

Farm Credit Canada
Manager, Corporate Procurement
1800 Hamilton Street, P.O. Box 4320
Regina, SK S4P 4L3
mike.humble@fcc-fac.ca

REQUEST FOR INFORMATION

NUMBER: 2014-02-14

Specialized Equipment and Commercial/Industrial Real Property Appraisal Services

RFI Issue Date: February 14, 2014

RFI Closing Date and Time: **March 14, 2014 2:00 p.m.**

RFI Contact: Mike Humble
Manager, Corporate Procurement

Email: mike.humble@fcc-fac.ca

Farm Credit Canada

FCC is Canada's leading agriculture lender, with a healthy portfolio of more than \$26 billion and 20 consecutive years of portfolio growth. FCC is strong and stable – committed to serving the industry through all cycles, and to being socially and environmentally responsible. FCC provides financing, insurance, software, learning programs and other business services to producers, agribusinesses and agri-food operations. Employees understand agriculture and are committed to the success of customers and the industry. With FCC in the market, producers benefit, agriculture benefits, rural Canada benefits and so do all Canadians. For more information, visit www.fcc.ca.

Preamble

FCC is releasing this request for information (RFI) solely for internal planning purposes. It is intended as a non-binding inquiry only and does not imply either a commitment by FCC to proceed with the work contemplated or a commitment by FCC to award a contract.

The purpose of this RFI is to provide FCC with sufficient information to develop a strategy that will enable it to pursue a solution to the business needs identified herein.

Part 1 – RFI process, terms and conditions

1.1 Invitation to respond to request for information

Respondents are invited to provide submissions that address the needs that FCC has outlined herein.

This is an RFI only, not a request for proposals or call for tenders. FCC may at its sole discretion elect to not accept, consider or assess any submission for any reason. FCC is not obligated to proceed with the work described herein and may cancel this RFI at any time.

1.2 Costs of preparing responses

All costs associated with the preparation of a submission in response to this RFI shall be borne solely by the Respondent.

1.3 Respondent questions

Respondents are encouraged to submit any questions that may help in providing a response. All clarification questions are to be submitted by email to mike.humble@fcc-fac.ca, before the date specified in the RFI schedule.

In order to facilitate consistent information among respondents, questions and answers that are deemed by FCC as relevant to the quality of all respondent submissions may be forwarded to every respondent, at FCC's discretion. FCC will maintain the anonymity of the respondent that submitted each question.

1.4 RFI submissions

Responses should be submitted by email in a PDF or Word attachment. Submissions must be less than 10 megabytes (MB) in size to be accepted. Responses submitted in other formats or after the RFI closing date and time may not be accepted at FCC's discretion. **Direct all submissions to: Mike Humble, Manager Corporate Procurement at mike.humble@fcc-fac.ca.**

Note: FCC will not be obligated, but will make every reasonable effort, to sufficiently inform respondents of the status and outcome of the RFI process once complete.

1.5 Presentations

Upon completion of reviewing written submissions, it may be determined that one or more respondents have proposed a potentially viable or attractive service, for which FCC may request a more detailed presentation.

The intention of any presentation(s) requested by FCC will be to meet the objectives of this RFI (described in detail in Part 4). Therefore, inclusion or exclusion of any respondent in any presentation that may be conducted as part of this RFI may not necessarily impact its inclusion or exclusion in any potential future selection process FCC undertakes.

Note: FCC may deem that no presentations are necessary.

1.6 Access to Information Act

As a Federal Crown Corporation, FCC is subject to the provisions of the *Access to Information Act* (Canada), which provides a right of access to information in records under the control of government.

FCC will maintain the confidentiality of all sensitive, proprietary or confidential information provided to it by respondents, during this RFI to the extent permitted by law. Respondents are advised that this RFI and submissions to FCC may, in whole or in part, be subject to disclosure by FCC in compliance with an access to information request under the *Access to Information Act*.

1.7 Clarifications

FCC reserves the right to request additional information in order to clarify or verify any aspect of any submission.

1.8 Confidentiality

This RFI is the confidential, unpublished property of FCC. The use, disclosure, reproduction, modification, transfer, or transmittal of this work (and/or any associated documents or information accessed during this RFI) in any form, for any purpose other than responding to this RFI, not required by law or without the written permission of FCC is strictly prohibited. This term shall be in effect for any recipient of this RFI (or associated documents or information), regardless if that recipient submits a response.

1.9 Acceptance

FCC may in its sole discretion make certain changes or exceptions to the terms and conditions of this RFI. All terms, conditions and provisions of this RFI are deemed to be accepted by the respondent upon delivery of respondent's submission.

Part 2 – RFI schedule

RFI issue date	February 14, 2014
Respondent questions accepted until:	February 26, 2014 at 2:00 p.m., CST (SK)
FCC responses to respondent questions provided before:	March 3, 2014 at 5:00 p.m., CST (SK)
RFI closing date and time:	March 14, 2014 at 2:00 p.m., CST (SK)

The above dates are subject to change at FCC's sole discretion. FCC will communicate any changes to the RFI schedule to all respondents

Part 3 –RFI objectives

FCC aims to gather information through this RFI that will:

- identify qualified and interested appraisal service providers that can meet FCC's business needs
- increase FCC's knowledge and understanding of the capabilities and costs associated with potential services and service providers
- contribute to FCC's ability to further identify and define the requirements it may choose to seek in a service provider

FCC anticipates that successful completion of the RFI objectives will result in one of the following outcomes:

- identification of a number of suitable service providers, that FCC may choose to further engage through a subsequent and separate competitive (RFP) selection process
- identification of a single suitable service provider of either (or both) specialized equipment or commercial/industrial real property appraisal services, with whom FCC may choose to pursue further engagement
- FCC may choose not to pursue further engagement with any Respondent of this RFI

Note: If FCC chooses to pursue a solution, it is anticipated that it would engage with one or more RFI respondents. However, FCC is not obligated to limit any future selection process or engagement relating to a solution to RFI respondents.

Part 4 – RFI scope

4.1 Background

Current state:

FCC's Environmental and Valuation Risk department currently has a team of accredited appraisers, who are dispersed throughout various FCC offices across Canada.

In cases where FCC must secure customer loans with specialized equipment or real property, an FCC appraiser carries out an appraisal, which may include either real and/or personal property.

Equipment appraised varies from rolling stock to specialized equipment and complex processing lines. Real property varies from simple assets to complex processing facilities. Both market values and liquidation values may be required. Equipment or real property may be located anywhere in Canada.

FCC's goal is to engage a partner or partners that can execute specialized equipment and commercial/industrial real property appraisals in most locations across Canada.

4.2 Scope of information requested

FCC is seeking to identify one or more vendors that:

- offer significant geographical coverage which could include providing services in one or more provinces
- have expertise appraising specialized equipment and/or commercial/industrial real property (respondents should identify if they have the capability to provide both specialized equipment and commercial/industrial real property appraisals)
- maintain service delivery levels that are consistent with FCC requirements, standards and expectations, for example:
 - appraisal requests can be sent anytime without notice
 - reports must be completed by respecting a pre-agreed schedule
 - external reports to be prepared by the vendor within 15 working days following the reception of the equipment list or property to be appraised
 - quality value estimate with sound support conforming to professional standards and FCC criteria.

The ideal appraisal process would be as follows:

- FCC assigns work to the vendor
- the vendor acts as primary contact with FCC's customer
- the vendor provides appraisal reports to FCC for review
- specialized equipment appraisals might require value for individual pieces of equipment, or groups of equipment
- the vendor provides a copy of the accepted FCC report to FCC's customer and any partnering lenders if applicable
- FCC pays the vendor

FCC's primary business objectives are to:

- improve turnaround times for customers, during periods of peak demand
- provide FCC with a competitively priced appraisal service

Part 5 – RFI response guidelines

The following sections provide guidance for Respondents to effectively craft responses.

5.1 Introduction

Include an introductory profile of your organization and contact details for personnel available to communicate with FCC during this RFI.

5.2 Response to RFI scope

Detail your ability and approach to the provision of specialized equipment and/or commercial/industrial real property appraisal services for FCC, as outlined in section 4.2. You are welcome to provide any feedback or suggestions to FCC's approach.

Include information on your anticipated turnaround times.

5.3 References

Provide a minimum of three suitable business references for which you have completed work of a similar scope to this RFI. Include:

- the client company name, location and contact person (title, phone number, email address)
- the date, duration and a brief description of the engagement
- the type of specialized equipment and/or commercial/industrial real property that you appraised

5.4 Fee structure

Outline your proposed fee structure for the services outlined in this RFI. Include a schedule of estimated rates that you would be charge.

For the purposes of this RFI, fee estimates are non-binding and are intended to assist FCC in assessing the potential costs associated with the proposed services.

Include any assumptions that apply to the fee structure and schedule being submitted. Provide as accurate and detailed an estimate as is reasonable based on your expertise and given the information provided by this RFI.