



Request for Proposals for Professional Title, Closing, and Foreclosure Services (RE-ISSUE)

Responses to Written Inquiries from Proposers

Published: May 24, 2024

The following questions were submitted to the LHC concerning the above-referenced Request for Proposals for Professional Title, Closing, & Foreclosure Services (RE-ISSUE), originally published on May 8, 2024.

1. Expected Anticipated Workload:

- Could you please provide details on the expected or anticipated workload for the duration of the contract? Understanding the volume of work will help us better allocate resources, submit, and appropriate bid, and ensure timely service delivery.

RESPONSE:

It is difficult for LHC to forecast the volume of services to be performed for any given time period. The level of services provided is strongly dependent upon the stages of implementation of each program. The Proposer is expected to provide the LHC with its best projections of service costs and timelines associated with the delivery of each service, whether it be full or abbreviated title searches, closing, or foreclosure actions. As stated in the RFP, the selected contractor will be expected to provide title, closing, and foreclosure services for several programs, including but not limited to the following:

- PRIME
- Rural Rental Rehabilitation Program
- Rental Restoration and Development Program
- Louisiana Neighborhood Landlord Rental Program I
- Louisiana Neighborhood Landlord Rental Program II
- Louisiana Neighborhood Landlord Rental Program III
- East Baton Rouge Rebuilds Rental Program
- East Baton Rouge Rebuilds Developer Program
- Small Rental Property Program

For a small sample data point, the LHC accepted Rental Restoration and Development Program (RRDP) applications between the months of May and July of 2023. Of the 450 RRDP applications received, the LHC requested title searches for 250 applications.

Also, as provided on page 37 of the RFP, there is no guarantee on quantities of services to be provided under the resulting contract. The LHC does not obligate itself to contract for or to accept more than their actual requirements during the period of this contract, as determined by actual needs and availability of appropriated funds. The LHC reserves the right to increase or decrease quantities, as appropriate, at the unit price or labor rate stated in the contract.

2. Geographical Coverage:

- Which parishes will most of the workload cover? Information on the geographical distribution of the workload will assist us in planning and logistics.

RESPONSE:

The LHC provides development and housing services throughout the State of Louisiana, so the selected contractor will be expected to be able to provide the services as requested in all 64 parishes. The current work to be expected to be completed under the resulting contract is concentrated in the following areas:

2016 Floods Eligible Parishes

Acadia, Allen, Ascension, Avoyelles, Beauregard, Bienville, Bossier, Caddo, Calcasieu, Caldwell, Catahoula, Claiborne, De Soto, East Carroll, East Baton Rouge, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jackson, Jefferson Davis, Lafayette, LaSalle, Lincoln, Livingston, Madison, Morehouse, Natchitoches, Ouachita, Pointe Coupee, Rapides, Red River, Richland, Sabine, St. Helena, St. James, St. Landry, St. Martin, St. Tammany, Tangipahoa, Union, Vermilion, Vernon, Washington, Webster, West Baton Rouge, West Carroll, West Feliciana, and Winn Parish.

Hurricanes Laura/Delta Eligible Parishes

Acadia, Allen, Beauregard, Caddo, Calcasieu, Cameron, Grant, Iberia, Jackson, Jefferson Davis, La Salle, Lafayette, Lincoln, Morehouse, Natchitoches, Ouachita, Rapides, Sabine, St. Landry, St. Martin, Union, Vermilion, Vernon, and Winn.

Hurricane Ida and May 2021 Floods Eligible Parishes

Ascension, Assumption, Calcasieu, East Baton Rouge, East Feliciana, Iberia, Iberville, Jefferson, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Washington, West Baton Rouge, and West Feliciana.

3. Performance Metrics and Evaluation:

- What performance metrics will be used to evaluate our services? Are there any specific key performance indicators (KPIs) that we should be aware of?

RESPONSE:

As provided on pg. 50 of the RFP, performance measures, benchmarks, and/or penalties will be defined and determined during contract negotiations. Key performance indicators may include but are not limited to: deadline compliance, accuracy in title searches, closing rate, etc.

4. Reporting Requirements:

- Are there any reporting requirements for this contract? If so, how frequently will reports?

RESPONSE:

LHC assumes this question is reviewing to general reports on all services provided under the resulting contract and not the specific reports that are required for the services to be provided e.g. 'Abbreviated Title Report,' 'Skip Trace Report,' 'Title Examination & Opinion/Commitment Report,' etc. For general reporting, the selected Contractor must comply with all federal requirements as listed in the RFP, specifically pg. 44 "Close-outs." The selected Contractor must also be able to provide reports to the LHC, OCD, and any other relevant State or federal partners regarding the services it has conducted under the contract on an as-needed basis. The LHC will notify the selected Contractor when any need for such a report arises and the selected Contractor will need to provide the report in the timeline contained in the request for the report.

5. Partial Bidding:

- Are we able to bid only on Professional Title and Closing Services, excluding Foreclosure services? If so, are there any specific guidelines or adjustments to the RFP we should be aware of?

RESPONSE:

No. A Proposer cannot partially bid on this RFP. The proposer must be able to provide all services listed in the 'Scope of Services' section of the RFP which includes titles services, closings and recordation, and foreclosure and tax sale services.

6. We are a registered SEDBE vendor for the city and parish of East Baton Rouge. Would we be eligible to bid?

RESPONSE:

The LHC is unclear of the question being asked here, but will answer based on the following interpretation.

Interpretation: We are a registered SEDBE vendor the city and parish of East Baton Rouge and currently have a contract with the city and parish of East Baton Rouge. Would we be eligible to bid?

Response to Interpretation: Clause #15 of the RFP’s required Attachment A – Certification [pg. 58-60] requires would-be proposers to either certify that they have no contracts currently in effect with any Louisiana governmental entity OR to provide a list of any contracts the proposer may have with any Louisiana governmental entity along with the contracting party, a short description of the services, the beginning and ending dates of the contracts, and the contact information including the name, title, phone number, and email for the contracting party. The LHC will assess any contracts that may exist from would-be proposers upon receipt of the proposal.

In the interest of transparency and impartiality, the LHC cannot advise if a proposer should or should not apply for this RFP. LHC also cannot prematurely assess if a proposer would be potentially conflicted out of this project without all of the required information listed in the above clause.

7. Is there a certain format/information that the inquire must have in order to qualify for submitting a proposal?

RESPONSE:

The LHC is unclear of the question being asked here, but will answer based on the following interpretation.

Interpretation: Is there a certain format/information that an inquiry must have in order to qualify for submitting a proposal?

Response to Interpretation: All inquiries to the RFP were required to be submitted in writing to titleservicerfp@lhc.la.gov and had to have been received by Wednesday, May 22, 2024 at 4:00 p.m. CST. Proposers do not have to submit an inquiry in order to submit a proposal.