

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

August 20, 2020

Kevin Criswell
Signature Title Services, LLC
1517 Hunt Club Boulevard
Gallatin, TN 37066

Re: **RFQ #58147, Real Estate Title and Closing Services**

Dear Mr. Kevin Criswell:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #58147, Real Estate Title and Closing Services. This letter hereby notifies you of Metro's intent to award to **Signature Title Services, LLC**, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Buyer **Jonathan Meadows** by email at jonathan.meadows@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

Procurement Division

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 58147- REAL ESTATE TITLE AND CLOSING SERVICES
Evaluation Team/Review Board Score Sheet

Offeror	Bankers Title & Escrow Corporation	Signature Title Services, LLC
Project Approach and Process (20 Points)	16.00	19.00
Team Experience and Qualifications (40 Points)	40.00	36.00
Cost (40 points)	40.00	23.20
Total Evaluation Scores (100 Points)	96.00	78.20

Evaluation Comments

Bankers Title & Escrow Corporation
Strengths
Project Approach demonstrated knowledge in requirments of solicitation. Provided relavent projects to the solicitation requirements. Provided detailed resumes. Provided Business License. Provided lowest Cost.
Weaknesses
Generalized explanation of business process. Transition plan lacked procedural detail.

Signature Title Services, LLC
Strengths

Project Approach demonstrated knowledge in requirements of solicitation. Provided relevant projects to the solicitation requirements. Provided detailed resumes.

Weaknesses

Project Approach and Process exceeded page limit. Did not submit Business License. Organizational structure lacked detail.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 58147; Real Estate Title and Closing Services			40	0	40
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Bankers Title and Escrow Corporation	\$387,300.00	\$0.00	40.00	0.00	40.00
Signature Title Services, LLC	\$667,676.92	\$0.00	23.20	0.00	23.20