

SER-Jobs for Progress National, Inc.
Request for Quote (RFQ)
Writing Services
12/22/17

The purpose of this Request for Quote (RFQ) is to select a suitable contractor for the writing services that will be included in the SER America Magazine, SER Annual Report, website, and Op-eds as needed. The successful bidder (individual or entities) for the provision of Writing Services including analytical writing, report writing, letters, and feature story writing.

Contractor must be willing to travel to attend two (2) meetings for a two (2) night stay and work on edits with SER America magazine and SER Annual Report Editor, Roland R. Ramirez, at the SER National Headquarters located at 100 E. Royal Lane, Suite 130, Irving, Texas 75039.

The selected vendor will have up to three (3) one (1) year renewals based on quality of work, timeliness, performance and delivery of scope of work.

About SER-Jobs for Progress National, Inc.:

Founded in 1964, SER-Jobs for Progress National, Inc., is a national network of employment and training organizations.

Mission

SER (Service, Employment, and Redevelopment) is a national network of Community Based Organizations (CBO's) that formulates and advocates initiatives resulting in the increased development and utilization of America's human resources, with special emphasis on the needs of Hispanics, in the areas of education, training, employment, business and economic opportunity.

SER National aims to develop the capacity of the SER network through the provision of technical assistance, research and planning, program and policy development, and fundraising.

Vision

"To enable the Hispanic community and other underserved populations, to fully participate in the socio-economic mainstream, achieving equal access and parity in all aspects of American society."

For additional information on SER-Jobs for Progress National, Inc. (SER National), you may visit the company website at: www.ser-national.org or contact Roland R. Ramirez, Corporate Liaison Manager, SER-Jobs for Progress National, Inc., at r Ramirez@ser-national.org

Objective: To procure writing services that would ensure the best possible quality level of written documents while keeping the most efficient process in terms of quality versus cost.

Purpose

The purpose of this RFQ is to ensure maximum, open, free completion in the solicitation of and procurement of good/services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate SER-Jobs for Progress National, Inc., to award any contract or pay for costs incurred prior to the execution of this contract unless such costs are specifically authorized in writing by SER-Jobs for Progress National, Inc.

1. Work to be performed

- Analytical/critical writing that may include literature reviews, working with multiple data sources and formulating and --writing to a point of view and voice;
- Report writing that may include working with multiple focal points for information as well as researching and interviewing;
- Feature story writing for the web site or other publications which may include interviewing people for information;
- Speech writing and op-ed; -General communications writing which may include press releases, briefing notes, talking points and statements.

2. For all types of writing

The service provider will be responsible for the delivery and receipt of work in electronic format. The scope of each task, deadline for completion and other modalities will be mutually agreed upon through the focal point in writing in advance to each assignment.

3. Functional requirements

- Published writer with proven track record;
- Specialized in non-profit employment and training and education issues is a strong asset;
- Clear writing style;
- Excellent Communication skills, analytical skills and ability to do research;
- Sensitivity to the cultural context and focus audience;
- Adaptability and flexibility required to work under pressure and meet short deadlines; and
- Good Technology Skills

4. Requirements for Provider of Services

The service provider shall be an individual or an institution with relevant academic requirements and professional experience. University degree in Communications, Journalism, English, business administration, history, technical writing, or equivalent experience working with publications. Minimum of two years of professional experience with non—profit organizations, newspapers, magazines, foundations or donors would be an asset. Spanish proficiency is an added value.

5. Proposal Submission Deadline

Written proposals are due by mail or email **no later than 2 pm (CDT) on Friday, January 5, 2018**. Please submit proposals to Roland R. Ramirez, Corporate Liaison Manager, SER-Jobs for Progress National, Inc., 100 E. Royal Lane, Suite 130, Irving, Texas 75039 or rramirez@ser-national.org

6. Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of proposal up to the final award of the contract.

7. Contents of Proposal

Proposal must be submitted in English by the closing date and time listed above. The RFQ is open to all qualified bidders.

8. Financial Proposal

The financial proposal should provide a standard hourly rate for writing services. In addition, include any budget for costs related to travel, accommodations, flights, taxi's and per-diem related to that specific event.

9. SER-Jobs for Progress National, Inc., maintains right to modify scope or requirements during the proposal process

10. SER-Jobs for Progress National, Inc., reserves the right to, at any time during the proposal process, modify the scope of services specified in the RFQ.

11. SER-Jobs for Progress National, Inc., right to enter into contract price negotiations

SER-Jobs for Progress National, Inc., reserves the right to enter into contract price negotiations with one or more bidders that have not been eliminated during the evaluation process.

12. General and Contractual Conditions (for companies/institutions)

The general terms and conditions of the contractual agreement (“the Contract”) between SER-Jobs for Progress National, Inc., and the selected bidder (“the Contractor”) will include provisions as set forth in this section, and will cover the following issues:

- responsibilities, indemnities and liabilities of the Contractor(s) and SER-Jobs for Progress National, Inc.,
- conditions concerning the termination of the contract
- clear deliverables and acceptance procedures
- payment terms tied to the satisfactory completion of the work
- training and post implementation support
- allowance for changes
- warranties and representations
- notices

13. Responsibility

The Contractor will be responsible to ensure that the services rendered under the Contract are in accordance with the specifications and within the time prescribed.

14. Source of Instruction

The Contractor shall neither seek nor accept instructions from any authority external to SER-Jobs for Progress National, Inc.

15. Warranties

The Contractor will warrant and represent SER-Jobs for Progress National, Inc., as follows:

The deliverables shall meet the specifications and shall function in a manner which is fully adequate to meet its intended purpose. The Contractor furthermore warrants that the deliverables shall be error-free, in that the Contractor shall correct any errors in the deliverables, free of charge, within five days after their notification to the Contractor.

The deliverables shall, to the extent it is not original, only be derived from, or incorporate, material over which the Contractor has the full legal right and authority to use it for the proper implementation of this Contract without any obligation from SER-Jobs for Progress National, Inc., to make any additional payments whatsoever to any party.

The deliverables shall not violate any copyright, patent right, or other proprietary right of any third party and be delivered to SER-Jobs for Progress National, Inc., free and clear of any and all liens, claims, charges, security interest and other encumbrances of any nature whatsoever.

16. Language

The internal communications of the work performed for this project, management and contractual communications for this project will be executed in English. Under this contract there may be a request for translation or writing services in Spanish.

17. Confidentiality

a. Except as explicitly provided in the Contract, the Contractor shall keep confidential all information which comes to its knowledge during, or as a result of, the implementation and execution of the Contract. Accordingly, the Contractor shall not use or disclose such information for any purpose other than the performance of its obligations under the Contract. The Contractor shall ensure that each of its employees and/or other persons and entities having access to such information shall be made aware of, and be bound by, the obligations of the Contractor under this paragraph.

However, there shall be no obligation of confidentiality or restriction on use, where: (i) the information is publicly available, or becomes publicly available, otherwise than by any action or omission of the Contractor, or (ii) the information was already known to the Contractor (as evidenced by its written records) prior to becoming known to the Contractor in the implementation and execution of this Contract; or (iii) the information was received by the Contractor from a third party not in breach of an obligation of confidentiality.

b. The Contractor, its employees and any other persons and entities used by the Contractor shall furthermore not copy and/or otherwise infringe on copyright of any document (whether machine readable or not) to which the Contractor, its employees and any other persons and entities used by the Contractor have access in the performance of this Contract. (These obligations shall not lapse upon termination of the contract)

18. Title rights

1) This is a work made for hire. SER-Jobs for Progress National, Inc, shall be the owner of all intellectual property rights, including but not limited to patents, copyrights and trademarks, with regard to all deliverables and other material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the Contractor.

2) SER-Jobs for Progress National, Inc., reserves the right to revise the work, to use the work in a different way from that originally envisaged or to not use the work at all.

3) At SER-Jobs for Progress National, Inc.'s, request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist SER-Jobs for Progress National, Inc., in securing such proprietary rights and transferring them to SER-Jobs for Progress National, Inc., in compliance with the requirements of applicable law.

19. Cancellation

SER-Jobs for Progress National, Inc., shall have the right to cancel the Contract (in addition to other rights, such as the right to claim damages):

1) At will with the provision of thirty (30) days prior notice in writing;

2) In the event the Contractor fails to begin work on the date agreed, or to implement the work in accordance with the terms of the Contract; or

3) In the event the progress of work is such that it becomes obvious that the obligations undertaken by the Contractor and, in particular, the time of fulfilment, will not be respected.

4) In addition, SER-Jobs for Progress National, Inc., shall be entitled to terminate the Contract (or part thereof), in writing, with immediate effect (in addition to other rights, such as the right to claim damages), if, other than as provided in the paragraph above, the Contractor is:

a. In breach of any of his material obligations under the Contract and fails to correct such breach within a period of thirty (30) days after having received a written notification to that effect from SER-Jobs for Progress National, Inc., or

b. Adjudicated bankrupt or formally seeks relief of his financial obligations.

20. Payment

Payment will [only] be made against presentations of an invoice for each deliverable and subject to SER-Jobs for Progress National, Inc., acceptance of each such deliverable. Any payments by SER-Jobs for Progress National, Inc., to the Contractor shall reflect any tax exemptions to which SER-Jobs for Progress National, Inc., is entitled by reason of the immunity it enjoys. SER-Jobs for Progress National, Inc., is exempt from all direct taxes, customs duties and the like and the Contractor shall consult with SER-Jobs for Progress National, Inc., so as to avoid the imposition of such charges. As regards duties and other indirect taxes, the Contractor shall list such charges on invoices as a separate item and, to the extent required, cooperate with SER-Jobs for Progress National, Inc., to enable reimbursement thereof.

21. Submission

The submission should include the following:

1. No more than three (3) pages narrative for the scope of work
2. Budget Form
3. Budget Narrative
4. Three (3) professional references
5. Writing sample that has been featured in magazine and/or annual report

22. SER Jobs for Progress National, Inc., reserves the right to

1. Accept or reject any or all proposals received, or to cancel or reissue this RFQ in part or its entirety;
2. Award a contract for any goods or services in any quantity that SER-Jobs for Progress National, Inc., determines is in its' best interest;
3. Award a contract to other than the lowest cost/priced proposer;
4. Reject any proposal that fails to conform to the essential requirements of the RFQ;
5. Contact any individual or entity listed in the RFQ who may have knowledge of the proposer's experience, performance, and qualifications; and
6. Request additional information from any and all proposers.

Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of SER-Jobs for Progress National, Inc., for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, officer, or agent of SER-Jobs for Progress National, Inc., shall participate in the selection, award or administration of a contract supported by federal funds, if a conflict of interest, real or apparent, would be involved.

Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts. The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer as a basis for release of proposed services at stated price/cost. Any damages accruing to SER-Jobs for Progress National, Inc., as a result of the proposer's failure to deliver the proposed goods and services may be recovered from the proposer.