

REQUEST FOR QUALIFICATIONS (RFQ)

Commercial Real Estate Brokerage Services – Lease Renewal Strategy & Advisory

RFQ Release Date: April 28, 2026 **Qualifications Due:** May 29, 2026 **Anticipated**

Selection Date: June 15, 2026

1. Introduction

Educational Data Systems, Inc. (“the Company”) is soliciting qualifications from experienced and licensed commercial real estate brokerage firms to provide advisory services related to the evaluation and negotiation of up to nine leased facilities in the Houston, Texas metropolitan area.

The Company currently occupies all properties under existing leases and seeks a qualified brokerage partner to assess renewal options, negotiate extensions, or identify alternative space solutions.

This RFQ is the first step in a two-phase selection process. Based on submitted qualifications, the Company may shortlist firms for interviews or request additional information before final selection.

2. Project Overview

The Company requires expert real estate advisory services to:

- Evaluate current lease terms and renewal options
- Assess market competitiveness and alternative space availability
- Recommend renewal, extension, or relocation strategies
- Support negotiations with landlords or prospective landlords
- Provide financial and market analysis for decision-making

The selected broker will serve as the Company’s representative throughout the evaluation and negotiation process.

3. Scope of Services

3.1 Lease & Strategy Review

- Review existing leases and renewal clauses
- Identify risks, opportunities, and leverage points
- Develop strategic recommendations for each property

3.2 Market Intelligence

- Provide current market data for relevant property types in the Houston region
- Benchmark rental rates, concessions, and vacancy trends
- Identify potential relocation alternatives if needed

3.3 Advisory & Negotiation Support

- Advise on negotiation strategy
- Lead discussions with landlords
- Prepare financial comparisons of renewal vs. relocation scenarios

3.4 Communication & Reporting

- Provide regular updates to Company leadership
- Deliver written summaries of findings and recommendations
- Support internal presentations as needed

4. Property Summary

The Company leases nine facilities in the Houston, TX area. Detailed property information (addresses, square footage, lease expiration dates, and renewal terms) will be provided to shortlisted firms under a confidentiality agreement.

5. Qualifications Submission Requirements

Firms must submit the following information to be considered:

5.1 Firm Profile

- Company overview and history
- Office location(s) and coverage in the Houston market
- Licensing information

5.2 Relevant Experience

- Description of experience with multi-site lease renewals
- Examples of similar projects completed in the last 5 years
- Demonstrated expertise in the Houston commercial real estate market

5.3 Key Personnel

- Bios and qualifications of the proposed team
- Roles and responsibilities
- Relevant certifications (e.g., SIOR, CCIM)

5.4 Approach & Methodology

- High-level description of how the firm evaluates renewal vs. relocation
- Market research capabilities
- Negotiation philosophy

5.5 Conflicts & Compliance

- Disclosure of any potential conflicts of interest
- Confirmation of ability to comply with Company procurement requirements

5.6 References

- Minimum of three (3) client references for similar work

6. Evaluation Criteria

Submissions will be evaluated based on:

- Demonstrated experience with similar projects
- Houston market expertise
- Qualifications of proposed team members
- Strength of methodology and advisory approach
- Capacity to meet project timelines
- Professional reputation and references

7. RFQ Timeline

Milestone	Date
RFQ Issued	April 28, 2026
Deadline for Questions	May 22, 2026
Qualifications Due	May 29, 2026 (5:00 PM CST)
Interviews (if required)	June 13–14, 2026
Anticipated Selection	June 15, 2026

8. Submission Instructions

Submit all qualification materials electronically in PDF format to:

Rob Dancer, CFO rdancer@edsi.com 313-271-2660

Subject line: **RFQ Submission – Commercial Real Estate Brokerage Services**

Late submissions may not be reviewed.

9. Questions

All questions regarding this RFQ must be submitted via email to rdancer@edsi.com by May 22, 2026. Responses will be shared with all interested firms.

10. General Conditions

- The Company reserves the right to accept or reject any submission.
- The Company may request additional information or clarification.
- This RFQ does not obligate the Company to award a contract.
- All costs associated with preparing qualifications are the responsibility of the respondent.