



Request for Proposals (RFP):

TACS 1-3 Curriculum Combination and Enhancement

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 consolidate the existing three TACS courses (Introduction to Commercial Real Estate, Commercial Property Development, and Commercial Real Estate Marketing & Negotiation) into two focused training modules. The proposed course titles are:

- **TACS: Foundations of Commercial Real Estate**
- **TACS: The Business of Commercial Real Estate**

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

Course Design and Development:

Develop two comprehensive, focused course modules that consolidate and enhance the existing TACS content. These courses will be developed using existing material from the current TACS courses, with necessary updates to ensure consistency, accuracy, and alignment with industry's best practices.

Items Provided

- Timelines for the two combined courses
- Current TACS manuals for editing and content adjustment/creation
- Instructor manuals for editing and content adjustment/creation

TACS Combined Courses: Our objective is to achieve a streamlined reorganization of the TACS curriculum, enabling the effective reuse of manual material, existing scenario exercises, chapter quizzes, and some test banks already on file for these courses. This approach ensures continuity while allowing for necessary updates and enhancements to align with the new course structure.

Items needed:

- 2 student manuals
 - Estimated: aligning 20hrs of existing content and creating up to 10hrs of enhanced content creation.
 - Review and update if needed chapter quizzes and case studies
- 2 instructor manuals
 - Utilize the student manual to emphasize key content, ensuring clear instructional highlights and demonstrating effective teaching methodologies for delivering the material
- TACS1 content adjustments – This section will need the following adjustments when combining material.
 - New Chapter Quizzes – 1 per chapter
 - Updated Class Exercises – 3 scenario-based learning exercises

TACS: Foundations of Commercial Real Estate:

- Consolidates and enhances existing content from the three current TACS courses (Introduction to Commercial Real Estate and Commercial Property Development).
- Covers core concepts in commercial real estate, including property types, commercial property analysis, financial principles, investment strategies, legal considerations, brokerage fundamentals, professional ethics, and foundational skills essential for commercial practitioners.
- Ensures foundational knowledge for REALTORS® entering commercial real estate.

TACS: The Business of Commercial Real Estate:

- Builds on the foundational course, focusing on advanced topics using updated and consolidated material from the existing TACS courses.
- Emphasizes advanced brokerage management, marketing, negotiation, leasing, property development, transactional skills, and best practices in commercial real estate.
- Provides REALTORS® with advanced skills for successful commercial transactions and brokerage management.
- Modifying Capstone Project into a course-long, instructor-led group assignment.

Anticipated Selection Schedule:

- June 26th – July 15th: Proposals accepted
- July 16th – July 18th: Follow-up period
- July 21st – 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. Specification of whether the applicant intends to develop the entire project (all three courses) or only specific portions (Foundations of Commercial Real Estate, The Business of Commercial Real Estate, or TACS Brokerage).
4. Proposed timeline for project completion, including the estimated timeframe in which the applicant believes they can complete the project or their selected portions.
5. Applicant's required fee for services.
6. Acknowledgement that content created under this contract will be owned by Texas REALTORS® with appropriate credit given to the author.

Anticipated Project Timeline:

- **July 23-25:** Current materials delivered, and goals discussed
- **August 27:** First check-in to evaluate initial progress, provide feedback, and address any questions.
- **September 26:** Second check-in to review continued progress, ensure alignment with course objectives, and make any necessary adjustments on timing for completion.
- **TBD:** All course materials due, reviewed with an option to request edits.
- **TBD:** Contract concludes/Payment issued

Submission Process: Please submit proposal materials covering the points listed above on this [Submission Form](#) on or before July 15th.

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