

REQUEST FOR PERSONAL SERVICES

This template is intended to be used as a model document only. This template may not be suitable for use in all situations. Please check with your board, tribal council, and legal counsel before adopting this template to request personal services.

[This is the cover sheet, it usually goes on letterhead. It can be used for posting online notices and newspaper ads.]

The [insert organization name] has been awarded funding through [insert funding source name] which is a project to [describe project]. The project start date is [insert date] and the project end date is [insert date].

This is a Request for Personal Services (RFP) is seeking a Statement of Qualifications (SOQ) from individuals or firms who demonstrate experience in completing projects like ours with a strong preference for those with experience working with Native American Indian tribes, with an emphasis on victim services programs.

Due Date: [insert calendar date and time with time zone reference, for example 5:00pm Pacific Standard Time]

Submit via e-mail, U. S. mail, other delivery services, including hand delivery to:

Contact person's name: [insert name]

Contact person's title: [insert title]

Organization name: [insert organization]

Address: [insert physical/street address and city, state, zipcode]

Email: [insert email for person who is receiving the proposals]

Telephone: [insert telephone for person who can answer questions about the proposal]

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[This is the RFP. It can go on plain paper or letterhead. Sometimes, if it's really large, it will have a table of contents. It also might include any specific attestations your legal advisors recommend, such as a Conflict of Interest Statement.]

Introduction- [Provide a brief description of the organization, including who you are, who you serve, where you are, and any additional information that would be beneficial for people responding to the request.]

Project Description- [Provide a description of the services you are seeking. Include a description of the qualifications you are requiring, which are usually a combination of education and experience. Include the period of performance with start and end dates.]

Scope of Work- [Provide some main points from the scope of work, including a timeline for deliverables. Under each main point, list detailed requirements. Include a start and stop time for the services to be provided. Sometimes this is for the length of a project, other times it may be just for a part of phase of a project.]

Other Requirements & Expectations- [Provide information about other requirements that a responder would have to fulfill, such as travel, licenses, insurance, bonding, etc. State if there is a Native Preference for responders. State if you are paying per hour, per deliverable, per month, etc.]

Response to the RFP- At a minimum, the SOQ must contain the following components:

[Here are some suggested components...your organization might not want to ask for all of these or may want to add some unique to your project]

- A signed cover letter with the contact name, address, telephone number, and e-mail address of the responder.
- A detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
- A written statement of how you demonstrated successful experience working with Native American tribes and within tribal communities; include which tribes and communities, the type of work, and the duration of the work.
- Client references including project type, dates, contact info and description.
- A minimum of three samples of previous work similar to this project.
- A statement of acceptance that you will perform services in compliance with U. S Department of Justice and other applicable state and tribal requirements including but not limited to; grant contract terms and conditions, applicable OMB circulars.
- A statement of acceptance, ability and willingness to enter into a contract with our organization and to provide any additional forms and/or certifications as required.

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- ❑ A statement of being a minority, woman, and/or Native American business.

Additional information that may prove beneficial to the reviewers during the rating and awarding process is welcomed. Submitters are asked to refrain from submitting SOQs that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper.

Scoring Criteria- SOQs will be screened through a scoring review based on the following criteria, with 1 being lowest and 10 being highest.

Summary of submitter's overall experience	1	2	3	4	5	6	7	8	9	10
Experience working in specific project area	1	2	3	4	5	6	7	8	9	10
Education and demonstrated skills and capabilities	1	2	3	4	5	6	7	8	9	10
Quality of sample work submitted	1	2	3	4	5	6	7	8	9	10
Experience working with Native American tribes	1	2	3	4	5	6	7	8	9	10
Inclusion of required statements	1	2	3	4	5	6	7	8	9	10
Client references and proven capacity to deliver on time/budget	1	2	3	4	5	6	7	8	9	10
Minority, Women, and/or Native American owned entity	1	2	3	4	5	6	7	8	9	10

Arbitration- All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of [insert state in which parties agree to arbitrate] or another location mutually agreeable to the parties.

Termination of Contract- Either party may terminate this contract at any time, upon presentation of a [insert number] days notice given to the other party.

Questions- For assistance regarding questions you may have about this RFP, please contact:

Contact person's name: [insert name]

Contact person's title: [insert title]

Organization name: [insert organization]

Address: [insert physical/street address and city, state, zipcode]

Email: [insert email for person who is receiving the proposals]

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