**Request for Proposal Template (RFP)**

**General Overview**

The [DPG/MIG/Affiliate Name] is one of [‘53 affiliates of the Academy of Nutrition and Dietetics (the Academy)’ or ‘a dietetic/member interest group of the Academy of Nutrition and Dietetics’], the world's largest organization of food and nutrition professionals with over 75,000 members. The Academy is committed to empowering members to be the nation’s food and nutrition leaders and optimize the nation’s health through food and nutrition.

[DPG/MIG/Affiliate Name] is a 501(c)6 representing [membership total] Registered Dietitian Nutritionists and Dietetic Technician, Registered members. [DPG/MIG/Affiliate Name] is seeking proposals for an organization or individual(s) to provide [insert services request] for the one year period beginning on or about **[Insert Date Range]**.

Responses to the following Request for Proposals must be received by [time] on [date]. Proposals will be reviewed, and interviews may be conducted to make the final selection. Selections will be made and applicants will be notified of a decision on or before [date]. Questions about this RFP should be directed [Contact person] at **[contact email and/or phone]**.

**Background**

The [DPG/MIG/Affiliate Name] is a non-profit organization in good standing with the Secretary of State and the Academy of Nutrition and Dietetics. The organization is led by a board of directors, consisting of a President and elected officers. The contractor would work closely with the president and the executive committee of the board of directors to execute the strategic plan of the organization and meet its stated vision, mission and strategic goals.

**Vision**

[Insert Vision]

**Mission**

[Insert Mission]

**Strategic Goals and Initiatives:**

* [Insert Goals and Initiatives]

**Services Needed**

The contractor shall perform [insert services] according to [DPG/MIG/Affiliate Name] policies and procedures. It is anticipated that conducting the services requested in this RFP would roughly require between [estimated hours] hours per week, with fluctuations depending on association activities in any given month. These services include:

**[Insert a detailed list of the services being request.]**

**Quality of Services [Edit as Necessary]**

* Members, suppliers and vendors will be treated with the upmost respect and their issues will be handled professionally and in a timely fashion.
* Issues that are not quickly resolved will be referred quickly to the appropriate board member for intervention.
* Contractor performance will be reviewed annually in conjunction with contract negotiation.

**Contract**

[DPG/MIG/Affiliate Name] will enter into a one-year renewable contract with the selected contractor effective **[Insert Start Date]**. The contract will outline the agreed upon fee schedule and list of services, in addition to the general terms and conditions set forth in the attached sample contract. A contract appendix will outline in detail duties to be performed by volunteer affiliate members and those duties to be specifically performed by the contractor. The contract will specify terms for dissolution by either party without cause with 60-days notice.

**Who May Respond**

[Include a definition of who may respond. For example, for a newsletter you may request a designer or a publisher, etc]

**Responses**

Responses to the RFP should include the proposed services, number of hours per week expected to provide said services, and include an annual, all-inclusive fee for said services to be paid in monthly installments. Questions about this RFP or [DPG/MIG/Affiliate Name] can be directed to [Contact Person] at [contact phone and/or email]

Responses to this RFP can be emailed to: [email address]

**RESPONSES MUST BE RECEIVED BY [TIME]**

**[DATE]**

**RESPONSES RECEIVED AFTER THAT DATE WILL NOT BE CONSIDERED.**