



**Oregon Housing and Community
Services Department**

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Date: February 27, 2023
To: RFP 7255 Applicants
From: Amanda King, Procurement Specialist
Re: RFP #7255, FAQ No. 1
Mortgage Lien Release Services Program

This document is not an Addendum to the subject RFP and does not change the requirements of the RFP. Answers given to the below questions that were submitted by prospective Applicants are for clarification purposes only.

Questions Received:

1. Please advise if Agency will need notary services for this opportunity?

Response: OHCS has internal notary staff and will not be needing an external notary for this opportunity.

2. With the open solicitation, does the current Vendor need to submit a Proposal for consideration since the current Contract for this work is set to expire on June 30, 2023?

Response: Yes, in order for the current Vendor to be considered for work on the new awarded Contract, they would need to submit a Proposal by the RFP closing date of March 7, 2023 by 4:00 PM PST.

3. Regarding Scope of Work, 2.4 it states, " Contractor shall forward the original documents to borrower or borrower's designee if requested", would electronic filings also be acceptable?

Response: Yes, electronic filings will also be acceptable.

4. Regarding Scope of Work, 2.4. a. Will training/overview be provided on the requirements for the state/county's requirements for the reconveyances, satisfactions and releases?

Response: Yes, OHCS can schedule a training and go over details.

5. Regarding Scope of Work, 2.4. b. Can you please provide an example of an annual OHSI satisfaction?

Response: Yes, see Attachment A.

6. Does OHCS have a current vendor in place providing these services?

Response: This body of work has not been organized or contracted in this way previously and as such we don't have a past contract to share. Please refer to the sample contract for the terms that will be associated with this body of work.

7. If a current vendor is in place, please advise how bidders can obtain a current contract.

Response: See Question #6.

8. Is OHCS willing to provide signing authority to the vendor to facilitate electronic lien release submissions?

Response: No. Satisfaction of Mortgages and Assignment & Satisfaction of Mortgages must be returned to OHCS for original notarized signatures.

9. Section 4.8.2.1, page 14. Regarding the RFP question stating, "What is the turnaround time from request for lien release to when the lien release is returned to OHCS for processing," please confirm that the lien release being returned is the recorded lien release. If not, please define OHCS' expectation.

Response: Correct, the "lien release being returned" is the recorded lien release.

10. Will any lien release requests be outside of the State of Oregon?

Response: No, all requests will be in the State of Oregon.

11. Section 2.4, page 7. If outside the State of Oregon, will OHCS abide by the particular state's turnaround time (sometimes more than 30 days)? We are referring specifically to "If Contractor fails to release lien within 30 days of payoff, Contractor agrees to assume responsibility under ORS 86.140."

Response: See answer to Question #10.

12. Section 2.4, page 7. Please confirm that the 30 days referenced is 30 calendar days.

Response: Yes, the 30 days referenced means 30 calendar days.

13. Section 2.4, page 7. Specific to the requirement to "Provide a system in which OHCS can deliver Mortgage Lien Release forms electronically to be processed and retrieved for return to Agency staff" – please confirm that the forms referenced are the order request templates.

Response: No, the "forms" reference means different Mortgage Lien Release documents, such as Satisfaction of Mortgage, Assignment & Satisfaction of Mortgage, Substitution of Trustee and Full Reconveyance.

Additionally, OHCS will have two types of mortgage lien release services that is needed. The first being our weekly mortgage lien releases for payoffs received (for this service OHCS will enter the information in the order request templates). The second will be for our annual mortgage lien releases for forgiven loans. The annual mortgage lien releases require mass data to be electronically downloaded to contractor

(which consists of excel spreadsheets and copies of the recorded Subordinate Mortgages). A typical annual mortgage lien release to be downloaded to contractor can be anywhere from 500 to 1,300 per year and typically happens in December or January of every year as our loan forgiveness period happens on January 1st of every year.

14. Do resumes count in the 10-page response limitation?

Response: No, but resumes should be limited to two pages each.