

DIRECTIVE #12-045

TO: County Appraisers Private Mass Appraisal Firms

SUBJECT: Approved List of Private Appraisal Firms

This Directive Supersedes Directive #94-027

This directive is adopted pursuant to the provisions of K.S.A. 79-505, and shall take effect and be in force after its publication in the Kansas Register for the 2013 valuation year and all subsequent valuation years.

1. K.S.A 79-1478 authorizes counties to contract with private appraisal firms to conduct the reappraisal of property or perform technical tasks to assist the county appraiser in the completion of annual appraisal maintenance work. Private appraisal firms may be organized as corporations, partnerships, limited liability companies, or individual contractors. Selection of a private firm whose services are necessary to perform appraisal assignments, develop components of a mass appraisal, provide technical appraisal services, or complete project maintenance phases must be made from a list of approved firms supplied by the director of property valuation.
2. The private appraisal firm must meet minimum experience qualifications and possess technical skills to be placed on the director's approved vendor list before a contract can be approved for the county. Contracts between the county and private appraisal firms shall meet the specifications of the director of property valuation. The contracted scope of work for any county phase of ad valorem appraisal shall comply with relevant specifications, guidelines, administrative rules and regulations, statutes, directives and appraisal industry standards.
3. The firm shall submit an application request in writing to the director of property valuation to be added to the approved list of private appraisal firms. The request must include sufficient experience and background documentation, and fully describe the professional services or technical assistance that the firm is prepared to offer to perform appraisal assignments, develop components of a mass appraisal, or complete appraisal maintenance phases. A pending contract with a Kansas county is not required to be placed on the approved list of private appraisal firms.
4. The firm shall be notified within thirty (30) business days if the request to be added to the director's approved list of private appraisal firms has been granted. If approval is not granted the director of property valuation will provide reasons for the rejection.
5. Once a firm has been placed upon the approved list, the scope of professional services or technical assistance offered may be revised, by request of the firm, as qualifications are updated through the addition of experienced personnel or by successful completion of required workshops and course work. The director reserves the right to revise the scope of contract work that a firm may be eligible to perform due to performance evaluation outcomes or personnel changes within the firm.

**Minimum Experience Qualification and Background Information
Required for Private Appraisal Firms:**

1. The firm must submit a request with sufficient documentation to be added to the approved list of private appraisal firms in writing to the director of property valuation. A pending contract with a Kansas county is not required to be placed on the approved list of private appraisal firms.
2. The firm must document at least five (5) years of mass appraisal experience in the valuation of real property for ad valorem taxation. Please submit the following information:
 - a. A short description of all past mass appraisal project work completed over the last 5 years. Please include the following information:
 - Jurisdiction name and description of the scope of work performed.
 - Summary of results, work products delivered and performance evaluation outcomes.
 - b. Names of references/ phone numbers / email contacts
3. Provide background documentation on the firm's personnel. Please submit the following information:
 - a. Resumes with experience qualifications for all appraisal personnel who will be assigned to perform work for a Kansas county.
 - b. A list of all Kansas computer assisted mass appraisal system (Orion) courses and workshops successfully completed by personnel in the firm who will be assigned to perform work for a Kansas county.
4. The firm shall be notified within thirty (30) business days if approval to be added to the approved list of private appraisal firms has been granted. If approval is declined the director of property valuation shall provide reasons for denial.

Requirements to Remain on the Director's Approved Vendor's List:

1. All appraisal work shall be performed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), Standard 2 or 6, whichever is applicable, in addition to relevant statutes, directives, administrative rules, guides and appraisal maintenance specifications.
2. All contracts for ad-valorem appraisal work with a Kansas county shall be submitted to the division of property valuation.
3. An annual update of the qualifications of appraisal or technical personnel who will be offered or assigned to perform work for a Kansas county shall be provided to the director of property valuation before January 30th.
4. A resume with the qualifications for any new appraisal personnel hired and assigned to perform work for a Kansas county shall be provided to the director of property valuation before the employee begins any contracted work assignments.

5. A resume with qualifications for any appraisal or technical personnel promoted, transferred or reassigned to perform work for a Kansas county shall be provided to the director of property valuation before the employee begins any contracted work assignments.
6. Prior to the commencement of mass appraisal work, employees of the firm assigned to assist a Kansas county shall successfully complete all relevant technical and computer assisted mass appraisal system (Orion) training courses and workshops provided by the division of property valuation. See the annual PVD Education catalog available at: www.ksrevenue.org/pvdeducation.html for a list of training required to responsibly manage, assist with, or perform specific technical tasks, and achieve proficiency with methods and techniques required to develop a credible mass appraisal.

Required Contract Specifications:

1. The contract shall employ terms that comply with relevant Kansas statutes, administrative regulations, standards, guidelines, directives and instruction manuals.
2. The contract shall specify that it is breach if the firm fails to comply with relevant Kansas statutes, administrative regulations, standards, guidelines, directives and instruction manuals.
3. The contract specifications shall provide adequate detail to delineate the responsibilities and duties that will be performed for each contracted assignment, technical task or project phase.
4. Scope of work must comply with the relevant sections of the Appraisal Maintenance Specifications issued by the division of property valuation.
5. The contract shall require sufficient documentation to be provided by the firm on a monthly basis to enable the county to monitor and report progress to the property valuation division.
6. The contract shall require work product documentation to be provided by the firm to allow the county to adequately represent its position at hearings and before the court of tax appeals.
7. The contract shall specifically allow the county appraiser and the property valuation division to review work performed by the firm.
8. The contract shall name employees of the firm assigned to perform work for the county and the contract shall require such employees to meet the technical qualifications and comply with computer assisted mass appraisal system training required by the division of property valuation.
9. The contract shall specify that time is of the essence and failure to meet deadlines required by Kansas statutes, regulations, specifications, directives or guidelines constitutes a material breach of contract.
10. The contract shall require submission of a copy of the signed contract to the division of property valuation.