



Request for Qualifications (RFQ)

#1-RFQ-ARKANSAS-2022 IDEA Arkansas Real Estate Broker

Closing Date:

3:00PM CST

Friday, January 14, 2022

IDEA Arkansas (herein referred to as IDEA or the organization) is seeking Statement of Qualifications from qualified Respondents or individuals in response to this Request for Qualifications (RFQ) for a Real Estate Broker. The qualified Respondent must meet all Qualifications listed in this RFQ, hold an Arkansas Real Estate License (or equivalent) and be in good standing with the Arkansas Real Estate Commission.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the Statement of Qualifications. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFQ in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the Statement of Qualifications, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Qualifications.

This RFQ does not commit IDEA to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for Real Estate Services.

IDEA will evaluate all qualified responses and negotiate with the Firm(s) to determine if a contract shall be awarded. IDEA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified Firms to waive any non-material irregularities or informalities in any proposal, or to cancel in part or in its entirety this request for qualification, if it is in the interest of IDEA to do so.

Please contact **Mia Harris, Assistant Director of Procurement** at mia.harris@ideapublicschools.org to submit questions or comments concerning this solicitation, or to determine if addenda were issued and, if so, to obtain applicable addenda. The e-mail subject line should read: **Questions - #1-RFQ-ARKANSAS-2022 – IDEA Arkansas Real Estate Broker.**

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

General Information

IDEA prepares students from underserved communities for success in college and citizenship. We are a growing network of 137 high-performing charter schools serving approximately 78,000 students located throughout the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio & Tarrant County in Texas, as well as locations in Louisiana and Florida. IDEA is planning to expand to Arkansas in 2022. Although IDEA’s growth is rapid, it is also well planned and carefully calculated. Schools begin with minimal grade levels, adding facilities as students advance and eventually reaching full scale as a Pre-K-12 campus.

The mission of IDEA is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low income and one of every three students is the first in their family to go to college. Since our first graduating class in 2007, 100% of our seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships and complete college at a rate six times the national average for low-income students. In preparation for the schools opening, IDEA is seeking a qualified Respondent to provide real estate services to aide in identifying future campus sites as well as but not limited to assisting with the purchase of the real estate property.

Scope of Services

IDEA is seeking a Statement of Qualifications from Respondents qualified and experienced in providing exemplary Real Estate Services in two areas to include, but not limited to:

- Determination of Appropriate IDEA Arkansas campus site(s) and
- Purchase of Real Estate Property

It is the intent of IDEA to qualify firms to provide these services on an “as needed” basis, starting with the acquisition of one site in the greater Little Rock area.

Broker Responsibilities

The qualified, licensed, commercial real estate broker’s scope of services will include, but not be limited to the following:

- A. Conducting on- and off-market searches for viable campus site properties
- B. Developing strategies for rental or acquisition of properties
- C. Negotiating with landlords or sellers on behalf of the IDEA Public Schools.
- D. Coordinating with Real Estate Appraisers

- E. Developing summary overview documents that provide information pertinent to IDEA Public Schools' site selection criteria, for each prospective property
- F. Meeting with various stakeholders within IDEA Public Schools and IDEA Arkansas to discuss prospective properties
- G. Presenting prospective properties to various IDEA Public Schools and IDEA Arkansas employees and committees, as well as governing boards, when necessary
- H. Coordinating and securing title information, real estate transaction closings, and
- I. Handling all other customary activities and services associated with real estate transactions

Broker's Qualifications

Respondents to this RFQ shall have the following qualifications:

- A. Must be licensed and in good standing with the Arkansas Real Estate Commission.
- B. Must have an excellent reputation in the real estate community.
- C. Must be familiar with the local real estate market
- D. Must have a minimum of five (5) years' experience with small and large commercial properties, and unimproved land acquisition.
- E. Knowledge of IDEA Public Schools real estate holdings is desired.
- F. Knowledge and experience in the acquisition of school properties is desired.

Statement of Qualifications Submission Requirements

Statement of Qualifications should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. To be considered, the Statement of Qualifications must be prepared according to the following specifications:

- A. Statement of Qualifications should include the following information and content.

TAB 1 – COVER LETTER

Provide a cover letter indicating your firm's understanding of the requirements relating to this RFQ. The letter must be brief and provide information regarding the firm's interest in and ability to perform the requirements of this RFQ. Please include all contact information.

TAB 2 – COMPANY BACKGROUND

Years of business under present name.
Name and address of each office location.

Ownership Structure (Corporation/Partnership).
Names and titles of officers in the company.
Company trade organizations/associations/affiliations.

TAB 3 – TEAM QUALIFICATIONS & PROJECT APPROACH

Describe the firm’s qualifications, experience and project approach.
Provide resumes for key firm personnel that will be assigned to this project.

TAB 4 – GEOGRAPHICAL, MAPPING & RELATIVE EXPERIENCE

Demonstrate the firm’s qualifications and experience with relevant projects.

TAB 5 –LICENSES & CERTIFICATIONS

Provide all Licensing Information as requested in the RFQ.

TAB 6 – REQUIRED ATTACHMENTS

See Part VI

TAB 7 – SUPPLEMENTAL INFORMATION

Provide any other information you feel is appropriate to assist the review committee in selecting your firm for the services stated in this RFQ.

- B. Statement of Qualifications shall be submitted via mail to IDEA Public Schools Headquarters, Attn: Purchasing Department, 2115 W Pike Blvd, Weslaco, TX 78596.
- C. To be eligible for consideration Statement of Qualifications should be received by mail to the IDEA Public Schools Headquarters no later than **3:00 PM CST on January 14, 2022**, along with the required signature pages and completed certification forms.
- D. All Statement of Qualifications must be received by the deadline. Statement of Qualifications submitted after the opening time and date will not be accepted. Faxed or emailed Statement of Qualifications will not be accepted.
- E. Statement of Qualifications shall be honored for 120 days after due date.
- F. All supplemental information required by the RFQ must be included with the Statement of Qualifications. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- G. All costs incurred in the preparation and submission of the RFQ response shall be borne solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFQ, all costs shall be borne by the Respondent.
- H. Any Statement of Qualifications submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFQ has been accepted.
- I. Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the

specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.

- J. IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- K. IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

Request For Qualifications Timeline

RFQ Issue Date:	January 5, 2022
Respondent Question Cut-Off Date:	January 7, 2022, at 3:00PM (CST)
Addendum Issue Date:	January 11, 2022
Statement Of Qualifications Due Date & Time:	January 14, 2022, at 3:00PM (CST)
Evaluation Period	January 17-20, 2022
Board Meeting	January 21, 2022

Required Forms (Certifications and Representations)

Respondent shall execute the stated required forms included with this Request for Qualifications.

RFQ Clarification

Questions must be submitted via email to **Mia Harris, Assistant Director of Procurement at mia.harris@IDEApublicschools.org**. The email subject line should read: **Questions - #1-RFQ-ARKANSAS-2022 – IDEA Arkansas Real Estate Broker**. Questions submitted by respondents and answers prepared by IDEA, along with Addenda to this RFQ, if applicable, will be posted on IDEA’s website. Oral answers provided by IDEA, or its agents shall not be binding. No modification or amendment to this RFQ shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

Proposer Responsibility

IDEA expects Respondents to be thoroughly familiar with all requirements of this RFQ. Respondent’s failure or omission to examine any relevant form, article, site, or document will not relieve Respondent from any obligation regarding this RFQ. By submitting a Statement of Qualifications, Respondent is presumed to concur with all terms, conditions, and specifications of this RFQ. Any exception must be clearly defined and referenced to the proper paragraph in this RFQ. Objections considered by IDEA as excessive or affecting vital terms may reduce or eliminate respondent’s prospects for award.

Completeness

Statement of Qualifications will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Statement of Qualifications is allowed based on proof of mechanical error; however, Respondent may be removed from approved Respondent list.

False/Misleading Statements

Statement of Qualifications which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system or service, may be rejected. If, in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Statement of Qualifications and the attribute, condition, or capability as a requirement of the RFQ, the Statement of Qualifications shall be rejected.

Statement of Qualifications Signatures

The Statement of Qualifications must be signed by an individual with proper authority to obligate the Respondent. The signature should indicate the title or position that the individual holds in the partner (if applicable).

Selection of Respondent (s)

IDEA may award this RFQ to multiple Respondents or to the Respondent IDEA determines, in its sole discretion, provides the best value to IDEA, based upon the evaluation of Statement of Qualifications. Thus, the result will be determined by the applicable criteria as listed under Evaluation Criteria referenced in this RFQ.

Administrative Procedure for Bidder Complaints

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by written to the following address:

**IDEA Public Schools Headquarters
Attn. Purchasing Department
2115 West Pike Blvd
Weslaco, TX 78596
956-377-8000**

PART II – STATEMENT OF QUALIFICATIONS RESPONSE

Statement of Qualifications must be submitted by sending a hard copy to:

IDEA Public Schools Headquarters, Attn. Purchasing Dept.
2115 West Pike Blvd Weslaco, TX 78596
(956) 377-8000

Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title and include:

- One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
 - One (1) clearly identified PAPER COPIES of the Statement of Qualifications.
 - One (1) copies of the Statement of Qualifications on FLASH DRIVES, marked with the Respondent’s name.
- The respondent’s Statement of Qualifications itself shall be organized as identified in Part One (1), Statement of Qualifications Submission Requirements.

PART III – RESPONDENT REQUIREMENTS

A. STATEMENT OF QUALIFICATIONS OPENING

Statement of Qualifications Opening is scheduled for January 14,2022 at 3 pm (CST). A formal “opening” will not be held. Trade secrets and confidential information contained in Statement of Qualifications shall not generally be open for public inspection, but IDEA’s records are a matter of public record.

B. WHO IS ELIGIBLE TO RESPOND

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFQ
- Is able to comply with the required scope of the RFQ
- Have a satisfactory record of integrity and ethics
- Be otherwise qualified and eligible to receive an award
- Be in service standing with the applicable national or state associations

PART IV – EVALUATION CRITERION

IDEA will evaluate each Respondent’s Statement of Qualifications(s) in the areas listed:

10 POINTS	The Quality and Comprehensiveness of The Statement of Qualifications Designed To Address The Scope Of Service
15 POINTS	Geographical Market Expertise
20 POINTS	Licenses & Certifications in Good Standing
20 POINTS	Public School Acquisition Experience
10 POINTS	Experience with IDEA
5 POINTS	Mapping Capabilities
10 POINTS	Licenses & Certifications

10 POINTS	Experience with education clients
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PART V – EVALUATION PROCESS

IDEA will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated but may be held at the discretion of the evaluation committee. IDEA reserves the right to obtain clarification or additional information from any firm regarding its proposal. IDEA reserves the sole right to select the most qualified firm(s) on the basis of best overall qualifications that is most advantageous to IDEA. Final approval of any selected firm is subject to the approval of IDEA’s Committee Board Members. RFQ’s should be prepared providing a clear and concise description of the Firm’s capabilities to satisfy the requirements of the request. After written proposals are received and initially evaluated, IDEA may require one or more of the Respondents to provide an oral presentation as a supplemental to their statement of qualifications. Any Candidate required to interview should be prepared to discuss and substantiate any area of their SOQ. IDEA is under no obligation to grant interviews to any Respondent receiving a copy of this RFQ and/or submitting written qualifications in response to this RFQ. Any expenses incurred due to an interview will be the sole responsibility of the Respondent.

If IDEA does conduct interviews after narrowing the list of proposals, elaborate presentations and submittals during the interview process are not expected or requested. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Qualifications.

PART VI – REQUIRED ATTACHMENTS

The attachments listed below are required and should be included with the Statement of Qualifications, along with any other forms included in this RFQ. All forms requiring signature must be signed as indicated.

- Attachment A** – Title Page
- Attachment B** – Respondent Certification
- Attachment C** – -Certification Regarding Lobbying
- Attachment D** – -Debarment or Suspension Certification
- Attachment E** – References
- Attachment F** – Non-collusion Affidavit-Arkansas Code § 6-21-304(a)

Attachment A – Title Page

A Statement of Qualifications Submitted in Response to

IDEA

Request for Statement of Qualifications #1-RFQ-ARKANSAS-2022 IDEA Arkansas Real Estate Broker

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this Statement of Qualifications, sign as a representative for Vendor, and carry out services solicited in this RFQ.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Respondent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Attachment C – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Respondent Name

Signature of Authorized Respondent

Date

Printed Name and Title of Authorized Representative

Attachment D – Debarment or Suspension Certificate

IDEA is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Respondent must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting signing contract and this certificate, Respondent certifies that no suspension or debarment is in place, which would otherwise preclude Respondent or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Respondent Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Reference Sheet

Include a minimum of five (5) references of governmental entities of similar requirements and scope of work completed within the last ten years. Indicate contact information for the person knowledgeable of the services provided by your firm.

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PERSON	TELEPHONE NUMBER
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PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PERSON	TELEPHONE NUMBER
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PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

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COMPANY NAME OR CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PERSON	TELEPHONE NUMBER
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PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

Attachment F – Non-collusion Affidavit-Arkansas Code § 6-21-304(a)

I, _____, hereby state:

- (1) I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and state officials, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
- (2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
- (3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - (A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.
 - (B) To any collusion with any state official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of the prospective contract; or
 - (C) In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
- (4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the board of directors of the school district.

Signature

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

END OF IDEA RFQ