

# AWARD RECOMMENDATION

**Notice of Intent to Award Number:** 240000000088

The Department of Technology, Management, & Budget’s Procurement office has completed the evaluation of Request for Proposal 230000003057 Title Search & Tax Forfeiture Related Services and has recommended an award to Title Check LLC in the amount of \$1,800,000.00, pending State Administrative Board approval, if applicable. More information on the State Administrative Board can be found at: [State Administrative Board](#).

Bidders who were not recommended for the award are encouraged to schedule a debriefing session with the Solicitation Manager. The debriefing session will provide the bidder with the State’s rationale on why the bidder was not recommended for the award. The Solicitation Manager may be contacted as follows:

Emily Massa, Solicitation Manager  
 Massae@michigan.gov  
 517-897-7321

**Background Information:**

This Request for Proposal (RFP) was to solicit responses for selection of a Contractor to provide title search and tax forfeiture related services. The term of this contract is seven years, with up to three one-year renewal options.

**Bidders:**

The RFP was posted on SIGMA VSS on August 28<sup>th</sup>, 2023. The following bidders submitted proposals by the published due date of October 3<sup>rd</sup>, 2023.

Bidder	Address, City, State, Zip Code	SDVOB*	GDBE**
Title Check LLC	222 N Kalamazoo Mall STE 100, Kalamazoo, MI 49007	Yes	Yes

\*SDVOB: Service-Disabled Veteran Owned Business

\*\*GDBE: Geographically Disadvantaged Business Enterprise

# EVALUATION SYNOPSIS

## I. Evaluation Process

A Responsible Vendor is a vendor that demonstrates it has the ability to successfully perform the duties identified by the solicitation. A Responsive proposal is one that is submitted in accordance with the solicitation instructions and meets all mandatory requirements identified in the solicitation.

### Proposal Instructions: Evaluation Process

	Technical Evaluation Criteria	Weight
1.	Product Quality – Schedule A, Statement of Work, Section 1	35
2.	Service Capabilities – Schedule A, Statement of Work, Sections 2-5	20
3.	Delivery Capabilities – Schedule A, Statement of Work, Section 6-11	20
4.	Vendor Questions Worksheet	25
	<b>Total</b>	100

Proposals receiving 80 or more technical evaluation points will have pricing evaluated and considered for award.

The full evaluation process is stated in the RFP Proposal Instructions.

## II. Evaluation Method

Responses to this solicitation were reviewed by the Joint Evaluation Committee, which consisted of the following individuals:

Voting	Advisory
<b>Emily Massa, Solicitation Manager</b> DTMB/Central Procurement Services	<b>Chelan Burks-Andrews, Departmental Analyst</b> Treasury/Community Services Division
<b>Christopher Mida, State Administrative Manager</b> Treasury/Community Services Division	<b>Tracie Mansberger, State Administrative Manager</b> DTMB/Agency Services
<b>Patricia Simon, Property Manager</b> Treasury/Community Services Division	<b>Andrew Shaver, Purchasing Analyst</b> Treasury/Purchasing
	<b>Larry Steckelberg, Division Administrator</b> Treasury/Community Services Division

## III. Evaluation Results

### A. Title Check LLC

The Evaluation Team determined that Title Check LLC based on a score of 99/100, did meet the requirements of this RFP This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

1. Product Quality – Schedule A, Statement of Work, Section 1 (34/35)

The Evaluation Team determined that overall, the responses were mostly satisfactory, the following deficiencies were noted:

- a. Section 1.4 Specific Standards: the bidder has stated they are not yet fully ADA Compliant.
- 2. Service Capabilities – Schedule A, Statement of Work, Sections 2-5 (20/20)  
The Evaluation Team determined that overall, the responses were satisfactory.
- 3. Delivery Capabilities – Schedule A, Statement of Work, Section 6-11 (20/20)  
The Evaluation Team determined that overall, the responses were satisfactory.
- 4. Vendor Questions Worksheet (25/25)  
The Evaluation Team determined that overall, the responses were satisfactory.

**Total Score:99/100**

**IV. Technical Evaluation Summary**

Selection Criteria		Title Check LLC
<b>1</b>	Product Quality - Schedule A, Statement of Work, Sections 1	<b>34/35</b>
<b>2</b>	Service Capabilities - Schedule A, Statement of Work, Section 2-5	<b>20/20</b>
<b>3</b>	Delivery Capabilities - Schedule A, Statement of Work, Section 6-11	<b>20/20</b>
<b>4</b>	Vendor Questions Worksheet	<b>25/25</b>
<b>Total</b>		<b>99/100</b>

**V. Pricing Summary**

Pricing was evaluated for the bidders who passed technical. The following is a summary of their price proposals:

Requirements for Title Search for Inspection and Disposition of Property		
	Cost Per Parcel (Non-recurring)	Cost Per Parcel (Recurring)
1) 0 to 2,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
2) 2,001 to 4,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
3) 4,001 to 6,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
4) 6,001 to 8,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
5) 8,001 to 10,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
6) 10,001 to 12,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
7) 12,001 to 14,000 Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50
8) 14,001 or Greater Parcels	\$ <u>      </u> \$104.50	\$ <u>      </u> \$82.50

## **VI. Award Recommendation**

Award recommendation is made to the responsive and responsible Bidder who offers the best value to the State of Michigan. Best value is based on the proposal meeting the minimum point threshold and offering the best combination of the factors stated in the *Proposal Instructions Evaluation Process* section, and price.

Title Check LLC provided the best value to the State. The most prominent best value factors for Award Recommendation include Title Check's continued experience with the State of Michigan within multiple contracts.

Award Recommendation is made to Title Check LLC in the amount of \$1,800,000.00.