



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Qualifications (RFQ)

## **Real Estate Professional Services**

**RFQ #2025-004**

**Issued Date:** July 1, 2024

**Response Deadline Date/Time:** **July 17, 2024, 11:59 p.m. EST**

### **Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – RC: RE Professional Services - RFQ#2025-004

### **Response Contact Information:**

Strategic Sourcing Manager (SSM): Robin Cyr  
Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu) and [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu)

## **PURPOSE STATEMENT**

The University of Maine System (UMS) is seeking responses to develop a list of Real Estate professions licensed to operate in the State of Maine and willing to support requests from UMS to provide real estate services as defined in this document.

The resulting agreement(s) will be developed to support various geographic areas, we encourage Respondents to select as many geographic areas as they feel they can support appraisal services. The Respondent must hold a State of Maine Real Estate License (Associate Broker or Broker) which is in good standing.

Once the agreement is in place UMS from time to time will reach out as real estate services are needed, at that time you will have the option to accept or decline offering the services.

Resulting agreement will allow for a five (5) year term.

## **SUBMISISON REQUIREMENTS**

Submissions are due by **July 17, 2024 on or before 11:59 p.m. EST**.

Submissions will include responses to Part 1 and Part 2 narratives and compensation.

## **PART 1: Narrative Submission Requirements**

**INSTRUCTIONS:** Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

1. Provide a statement describing your real estate company to include designated broker name, company name, number of employees, locations and number of years in business?
2. Please provide your real estate license information for the State of Maine. If responding individually provide your license information otherwise provide the designated broker's license information.
3. Please identify the geographic areas you are willing to support.

Support Indicator "Y=Yes, N=No"	Campus Location
	University of Maine, Orono
	University of Maine at Machias
	University of Maine at Augusta, Augusta Location
	University of Maine at Augusta, Bangor Location
	University of Maine at Farmington
	University of Maine at Fort Kent
	University of Maine at Presque Isle
	University of Southern Maine, Portland, South Portland and Gorham Locations
	University of Southern Maine, Lewiston-Auburn Location
	Maine Law School, Portland, ME
	University of Maine System (State Wide)

**PART 2: COMPENSATION****Table 1: COMPENSATION MODEL FOR REAL ESTATE PROFESSIONAL SERVICES**

If you charge by the hour for professional services, provide a rate schedule, or range of hourly rates we could expect. Specify whether or not those rates include travel.

**Service** – Type of service the University is requesting you to respond with either hourly rate or commission rate information. Feel free to add services to the list with the appropriate compensation rate for additional consideration. You are not required to respond to both residential and commercial real estate. We will assume if you do not respond to commercial (for example) this is not part of the services you offer.

**Hourly Rate** - Is the hourly dollar amount for standalone services not specific to perform listing agent or buyer agent services.

**Commission Rate** - Is the commission rate you or your designated broker requires to perform commission specific services.

**IMPORTANT** – If your services are priced according to another approach please do your best to categorize the approach and the amount charged.

**Exhibit 1 (Table 2)** – Respondents will use this attachment to record all costs associated with this section. For a copy of the excel version of Exhibit 1, email the contact provided on the cover page of this document.

#	Services	Hourly Rate	Commission Rate
1	Listing Agent Commission - Commercial Real Estate		
2	Buyer Agent Commission - Commercial Real Estate		
3	Listing Agent Commission - Residential Real Estate		
4	Buyer Agent Commission - Residential Real Estate		
5	Hourly Rate - Comparative Market Analysis Evaluation (Standalone Service)		
6	Hourly Rate – All Other Services (list separately below if there are different rates)		
7			
8			
9			
10			

## **EVALUATION AND AWARD PROCESS**

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

- Ability to support one or more geographic locations noted in the Part 1 table.
- Holds a current State of Maine Real Estate License (Associate Broker or Broker) which is in good standing.
- Provides compensation information for the services offered in Part 2 Compensation table.

A score of zero (0) points will indicate the Respondent did not meet one or more of the following and as a result will not receive an award to contract with the University:

- Ability to support one or more geographic locations noted in the Part 1 table.
- Holds a current State of Maine Real Estate License (Associate Broker or Broker) which is in good standing.
- Provides compensation information for the services offered in Part 2 Compensation table.

## **AWARD**

The University reserves the right to award Agreement(s) to one or multiple Respondents, if such award is in the best interest of the University. The University also reserves the right to award only one solution if such an action is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all submissions, in whole or in part, and is not necessarily bound to accept the lowest cost response if that submission is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

## **NEGOTIATIONS**

The University reserves the right to negotiate with the successful Respondent to finalize a contract. In the event that an acceptable contract cannot be negotiated, the University may withdraw its award. Alternatively, the University may cancel the RFQ, at its sole discretion.

## **AWARD PROTEST**

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Executive Director of Strategic Procurement and Services within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

[http://staticweb.maine.edu/wp-content/uploads/2015/07/APL\\_VII-A\\_20150630-FINAL.pdf?565a1d](http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d)

If this RFQ results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

## **MASTER AGREEMENT**

A copy of the Master Agreement is provided as a supplemental document with file name: **03 - 2025-004-RFQ-PS-Exhibit A - Master Agreement**

The Master Agreement will allow for:

- Additional Scope: The Contractor shall permit product and services not covered herein to be added by mutual written agreement, without voiding the provisions of the existing agreement. The Contractor, for additional consideration, shall furnish additional such products and services to the University.