REQUEST FOR PROPOSAL

RFP NUMBER
REALTOR-2016

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, TUESDAY, FEBRUARY 2, 2016

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University
Procurement and Property Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson
Stephen F. Austin State University
Procurement and Property Services
936.468.4037
email: johnsondk6@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #REALTOR-2016

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SECTION 1
INTRODUCTION

1.1 SCOPE OF PROPOSAL
Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals from real estate brokers/firms to sell real property located on 336 County Road 473, Broaddus, Texas 75929. The property is known as the “Piney Woods Conservation Center”. The property consists of approximately 25 acres.

1.2 AGREEMENT TERM
This agreement will begin after award is mutually agreed upon for six months. At the end of the initial term, the University has the option to re-evaluate as appropriate to extend for an additional period of time or negotiate terms with the next best value vendor.

1.3 RESPONDENT QUALIFICATIONS
Each respondent must include information that clearly indicates the Respondent meets each of the following minimum qualification requirements:

a. Respondents shall be authorized by law and regulatory authorities, where applicable, to provide realtor services in the State of Texas.

b. Respondent must have minimum of three years experience with proven effectiveness.

c. Respondent shall ensure that agents responding to this RFP must be authorized to perform services requested in this proposal.

1.4 SFA INFORMATION

1.4.1 SFA is an institution of higher education operated as an agency of the State of Texas. SFA employs approximately 1600 full and part-time faculty and staff members. SFA had an enrollment of 12,801 full and part-time students during the fall 2014 semester. Most staff positions are based on a 12-month appointment coinciding with the fiscal year (9/1-8/31). Contracts are executed only for faculty members, and limited other appointments. A nine-member Board of Regents is appointed by the governor of Texas, with each regent serving staggered six-year terms.

1.5 SCHEDULE OF EVENTS*
Issuance of Request for Proposals .................. January 20, 2016
Proposal Closing ........................................... February 2, 2016, 5:00pm
Evaluation of Proposals and Selection of Finalists and/or Negotiations....................... February 3, 2016 – February 17, 2016
Award of Agreement ................................. February, 2016

*Dates are tentative and subject to change.
1.6 OPEN RECORDS
The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to the Texas Public Information Act.

1.7 HISTORICALLY UNDERUTILIZED BUSINESSES
In accordance with Gov’t Code 2161.252, Stephen F. Austin State University has determined that subcontracting opportunities are not probable under this agreement.

Stephen F. Austin State University is an equal opportunity employer and all Historically Underutilized Businesses (HUBs) are encouraged to participate. In addition, SFA actively promotes a Historically Underutilized Business program in compliance with the State of Texas. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that supports, where possible, the HUB program and actively acknowledges and values diversity. More information about HUBs or the University’s HUB program can be found at http://www.sfasu.edu/purchasing/vendor/hubprogram/index.asp.
SECTION 2
STATEMENT OF WORK

2.1 SCOPE OF WORK
Stephen F. Austin State University, hereafter referred to as “SFA” or “the university,” is seeking proposals from real estate brokers/firms to sell real property located on 336 County Road 473, Broaddus, Texas 75929. The property is known as the “Piney Woods Conservation Center”. The property consists of approximately 25 acres.

2.2 PRICING
Proposals should assume a sales price of $1,050,000 and must confirm as part of the submission that the commission rate is fixed at the proposed percentage irrespective of the actual ultimate price.

2.3 SERVICES
The successful firm shall agree to contract with SFA to provide the following:

a. Develop strategies for sale of designated University-owned property (such as conducting a study of comparable properties);

b. Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to Stephen F. Austin State University on an agreed upon frequency;

c. Analyze offers from potential buyers and advise Stephen F. Austin State University with respect to negotiations;

d. Represent Stephen F. Austin State University in negotiations with a prospective buyer from the time of offer until closing;

e. Coordinate real estate transaction closings; and

f. Handle all other customary activities and services associated with real estate transactions.
SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the RFP, or response must be forwarded to the Director of Procurement and Property Services:
Kay Johnson
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: johnsondk6@sfasu.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00pm, Tuesday, February 2, 2016.

3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement and Property Services
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient. The university shall not be responsible for responses received after the due date and time.

3.2.4 Proposals will be publicly opened Wednesday, February 3, 2016 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner, regardless of delivery method or circumstances.

3.2.6 SFA offers facsimile or email service as a convenience only. The only telephone number for FAX submission of responses is 936-468-4282. The only email for email submission of responses is bids@sfasu.edu. The University shall not be responsible for responses or portions of responses received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic equipment, technology error, operator error or being sent to the wrong fax number or email. Confirmation of facsimile or email responses is recommended but not required.

3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.
3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.

3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Form of Proposal and five (5) complete copies.

3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

3.4.1 The award of this Request for Proposal will be based on the best value to the University.

3.4.2 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified service.

3.4.3 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.

3.4.4 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.
3.5 EVALUATION CRITERIA

3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the university. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

3.5.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the university's requirements and goals. The university shall be the sole judge of determining which proposal represents the best value to the university.

3.5.3 Criteria

a. 40% - Qualifications and experience;
b. 30% - Plan and Availability;
c. 20% - Cost to the University;
d. 10% - References.

3.6 PROPOSAL FORMAT

3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements and other differences that exist between the RFP and the respondent’s proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2. Failure to follow point-by-point presentation could be grounds for disqualification.

3.6.2 Proposal shall include the following information and be submitted in the following order:

a. Required Submittal – failure to provide any of the following documents will result in disqualification of the proposal from further consideration
   i. Exhibit A – Signed Execution Of Offer
   ii. Exhibit B – Acknowledgement of Addenda, if any
   iii. Exhibit C – Pricing Summary

b. Evaluation Submittals
   i. Company Profile to include the names of individuals that would be assigned to SFA’s account, members’ experience, certifications and qualifications;
   ii. A brief history of the firm including information that supports the required qualifications outlined in Paragraph 1.3;
   iii. Provide a list of no more than three (3) organizations for which Respondent currently provides realtor services. At a minimum, include entity name, contact name, address, telephone number and email address.
   iv. Describe the firm’s plan and strategy for selling properties of this size and/or this type of rural location. Also, describe firm’s communication plan for working on this project with the University.
EXHIBIT A
EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:
Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number: __________________________
Sole Owner should also enter Social Security No.: ______________________
Respondent/Company: ____________________________________________
Signature (INK): ________________________________________________
Name (Typed/Printed): ____________________________________________
Title: __________________________________________________________
Street: _________________________________________________________
City/State/Zip: __________________________________________________
Telephone No/Fax No: ____________________________________________
Email: _________________________________________________________

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________

Respondent/Company: ____________________________________________

Refer to the SFA Procurement and Property Services Department website to confirm all addenda issued: http://www.sfasu.edu/purchasing/122.asp
EXHIBIT C
FINANCIAL PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide realtor services to Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name:______________________________________________________________
Authorized Signature:__________________________________________________________

A. Commission ________________%

B. Identify any other costs the University will be responsible for; otherwise the University assumes there will be no other additional costs.

________________________________________________________

________________________________________________________

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