

## **As-Needed Real Estate Appraisal Services QA1**

### **Requisition 2022**

**7/21/2016**

#### **Question #1:**

I am looking for the forms it tells us we need in the RFP (Forms 5100D, 5100J, 612, 633, 633C 633D, 633ES)...I tried to use the links in the PDF document and also went to the Forms tab on the webpage we're directed to go to download the RFP. I didn't see them as an addendum or anything either. I would appreciate some guidance on where to find these.

#### **Answer #1:**

To find all MDOT forms, please go to the following link: <http://mdotcf.state.mi.us/public/webforms/>

In the upper left corner, under "Form Search: by Form Number", type in the MDOT form you are looking to find and click "GO". When the MDOT form appears, click "Fillable" and the form will pop up.

#### **Question #2:**

What is a PPMS Task 4350 and how do I get that completed?

#### **Answer #2:**

PPMS is an MDOT internal coding system. Task 4350 incorporates the following tasks:

- Preliminary Interviews
- Appraisal Assignment Proposal and Fee Estimate (Appraisal Problem)
- Appraisals
- Appraisal Review Reports

These tasks are the basic requirements for appraisers who want to be placed on MDOT's Approved Appraiser List. Since appraisers must be pre-approved, with current standing on MDOT's Approved Appraiser List to be eligible to participate in the "As Needed" Real Estate Appraisal Services Contract, the PPMS Task 4350 requirement will automatically be met if the appraiser is already pre-approved, with current standing on MDOT's Approved Appraiser List.