



Request for Proposals (RFP):

TACS Brokerage Course Development

Introduction:

The Texas Accredited Commercial Specialist (TACS) program is a comprehensive educational series designed to provide REALTORS® with advanced knowledge and skills in commercial real estate. Texas REALTORS® seeks proposals from experienced real estate education content creators to develop a TACS Brokerage course that will qualify for the Texas Real Estate Commission's (TREC) Brokerage requirement for new REALTORS®.

- **TACS: Commercial Real Estate Brokerage**

This updated course will provide a streamlined, advanced learning experience, aligning with current industry practices and regulatory requirements.

Course Design and Development:

Develop a TACS Brokerage course using selected content from the GRI Brokerage course and TACS manuals, adjusted for a commercial real estate focus.

Items Provided

- Drafted timeline for new course
- Current TACS manuals for editing and content adjustment/creation
- GRI Brokerage course manual for editing and content creation
- GRI Brokerage Instructor manual for editing and content adjustment/creation

TACS: Commercial Real Estate Brokerage: Our objective is to develop a specialized TACS Brokerage course by leveraging and adapting existing material from the GRI Brokerage course, specifically tailored to a commercial real estate focus. This approach allows for the efficient reuse of relevant content while making necessary adjustments and creating new content as needed to address the unique aspects of commercial brokerage. The course will be designed to align with TREC's

educational requirements, qualifying as a Brokerage course for first time renewals, and will uphold the highest standards of professional development for commercial practitioners.

Items needed:

- 3 scenario-based learning exercises
- 1 quiz per chapter (Options: 5-10 multiple choice or short answer)
- 1 student manual
 - Estimated: aligning 20hrs of existing content and creating up to 10hrs of enhanced content creation.
- 1 instructor guide
 - Utilize the current instructor manual to emphasize key content, ensuring clear instructional highlights and demonstrating effective teaching methodologies for delivering the material.

Course Content:

- Developed using selected and adapted content from the GRI Brokerage course, restructured for a commercial real estate perspective, creating new content relevant to the commercial industry.
- Focuses on brokerage operations, business management, regulatory compliance, risk management, ethical practices, and leadership skills specific to commercial real estate.
- Meets TREC's Brokerage course requirement for new REALTORS®, providing critical knowledge for those seeking to manage or operate a commercial brokerage.

Anticipated Selection Schedule:

- **May 28 – June 11:** Proposals accepted
- **June 16 – June 18:** Follow-up period
- **June 18:** Final selection notifications sent; contract initiated

Proposals Should Address the Following:

1. Applicant's qualifications to write content on this specific topic, including formal or informal education, previous content creation, and teaching experience.
2. Examples of previous work – including course outlines, activities, and student and/or instructor manuals created.
3. Proposed timeline for project completion, including the estimated timeframe in which the applicant believes they can complete the project.
4. Applicants' required fee for services.
5. Acknowledgement that content created under this contract will be owned by Texas REALTORS® with appropriate credit given to the author.

Submission Process: Please submit proposal materials covering the points listed above on this [RFP Submission Form](#) on or before June 11.

Submission in a single PDF is preferred, but multiple documents may be submitted.

Contact Information: For questions or further clarification, please contact: Ronnie Kovar, rkovar@texasrealtors.com