

SCS Facilities & Real Estate Proposal Process

**Interested parties should be directed
to contact Tiffany Bracy in Facility
Planning (FP)
901-416-4716
bracyt@scsk12.org
[LINK TO FORM](#)**

Facility Planning provides interested party with property details and process timeline. FP requests party's proposal for the property.

SCS Administration considers

- District need (current or future)
- Appraised value (if available)
 - All properties with estimated value greater than \$100,000 must be appraised
- Interested party's proposed use

FP orders appraisal (for properties valued at \$100,000 or more) and communicates value to interested party.

If Administration determines property is not needed for district use, FP orders the property advertisement which runs for 30 days. Sealed bids are accepted by FP during advertising period.

Superintendent reviews received bids and makes a recommendation to the Board's Business Operation Committee.

If the Committee approves the Superintendent's recommendation, the sales contract is developed, and the recommendation is presented at the monthly Board Meeting for a vote.