



## ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Qualifications – Title Services

**Solicitation Number:** RFQ 20-095; RFx 6100013271

**Description:** The Neighborhood and Housing Services Department (NHSD) is seeking proposals from qualified licensed real estate title companies interested in providing real estate title services for various projects within City limits through an on-call contracting services contract. NHSD will require real estate title services on an as-needed basis. The selected consultant is expected to conduct a variety of services including, but not limited to: title report services, escrow settlement services, and lenders title policy services. The work is of a recurring nature, but the delivery times and quantities are indefinite, and orders are awarded substantially based on previously described and priced tasks.

**Applicable Product Categories:** 94646- Escrow and Title Services

**Date Issued:** October 5, 2020

**Due Date & Time:** November 4, 2020, 11:00 a.m. Central Time

**Pre-Submittal Conference:** The conference will be held via WebEx call at 9:30 a.m., Central Time, on Tuesday, October 13, 2020. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 133 727 5378

Meeting password: VJiDwpJh278

**Staff Contact Person:** Debra Light, Procurement Specialist III, [debra.light@sanantonio.gov](mailto:debra.light@sanantonio.gov)

**Evaluation Committee Voting Members:**

Veronica R. Soto, Director, Neighborhood and Housing Services Department

Edward Gonzales, Assistant Director, Neighborhood and Housing Services Department

Ian Benavidez, Assistant Director Neighborhood and Housing Services Department

Madeleine Mendez, Interim Housing Production Manager, Neighborhood and Housing Services Department

Laura Salinas-Martinez, Grants Administrator, Neighborhood and Housing Services Department

**Pursuant to Section 011 – Restriction 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 RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.**

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **10:00 a.m., Central Time, on Friday, October 16, 2020**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Debra Light, Procurement Specialist III**

**City of San Antonio, Finance Department – Purchasing Division**

**[debra.light@sanantonio.gov](mailto:debra.light@sanantonio.gov)**

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.