

# TEXAS

**Request for Qualifications (RFQ)**

**39-REBS-0426 Texas**

**Real Estate Brokerage Services**

**Purchasing Department**

**2115 West Pike Blvd**

**Weslaco, TX 78596**

**[solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)**



**IDEA**  
**Public Schools**

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## PART I – GENERAL INFORMATION AND INSTRUCTIONS

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**Procurement Analyst:** Felicia Black

**Contact email:** [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)

**IDEA Public Schools** (herein referred to as IDEA or the organization) is seeking a Statement of Qualifications (SOQ) from qualified, licensed commercial real estate brokerage firms to provide professional services for the marketing and disposition of IDEA-owned properties. Services will include valuation support, marketing, negotiation, transaction management, and closing coordination.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the SOQ. 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 with a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the SOQ, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the SOQ. Addenda are posted to IDEA's website at: [Bid Opportunities & RFPs - IDEA Public Schools](#)

## PART II – REQUEST FOR QUALIFICATIONS TIMELINE

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*All dates and times are tentative and subject to change.*

<b>RFQ Issue Date:</b>	Monday, March 23, 2026
<b>Pre-Qualification Meeting</b>	Wednesday, April 8, 2026, at 10:00 AM (CST)
<b>Respondent Question Cut-Off Date</b>	Friday, April 10, 2026, at 3:00 PM (CST)
<b>Addendum Issue Date</b>	Thursday, April 16, 2026
<b>Statement of Qualifications Due Date &amp; Time</b>	<b>Wednesday, April 29, 2026, at 2:00 PM (CST)</b>
<b>Evaluation Period:</b>	Friday, May 1, 2026, to Friday, May 8, 2026
<b>Board Meeting:</b>	June 12, 2026
<b>Initial Proposed Contract Term:</b>	July 1, 2026 - June 30, 2027
<b>Renewal option #1</b>	July 1, 2027 - June 30, 2028
<b>Renewal option #2</b>	July 1, 2028 - June 30, 2029
<b>Renewal option #3</b>	July 1, 2029 - June 30, 2030

## Pre- Qualifications Conference

A virtual pre-qualifications meeting will be held at 10:00 AM CST via TEAMS video conference on Wednesday, April 8, 2026. Questions regarding this RFQ must be submitted in writing to [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org) no later than 3:00 PM CST on Friday, April 10, 2026. Respondents are responsible for reviewing questions and answers prior to submitting a SOQ. Oral communications regarding this RFQ shall not be binding and shall in no way excuse a Respondent of the obligations set forth in this solicitation. While the pre-qualification meeting is non-mandatory, it is highly encouraged that all potential respondents participate and attend.

[Join TEAMS Meeting: Join the meeting now](#)

**Meeting ID:** 245 782 846 930 56

**Passcode:** v5oz7KE9

## **PART III – BACKGROUND & SCOPE OF SERVICES**

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**Introduction:** IDEA Public Schools (“IDEA”) is a Texas non-profit corporation and a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 12, Subchapter D of the Texas Education Code and its Contract for Charter with the Texas State Board of Education, as renewed by the Commissioner of Education, IDEA is an open-enrollment charter holder, governmental entity, and public school system. IDEA transforms education by preparing graduates to succeed in college and life. IDEA is a growing network of high-performing charter schools serving students located throughout Texas in the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, and Tarrant County regions.

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 in every three students is the first in their family to go to college. Since the first graduating class in 2007, nearly 100% of seniors have been accepted and matriculated to a college or university every year. Thanks to a rigorous path to college, 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.

*Note: While IDEA’s program, curriculum, and mission has been replicated to serve students in other states, this Request for Qualifications and any subsequent contract is only for goods and services provided to IDEA’s Texas-based charter school and campuses.*

## Scope of Services

### 1. Objectives

IDEA Public Schools (IDEA) seeks to engage one or more qualified, licensed commercial real estate brokerage firms to provide professional services for the marketing, negotiation, and disposition of IDEA-owned real property.

The objectives of this engagement include:

1. Establishing a competitively procured pool of qualified brokerage firms capable of supporting current and future property disposition needs.
2. Ensuring brokerage services are aligned with current market conditions, IDEA growth plans, Board expectations, and applicable procurement requirements.
3. Securing firms that demonstrate:
  - Active licensure and good standing with the Texas Real Estate Commission (TREC).
  - A minimum of five (5) years of experience in commercial real estate brokerage, including land and institutional properties.

- Demonstrated knowledge of local and regional real estate markets relevant to IDEA operations;
  - Experience supporting public-sector, educational, or governmental entities (preferred);
  - Capacity to manage multiple concurrent transactions; and
  - Strong professional reputation and references.
4. Obtaining comprehensive brokerage support, including valuation assistance, marketing, negotiation, transaction management, and closing coordination.
  5. Establishing a commission-based compensation structure funded from sale proceeds, with no anticipated upfront cost to IDEA.
  6. Providing flexibility for the IDEA to assign multiple properties under this agreement over the contract term.

## 2. Locations

Brokerage services may be required for IDEA-owned properties located within IDEA's current and future operational regions in Texas, including but not limited to:

- Austin
- El Paso
- Houston
- Permian Basin
- Rio Grande Valley
- San Antonio
- Tarrant County
- Corpus Christi
- Other approved service areas

Respondents must demonstrate the ability to market and manage transactions across multiple geographic regions and coordinate site visits, marketing activities, and closings as required.

## 3. Scope of Services

The Scope of services includes, but is not limited to the following tasks:

### 3.1 Property Evaluation & Preparation

- Review assigned properties for physical, legal, zoning, and market characteristics.
- Assist with pricing strategies based on market analysis and comparable sales.
- Coordinate or support appraisals, broker price opinions (BPOs), and market studies.
- Prepare offering memoranda and related sale documents.

### 3.2 Marketing & Outreach

- Develop professional marketing materials and site profiles.
- Market properties locally, regionally, and nationally.
- Maintain and utilize databases of qualified purchasers.
- Conduct direct outreach to developers, investors, and institutional buyers.
- Utilize print, digital, and industry advertising platforms as appropriate.

### 3.3 Transaction Management & Reporting

- Prepare periodically written status reports.
- Conduct regular progress meetings with District staff.
- Track inquiries, proposals, and negotiations.
- Maintain complete transaction records.

### 3.4 Negotiation & Contract Support

- Assist in evaluating offers.
- Support negotiation of purchase and sale agreements.
- Coordinate with District legal counsel.
- Ensure compliance with Board approvals and internal policies.

### 3.5 Closing & Post-Closing Support

- Coordinate due diligence activities.
- Facilitate title, escrow, and closing processes.
- Monitor contractual milestones.
- Assist with resolution of transaction issues.

### 3.6 Additional Advisory Services (AS Requested)

- Support property acquisition and leasing.
- Provide market intelligence and economic analysis.
- Develop disposition and redevelopment strategies.
- Identify potential future sites.
- Assist in lease and purchase negotiations.

### 3.7 Coordination & Compliance

- Coordinate services through Procurement and Treasury.
- Work with Business, Legal, Risk Management, and Facilities.
- Comply with all federal, state, and District policies.
- Maintain required licenses and insurance.

### 3.8 Compensation

Brokerage services shall be compensated through commission paid from sale or lease proceeds. IDEA anticipates the following commission structure as a benchmark; however, Respondents may propose alternative structures for consideration.

#### Sales of Property

Transaction	Commission
Sales with single broker representation	3% of purchase price
Sales with cooperating broker	5% of purchase price split between brokers
Sale above \$7M	3% up to \$7M, 2% thereafter

## Lease or Ground Lease

Transaction	Commission
Lease with single broker	3% of base rent during primary lease term
Lease with tenant broker	5% split between brokers
Lease terms >10 years	Commission reduced to 1.5% (or 3% split) after year 10

## 4. Deliverables

The selected Respondent(s) shall provide the following deliveries throughout the contract term, as applicable to assigned properties:

### 1. Property Evaluation Package

- Market analysis and pricing recommendation
- Comparable sales data
- Property profile and site summary

### 2. Marketing Package

- Professional property brochure and listing materials
- Digital and print advertisements (as applicable)
- Online listing links and campaign summaries

### 3. Buyer Outreach Database

- List of prospective and contacted purchasers
- Documentation of outreach efforts

### 4. Status & Activity Reports

- Monthly (or as requested) written reports summarizing:
  - Marketing activity
  - Inquiries
  - Showings
  - Offers
  - Negotiation status
  - Anticipated closing timelines

### 5. Offer Evaluation Summary

- Written analysis of received offers
- Comparative summary of financial and non-financial terms
- Recommendation memorandum (if requested)

### 6. Transaction File

- Complete documentation for each transaction, including:
  - Executed contracts
  - Amendments
  - Due diligence materials

- Closing statements
- Settlement documents

#### **7. Closing Package**

- Final settlement statement
- Recorded documents
- Commission reconciliation
- Post-closing summary

#### **8. Annual Performance Summary (If Requested)**

- Summary of transactions completed
- Sales volume
- Average days on market
- Marketing effectiveness
- Lessons learned / recommendations

### **5. Vendor Responsibilities**

The selected Respondent(s) shall be responsible for:

1. Acting as the IDEA's primary real estate representative for assigned properties.
2. Providing qualified, licensed brokerage personnel to perform services.
3. Maintaining all required professional licenses, certifications, and insurance.
4. Conducting all marketing and negotiation activities in a professional, ethical, and transparent manner.
5. Ensuring compliance with:
  - Applicable laws and regulations
  - IDEA procurement policies
  - Board approval requirements
  - Conflict-of-interest standards
6. Coordinating with IDEA staff, legal counsel, and third-party service providers.
7. Protecting confidential and sensitive IDEA information.
8. Providing timely responses to inquiries from IDEA representatives.
9. Maintaining accurate records of all transactions.
10. Avoiding conflicts of interest and disclosing any potential conflicts immediately.
11. Supporting audits, public records requests, and compliance reviews when required.
12. Not subcontracting services without prior written approval.
13. Using commercially reasonable efforts to maximize property value and minimize transaction risk.

## 6. IDEA Public Schools Responsibilities

IDEA Public Schools shall be responsible for:

1. Assigning a primary point of contact for coordination and approvals.
2. Providing timely access to:
  - Property records
  - Surveys
  - Title information
  - Environmental reports (if available)
  - Historical transaction data
3. Reviewing and approving:
  - Marketing materials
  - Pricing strategies
  - Major negotiation positions
  - Contract terms
4. Facilitating Board approvals and internal authorizations.
5. Coordinating legal review and document execution.
6. Providing timely feedback on submitted deliverables.
7. Making final decisions regarding:
  - Property disposition
  - Selection of purchasers
  - Acceptance of offers
8. Paying approved commissions in accordance with contract terms.

## 7. Qualifications to Perform Requested Services

All services under this RFQ must be performed by qualified, licensed professionals. Respondents must demonstrate the ability to successfully perform the required brokerage services and meet the following minimum requirements:

### 7.1 Licensing & Regulatory Compliance

- Maintain an active Texas Real Estate Broker license in good standing with the Texas Real Estate Commission (TREC).
- Comply with all applicable federal, state, and local laws and regulations.

### 7.2 Relevant Experience

- Minimum of five (5) years of experience providing commercial real estate brokerage services.
- Demonstrated experience marketing and selling institutional, governmental, or educational properties (preferred).
- Experience managing multi-property or portfolio transactions. Ability to integrate complex funding assumptions, operational cost drivers, and capital planning needs.

### 7.3 Organizational Capacity

- Sufficient staffing, resources, and infrastructure to support multiple concurrent transactions.
- Ability to meet District timelines and reporting requirements.

### 7.4 Professional Reputation & References

- Demonstrated history of ethical business practices.
- Minimum of three (3) professional references for comparable engagements.

### 7.5 Financial & Insurance Capacity

- Ability to maintain required insurance coverage.
- Demonstrated financial stability sufficient to perform services.

**7.6 Conflict of Interest**

- Disclosure of any actual or potential conflicts of interest.
- Agreement to avoid activities that could impair independent judgment.

**7.7 Subcontracting**

- Any subcontracting arrangements must be disclosed and approved in writing by IDEA Public Schools.

***NOTE:** Responses to qualifications and related questions should be submitted in Attachment G – Vendor Questionnaire.*

**PART IV – STATEMENT OF QUALIFICATION REQUIREMENTS**

The SOQ should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the respondent’s ability to ensure IDEA Public School’s compliance with policies, procedures, TEA, and licensing boards.

To be considered, the SOQ must be prepared according to the following specifications:

- I. Cover Letter
- II. Table of Contents
- III. Respondent(s)/Individual Profile
- IV. Approach to Services and Methodology as it relates to the scope of work and deliverables
- V. References
- VI. Required Forms

- a) To be eligible for consideration the SOQ should be received by using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), or [Public Purchase](#) website, or mailed to the **IDEA Public Schools Headquarters, Attn: Purchasing Department, 2115 W Pike Blvd, Weslaco, TX 78596** no later than **2:00 PM CST on Friday, April 29, 2026**, along with the requisite signature pages and completed certification forms. All Statements of Qualifications must be received by the deadline. Statements of Qualifications submitted after the closing time and date will not be accepted. Faxed or emailed statements of Qualifications will not be accepted.
- b) **Statement of Qualifications Guarantee:** SOQ shall be honored for one hundred twenty (120) days after the due date or until an agreement is in place.
- c) All supplemental information required by the RFQ must be included with the SOQ. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- d) All costs incurred in the preparation and submission of the RFQ response shall be paid 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 paid by the Respondent.
- e) Any SOQ submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for one hundred twenty (120) days from the closing date whether or not another RFQ has been accepted.

- f) Submission of a SOQ 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 via email at [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org). If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- g) IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- h) IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

## RFQ Clarification

Questions regarding the requirements specified in this RFQ must be submitted via email to the IDEA Public Schools Solicitations Division at [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org) **no later than Friday, April 10, 2026, at 3:00 PM CST**. The email subject line should read: Questions-39-REBS-0426 Real Estate Brokerage Services. Questions submitted by Respondents by the submission deadline and answers prepared by IDEA, along with any errata or addenda to this RFQ, if applicable, will be posted on the IDEA website at: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>, on [Public Purchase](#), and on the [Tyler Munis Self Service](#) (Texas Only) website. IDEA will not answer questions verbally and any informal 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 SOQ, 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

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

## FALSE/MISLEADING STATEMENTS

SOQ 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 SOQ and the attribute, condition, or capability as a requirement of the RFQ, the SOQ shall be rejected.

## STATEMENT OF QUALIFICATIONS SIGNATURES

The SOQ 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 a single respondent, in its sole discretion, which provides the best value to IDEA, based upon the evaluation of the SOQ. Thus, the result will be determined by the applicable criteria, as listed under Evaluation Criteria referenced in this RFQ. Once the SOQ is received the qualifications will be evaluated by IDEA and then interviews will be conducted (if required) with selected respondents.

IDEA Public Schools reserves the right to award contracts to multiple qualified brokerage firms and may assign properties on a case-by-case basis based on geographic coverage, specialization, or performance.

#### 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 writing to the following address:

**IDEA Public Schools Headquarters  
Attn: Director of Procurement  
2115 West Pike Blvd Weslaco, TX 78596**

### **PART V – SUBMISSION INSTRUCTIONS**

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Statement of Qualifications may be submitted using the [Tyler Munis Self-Service](#) website (TEXAS ONLY), [Public Purchase](#), or by sending a hard copy to:

IDEA Public Schools  
Attn. Purchasing Department  
2115 West Pike Blvd, Weslaco, TX 78596

**SOQ must be in a sealed envelope marked on the outside of the envelope with the RFQ Number and Title (39-REBS-0426 Real Estate Brokerage Services Texas) and include:**

1. One (1) clearly identified hard copy ORIGINAL of the SOQ response.
2. One (1) copy of the SOQ on FLASH DRIVE, marked with the Respondent's name.

**Note: Submissions via fax or email will not be accepted.**

**NOTE:** The respondents' SOQ itself shall be organized as identified in *Part IV (four), SOQ Submission Requirements*.

### **PART VI – REQUIREMENTS**

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#### Statement Of Qualifications Opening

A formal "opening" will not be held. Trade secrets and confidential information contained in the SOQ shall not generally be open for public inspection, but IDEA's records are a matter of public record.

#### 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 an SOQ, represents to IDEA that it meets the following requirements:

- Possesses 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 to ethics.
- Be otherwise qualified and eligible to receive an award.
- Be in service standing with the applicable national or state associations.

### **PART VII – EVALUATION CRITERIA**

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IDEA Public Schools will evaluate each Respondent's SOQ based on the criteria listed in this solicitation. The evaluation committee may take the following actions: (1) Rank vendors by total score, (2) Conduct interviews to

allow Respondents to clarify or elaborate on their SOQ, provide additional information, or discuss potential scope adjustments prior to award, (3) Request revised submissions for any or all portions of the SOQ, if necessary, and but not limited to (4) Make the final award to the highest-scoring vendor whose qualifications and pricing are determined to be most advantageous to the district. An evaluation committee composed of IDEA Public Schools staff and subject matter experts will review and score the SOQs based on the criteria outlined Respondents will be scored according to the evaluation criteria outlined below:

Criteria	Description	Max Points	Scoring Guidance
<b>Experience &amp; Qualifications</b>	Demonstrated experience in commercial real estate brokerage and public-sector transactions.	20	<b>0–7:</b> Limited or no relevant experience <b>8–14:</b> Moderate experience with some comparable projects <b>15–20:</b> Extensive, directly relevant experience with strong outcomes.
<b>Proposed Service Plan</b>	Quality and feasibility of the proposed approach to delivering services.	15	<b>0–5:</b> Vague or incomplete plan <b>6–10:</b> Adequate plan with moderate detail <b>11–15:</b> Clear, detailed, and well-structured plan
<b>Marketing Approach</b>	Effectiveness of marketing and outreach strategies	15	<b>0–5:</b> Limited marketing strategy <b>6–10:</b> Standard marketing approach <b>11–15:</b> Innovative, multi-channel, data-driven strategy
<b>Assigned Team</b>	Qualifications and capacity of proposed personnel.	15	<b>0–5:</b> Limited experience or staffing concerns <b>6–10:</b> Qualified team with adequate capacity <b>11–15:</b> Highly experienced, well-resourced team
<b>Commission Structure</b>	Evaluation of the competitiveness, transparency, and market alignment of the proposed commission structure for property sales, leasing, and related services.	10	<b>0–3:</b> Commission structure unclear or above market norms <b>4–7:</b> Reasonable commission structure consistent with market standards <b>8–10:</b> Highly competitive commission structure that maximizes value to IDEA
<b>Reporting &amp; Communication</b>	Ability to provide timely, accurate reporting and coordination.	10	<b>0–3:</b> Limited reporting capacity <b>4–7:</b> Adequate reporting systems <b>8–10:</b> Robust, transparent reporting processes

<b>Overall Value to the District</b>	Alignment with District goals, flexibility, and long-term benefit.	15	<b>0–5:</b> Limited added value <b>6–10:</b> Moderate value and alignment <b>11–15:</b> Strong strategic value and partnership potential
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**Total Possible Points 100**

**IDEA Public Schools reserves the right to request best and final offers (BAFO) from one or more Respondents to improve pricing, commission structures, or service terms prior to final award.**

### **PART VIII – ATTACHMENTS**

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

1. **Attachment A** - Title Page
2. **Attachment B** - Respondent Certification
3. **Attachment C** - Certification Regarding Lobbying
4. **Attachment D** - Debarment or Suspension Certification
5. **Attachment E** - Reference Sheet
6. **Attachment F** - Proof of Insurance or Bonding Requirements
7. **Attachment G** - Vendor Questionnaire
8. **Attachment H** - RFQ Completion Checklist
9. **Appendix A** - IDEA Public Schools TX Campus List

**THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

Attachment A – Title Page



**A Statement of Qualifications**  
**Submitted in Response to**  
**IDEA’s Request for Qualifications**  
**#39-REBS-0426 Real Estate**  
**Brokerage Services (Texas)**

Submitted By:

\_\_\_\_\_

(Full Legal Name of Vendor)

Vendor dba (if applicable): \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Additional Requirements:

The proposal must include the name of each person with at least twenty-five percent (25%) ownership of the business.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

On: \_\_\_\_\_

(Date of Proposal Submission)

## Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications (SOQ) and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this SOQ, 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 Ten Thousand Dollars (\$10,000) and not more than One Hundred Thousand Dollars (\$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 One Hundred Thousand Dollars (\$100,000) in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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Respondent Name

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Signature of Authorized Respondent

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Date

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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.

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Respondent Name

---

Signature of Authorized Representative

---

Date

---

Printed Name and Title of Authorized Representative



---

COMPANY NAME OR CONTACT PERSON

---

STREET ADDRESS

CITY

STATE

ZIP

---

CONTACT PERSON

TELEPHONE NUMBER

---

PRODUCTS/SERVICES USED

---

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

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## Attachment F – Proof of Insurance or Bonding Requirements

Please provide proof of insurance or bonding for each state included in this RFQ as applicable. IDEA requires the minimum insurance coverage & limits as stated below:

<b>MINIMUM INSURANCE COVERAGE &amp; LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS</b>			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
<b>Vendor General Insurance Requirements</b>	Commercial General Liability	Each Occurrence: \$1,000,000  General Aggregate: \$2,000,000  Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability, Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles <i>(Required for vehicles driven on school property)</i>	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory  Each Occurrence \$500,000	Waiver of Subrogation  Endorsement

**For the contractor categories below, the following coverages may apply in addition to the general insurance requirements listed above:**

<b>Professional Services (accountants, architects, attorneys, education consultants, etc.)</b>	Professional Liability	General Aggregate: \$2,000,000  Each Occurrence:  Abuse of Molestation (if applicable) \$1,000,000  \$1,000,000	Additional Insured Endorsement
<b>Nurses, therapists, medical providers</b>	Professional Liability or Medical Malpractice (as applicable)	General Aggregate: \$3,000,000  Each Occurrence: Abuse of Molestation: (if applicable) \$1,000,000 \$1,000,000	Additional Insured Endorsement

## Attachment G – Vendor Questionnaire

**All questions must be answered with the submission of qualifications.** Please respond in the order listed below. Each section should be clearly labeled. Attach additional pages if necessary. Please provide clear, concise responses to the following items. Attach supporting documentation where applicable.

*Please fill in the following table:*

Region (TX)	Indicate whether your firm has a local office in each applicable region (check the appropriate box)	Name(s) of team member(s) who would be handling transactions in each applicable region	Number of commercial real estate transactions your firm has closed in each applicable region over the past 3 years.
Austin			Purchases: _____  Sales: _____
El Paso			Purchases: _____  Sales: _____
Houston			Purchases: _____  Sales: _____
Permian Basin			Purchases: _____  Sales: _____
Rio Grande Valley			Purchases: _____  Sales: _____
San Antonio			Purchases: _____  Sales: _____
Tarrant County			Purchases: _____  Sales: _____

Corpus Christi			Purchases: _____ Sales: _____
Other approved service areas			Purchases: _____ Sales: _____

2. Provide a copy of the Texas Real Estate Broker license for your team if it was not included in the proposal. If provided in the proposal, please comment “See Proposal”

## Attachment H – RFQ Completion Checklist

The documents below are **required** for the SOQ submission to be considered complete. Failure to submit the required documents may result in a SOQ being deemed nonresponsive.

- Cover Letter
- Table of Contents
- Respondent(s) /Individual Profile
- Approach to Services and Methodology
- Attachment A – Title Page
- Attachment B – Respondent Certification
- Attachment C – Certification Regarding Lobbying
- Attachment D – Debarment or Suspension Certification
- Attachment E – Reference Sheet (minimum of 3 verifiable references)
- Attachment F – Proof of Insurance or Bonding Requirements
- Attachment G – Vendor Questionnaire
- Attachment H – RFQ Completion Checklist
  
- By selecting this checkbox, the vendor acknowledges and agrees to the terms and conditions outlined in this solicitation document.**

## Appendix A - IDEA Public Schools TX Location List

- Austin
- El Paso
- Houston
- Permian Basin
- Rio Grande Valley
- San Antonio
- Tarrant County
- Corpus Christi
- Other approved service areas

END OF IDEA PUBLIC SCHOOLS RFQ