



# ***Request for Proposal: Commercial Realtor Services***

**October 8, 2025  
Proprietary and Confidential**

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# Land Acknowledgement

We are honoured to provide services on the unceded, ancestral and traditional lands of the shíshálh (Sechelt) Nation and the Skwxwu7mesh Uxwumixw (Squamish Nation).

## 1. Background & Purpose

Sunshine Coast Community Services Society (SCCSS) is seeking proposals from licensed and qualified real estate professionals to provide comprehensive realtor services for the sale of a SCCSS-owned commercial property.

SCCSS, incorporated under the Societies Act of British Columbia and registered as a charity with the Canada Revenue Agency, is the largest non-profit organization on the Sunshine Coast. We provide over 30 community programs and services across the region.

Our goal is to select a realtor who will ensure a timely sale, achieve optimal market value, and represent SCCSS's interests with professionalism and integrity.

## 2. General Information

### Contact for Inquiries

All communications regarding this RFP should be directed by email to:  
Jen Hatanaka, VP Operations  
[jhatanaka@sccss.ca](mailto:jhatanaka@sccss.ca) | (604) 885-5881

### Submission Deadline

Proposals must be received by noon, October 30<sup>th</sup>, 2025. Submit electronically in PDF format to [jhatanaka@sccss.ca](mailto:jhatanaka@sccss.ca) put RFP commercial realtor in the subject line.

### Confidentiality

All information provided in this RFP and during the process is confidential and intended solely for proposal preparation.

## 3. Scope of Services

1. Conduct a market evaluation to determine the optimal listing price.
2. Develop and execute a marketing strategy, including professional photography, MLS listing, targeted advertising, and networking.
3. Manage all showings, inquiries, and communications with prospective buyers.

4. Provide strategic advice on negotiations to maximize value and ensure favourable terms.
5. Prepare and manage all necessary documentation, including contracts of purchase and sale.
6. Coordinate with SCCSS's legal and financial advisors as needed.
7. Support SCCSS through the closing process, ensuring all conditions are met and funds are received.


## **4. Bidder Qualifications**

- Proven track record in selling commercial properties in the Sunshine Coast region.
- In-depth knowledge of local commercial real estate markets and trends.
- Strong negotiation skills and experience with non-profit or institutional clients.
- Professional designations, licensing, and good standing with the BCFSa.
- Marketing capabilities, including online, print, and network-based promotion.
- Commitment to representing SCCSS's mission and values in the community.

## **5. Proposal Requirements**

- Realtor/firm profile and relevant experience.
- At least three examples of comparable commercial sales (with results).
- Proposed marketing plan and sale strategy.
- Commission structure and any additional costs.
- Team members involved and their qualifications.
- References from at least two recent clients.

## **6. Evaluation Criteria**

- Relevant commercial property sales experience (25%)
- Marketing strategy and approach (20%)
- Commission rate and cost transparency (20%)
- Knowledge of local market and buyer networks (15%)
- Demonstrated alignment with SCCSS values (10%)
-  References and client satisfaction (10%)

## **7. Terms & Conditions**

SCCSS reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed most advantageous to SCCSS. This RFP is not a binding contract and does not obligate SCCSS to engage any bidder.

**Thank you for your time and effort. We look forward to receiving your proposal.**