

**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

www.ser-national.or

rramirez_ser-national.or

2. For all types of writing

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

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

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

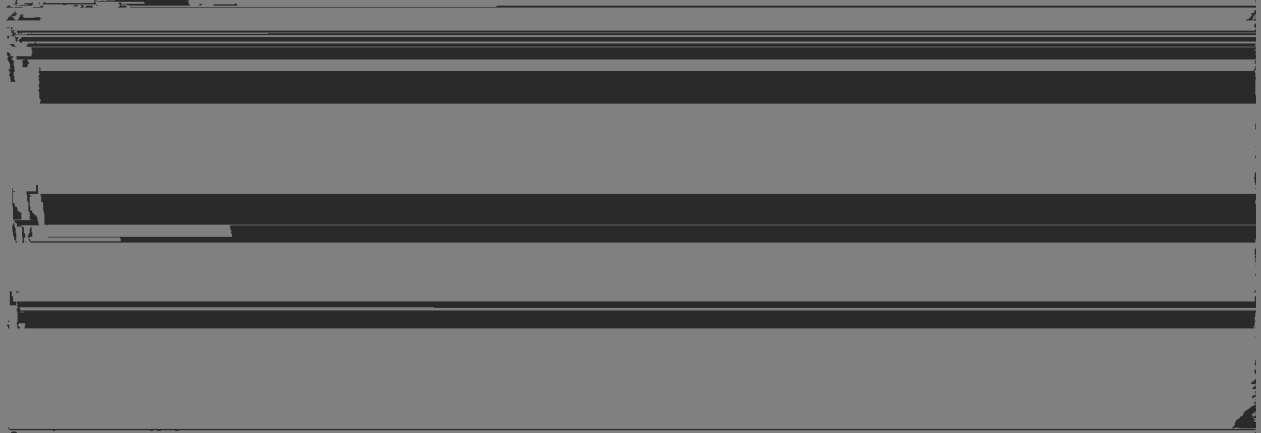
21. Submission

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.,



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

