

Request for Proposals—Guided Demonstration Report Option, Program Developer

IAAO is seeking qualified individuals to develop an alternative program to the traditional demonstration narrative appraisal report. The program will provide designation candidates a guided means to complete the demonstration report. The ideal candidate will be a CAE designee with an intimate knowledge of IAAO's current report writing process and requirements as well as familiarity with other designation programs' alternative report completion options. The program developed should reflect adult learning principles, be guided by IAAO's current report requirements, and be flexible in its delivery method.

Scope of Work

- Developers will thoroughly research IAAO's current report process and requirements and those of identified alternatives to form a recommended program.
- Developers will develop and submit for the Professional Designation Subcommittee's approval a program outline to include the proposed processes and components of the program.
- Developers, in close consultation with IAAO, will create a program to produce a real property demonstration narrative appraisal report using the 3 approaches to value on a universe of residential properties, to include three (3) validated data sets; participant, instructor, and grader materials; and any other related materials. Product will be ideally structured to allow for in-person or remote web-based sessions.
- Developers will train the initial group of program facilitators, participate in a pilot offering, and revise the program as prescribed based on pilot findings and feedback.
- Developers will identify and question any issue or item they feel needs attention or approval by the Professional Designation Subcommittee; developers may be required to participate in conference calls with the Professional Designation Subcommittee to resolve any issue or answer any questions that may arise.
- The pilot review will proceed using a checklist and any additional criteria prepared by the Professional Designation Subcommittee.

Product Delivery Timetable

- Proposal due at IAAO Headquarters.....July 29, 2016
- Developer selected is notified no later than.....August 31, 2016
- Proposed program outline submitted..... October 7, 2016
- Draft program content and materials submitted January 13, 2017
- Program facilitators trained.....February 28, 2017
- Pilot offering conducted April 2017
- Final revised program materials completed..... May 31, 2017

To Be Considered

If you are interested in submitting a bid and being considered as the Developer, please submit an electronic copy of your proposal to include the following:

1. Professional biography
2. Professional references (e-mails and phone numbers of professionals in the field who can attest to your knowledge and experience.)
3. Time and cost calculations associated with the following development milestones:
 - Milestone #1 Delivery and acceptance of the program outline.
 - Milestone #2 Delivery and acceptance of draft program content and materials in electronic format.
 - Milestone #3 Complete training and pilot phase.
 - Milestone #4 Delivery and acceptance of final program materials.

Request for Proposals—Mass Appraisal Specialist Professional Designation, Master Exam Developer

IAAO is seeking qualified individuals to develop the MAS Master Exam based on current and forthcoming instructional materials. The ideal candidate will be a CAE designee, experienced instructor and curriculum developer. The materials that are to be developed should reflect an understanding of, and also apply, adult learning principles.

Scope of Work

- Developers will develop and submit for the Professional Designation Subcommittee's approval a content outline.
- Materials to be developed include: A pool of questions that would allow the creation of multiple master exams, with each question referenced to the current source material(s) by citation. A total of three (3) master examinations will be developed with answer keys listing the topic area and source citation for each question.
- Developers will identify and question any issue or item they feel needs attention or approval by the Professional Designation Subcommittee.
- Developers may be required to participate in conference calls with the Professional Designation Subcommittee to resolve any issue or answer any questions that may arise.
- The review will proceed using a checklist and any additional criteria prepared by the Professional Designation Subcommittee.

Product Delivery Timetable

- Proposal due at IAAO Headquarters.....July 29, 2016
- Developer selected is notified no later than.....August 31, 2016
- Draft examinations and supporting materials due January 31, 2017
- Final revised examinations and supporting materials May 31, 2017

To Be Considered

If you are interested in submitting a bid and being considered as the Developer, please submit an electronic copy of your proposal to include the following:

1. Professional biography
2. Professional references (e-mails and phone numbers of professionals in the field who can attest to your knowledge and experience.)
3. Time and cost calculations associated with the following development milestones:
 - Milestone #1 Delivery and acceptance of the content outline.
 - Milestone #2 Delivery and acceptance of three draft diverse Master Examinations and supporting materials in electronic format.
 - Milestone #3 Delivery and acceptance of three final Master Examinations and supporting materials in electronic format.

Submit proposals to the attention of Jarron Paronto, Designation Program Manager, IAAO, 314 West 10th Street, Kansas City, Missouri 64105, paronto@iaao.org. The Professional Designation Subcommittee will select the developer no later than August 31, 2016.