

REQUEST FOR PROPOSAL JGM 2-24 FREQUENTLY ASKED QUESTIONS

Note the following Questions/Concerns:

1. Jurisdiction Submission:

May a proposal be submitted covering only certain counties?

Submitting a proposal that covers only certain counties in a region, places the proposal in a “non-responsive” category.

2. Do Minority Business Title Companies have any preference in this proposal?

Minority Business Enterprises (MBE) are encouraged to respond to this Request for Proposal, and if awarded a contract will be given equal footing for case assignments. Given the nature of the proposed contract, DGS previously determined that a MBE subcontracting goal was not appropriate for this procurement.

3. Is all pricing set or can there be negotiations on the settlement fee if the title is complex?

An awardee is bound by their submitted pricing for the comprehensive settlement fee for the term of the contract and/or the completion of any work authorized on or before the expiration date. The State will consider additional monies for difficult, complex cases. In those matters, the contractor has to give a detailed description of the problems and estimated cost, which will be reviewed by the client agency. All work ceases until the client agency renders its decision.

4. Will a majority of transactions for settlement carry title insurance?

On all acquisitions the State recommends that the client agency have title insurance to insure any title issues that may arise.

5. Are resumes and licenses needed for all personnel?

Resumes are to be provided for all persons identified as individuals primarily responsible for performance of services under the contract.

A License is to be provided for the Entity and all personnel providing services under the contract if a license is required under Title 10, Subtitle 1 of the Insurance Article, Annotated Code of Maryland.

- 6. Will multiple contracts be awarded or will only one contract be awarded in each region?**

Multiple awards will be granted. There will not be a primary award.

- 7. What is the amount of insurance for abstractors vs. Title companies?**

Abstractors are to carry a minimum of \$500,000.00 Errors and Omission Insurance. Title Agents must demonstrate that they can issue standard ALTA title insurance policies in excess of \$1,000,000.00.

- 8. Will a title company/attorney be required to prepare deeds and instruments for settlement? What documents will the title company/attorney be required to prepare?**

Our Assistant Attorney Generals prepare all deeds and instruments. Those documents will be forwarded to the title company in a settlement package. The title company/attorney is responsible for completing the HUD-1.

- 9. Is the recording fee an additional fee to be added to the settlement fee?**

No. This is an allowable fee for recording fully executed documents not associated with title and settlement services (i.e. instruments transferring property between two State Agencies, etc.).

- 10. What is the protocol for a proposal received after the due date and closing time?**

The package will be timestamped and returned, unopened, to the sender. It is suggested that one not wait to the last minute or the actual closing date to submit a proposal. Allowances will not be granted if the courier or USPS is late.