**NKU**
NORTHERN
KENTUCKY
UNIVERSITY

Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265
FAX (859) 572-6995

RFP No.: _____

Date: _____

# PERSONAL SERVICES CONTRACT
## for

_____
# REQUEST FOR PROPOSAL

Northern Kentucky University has determined that university personnel are not available or that it is not feasible to utilize university employees for the above described services. In accordance with Kentucky Revised Statutes, the university is required to solicit proposals from the qualified providers of personal services as stated below.

> KRS 45A.695: "Adequate notice of the need for a personal service contract shall be given by the contracting body through a request for proposals. The request for proposals shall describe the services required, list the type of information and data required of each offeror, and state the relative importance of particular qualifications."

DESCRIPTION OF REQUIRED SERVICES:

_____

_____

_____

_____

Please submit a description of your firm's qualifications/experience to provide the services described above, based on the following criteria.

_____

_____

_____

Also describe your proposed method of payment such as hourly rate or fixed fee, and list requested reimbursable expenses. Propose a total not to exceed.

*Although cost will be a major factor in selection of the provider, primary consideration will be given to your proven capability to perform as described above. Criteria are listed in order of relative importance.*

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|---|---|
| For additional information contact:<br><br>_____<br>_____<br>_____<br>_____<br><br>Telephone (_____)_____--_____ | Please submit your offer to: FAX (859) 572-6995<br><br>**Mr. Jeff Strunk**<br>**Director of Procurement Services**<br>**Northern Kentucky University**<br>**Highland Heights, KY 41099**<br>**Phone: (859) 572-6448**<br><br>By 2:00 P.M. on |