

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Land Title Remediation Services**

Solicitation Number: RFP 25-068; RFx 6100018911

The City of San Antonio's Neighborhood and Housing Services Department (NHSD) provides several owner-occupied home repair services, some of which require an ownership interest or clear title. NHSD has contracted with non-profit community organizations and legal services providers to assist with title remediation for home rehab program participants with defective titles.

Title remediation services are highly critical to community members. A 2024 report from Local Initiatives Support Corporation (LISC) San Antonio identified that there may be as many as 6,505 households in Bexar County with a title defect which prevents them from accessing vital services like home repairs, tax exemptions or home refinancing.

Applicable Product Categories: 94646 – Escrow and Title Services
96149 – Legal Services, Attorney
91863 – Housing Consulting

Date Issued: June 3, 2025

Due Date & Time: July 10, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on June 10, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2868 789 2309 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb5da756a820a63ba79b5b0bb8f5566a2>

Staff Contact Person: Bridgette Grim, Procurement Specialist III, Bridgette.Grim@sanantonio.gov

Evaluation Committee Voting Members:

Veronica Gonzalez, Assistant Director, Neighborhood & Housing Services Department

Sara Wamsley-Estrada, Housing Policy Administrator, Neighborhood & Housing Services Department

James McKenzie, Project Manager, Neighborhood & Housing Services Department

Victoria Gonzalez-Gerlach, Housing Bond Administrator, Neighborhood & Housing Services Department

Dan Rossiter, Subcommittee Member, Renter's Solutions



Pursuant to Section 011 – Restrictions on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration or a City Manager Contract Approval Review meeting; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session or a City Manager Contract Approval Review meeting.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on June 13, 2025**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

Bridgette Grim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Bridgette.Grim@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

