The Texas State Affordable Housing Corporation (the “Corporation”) is issuing a Request for Qualifications for Realtor Estate Broker Services. The Corporation is seeking to qualify multiple entities in different regions or communities served by our Affordable Communities of Texas (“ACT”) Land Banking program. The ACT program is preparing to dispose of excess assets in its portfolio. The properties in question are not subject to any buyer or land use restrictions but all proceeds of sale will be used for charitable purposes.

### Timeline

Only submissions from Real Estate Brokers licensed within the State of Texas will be accepted. The Corporation will accept Qualifications on an ongoing basis.

### Relationship of Corporation and Real Estate Broker

The approved Real Estate Brokers will list properties through local or regional multiple listing service (MLS) websites, market properties to potential buyers and facilitate the sale of properties with the assistance of the Corporation’s staff. Real Estate Brokers will also be granted exclusive contracts to represent the Corporation on future sales within the defined market area noted in the application below.

### Selection of Real Estate Broker

The Corporation will select Real Estate Brokers based upon demonstrated competence, capability, experience, and qualifications, and on the reasonableness of the proposed fee range. All things being equal, the Corporation will give priority to Real Estate Brokers whose principal place of business is located in Texas and who are qualified Historically Underutilized Businesses (HUBs) or Minority Owned Businesses (MOBs). More than one Real Estate Broker may be chose in area or Target Geographies where the Corporation has multiple properties or where it may be beneficial to have more than one qualified entity. The Corporation reserves the right to decide which Real Estate Brokers are approved, and the Corporation's decision on these matters is final.

### Conflict of Interest

Although the Real Estate Broker will be an independent contractor for the Corporation and not an employee of the Corporation, to avoid all possibility of conflicts of interest, the Real Estate Broker must certify that none of the owners, officers, or stockholders of the company and none of their family members are related within the third degree of consanguinity or the second degree of affinity to any Corporation employee or any member of the Board of Directors.

### Cost Incurred to Respond

All costs directly or indirectly related to preparation of a submission or any oral presentation required to supplement and/or clarify a submission which may be required by the Corporation shall be the sole responsibility of and shall be borne by the Real Estate Broker.

### Release of Submissions and Proprietary Information

If a Real Estate Broker submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified at the time of submission. If the Real Estate Broker fails to identify proprietary information, all information in the submission will be deemed non-proprietary and will be made available upon request pursuant to the Public Information Act after the review process has been completed.

### Appeals

A Real Estate Broker that has submitted a response to this RFQ may appeal to the Corporation’s Board decisions made by staff in determining the status of an application or the selection of a Real Estate Broker. Real Estate Brokers should submit their appeals in writing to the President or Executive Vice President of the Corporation for presentation to the Corporation’s Board at the next available Board meeting. The Corporation encourages informal communications between staff and Real Estate Broker, and other interested persons, to exchange information and informally resolve disputes. The Corporation also encourages the use of appropriate alternative dispute resolution procedures ("ADR") under the Governmental Dispute Resolution Act, Chapter 2009, Texas Government Code.

### Submission Directions

The application and submission requirements can be found on pages 3-4 of this RFQ. All applications must be signed and dated. Electronic copies are acceptable in PDF format.

**ALL SUBMISSIONS MUST BE SENT TO:**

Texas State Affordable Housing Corporation

Attn: ACT Program Coordinator

6701 Shirley Avenue., Austin, Texas 78752

Or: actinfo@tsahc.org

Real Estate Brokers should submit a binder and/or electronic file containing this signed application as the first document, and providing the information described below behind separate tabs, or in separate sections, in the order listed. Submissions may be either (1) one printed copy AND one scanned copy on CD, or (2) an electronic attachment to an email.

## Application and Certification

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| --- |
| **Real Estate Firm Name:**       |
| Primary Address:       |
| Contact Name:       | Contact Phone:       |
| Contact Email:       | Contact Fax:       |
| Signatory Name:       | Signatory Phone:       |
| Signatory Title:       | Signatory Email:       |

### Minimum Qualifications

All applicants must be able to affirmatively answer the following questions and provide proof of compliance with the following minimum qualifications.

**[ ]  Applicant is licensed within the State of Texas as Real Estate Broker, or Salesperson working for a Licensed Real Estate Broker.**

**[ ]  Applicant is able to post listings to the local or regional MLS provider in the community or county noted in the Targeted Geography marked below.**

**[ ]  Applicant, or Applicant’s firm, have not received a notice of substandard work on Federal or State contracts, or engaged in any unethical practices within the last five years as determined by the Texas Real Estate Commission or Real Estate Licensing Board.**

**[ ]  Applicant has provided proof in the form of a Certificate of Incorporation from the Texas Secretary of State that they are authorized to conduct business in the State of Texas.**

### Evaluation Criteria

Applicants should complete as many of the following questions and submit background documentation as necessary. The Corporation reserves the right to request additional documentation in order to clarify any items left incomplete or that warrant additional supporting information from the Applicant.

### Experience:

How many years has the Applicant been licensed as a Real Estate Broker or Real Estate Sales Person within the State of Texas:

How many years has the Applicant’s firm or affiliate corporation been licensed as a Real Estate Brokerage within the State of Texas:

*Note: Applicants should elaborate on their experience within the transmittal letter noted below.*

### HUD/WMBE Status:

Is the Applicant an approved Historically Underutilized Business or Woman and Minority Business Enterprise within the State of Texas (please provide certification):

### Fees:

Please provide a detailed explanation of any and all fees that the Applicant or Applicant’s firm will charge for the services to be provided. If the fees for closing are based on a percentage basis, please include the maximum fee for sales with and without Buyer’s Real Estate Broker representation.

Provide answer here:

### References:

Please provide a list of at least three previous or current clients that we can contact concerning your performance. Include name, address, telephone number, and email address. If the Applicant has had previous experience working on behalf of a government entity or agency please note in the references listed below:

|  |  |
| --- | --- |
| Reference 1: |       |
| Reference 2: |       |
| Reference 3: |       |

### Target Geography

The Corporation’s ACT program is a statewide effort; however we are seeking to utilize multiple brokers that have the best ability to target the geographies that we currently have properties available in. Attached to this application is a list of the current properties that the Corporation is attempting to sell. Applicants are asked to list at least one County or region that they have the ability to service. If the Applicant is able to service more than one area please include details in your transmittal letter about how this would be accomplished.

Target Geography: Enter All Counties that Apply

*Note: Applicants should list each county they are willing to service based on the list of properties attached to this RFQ.*

### Transmittal Letter:

Applicants should submit a cover letter to this application that provides any additional details and information they feel is necessary for the Corporation to make its decision regarding approved Real Estate Brokers. The letter should be no longer than 2 pages in length and include information about the Applicant’s experience and ability to service target geography(ies). Any additional information about the Applicant’s ability to service the Corporation’s brokerage needs is welcome.

### Certification:

Applicant, buy signing and submitting this application, certifies that all of the information included in their application and submission materials is true and correct to the best of their knowledge. Applicant understands that any misrepresentation or misinformation discovered within this application or certification will result in immediate termination of their application and/or possible termination of any contracts or agreements resulting from the approval of this application, at the sole determination of the Corporation.

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| By: (print)  | Signature:  | Date:  |