Research Corporation is committed to professional excellence. It has the largest group of professionally designated and certified appraisers of any organization operating in the mass appraisal field today. This ensures that its clients have qualified, educated and trained assessment staff working for them.

Members of Appraisal Research Corporation also serve on committees of the American Society of Appraisers, the International Association of Assessing Officers, the Appraisal Institute, and the National Association of Mass Appraisers. In addition, owner and CEO, Richard (Dick) Hoffman, holds professional designations as an ASA, a MAI, a CAE and a CRE. He is very active within the appraisal industry, serving on numerous national and international committees.

Appraisal Research Corporation has committed itself to the concept of quality service at a reasonable price, as well as providing more effective service to the assessment function. This commitment to the total concerns of our clients has carried ARC to the present day, and that commitment will carry us into the future.

Appraisal Research Corporation enjoys strong financial stability with formidable resources on deposit and a substantial line of credit. ARC refers the Auditor to Jeffrey Shrader, Vice-President of Commercial Relationships at Fifth Third Bank in Findlay, Ohio for further financial information.

Prior Experience

Appraisal Research Corporation has been actively involved in the valuation of real property for more than 30 years. In addition, the company has utilized almost every Computer-Assisted Mass Appraisal (CAMA) system in existence. We are intimately familiar with the good points and bad points of each of the major systems in existence today. ARC determined a need in the market for a Windows-based system designed from a point of view of the Deputy Auditor and Deputy Treasurer. ARC's system has maximum functionality for the people who must use it on a day-to-day basis, as well as management oversight for the elected officials who are responsible for each of these offices. We first developed our CAMA system in 1997 with Windows-based update in 2001. In 2004 we added our Tax Accounting system to accompany and complement CAMA.

Two of the principle people within ARC are the original designers of CAMA. One person developed the second-known CAMA system in the United States and the other developed the third-known system. Both individuals continue to be actively involved with development and improvement of systems to serve local government.

ARC business is concentrated in the State of Ohio; however we also have installations in the State of Indiana. We maintain a substantial staff of professional data processing personnel who have been trained in appraisal and tax collection techniques and knowledge. We have individuals who can provide the software, and support the County Auditor and County Treasurer in the installation, conversion, and operation of the system.

Microsoft® Gold Certified Partner

Our goal throughout our 31-year history has been to provide assessing officials with the best and latest in both appraisal services and software technology. We are very pleased and proud to have earned Microsoft's highest certification—that of a Gold Partner. It means that in serving our clients we employ the most up-to-date technologies available to meet, and exceed, their expectations.

Working in partnership with Microsoft ensures that each ARC client benefits from the training Microsoft provides to its Partners. Training includes using hands-on labs, classroom and online classes, virtual environments, and internal software so ARC can create working environments similar to those of its clients to help replicate problem areas. Access to the latest Microsoft software, coupled with these training opportunities, ensures ARC can provide our customers with the best software solutions.

As a *Microsoft® Gold Certified Partner*, Appraisal Research Corporation proudly licenses state-of-the-art Windows-based software. ARCam and ARCTax comply with the Ohio Revised Code and provide the reports necessary to meet DTE requirements. Data can be printed, electronically transferred, or exported to other media for reporting to the State.

Ohio Client List

County	Services (Since 2004)	Years
Champaign County	CAUV	2006
Clark County	Abatement Services	2004-2007
	New Construction ICE	2004-2005
	Revaluation.....	2007
	Triennial	2004
Coshocton County	Revaluation.....	2009
Crawford County	New Construction.....	2007-2009
	Technical Service.....	2008
	Triennial	2009
Defiance County	ARCam	2004-on going
	Manufactured Home.....	2005-2012
	New Construction.....	2004-2011
	Revaluation.....	2005, 2011

Ohio Client List

County	Services (Since 2004)	Years
Delaware County	CAUV	2004, 2006
Erie County	Manufactured Home	2005-2006
	New Construction.....	2004-2007
	Revaluation.....	2006
	Sales Verification.....	2004-2011
	Technical Service.....	2008-2010
	Triennial	2009
Fairfield County	New Construction.....	2004-2007
	Revaluation.....	2007
	Technical Services	2004
Fulton County	Manufactured Home	2006-2011
	New Construction.....	2005-2010
	Professional Services	2004
	Revaluation.....	2008
	Triennial	2005
Hancock County	ARCama	2004-on going
	ARctax	2006-on going
	Manufactured Home	2005-2012
	New Construction.....	2004-2009
	Revaluation.....	2004, 2010
	Triennial	2007
Hardin County	Manufactured Home	2005-2008
	New Construction.....	2004-2008
	Revaluation.....	2005
Henry County	Manufactured Home	2005-2012
	New Construction.....	2004-2011
	Revaluation.....	2005, 2011
	Triennial	2008

Ohio Client List

County	Services (Since 2004)	Years
Hocking County	Manufactured Home.....	2005-2011
	New Construction.....	2004-2010
	Revaluation.....	2004, 2010
	Triennial.....	2007
Holmes County	CAUV Inspection.....	2004
	Manufacture Home	2005-2007
	New Construction.....	2004-2006
	Revaluation.....	2004
Huron County	ARCama.....	2004-on going
	New Construction.....	2004-2006
	New Construction (ICE)	2008-2010
	Revaluation.....	2006
	Triennial.....	2009
Lawrence County	Manufactured Home.....	2005-2011
	New Construction.....	2005-2011
	Revaluation.....	2004, 2010
	Triennial.....	2007
Licking County	Revaluation ICE	2005, 2011
	Technical Services.....	2008
Madison County	New Construction.....	2004-2006
Marion County	Manufactured Home.....	2010
	New Construction.....	2004-2009
	Revaluation.....	2007
	Triennial.....	2004

Ohio Client List

County	Services (Since 2004)	Years
Meigs County	ARCama	2004-on going
	ARCtax	2007-on going
	Manufactured Home	2005-2012
	New Construction.....	2004-2011
	Revaluation.....	2004, 2010
	Triennial	2007
Mercer County	ARCama	2006-on going
	ARCtax	2007-on going
	CAUV Inspection.....	2007
	Manufactured Home	2005-2012
	New Construction.....	2004-2011
	Revaluation.....	2005, 2011
	Triennial	2008
Ottawa County	Manufactured Home	2005-2008
	New Construction.....	2004-2008
	Revaluation.....	2006
Pike County	Manufactured Home	2005-2011
	New Construction.....	2004-2010
	Revaluation.....	2005, 2011
	Technical Service.....	2007-2010
	Triennial	2008
Preble County	ARCama	2005-on going
	ARCtax	2005-on going
	New Construction.....	2004-2008
	Revaluation.....	2005-2011
	Triennial	2008
Putnam County	Manufactured Home	2005-2011
	New Construction.....	2004-2011
	Revaluation.....	2005, 2011
	Triennial	2008

Ohio Client List

County	Services (Since 2004)	Years
Ross County	Manufactured Home.....	2005-2010
	New Construction.....	2004-2010
	Revaluation.....	2007
	Triennial.....	2004
Scioto County	Manufactured Home.....	2008
	New Construction.....	2006-2007
Shelby County	Manufactured Home.....	2005-2011
	New Construction.....	2004-2011
	Revaluation.....	2005, 2011
	Triennial.....	2008
Union County	CAUV.....	2005
	Manufactured Home.....	2005-2006
	New Construction.....	2004-2009
	Revaluation.....	2007
	Triennial.....	2004
Van Wert County	Manufactured Home.....	2005-2012
	New Construction.....	2004-2010
	Revaluation.....	2005, 2011
	Triennial.....	2008
Vinton County	New Construction.....	2007-2009
	Revaluation.....	2009
Williams County	Manufactured Home.....	2005-2009
	New Construction.....	2004-2008
	Revaluation.....	2006
	Technical Services.....	2004-2008

Ohio Client List

County	Services (Since 2004)	Years
Wyandot County	ARCama ICE	2008-on going
	Manufactured Home.....	2005-2012
	New Construction.....	2004-2010
	Revaluation.....	2007
	Triennial.....	2004

Indiana Client List

County	Service (Since 2004)	Years
Adams County	New Construction.....	2004-2009
	Trending.....	2006, 2009
Blackford County	New Construction.....	2005-2007
	Trending.....	2005-2007
Boone County	New Construction.....	2004-2007
	Technical Services.....	2004
	Trending.....	2005-2007
Clay County	Trending.....	2006-2007
Dearborn County	New Construction.....	2007-2008
Decatur County	New Construction	2005-2006
Fayette County	New Construction.....	2005-2007
	Trending.....	2004-2007
Fountain County	Sales Verification.....	2004-2007
Franklin County	New Construction.....	2005

Indiana Client List

County	Service (Since 2004)	Years
Fulton County	Cyclical.....	2007-2010
	New Construction.....	2007-2010
	Trending.....	2004-2010
Jay County	New Construction.....	2008-2009
	Reassessment.....	2012
	Trending.....	2008-2011
Johnson County	Technical Services.....	2006
LaGrange County	New Construction.....	2004-2007
	Technical Service.....	2004-2006
	Trending.....	2005-2007
Ohio County	Reassessment.....	2012
	Trending.....	2004-2011
Parke County	New Construction.....	2004-2007
	Trending.....	2005-2007
Posey County	Cyclical.....	2007-2010
Ripley County	New Construction.....	2005-2007
	Trending.....	2004-2007
Switzerland County	Cyclical Review.....	2007-2010
	New Construction.....	2005-2007
	Trending.....	2004-2007
Tippecanoe County	New Construction.....	2004-2007
	Trending.....	2005-2007
Union County	Trending.....	2005-2009
Vanderburgh County	Trending.....	2005-2006

Indiana Client List

County	Service (Since 2004)	Years
Vermillion County	Trending.....	2005-2009
Washington County	Trending.....	2005-2007

Michigan Client List

County	Service (Since 2004)	Years
Grand Rapids Corporation	Reassessment.....	2007

Richard H. Hoffman

- Certifications**
- State of Ohio, Certified General Appraiser
 - State of Indiana, Certified General Appraiser
 - ICA Iowa Certified Assessor
 - MCA3 Michigan Certified Assessor - Level III
 - ICA2 Indiana Certified Assessor - Level II
- Awards**
- 1988 Harry Galkin Award
Awarded for outstanding service to the assessment profession
 - 1994 Verne W. Pottorrff Award
Awarded for the promotion of professionalism in appraisal and assessment
 - 1996 Clifford Allen Award
Awarded for outstanding long-term contribution to the profession
 - 2001 Donehoo Essay Award
Awarded for being the best contribution to the body of knowledge of appraisal and assessment practices for 2000
 - 2001 Presidential Citation
Awarded by International Association of Assessing Officers for Outstanding Service as Chair of the Research and Technology Committee
- Designations**
- ASA Senior Member, American Society of Appraisers
 - CAE Certified Assessor Evaluator, International Association of Assessing Officers, Number 590
 - MAI Member Appraisal Institute, Number 11257
 - CRE Counselors of Real Estate, Number 3389
- Appointments**
- Former Member, Ohio Department of Commerce, Ohio Real Estate Appraisal Board, (6-year term, 1 year as Chairman)
- Articles Published**
- Preparation for Revaluation: A Prescription for Success
Assessment Digest, International Association of Assessing Officers (IAAO), 1993
 - Proceedings*, IAAO 59th Annual Conference Assessment Administration
 - After the Contract is Signed-Is the Honeymoon Really Over?
Proceedings, IAAO's 57th Annual Conference Assessment Administration

First Person: It's Time for a Change
Assessment Journal, International Association of Assessing Officers,
 1997
 The Michigan Assessor, 1997
 Tax Appeal - An Appraiser's View
Proceedings, International Association of Assessing Officers, 1998
 Appraisal for Dummies
Proceedings, International Association of Assessing Officers, 1998
 Developing Reassessment Specifications
Assessment Journal, International Association of Assessing Officers,
 2001
 Preparing for Expert Testimony
Appraisal Journal, 2002
Fair & Equitable, 2003

Education BS Bachelor of Science - Bowling Green State University
Academic MBA Master of Business Administration - Ohio State University

Education American Institute of Real Estate Appraisers
Appraisal Courses Basic Valuation Procedures
 Capitalization Theory and Techniques - Part A
 Capitalization Theory and Techniques - Part B
 Case Studies in Real Estate Valuation
 Standards of Professional Practice - Part A
 Standards of Professional Practice - Part B
 Society of Real Estate Appraisers
 Applied Income Property Valuation
 Applied Residential Property Valuation
 Introduction to Appraising Real Property
 Principles of Income Property Appraising
 International Association of Assessing Officers
 Course I - Fundamentals of Real Property Appraisal
 Course II - Income Approach to Valuation
 Course III - Development and Writing of Narrative Appraisal Reports
 Introduction to the Cost Approach to Value
 Introduction to the Market Approach to Value
 Introduction to the Income Approach to Value
 Mass Appraisal of Residential Property
 Site Analysis and Evaluation

Membership

American Society of Appraisers
County Auditors' Association of Ohio
Indiana Assessors Association
International Association of Assessing Officers
Iowa Institute of Certified Assessors
Michigan Assessors Association
National Association of Mass Appraisers
The Appraisal Institute
USPAP Issues Resource Panel

Recertification

The Appraisal Institute conducts a recertification program that requires each designated member to continue his or her professional education on a five-year cycle. My certification is current.

The International Association of Assessing Officers conducts a professional recertification program requiring its members to obtain additional and continuing education to grow in the profession. My certification is current.

The American Society of Appraisers conducts an annual recertification program requiring individuals to obtain additional professional education. My certification is current.

Appraisal Experience

Actively engaged in real estate appraisal since 1967....appraiser of agricultural, residential, commercial and industrial real estate....supervisor of staff appraisers and review appraisers for large commercial and industrial projects....instructor in appraisal techniques....served as a Township Assessor....prepared and presented testimony regarding value before for various courts, boards and tribunals....extensive experience in the preparation and analysis of sales ratio and assessment sales ratio studies....developed systems and procedures, as well as standards for the valuation of sales data as both an analysis and a quality control tool for use in evaluating revaluation programs and levels of assessment.... served as project manager for the development of computer-based appraisal system for the valuation of residential, agricultural and commercial parcels of property using all three approaches to value....served as a member of the International Appraisal Standards Committee of the North American Conference of Appraisal Organizations....served as a member of the Standards Committee of the International Association of Assessing Officers as well as Publications Review Board Committee, Subscribing Member

PROPOSAL FOR

Property Assessment
State of West Virginia
ARC #09583

Committee (1 year as Chair), the Professional Admissions Committee, the Research and Technology Committee (4 years), Chairman of the Technical Assistance Committee, Chairman of the Education Committee (2 years), Chairman of the Outreach Committee, currently serving as Chair of the Research and Technology Committee, and Professional Designation Advisor for Indiana and Ohio....served as a member of the Liaison with Government Agencies Committee of the American Society of Appraisers and President of the Northwest Ohio Chapter of the Appraisal Institute.

**Presentation/
Instruction**

Frequent presenter at: IAAO Annual conferences and seminars, University of Michigan Extension Service, Buckeye Association of School Administrators, and other organizations throughout the State of Ohio. Instructor in various valuation subjects such as the Cost Approach to Value, Depreciation Analysis, and the Valuation of Environmentally Impacted Properties.

**Courses Taught/
Developed**

Advanced School Finance
Depreciation - Determination and Application
Modular, Manufactured, and Pre-Cut Homes
The Board of Revision - The Appeal Process
Valuation of Environmentally Impacted Properties
Valuation of Large Industrial Complexes
Valuation of Small Industrial Complexes
The Cost Approach to Value



STATE OF WEST VIRGINIA
Department of Revenue
State Tax Department

Joe Manchin
Governor

Christopher G. Morris
State Tax Commissioner

EMPLOYEE ACKNOWLEDGEMENT
CONFIDENTIAL TAX INFORMATION

NAME Richard H. Hoffman, ASA, CAE, MAI, CRE
DIVISION Appraisal Research Corporation
Reviewed and Explained by: _____

I understand that information concerning any taxpayer that may come to my knowledge while an employee of the WV Department of Revenue is to be held in strictest confidence.

I understand that no information or particular set forth on any return, declaration, application, audit, investigation, or report filed by or for the taxpayer or concerning a taxpayer will be disclosed by me to any person except as provided by law.

I understand that under State law any unauthorized disclosure of confidential information is punishable by imprisonment for a period up to one year and/or a fine up to \$1,000, together with the cost of prosecution.

I understand that the unauthorized disclosure of any information from a Federal tax return or record received from the Internal Revenue Service is a felony offense punishable by imprisonment for a period up to five years and/or a fine up to \$5,000.

I understand that any unauthorized disclosure of the information described in this statement will result in my immediate dismissal from employment with the WV Department of Revenue.

EMPLOYEE SIGNATURE Richard H. Hoffman DATE 10/2/09
State of West Virginia
County of Kanawha

Taken, subscribed, acknowledged, and sworn before me this 2nd day of OCTOBER, 2009.

My commission expires 6/22/2014

David Lillibridge
Notary Public
DAVID LILLIBRIDGE



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
TAX10003

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

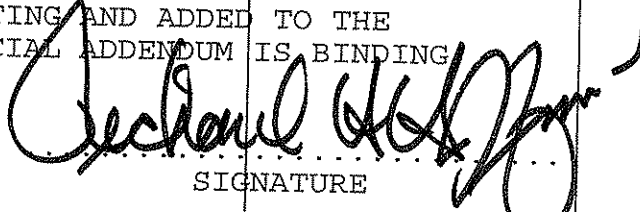
VENDOR

SHIP TO

DEPARTMENT OF TAX AND REVENUE
 OPERATIONS DIVISION
 BUILDING 1, ROOM W417
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0845 304-558-0761

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/17/2009				

BID OPENING DATE:	BID OPENING TIME
10/06/2009	01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING</p> <p style="text-align: center;">  SIGNATURE Appraisal Research Corporation COMPANY 10/1/09 DATE </p>						
REV. 11/96	-----					
----- END OF ADDENDUM NO. 1 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

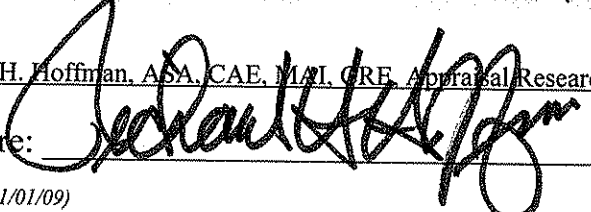
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Richard H. Hoffman, ASA, CAE, MAI, CRE, Appraisal Research Corporation

Authorized Signature: 

Date: 10/2/09