



TAX CLAIM BUREAU OF CAMBRIA COUNTY, PENNSYLVANIA REQUEST FOR QUALIFICATIONS (RFQ) FOR TITLE SEARCHING SERVICES

1. Background; Intent.

The Tax Claim Bureau of Cambria County, Pennsylvania seeks to establish contracts with three (3) highly qualified individuals and/or firms (hereafter “Contractor”) to assist the Office of the Tax Claim Bureau with parcel title searches of tax delinquent parcels within Cambria County. The ultimate result of these searches are that the properties reviewed may be listed and sold at appropriate County property sales and any excess or surplus sale proceeds be distributed to appropriate parties.

2. Work Statement.

The Contractors selected under this Request for Proposal must perform, at a minimum, the following service:

Title Search: Upon notification from the Cambria County Tax Claim Bureau that it is anticipating a public sale of property, and upon receipt of a list of parcels to be researched, the contractor(s) must submit a report to the Tax Claim Bureau that gives the contractor’s opinion of the title and describes the status of title to a property, including any and all incumbrances. The report by the contractor must be received by the Director of the Cambria County Tax Claim Bureau within 30 days after the request for a title search is made. The contractor’s report must be accompanied by copies of the deed to the current owner, unreleased mortgages, deeds of trust, liens, and any other recorded documents which indicate a party of interest in requested parcels.

3. Term.

Assignment of work to be performed under a contract entered into pursuant to this RFQ begins the day following approval at a public meeting of the Cambria County Commissioners and shall be in effect for one year, with an additional one year option at the conclusion of the first year.

4. Assignment.

Title searches will be distributed hierarchically among selected Contractors providing title searches, with priority given to the highest ranked Contractor first, and in the event that the highest ranked Contractor cannot complete the assignments within established timeframes, be distributed to the second highest ranked Contractor second, and the third highest ranked Contractors third.

March 25, 2024

5. Compensation.

For work satisfactorily performed by the Contractor as determined and accepted by the Cambria County Tax Claim Bureau, the County shall pay the Contractor at the rate listed within the RFQ response. This rate shall be per unit (per parcel) and shall be regardless of time performed for the title search. This rate shall also include all incidental expenses related to the service performed, and no additional fees shall be accepted by the County for services performed under this RFQ and its associated agreement.

6. Submission Requirements and Method of Submission

Submissions under this RFQ shall contain the following items:

a. Cover Letter

A letter of interest from person(s) or firm expressing interest in consideration for this RFQ. The letter shall also briefly summarize why such organization should be selected.

b. Organizational Structure

A graphic showing the individual(s) to be conducting services under the provisions of this RFQ, and showing the relationships between the employees working (supervisors, subordinates, etc.). Primary persons of contact should be labelled.

c. Resumes

Resumes of each individual performing title abstraction services.

d. References

List of previous clients served. Government organizations or large organizations having property interests should be noted.

e. Fee Schedule

Price and description of services provided. Prices must be per search (per parcel), regardless of time investment to obtain title information. More points shall be awarded to those who keep prices as low as possible in the service of saving taxpayer funding.

All RFQ responses shall be delivered in two written copies to:

Cambria County Commissioner's Office
ATTN: Alex Ashcom, Head Clerk
200 South Center Street
Ebensburg, PA 15931

March 25, 2024

7. Method of Award.

All written proposals will be evaluated and ranked by the Director of the Cambria County Tax Claim Bureau and the County Chief Clerk using the following evaluation criteria:

a. Capacity (10 possible points)

Demonstrated ability to effectively and efficiently conduct title searches and distribute those searches to clients. Include list of organization membership, number of positions related to title search duties, and volume of searches conducted per year

b. Experience (10 possible points)

Experience and qualifications of persons and firms to conduct title searches, with relevant examples of execution of those duties. Inclusion of governmental or other organizations involved in land use will be given preference.

c. Cost Efficiency (10 possible points)

Overall cost of service, with more points awarded to those who keep prices as low as possible in the service of saving taxpayer funding.

8. Timeline of Award.

Contract awards under this RFQ shall be along the following timeline:

March 25, 2024 RFQ Opens

April 26th, 2024 FRQ Closes

May 9th, 2024 Contract(s) Awarded at Cambria County Commissioner's Meeting

9. Disclaimers

Cambria County is not responsible, nor shall it reimburse prospective Contractors for expenses incurred as a result of responding to this RFQ.

10. Notes

- a. Prospective applicants be aware that should you be selected as a contractor, an agreement will need to be authorized at a regular public meeting of the Cambria County Commissioners.
- b. Should you or your firm be selected as a contractor, proof of errors and omissions insurance will be required before work commences.