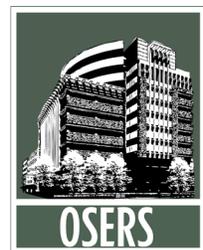


Request for Proposal

Real Estate Leasing Services

March 2026



OSERS BROAD ST., LLC
300 E. BROAD ST., SUITE 713 • COLUMBUS, OHIO 43215-3746

TABLE OF CONTENTS

	Page
I. Introduction	3
II. Background	3
III. Scope of Services	3
IV. Proposal Submissions	4
V. Selection Process	5
VI. Tentative Timetable	5
VII. Criteria	6
VIII. Questionnaire	6
IX. Terms and Conditions	6
Appendix A Questionnaire	8

I. INTRODUCTION

OSERS Broad Street, LLC (hereinafter OSERS) is requesting proposals from interested vendors to provide commercial real estate broker services at our 197,000 square foot facility located at 300 East Broad Street in downtown Columbus, Ohio. The facility is a class 'A' high-rise building that leases approximately 60,000 rentable square feet to outside entities. The School Employees Retirement System of Ohio (SERS) occupies most of the space as the parent company and anchor tenant. The facility is monitored 24/7 by contract security staff with attached parking for tenants and visitors.

II. BACKGROUND

SERS is a statewide defined benefit retirement system for non-certificated persons employed by the public schools within the state's cities, villages, and counties, as well as local districts, vocational and technical schools, community colleges, and The University of Akron. SERS provides retirement service, disability and survivor benefits, and access to health care coverage for benefit recipients and their dependents. General administration and management of the plan is vested in the Retirement Board established under [Chapter 3309](#) of the Ohio Revised Code.

OSERS provides all property management services for SERS. These services include technical, maintenance, leasing, and managerial functions at 300 East Broad Street. The chosen vendor will work closely with OSERS management staff to provide all leasing and marketing services.

Links are available for the most recent [SERS Comprehensive Annual Financial Report](#).

III. SCOPE OF SERVICES

OSERS is seeking a qualified vendor to provide the following services:

- Identify the type(s) of tenants that would be attracted to the Property
- Provide market analysis and pricing guidance, including rent, tenant improvements, concessions, and parking for each type of tenant, if different
- Establish a marketing strategy for the Property
- Accurately list and market the spaces for lease
- Provide technical assistance on the presentation of the Property for lease
- Show the Property to potential tenants
- Assist OSERS with the lease negotiations for accepted offers
- Coordinate with OSERS legal representation on lease transaction(s)
- Identify competing properties and how OSERS may compete successfully

OSERS will consider only proposals for services as described above. **Responses submitted for other goods or services will not be considered.**

IV. PROPOSAL SUBMISSIONS

A. Intent to Respond

If the vendor intends to respond to this RFP, a Notice of Intent to do so should be sent to OSERS by **March 20, 2026, by 4:00 pm**. The Notice should be sent by email or fax to the OSERS contact listed in Paragraph C below, and contains the vendor's name, its intent to respond, the name of a contact person and the contact person's telephone number, email and fax number. Submitting this Notice will not oblige a vendor to submit a Response nor be a prerequisite for submitting a Response but will allow OSERS to send out any necessary information to interested vendors.

B. Response Deadline

The completed Response must be received by **May 1, 2026, by 4:00 pm, Eastern Time**. Responses received after the Response deadline will not be considered.

C. Delivery

Contact person for all responses, and communications:

Mike McManaway
VP Building Operations, OSERS
School Employees Retirement System of Ohio
300 East Broad Street, Suite 100
Columbus, OH 43215
[Building Services at scheduler@ohsers.org](mailto:scheduler@ohsers.org)
Telephone: 614-340-1388

Vendor shall submit a proposal (clearly marked with the title "PROPOSAL for Real Estate Leasing Services") together with any required attachments or explanatory materials by electronic mail or delivery service. Email copies will also be accepted. Faxed transmissions are not acceptable and will not be considered.

D. Response Documents

All of the following documents must be submitted together and in the order listed.

1. A Cover Letter submitting the vendor's Response on the vendor's letterhead signed by at least one individual who is authorized to bind the vendor contractually.
2. The Questionnaire in Appendix A. with the question and/or request duplicated in the Response before the answer or response.

E. Submitted Responses

Any Response submitted will become the property of OSERS. OSERS reserves the right to retain all Responses submitted, and use any information contained in a Response except as otherwise prohibited by

law. **All Responses and the contents thereof will be deemed to be a public record which is open to public inspection after a vendor has been selected and contract has been executed, if any.** A vendor may include one additional copy of its Response with any proprietary trade secret information redacted and marked as such with a brief written basis as to why it believes the information is protected from disclosure. In the event that OSERS receives a public records request to which, in OSERS' sole discretion, any of a vendor's materials are responsive, OSERS may release the vendor's redacted materials, or in the event no redacted materials are submitted, the vendor's unredacted materials without notice to the vendor. In the event any of the vendor's redactions are challenged, the vendor shall have sole responsibility to defend such redactions at its cost and expense. OSERS will not institute any legal action to defend any of vendor's redactions but will notify the vendor of such challenges.

F. Communications with OSERS

Vendors which intend to submit a Response should not contact any member of OSERS Staff or members of the Retirement Board. An exception to this rule applies to vendors who currently do business with OSERS, but any contact made by such vendors with persons should be limited to that business and should not relate to this RFP.

G. Questions Relating to this RFP

All questions concerning this RFP must be received in writing by email by the Contact person by **April 8, 2026, by 4:00 p.m., Eastern Time.** Answers to emailed questions received by this deadline will be available to all vendors by posting at www.ohsers.org. Questions submitted after **4 p.m. April 8, 2026**, or other than by email will not be considered.

V. SELECTION PROCESS

OSERS staff will evaluate all timely and complete Responses. OSERS reserves the right to request that any Response be clarified or supplemented.

VI. TENTATIVE TIMETABLE

The following is the tentative time schedule for SERS' search for vendors to provide the requested services. All dates are subject to modification by SERS without prior notice. All times are Eastern Standard Time (EDT).

Issuance of RFP:	March 9, 2026
Intent to Respond	March 20, 2026, by 4:00 pm
Presentations	TBD
Question Deadline:	April 8, 2026
Response to Written Questions:	April 17, 2026

RFP Response Deadline:	May 1, 2026, by 4:00 pm
Selection of Vendor	May 22, 2026
Projected Commencement Date:	July 1, 2026

The vendor(s) selected must enter into a contract.

VII. SELECTION CRITERIA

The following will serve as the **selection criteria**:

- Experience in the central Ohio commercial leasing market
- Qualifications of the team
- References
- Adherence to the RFP
- Commission fee structure

OSERS may ask respondents to review their proposals on site with OSERS management.

VIII. QUESTIONNAIRE

Vendors must complete the Questionnaire appearing in Appendix A. Responses to the questions should repeat the question and be answered in order. [Limit each response to no more than [one-half] page.]

IX. TERMS AND CONDITIONS

OSERS makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all the information that may be required to evaluate the RFP, and any recipient hereof should conduct its own independent analysis of SERS and the data contained or referenced herein. SERS does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or re-circulated at any time at the sole discretion of SERS.

OSERS reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any Response, in whole or in part, to negotiate modifications or revisions to a Response and to negotiate with any one or more respondents to the RFP.

OSERS is not and will not be under any obligation to accept, review or consider any Response to the RFP, and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. OSERS is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated

in any binding agreement ultimately entered with one or more parties, either as part of this RFP process, or otherwise. Any decision to enter into a binding agreement with a respondent to this RFP is OSERS' sole discretion.

This RFP is not an offer but a request to receive a Response. OSERS will consider a Response as an offer to develop an agreement based upon the contents of the Response. Respondents agree that the contents of their Responses are valid for one year from the date of submission. OSERS will not be liable for any cost incurred in the preparation of a Response and will not reimburse any respondents for their submission. Expenses related to the production of a Response are the sole responsibility of the respondent.

Appendix A

QUESTIONNAIRE

Responses to the following questions should repeat the question and be answered in order. [Limit each response to no more than [one-half] page.]

- A. Vendor**
- B. Personnel**
- C. Proposed [Product and/or Service]**
- D. Standards of Conduct**

1. Does the firm have a firm written code of conduct or set of standards for professional behavior? If so, attach a copy and state how they are monitored and enforced.
2. Does the firm have a written anti-discrimination policy? If so, attach a copy and state how the policy is monitored and enforced.
3. How does the firm identify and manage conflicts of interest?
4. Are there any potential conflicts of interest that the firm would have in providing the requested services to OSERS? If yes, explain.
5. List and describe any relationships and/or contacts the firm or its officers or employees have had with any SERS Retirement Board member and/or staff member within the last 12 months.
6. Has the firm or any officer or employee given any remuneration or anything of value directly or indirectly to SERS or any of its Retirement Board members, officers, or employees? If yes, identify the recipient and remuneration or thing of value. Additional information on the Ohio ethics law in this area may be found at:
http://ethics.ohio.gov/education/factsheets/doing_business_with_retirement_systems_in_ohio.pdf.
7. Has the [company or firm or vendor] or any officer, principal or employee given any remuneration or anything of value such as a finder's fee, cash solicitation fee, or fee for consulting, lobbying or otherwise, in connection with this RFP? If yes, identify the recipient and remuneration or thing of value.
8. Within the last five (5) years:
 - a. Has the [company or firm or vendor], or any officer or employee of the [company or firm or vendor] been a defending party in a legal

proceeding before a court related to the provision of [goods and/or services]?

- b. Has the [company or firm or vendor], or any officer or employee been the subject of a governmental regulatory agency inquiry, investigation, or charge?
- c. Has the [company or firm or vendor] submitted a claim to the [company or firm or vendor's] liability insurance carrier involving the type of [goods and/or services] sought under this RFP?

If yes to any of the above, describe the event and the status or resolution; include any case citation.

E. FEES

1. Please explain in detail your commission structure for all possible scenarios. (i.e. standard commission, dual agent, renewals, etc.)
2. Please describe the salary distribution for your leasing agents. (i.e. straight salary, salary plus commissions, bonuses, etc.)