

ADDENDUM #2

(please sign and return with the submittal)

CHANGES

Change 1 – Section 4. Evaluation Process shall be deleted in its entirety and replaced with the following:

4. Evaluation Process

Evaluation Criteria

Offerors shall submit a Statement of Qualifications (SOQ) for consideration for the services listed in the Scope of Work section by answering the following questions below under each evaluation criteria.

No.	Evaluation Criteria	Scoring Method
1.	<p>Evaluation Criteria: Experience</p> <p>Statement of Qualifications: Offerors shall submit your Statement of Qualifications (SOQ) for consideration for the services listed in the Scope of Work section by answering the questions below under each evaluation criteria:</p> <p>Offer must demonstrate a minimum of five years of experience in each service category for which Offeror wishes to be considered. The real estate service categories are as follows: 1) commercial sales; 2) multi-family sales; 3) residential sales; 4) commercial leasing; 5) multi-family leasing; and 6) residential leasing.</p> <p>Provide a written narrative describing your organization's overall experience for providing the required services detailed above.</p>	Pass / Fail
2.	<p>Evaluation Criteria: Qualifications</p> <p>Statement of Qualifications: Offerors shall submit your Statement of Qualifications (SOQ) for consideration for the services listed in the Scope of Work section by answering the questions below under each evaluation criteria:</p> <p>Offeror must possess a current, active Real Estate Broker's or Salesperson license issued by the Arizona Department of Real Estate.</p> <p>Provide a narrative of the company's organization, staff, resumes, and any relevant certifications and licenses of the proposed staff.</p>	Pass / Fail

3.	Evaluation Criteria: Knowledge of Market Statement of Qualifications: Offerors shall submit your Statement of Qualifications (SOQ) for consideration for the services listed in the Scope of Work section by answering the questions below under each evaluation criteria: The Offeror must demonstrate familiarity with the local real estate market and ability to successfully market and close listings within a reasonable time frame. Provide a narrative of the company's history and experience providing services to the local real estate market, including a transaction list reflecting at least five real estate transactions within the Phoenix metropolitan area in the last 36 months.	Pass / Fail
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____