

**REAL ESTATE TITLE ABSTRACT RESEARCH**

**REQUEST FOR PROPOSAL**

**BIDDER:**

**TRI-STATE PARALEGAL SERVICE**

355 FIFTH AVE #618  
PITTSBURGH, PA 15222  
(412) 565-7008  
(412)-565-7066 (fax)  
tristateparalegalservices@gmail.com

COPY



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**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

- Required:** Bid Form 1: Bidder's Blank as the cover page/ 1<sup>st</sup> page
- Required:** Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page
- Required:** Forms from the Minority and Women Business Enterprise Program, based on Bidder Category
- Optional:** Bidder's Proposal/Packet, including additional pricing information and details related to the good(s) or service(s) being provided, if Bidder's Blank (Bid Form 1) is not adequate
- Financial Assurance**, as indicated, if checkbox 1a or 1b is checked under Bid Terms on Page RFP-3 of this document **NA**

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**BID FORM 1: BIDDERS BLANK**

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated, however each item should be priced **individually**. Do not group items. Awards may be made on the basis of **total bid** or by **individual items**.
5. Each bidder is required to state in their proposal their full name and address and must state the names of all persons or firms with whom they are submitting a joint bid. All bids **SHOULD BE SIGNED IN INK**.

Name of Bidder (Firm or Individual): TRI-State Paralegal SERVICE.

Contact Name: ESTHER Franklin

Address: 355 Fifth Ave #618

Phone #: 412-565-7008

Agrees to bid on (Items(s) to be bid): TITLE abstract : # 90.00 (current owner)  
full 30yr search - # 175

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: 541191

Delivery Date (when not immediate): 2 weeks of request / EMERGENCY request - 48 hrs.

Name of Surety Company (if applicable): \_\_\_\_\_

Total Amount in Writing: one hundred four thousand four hundred dollars

Total Amount in Figures: \$ 104,400

Additional Bidding Details (Use Additional Pages if Necessary)

Esther Franklin  
Signature of Representative

CEO  
Title

OPY



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**BID FORM 2: CERTIFICATION OF BIDDER**

(Non-Discrimination/Hiring)

Upon behalf of Tri-State Paralegal Service (Bidder's Name),

I, Esther Franklin (Name of Person Making Certification),

being its CEO (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder,

on this 18 day of August 2016.

Esther Franklin  
Signature of Representative

ESTHER FRANKLIN  
Printed Name



**Allegheny County**  
Department of Minority, Women &  
Disadvantaged Business Enterprise  
204 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219  
Phone: (412) 350-4309 Fax: (412) 350-4915  
E-mail: mwdbe@alleghenycounty.us

June 23, 2016

Esther M. Franklin, Owner  
Tri-State Paralegal Services, LLC  
355 Fifth Avenue, #618  
Pittsburgh, PA 15222

RE: Pennsylvania Unified Certification Program  
**Continued Eligibility DBE Certification Approval Letter**  
**For Tri-State Paralegal Services, LLC**

Attention: Esther M. Franklin, Owner      DBE Certification #13962  
Anniversary Date - Annually, on: **January 7**

The Allegheny County Department of M/W/DBE, a certifying participant in the Pennsylvania Unified Certification Program (PA UCP), has reviewed your Annual Affidavit as a Disadvantaged Business Enterprise (DBE) and is pleased to inform you that your firm appears to meet the requirements established by the United States Department of Transportation in Title 49, Part 26 of the Code of Federal Regulations. Consequently, your firm can continue as a DBE to participate in the program in the following classification(s) only:

Provides legal advice, review of real estate closing documents, title abstract & settlement services, and document preparation services.

NAICS Code(s): 541199, 541191, 541990, 561410, 541620

If you wish to expand your status to include another type of business, you must contact the PA UCP for reevaluation prior to undertaking any projects as a DBE in the expanded area.

In the event of a change in circumstances affecting your ability to meet size, disadvantage, ownership, and control requirements of Part 26 or any material change in the information provided; you must inform the PA UCP by means of a sworn affidavit by the owners, describing in detail the nature of such changes. You must provide this written "Notice of Change" within 30 days of the occurrence of the change. Failure to do so will be deemed a failure to cooperate.

**Certifying Participants**

**Allegheny County**  
Department of Minority, Women &  
Disadvantaged Business Enterprise

**Philadelphia  
International Airport**  
DBE Program  
Office

**PENNDOT**  
Bureau of Equal  
Opportunity

**Port Authority of  
Allegheny County**  
Office of Equal  
Opportunity

**SEPTA**  
DBE Program  
Office

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Continued Eligibility  
June 23, 2016  
Page 2

We would also remind you that the PA UCP reserves the right to review your firm at any time to ensure compliance with the program.

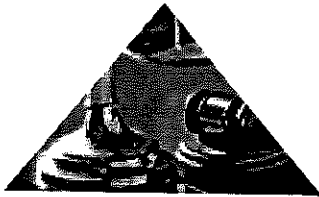
We are pleased to continue to have you as a Disadvantaged Business Enterprise and wish you continued success in acquiring work within the DBE program. If you have any questions, please contact this office at 412-350-4309.

Sincerely,

*Ruth Byrd-Smith*

Ruth Byrd-Smith  
Director

RBS/dlm



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## Tri-State Paralegal Service

355 Fifth Ave Ste. 618

Pittsburgh, PA 15222

[www.tri-stateparalegalservice.com](http://www.tri-stateparalegalservice.com) 412-565-7008 (work) 412-565-7066 (fax)

### CAPABILITY STATEMENT

*Tri-State Paralegal Service* is the premier paralegal service provider experienced in working with law firms, corporate legal departments, mortgage brokers, financial institutions and title insurance companies. We have over 17 years of experience in the legal sector with specialization in real estate, title insurance, legal research and contract law. We began operations in 2011, most of our staff is ABA certified and we pride ourselves in the mastery of the legal and business professions. At *Tri-State Paralegal Service*, you will deal directly with the person responsible for your matter, and you can be confident that they will be available to personally handle your work. *Tri-Paralegal Paralegal Service* acts for a diverse range of clients, from small law firms to large public companies. We have strong contacts with both the business and legal communities and work closely with leading business analysts and other experts. We provide our clients with a full range of legal services with a guarantee of skill, knowledge and professionalism. *Tri-State Paralegal Service* strives to succeed and maintain success in business through committed relationships with our clients.

### CORE COMPETENCIES

- Title Search Services
- Legal Writing
- Notary Services – (PA and MD )
- Courier Services
- Legal Project Management
- Legal Research
- Real Estate Transactional Matters

### COMPANY DATA

CAGE: 6YH91

DUNS: 968655501

NAICS: 541199, 541191, 541990, 561410,  
561110, 561990, 541611

PSC Codes: R699, R603, R418

UNSPSC Code: 80121609, 80122000, 94131603, 80131702, 80131700, 80131701, 55121907

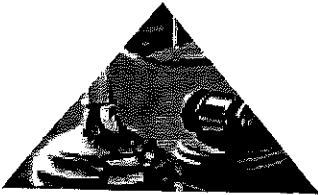
Women-Owned Business Enterprise

Minority Business Owned Enterprise

HUBZone Certified

8a SBA

Accepts all major credit cards.



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### INDUSTRY EXPERIENCE

Over the past 17 years, the principals of *Tri-State Paralegal Service* have acquired extensive experience in the real estate, legal, corporate and title insurance industry. We are experienced paralegals with expertise in legal research. Our expertise in legal management, closing services, legal document preparation, document research & analysis, and legal research have been acquired through association and collaboration with several top-tier companies and organizations, including:

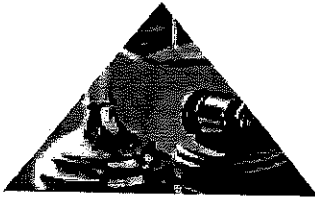
- ♦ Strassburger, McKenna, Gutnik & Potter, LP, Sain Law, Brian Blatstein, Esq., Vertex Land Service, Crown Castle, Westmoreland Paralegal Service, PNC Mortgage, West Penn Financial, Hill District Federal Credit Union, Grand Prairie Code Enforcement, Timios Title, Accurate Group and Urban Redevelopment Authority.
- ♦ North American Title Insurance, First American Title Insurance and Chicago Title.

### DU DILIGENCE

- ♦ Integrating controls to ensure government and industry standards and policies are followed.
- ♦ Employing the proven techniques and methodologies recognized by Pittsburgh Paralegal Association and American Bar Association.
- ♦ Motivating and Developing Human Capital to high performance and results.
- ♦ Association Affiliations to ensure compliance and continuing education through industry related sources: Allegheny County Bar Association, American Association of Professional Landmen, Pittsburgh Paralegal Association, National Business Institute and the American Land Title Association.

### CONTACT INFORMATION





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- ◆ Esther M. Franklin, CEO  
Email: [tristatelegalservice@gmail.com](mailto:tristatelegalservice@gmail.com) 1-412-915-8331(phone)
- ◆ 355 Fifth Ave Ste. 618  
Pittsburgh, PA 15222  
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