Canada Revenue Agency | Agence du revenu du Canada

# REQUEST FOR INFORMATION (RFI)

# Bulk United States (U.S.) Real Property Data (re Canadian residents)

## The Canada Revenue Agency

## Closing Date and Time: August 5, 2020 2:00 pm (EDT)

## 1. DISCLAIMER

Responding to this Request for Information (RFI) is not a prerequisite to receiving or being eligible to bid on any Request for Proposal (RFP). Any RFP will be advertised on the Government Electronic Tendering Service (GETS) commonly referred to as Buy and Sell (https://buyandsell.gc.ca/).

This RFI is not to be construed as a solicitation for tenders or proposals. No contract or other form of commitment will be entered into based on responses to this RFI. This RFI is not considered as authorization by the Canada Revenue Agency (CRA) to undertake any work that would result in costs to CRA.

Nothing in this RFI shall be construed as a commitment from CRA to issue an RFP for this commodity. CRA may use non-proprietary information provided in its review and/or in the preparation of any formal RFP. All responses will be held by CRA on a confidential basis (subject to applicable federal legislation) and remain the property of CRA once they have been received. CRA may reproduce or photocopy or transcribe the response and any non-proprietary supporting documentation for the purpose of its review and/or inclusion in any resulting RFP document.

CRA reserves the right to change, at any time, any or all parts of the requirements, as it deems necessary. CRA also reserves the right to revise its procurement approach, as it considers appropriate, either based upon information submitted in response to this RFI or for any other reason it deems appropriate.

Responses to this RFI will not be used to pre-qualify or otherwise restrict participation in any future procurement process (e.g. an RFP). Responses will not be formally evaluated. CRA will not reimburse any expenditure incurred in preparing responses and participating in the presentation sessions related to this RFI.

## 2. RFI FORMAT

The RFI is divided into two sections:

Section I contains the Statement of Work that is being considered to form part of a new solicitation, and suppliers will be requested to provide feedback on any areas that they feel require change.

Section II contains general questions about Bulk U.S Real Property Data involving Canadian residents, and what the CRA should be targeting. Respondents should note that this list of questions is not exhaustive, and respondents are invited to provide any additional information that might prove useful and/or beneficial to the CRA.

## 3. RESPONSES

The vendor is requested to provide a contact name, email address and telephone number when submitting their response. Respondents are requested to submit responses by email to Chrystal Imbeau at Chrystal.Imbeau@cra-arc.gc.ca by August 5, 2020 2 pm, Eastern Daylight Time (EDT). It is recommended that all electronic submissions contain a read receipt option to confirm that the email was received; otherwise respondents should contact the contracting authority at (613) 447-5328 to confirm.

## 4. ENQUIRIES

All enquiries regarding this RFI must be submitted via email to Chrystal.Imbeau@cra-arc.gc.ca.

## 5. BACKGROUND

The Canada Revenue Agency (CRA) requires U.S. real estate and real property data where a Canadian resident is the owner or party to the purchase, sale, or transfer. Real estate and property data is required in bulk form in order to identify current and historical records, mortgage transactions, property taxes, real property records, and deeds. This information will enhance the CRA's ability to administer tax programs, to enforce the various Tax Acts in order to protect Canada's revenue base, and to support the CRA's business and research processes.

The purpose of this RFI is to:

- Gather information on industry best practices relating to the collection and delivery of US Real Property data.
- Solicit feedback on the draft Statement of Work (SOW).
- Solicit feedback on specific questions.

## 6. RFI QUESTIONS

### Section I – Draft Statement of Work (SOW)

This contains a preliminary description of the requirement. Suppliers are invited to examine the scope of the work and to respond to the questions that follow.

# ANNEX A: STATEMENT OF WORK

## 1.0 TITLE

United States (U.S.) Real Property Data

## 2.0 BACKGROUND

The Canada Revenue Agency (CRA) requires U.S. real estate and real property data where a Canadian resident is the owner or party to the purchase, sale, or transfer. Real estate and property data is required in bulk form in order to identify current and historical records, mortgage transactions, property taxes, real property records, and deeds. This information will enhance the CRA's ability to administer tax programs, to enforce the various Tax Acts in order to protect Canada's revenue base, and to support its business and research processes.

## 3.0 DESCRIPTION

The CRA requires bulk data on residential and commercial property located in the U.S., where a Canadian is the owner, or is party to the real estate transaction (buyer/seller/facilitator).

## 4.0 MANDATORY DATA ELEMENTS

The following data elements must be included in the bulk data, where available:

<u>Property Identification and Legal Descriptions:</u>

- Assessor's Parcel Number (APN).
- Property address - civic number, street name, apartment number, city, county, state, ZIP code.
- Lot, subdivision, Census tract, block, tax code area, section-township, cadastre of the property or "Property Identification Number" (PIN).

<u>Owner/Buyer/Seller information:</u>

- Name(s) and address.
- Beneficial owner name(s) and address, if applicable.
- Country of citizenship and residency.
- Individual/Trust/Company identifiers (Social Insurance Number, Tax Identifier Number, etc.)
- Ownership rights/Vesting details, owner occupancy.

<u>Value, Assessment, Tax:</u>

- Property Tax – Tax assessed value, assessor year, tax land value, tax improvement value.
- Appraised/Market Values.

<u>Land and Property Characteristics:</u>

- Property type; commercial, residential and any restrictions on usage, zoning.
- Construction or building type (e.g., detached house, townhouse, condominium).
- Land information (square footage, lot size, acreage).
- Building(s) information (square footage, year built, no. of floors, no. of bedrooms, no. of bathrooms, property condition).

<u>Sale/Transfer Information:</u>

- Transaction facilitator(s) name(s) and address(es).

- Deed number, transaction number, document number or, contract number.
- Transaction date and date of the registration of the act or publication, including interim date if applicable.
- Purchase/sale price, or amount of the transaction (as well as mortgage or other consideration with amount).
- Mortgage application, amount, loan term, recording date, lender name, loan type, lender code.
- Property transfer tax paid/payable (if applicable).

## 5.0 NON MANDATORY DATA ELEMENTS

The following data elements would have value, but are not considered mandatory:

- PDF format of the deed or transaction act or contract.
- Names of stakeholders, shareholders or company.
- Addresses of the stakeholders, shareholders or company: civic number, street name, apartment number, city, province, county, state, country, postal code or Zip code.
- Interior distribution.
- Value of the various municipal (historical) assessment roles.
- Identification of the type of transaction.
- Property photos, building sketches.
- Liens and judgements.
- Owner(s), buyer(s) and seller(s) telephone numbers.
- Owner(s), buyer(s) and seller(s) dates of birth.
- Owner(s), buyer(s) and seller(s) banking information, including account number, bank name and branch.

## 6.0 COVERAGE PERIOD AND UPDATES

- Historical data from at least the past 5 years (at minimum, from 01-01-2014).
- New data must be provided on a monthly basis.

## 7.0 DOCUMENTATION AND TECHNICAL SPECIFICATIONS REQUIREMENTS

- Detailed documentation describing the data – Including specifications for each data field, the data point(s), element(s), or attribute(s) captured in the field, its source and any cleansing/sanitization, standardization rules applied.
- A technical resource to respond to enquiries and technical content questions via telephone and email during the contract period.

**Questions on SOW:**

1. Are the mandatory data elements reasonable with regards to industry standards today? If not, please specify what changes are recommended.

2. Are there any elements that would prevent your firm from placing a bid on a subsequent RFP for this commodity?

3. Are there any elements missing from this SOW that are recommended to be included?

**Section II – Questions for Industry**

1. Do you sell bulk data?

2. How do you deliver/export bulk data to clients? Please outline all available options.

3. How are these requirements typically priced out (per transaction, tiered structure)?

4. In what format is data made available?

5. What data elements are/can be used to identify Canadians? Can Canadians from all provinces currently be identified in your database?

6. Does the data go through a cleansing/standardizing/enhancement process? Please describe.

7. How often can updated data be provided?

8. What is the source(s) of the data (public, third party…)?

9. How are the data sets (assuming multiple) collected and matched/linked?

10. What is your data assurance/integrity process?

11. What security measures do you take to protect your data against unauthorized access, disclosure, or modification?

12. How complete is your database? Does it include all types of property,(commercial/residential) in all states?

13. Are there any conditions for use of the data?

14. Do you have data sources for property outside of the U.S?

15. Are you able to provide other options to access property data (subscription/license)? Please provide details.