

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call Title Review Services**

Solicitation Number: RFQ 25-062; RFx 6100018877

Description: The City of San Antonio 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. Neighborhood and Housing Services Department and various departments 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. The Contractor awarded the purchase order from this solicitation shall be required to begin providing title services immediately upon issuance of the contract.

Applicable Product Categories:  
94646 – Escrow and Title Services

**Date Issued: March 7, 2025**

**Due Date & Time: April 7, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on March 14, 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:** 2866 952 0532 | **Meeting Password:** NHSDTRS2025

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m01b21a8060687c3251535ff696a0b20e>

Staff Contact Person: Steve Garcia, Procurement Specialist III, Steven.Garcia6@sanantonio.gov

**Evaluation Committee Voting Members:**

Veronica Garcia, Director, Neighborhood and Housing Services Department

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

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

Alice Guajardo, Development Services Manager, Development Services Department

Jenny Ramirez, Code Enforcement Manager, Development 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 **4:00 p.m., Central Time, on March 19, 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.

**Steve Garcia, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Steven.Garcia6@sanantonio.gov](mailto:Steven.Garcia6@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

