



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MANAGEMENT AND BUDGET  
FINANCE DIVISION  
112 STATE STREET, ROOM 1340  
ALBANY, NEW YORK 12207-2021  
(518) 447-7070 - FAX (518) 447-5516  
[www.albanycounty.com](http://www.albanycounty.com)

M. DAVID REILLY, JR.  
COMMISSIONER

JEFFREY NEAL  
DIRECTOR OF FINANCE

## MEMORANDUM

To: Commissioner Reilly  
From: Jeff Neal, Director of Finance  
Re: RFP #2024-046, Title Search NYS RPTL  
Date: July 2, 2024

The County Department of Law and Division of Finance staff have completed a review of the bid submissions for #2024-046 Technical and Professional Services Consisting of Providing Title Searches on Properties Subject to Albany County "IN REM" Delinquent Real Property Tax Lien Foreclosure Proceedings.

The bid of **Corning Abstract and Closing Services**, a MWBE with over 20 years of experience in the title search industry within New York State, is recommended on the basis of reported professional experience, comprehension of NYS RPTL Article 11, Title 3 proceedings, and the qualifications of existing staff.

The per search pricing is also lower for **Corning Abstract and Closing Services** than the other submitted bid on this RFP. **Corning Abstract and Closing Services** is also the current vendor for this service and their performance has been acceptable.

The rating worksheets are attached for your reference, as needed.

# Rating Worksheet

RFP #2024-046 Technical and Professional Services  
Consisting of Providing Title Searches on Properties  
Subject to Albany County "IN REM" Delinquent Real  
Property Tax Lien Foreclosure Proceedings.

## Proposal Rating Worksheet

Reviewer: Jeff Neal

	Weight	Corning Abstract		Nationwide Court Services	
		Rate	Score	Rate	Score
Proposer's comprehension of and feasibility of plan for accomplishing the Work required by Scope of Services ("Work")	25%	5	1.25	5	1.25
Professional Qualifications, Prior Experience in performing similar work, and location of employees and, if utilized SUBCONTRACTORS who will be utilized to perform the Work (evaluation of resumes and operational plan)	35%	5	1.75	5	1.75
Proposer's reputation and performance reliability history (client references, performance reliability history, financial condition, and general reputation in the land title abstract and insurance business)	25%	5	1.25	5	1.25
Total proposed price for performing the Work	15%	5	0.75	3	0.45
<b>TOTALS:</b>	<b>100%</b>		<b>5.0</b>		<b>4.7</b>
Level 1 and Level 2 cost per search is lower with Corning Abstract; Experience and References seem comparable. Both have performed "in rem" title searches for like-sized Counties in NYS. References checked out. Both companies MWBE. Corning Abstract is the current vendor providing "in rem" searches. Neither main offices are located within Albany County.					

# Rating Worksheet

RFP #2024-046 Technical and Professional Services  
Consisting of Providing Title Searches on Properties  
Subject to Albany County "IN REM" Delinquent Real  
Property Tax Lien Foreclosure Proceedings.  
Proposal Rating Worksheet

Reviewer: Greg Rutnik

	Weight	Corning Abstract		Nationwide Court Services	
		Rate	Score	Rate	Score
Proposer's comprehension of and feasibility of plan for accomplishing the Work required by Scope of Services ("Work")	25%	5	1.25	5	1.25
Professional Qualifications, Prior Experience in performing similar work, and location of employees and, if utilized SUBCONTRACTORS who will be utilized to perform the Work (evaluation of resumes and operational plan)	35%	5	1.75	5	1.75
Proposer's reputation and performance reliability history (client references, performance reliability history, financial condition, and general reputation in the land title abstract and insurance business)	25%	5	1.25	5	1.25
Total proposed price for performing the Work	15%	5	0.75	2	0.3
<b>TOTALS:</b>	<b>100%</b>		<b>5</b>		<b>4.55</b>
Both proponents are qualified. However Nationwide, which is a much larger provider than Corning, could and should have been able to offer lower pricing.					

# Rating Worksheet

REP #2024-046 Technical and Professional Services  
 Consisting of Providing Title Searches on Properties  
 Subject to Albany County "IN REM" Delinquent Real  
 Property Tax Lien Foreclosure Proceedings.  
 Proposal Rating Worksheet

Reviewer: Tania Spadaro

	Weight	Corning Abstract		Nationwide Court Services	
		Rate	Score	Rate	Score
Proposer's comprehension of and feasibility of plan for accomplishing the Work required by Scope of Services ("Work")	25%	5	1.25	4	1
Professional Qualifications, Prior Experience in performing similar work, and location of employees and, if utilized SUBCONTRACTORS who will be utilized to perform the Work (evaluation of resumes and operational plan)	35%	5	1.75	4	1.4
Proposer's reputation and performance reliability history (client references, performance reliability history, financial condition, and general reputation in the land title abstract and insurance business)	25%	5	1.25	4	1
Total proposed price for performing the Work	15%	5	0.75	3	0.45
<b>TOTALS:</b>	100%		<b>5.0</b>		<b>3.85</b>
TEXT FOR COMMENTS					

## OFFICIAL RFP RATING SCALE

The following is a rating scale that shall be used to evaluate proposals. A proposal need not have all of the characteristics of a rating category in order to receive that rating. The evaluators must use judgment to rate the proposal using one of the numeric descriptions.

Numeric Grade	Description
5 (Excellent)	<p>All aspects of the evaluation factor are addressed in a highly competent and logical fashion. Information provided clearly demonstrates that requirements can be met that far exceeds minimums.</p> <p>In terms of the specific factor (or significant subfactor), the proposal contains major strengths, exceptional features, or innovations that should substantially benefit the program.</p> <p>There are <u>no</u> weaknesses or deficiencies in the proposal.</p> <p>The risk of unsuccessful contract performance is extremely low.</p> <p><i>Example:</i> The proposed approach indicates an exceptionally thorough and comprehensive understanding of the program goals, resources, schedules, and other aspects essential to performance of the program.</p>
4 (Good)	<p>All aspects of the evaluation factor are addressed in a highly competent and logical fashion. Information clearly demonstrates the requirements can be met in a manner, which exceeds minimums.</p> <p>The proposal has major and/or minor strengths that indicate the proposed approach will benefit the program.</p> <p>Weaknesses, if any, are minor and are more than offset by strengths.</p> <p>Risk of unsuccessful performance is very low.</p> <p><i>Example:</i> The proposed approach indicates a thorough understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.</p>
3 (Satisfactory)	<p>All aspects of the evaluation factor are addressed in a competent and logical fashion. Information clearly demonstrates that requirements can be met.</p> <p>The proposed approach indicates an adequate understanding of the program goals and the methods, resources, schedules, and other</p>



	<p>aspects essential to the performance of the program.</p> <p>There are few, if any, exceptional features to benefit the program.</p> <p>Any weaknesses in the proposal will not seriously degrade performance, or can be corrected with reasonable effort.</p> <p>The risk of unsuccessful performance is low.</p>
2 (Marginal)	<p>Most aspects of the evaluation factor are addressed. However, information provided does not demonstrate that minimum requirements can be fully met.</p> <p>The proposed approach indicates a superficial or vague understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.</p> <p>The proposal has weaknesses that are not offset by strengths and/or will require considerable effort to correct.</p> <p>The risk of unsuccessful contract performance is moderate.</p>
1 (Unsatisfactory)	<p>Fails to address key aspects of the evaluation factor. Information provided indicates that minimum requirements cannot be met.</p> <p>The proposed approach indicates a lack of understanding of the program goals and the methods, resources, schedules, and other aspects essential to the performance of the program.</p> <p>Numerous and significant weaknesses and deficiencies exist.</p> <p>The risk of unsuccessful performance is high.</p>
0	<p>Offeror did not respond to the area, or responded so poorly to this criterion that a clear understanding of the response is not possible.</p>

Proposal evaluations must be supported with narrative statements, which describe each strength and weakness associated with each aspect of a proposal in relation to the evaluation criteria. The identification of the specific strengths and weaknesses provides the Evaluation Team with the information needed to make a reasonable and rational basis for the selection decision. The detailed information on strengths and weaknesses is also required by the Purchasing Division in order to provide the debriefings to unsuccessful offerors, as well as contracting and legal personnel in order to defend any protests which might be filed with the County.



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL  
PURCHASING AGENT

## MEMORANDUM

**TO:** M. David Reilly  
Commissioner

**FROM:** Pamela O Neill *Pamela*  
Purchasing Agent

**DATE:** July 3, 2024

**RE:** RFP #2024-046  
Technical And Professional Services Consisting Of Providing Title Searches On  
Properties Subject To Albany County "In Rem" Delinquent Real Property Tax Lien  
Foreclosure Proceedings

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I am in receipt of your recommendation to award the aforementioned to Corning Abstract and Closing Services.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Corning Abstract and Closing Services.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.