



March 6, 2025

**NOTICE OF REQUEST FOR PROPOSALS
RFP 24-25-20
HOUSING LOAN SERVICING**

SEALED PROPOSALS will be received by the Visalia Purchasing Division located at 707 W. Acequia Ave, Visalia, CA 93291, until **2:00 p.m. PST on Wednesday, April 9 2025** to provide loan portfolio management, underwriting, monitoring, and other loan program services for the City of Visalia's Affordable Housing Programs. The objective is to provide quality low-cost loan underwriting, accurate recordkeeping, loan servicing, and monitoring to the City of Visalia's loan recipients as outlined in the scope of services, as well as offer delinquency/default follow-up and forbearance services designed to avoid foreclosure and minimize financial loss to the City.

Proposer must have experience in providing services to governmental agencies and working with federal funding such as Community Development Block Grant (CDBG), HOME Investment Partnership Fund (HOME) as well as State and Redevelopment funds. The successful proposer must efficiently underwrite, review, approve, close, and fund loans while also providing permanent loan servicing.

An informational virtual conference will be held on **Wednesday, March 19, 2025 at 10:00 a.m. PST**. To pre-register for this conference and obtain the link or call-in instructions, please email your contact information to purchasing@visalia.city. This is an opportunity to ask questions about the project and specifications.

RFP and Contract documents may be obtained in the office of the Purchasing Division, 707 W. Acequia Ave., Visalia, CA 93291, by calling (559) 713-4334, emailing your request to purchasing@visalia.city, or may be downloaded from BidNetDirect by registered users. To register with BidNetDirect, please see the City's website visaliapurchasing.org (Registration information is included with this Notice).

Direct questions in writing to the Purchasing Division via email at purchasing@visalia.city. **Questions must be received by Wednesday, March 26, 2025 at 4:00 p.m. PST.**

The City hereby affirmatively ensures that Minority Business Enterprises and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this notice. Individuals and/or entities submitting bids/proposals to the City of Visalia will not be discriminated against on the basis of age, race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, gender, gender identity or expression, sexual orientation, or military and veteran status in any consideration leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity leading to the award of a contract.

Executive Order N-6-22 – Russia Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

The right is reserved by the City of Visalia to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of said City.

Publication Dates: 03/07/25 & 03/12/2025

Bid Net Registration Instructions (optional)

The City of Visalia utilizes a regional bid notification system created exclusively for the Purchasing Department within the area. This system allows the City of Visalia to post all information needed by vendors regarding bids, quotes (informal), request for proposals, construction notices, addenda and awards.

By establishing one centralized bidding and registration system, vendors will now have a single point of contact for business opportunities throughout our region. The system will save the City of Visalia (and our vendors) time and money by reducing printing, postage and mailing costs. All vendors who wish to do business with the City of Visalia are asked to register on this new system.

Vendors may register online by visiting www.bidnetdirect.com/california/cityofvisalia.

Registration options are the following:

Option #1 is **paid registration**. This option emails notification of all bids and addendums from all participating agencies. This option also allows the vendor to view award information and any other information that is posted. One and two-year pricing options are available.

Option #2 is **free registration**. This allows the vendor to login and search (by agency) all bids, addenda, award information, and any other information that is listed.

If you are already registered on this system, you do NOT have to register again.

The City of Visalia looks forward to providing you with more bid information, less paperwork and simplifying the entire bid, proposal and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. Should you have any questions regarding this new system or registration, please call BidNet at (800) 835-4603 or call the City of Visalia Purchasing Division at (559) 713-4334, email purchasing@visalia.city or visit our website at visaliapurchasing.org.

Sincerely,

Purchasing Division