



Closing Agent Services for the State of Iowa

Solicitation Number: A-2012-HSNG-0044(IA)

Agency: Department of Housing and Urban Development

Office: OCPO, Western (Denver) Field Contracting Operations

Location: Denver Operations Branch, NFW

Notice Type:

Sources Sought

Posted Date:

March 9, 2012

Response Date:

Mar 13, 2012 11:59 pm Eastern

Archiving Policy:

Automatic, 15 days after response date

Archive Date:

March 28, 2012

Original Set Aside:

N/A

Set Aside:

Total Small Business

Classification Code:

R -- Professional, administrative, and management support services

NAICS Code:

541 -- Professional, Scientific, and Technical Services/541191 -- Title Abstract and Settlement Offices

Synopsis:

Added: Mar 09, 2012 10:57 am

This Sources Sought announcement is to conduct market research to identify potential small businesses under North American Industry Classification System Code (NAICS) 541191, Title Abstract and Settlement Offices, regarding their capability to providing the required services as stated in this notice. **THIS IS NOT A REQUEST FOR PROPOSAL.**

The Department of Housing and Urban Development (HUD) has a requirement for Closing Agent Services for the State of Iowa. The anticipated contract award will be for a one-year base period and four one-year options. The contractor shall provide closing agent services on HUD-owned single family properties (1-4 units) for the State of Iowa. The following are tasks associated with the contract but are not inclusive of all the requirements: (1) Maintain funds for closing proceeds, including earnest money deposits, etc. in an escrow account; (2) Perform all pre-closings actions such as open closing file, title search for properties, preparation of the HUD-1, etc.; (3) Perform closings at an acceptable office location; and (4) Wire the net sales proceeds to the U.S. Treasury via FEDWIRE. Interested parties should provide their responses in no more than three pages responding to the following information: (1) Licensing requirement - Interested parties shall provide information that documents that they are or could be licensed, at the time of an award, as required by either the State of Iowa Real Estate Commission or Iowa Department of Insurance that allows them to perform Escrow/Title/Closing Agent Services and they have the required business licenses for such services, as required by the State of Iowa; (2) Prior experience - Interested parties shall provide information that demonstrates they have provided services the same as, or substantially similar to, those required in the tasks listed above. The information shall show the following volume of transactions per month: A) ___ per month during most recent year; B) ___ per month during the next most recent year; and C) ___ per month during the year prior to the next most recent year. Include a very brief description identifying the type of service provided, the value and the volume of work performed per year; and (3) Interested party's capability to having a functional office within 15 calendar days from award.

Interested small business concerns need to respond to this inquiry by March 13, 2012 at 4:00 pm MST with the required information as stated below. Fax the information to (303) 672-5062, Attn: Roland Davis or to by e-mail to roland.davis@HUD.gov. Telephone calls will not be considered.

No solicitation document exists at this time and only submitting requests for one without providing the mandatory required information will result in being considered as nonresponsive to this notice. This notice may represent the Government's only official notice of this acquisition.

Contracting Office Address:

1670 Broadway
23rd Floor
Denver, Colorado 80202-4801

Place of Performance:

State of Iowa

United States

Primary Point of Contact.:

Roland Davis,
Contract Specialist
roland.davis@hud.gov
Phone: 3036725014

Opportunity History

■ **Original Synopsis**

Mar 09, 2012
10:57 am