Request for Proposal (RFP)

Real Estate Services for the Sale of Three Newly Constructed Single Family Houses funded by the Ohio Department of Development's Welcome Home Ohio Grant Program

Issued By:

Jefferson County Land Reutilization Corporation (Land Bank)

Proposals must be submitted

No later than

December 2, 2026 @ 2:00 pm

To:

Jefferson County Land Bank

Attn: Tabatha Glover

301 Market St, Room 103

Steubenville, Ohio 43952

Late Proposals will be rejected.

Issued: November 9, 2026

Purpose

The Jefferson County Land Bank is seeking proposals for qualified licensed local real estate agents or agencies to provide professional services for the sale of three newly constructed single family houses owned by the Jefferson County Land Bank. The houses are being constructed with funds awarded to the Jefferson County Land Bank through the FY26 Ohio Department of Development's Welcome Home Ohio Grant Program.

The selected realtor will market, list, and negotiate sales transactions for designated properties within Jefferson County, Ohio. All sale transactions will be required to adhere to the guidelines of the Ohio Department of Development's Welcome Home Ohio Grant Program. Guidelines can be found at: https://development.ohio.gov/community/redevelopment/welcomehome

Scope of Services

- Develop a comprehensive marketing strategy to maximize property exposure.
- Advertise properties widely to ensure maximum market exposure, including advertisement on publicly available websites, the Multiple Listing Service (MLS), or other public marketing platform using language for the Welcome Home Ohio Grant Program which will be provided by our Housing Specialist.
- Coordinate with the Land Bank's housing specialist to ensure that potential buyers are eligible under the Welcome Home Ohio Grant Guidelines.
- Advise on pricing, market conditions, and sale strategy.
- Analyze offers from potential buyers and advise the Land Bank with respect to negotiations.
- Represent the Land Bank in negotiations with a prospective buyer from the time of offer to and including closing.
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions.
- Provide Land Bank Director with monthly activity reports.

Qualifications/ Eligibility Requirements

- Must be a licensed real estate agent in good standing in the State of Ohio.
- Have a minimum of three (3) years' experience selling residential properties in Counties similar to Jefferson County.
- Be knowledgeable of potential assistance or incentive programs available to purchasers.
- A proven track record in successfully marketing and disposing of properties.

Fee Schedule

- State your commission for listing and selling of property.
- State any other costs the Land Bank should anticipate relating to the real estate services to be provided. This includes any additional fees associated with the closing.

References

- Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

Insurance Requirements

Broker must provide proof of Errors and Omissions Coverage.

Contract Terms

The contract period for the successful broker/ firm will be through August 1, 2028 or the end date of the FY 2026 Welcome Home Ohio Grant Agreement between the Jefferson County Land Reutilization Corporation and the Ohio Department of Development.

The contract may be renewed for additional terms upon satisfactory performance by the broker/ firm dependent upon future funding programs and awards.

Proposal Submission Requirements

- Company overview: Include the history of your company and specific experience relevant to this RFP.
- Team Qualifications: Detail the experience and roles of individual team members.
- Marketing Strategy: Provide a detailed approach with examples or case studies from past projects.
- Fee Structure: Present a clear line-item menu of services and associated costs.
- References: Include contact information for previous clients who can attest to your firm's capabilities.

Evaluation and award process

The Land Bank will award the contract to one (1) Contractor that receives the highest point total from the Board of Directors and whose Qualification submission, conforming to this RFP, are the most advantageous to the Land Bank. The Land Bank intends to conduct a comprehensive, fair, and impartial evaluation of all Proposal submissions received. All Proposal submissions will first be reviewed to determine responsiveness and non-responsive Proposal submissions will be rejected without evaluation. The Land Bank may also reject any Proposal submission that is incomplete or where there are significant inconsistencies or inaccuracies.

Issuance of this RFP and receipt of proposals does not commit the Jefferson County Land Bank to award a contract. The Land Bank reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/ firms submitting an RFP, or to cancel all or part of the RFP.

Selection Process

Submissions will be evaluated by the RFP Committee established by the Land Bank Board of Directors. Following its evaluation, the Committee will submit a recommendation to the Board of Directors for consideration and final selection. Qualification submissions will be evaluated based on the following technical factors and their respective predetermined weights:

- The experience and qualifications of the broker. (30 pts)
- The strength and creativity of the proposed marketing and disposition strategy. (30 pts)
- The competitiveness and transparency of the fee structure. (25 pts.)

- The strength of the provided references. (15 pts.)

Brokers submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that the firm's personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview.

Submission Process

Brokers shall submit a qualification submission no later than _____ p.m. on _____ ____, 2026. Partners may submit via email to landbank@jeffersoncountyoh.com or deliver "hard copies" to:

Tabatha Glover
Jefferson County Land Bank
301 Market St, Room 103
Steubenville, Ohio 43952