

REQUEST FOR PROPOSAL (RFP)

BG&ASSOCIATES IS LOOKING FOR TITLE SERVICES TO WORK WITH IN ADMINISTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from Title Companies. We ask that proposals be submitted to owner **Kaytlin Gabrielson PO Box 10 Bear Creek WI 54922 or by email kgabrielson@bgandassociates.com** Proposals must be submitted no later than **12:00 pm September 11, 2026.**

BG& Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide.

The complete bid documentation is comprised of:

- 1) Bid proposal form
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Cost Sheet

The bidders will be notified in writing about the bid results.

Scope of Work

The assessor is expected to conduct the following activities in support of this project:

1. Prepare letter reports in a timely manner.
2. Title reports are to include property information, mortgages, taxes, liens, and judgments.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Level of service to be provided.
- 2) Level of experience in the field
- 3) References.
- 4) Project and Administrative Costs.

Bid Proposal Form for Title Services

Name: _____ Company Name: _____

Address: _____

Phone number: _____ Email: _____

Summary of capabilities:

Experience:

Certifications and Licenses:

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Please circle "Y" for Yes or "N" for No to the following questions.

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Willing to provide searches statewide? Y / N

Please attach a copy of your resume to this form and return it to BG & Associates **NO** later than 12:00 pm September 11, 2026.

BG & Associates
PO Box 10
Bear Creek, WI 54922
kgabrielson@bgandassociates.com
Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.