

**Request For Proposal (RFP)
For Investigator**

The Seneca Nation Crime Victim Services Department has issued an RFP for investigator services. Interested persons are invited to submit a letter of interest, statement of qualifications, and a detailed rate and service proposal to the Seneca Nation Crime Victim Services Department. Proposals are due Friday, July 19, 2024. The department plans to schedule interviews in August 2024. A copy of the RFP is available by calling the Seneca Nation Crime Victim Services at 716-532-8339 or on the Nation's website at www.sni.org.

The Seneca Nation Crime Victim Services desires to enter a yearly arrangement with the selected investigator(s). Applicants should be experienced in conducting investigations, preparing investigation reports, working with vulnerable populations, and must provide law enforcement credentials.

Proposals should be submitted to:

Sharon Francis, Director
Seneca Nation Crime Victim Services
12837 Route 438
Irving, New York 14081

**Seneca Nation Crime Victim Services
Request For Proposal
Investigator Services**

A. Notice

Information provided in this request is to be used only for purposes of preparing a proposal detailing the scope and cost of providing investigator services of Seneca Nation Crime Victim Services Department. It is expected that each investigator submitting a proposal will read this request with care, as failure to meet the conditions or specifications herein may invalidate a proposal.

Proposals are being solicited by the Seneca Nation Crime Victim Services Department. The Department reserves the right to accept, reject or negotiate any or all proposals or any portion thereof. Price shall not be the sole criteria for selecting an investigator. Rather, experiences related to the field of work, and references to the prospective contract shall also be considered.

Requests for additional information clarifying the specifications should be directed via email to Sharon Francis, Director, Sharon.Francis@sni.org.

B. Introduction

The Seneca Nation of Indians is a federally recognized, self governing Indian nation in Western New York State with approximately 8, 500 enrolled members. The Seneca Nation is one of the original Six Nations of the Iroquois Confederacy, which also consists of the Cayuga, Onondaga, Oneida, Mohawk and Tuscarora nations. The Seneca Nation holds title to five distinct Territories in New York State, including land in Niagara Falls and Buffalo and land set aside by the 1794 Treaty of Canandaigua: the Allegany, Cattaraugus and Oil Spring Territories.

The Seneca Nation Crime Victim Services administers grant funds and provides services to those who have been victimized and their families. The Department's intent is to promote healing and justice for those members of the community.

The Seneca Nation has created an Elder Protection Code that protects elders within the jurisdiction of the Seneca Nation from abuse, exploitation, self-neglect, and neglect. The Code requires investigation of elder abuse, neglect, self-neglect, and exploitation and the investigator shall perform the investigatory duties required by the Code.

C. General Information

1. Agreement

A written agreement will be drawn up between the Department, as the client, and the selected investigator specifying the terms and conditions of the agreement.

2. Terms

The agreement would be for one year and can be modified based upon the terms of the standard contract.

3. Records

Records, files, data and legal work product regarding the Department and the services provided thereto will remain the property of the Department.

4. General Responsibilities

To promptly begin to investigate a report of suspected Seneca elder abuse, neglect, self-neglect, or exploitation within 48 hours of receipt of such report. The investigator will be required to prepare an investigation report and make a final recommendation as to whether the investigator believes that Seneca elder abuse, neglect, self-neglect, or exploitation has occurred within 30 days of receipt of a report from Elder Protective Services. Responsibilities include but are not limited to interviewing witnesses, the accused, and alleged victims, recording information, retaining records, producing a report, securing material, documenting any findings, collaboration with other entities, and providing testimony in Seneca Nation courts. The investigator must also be willing to attend trainings or meetings as assigned. The investigator will become familiar with the terms and scope of the Elder Protection Code and must work with the Department to provide recommendations on the case.

The investigator must have reliable transportation and must be willing to routinely travel between the Seneca Nation's Allegany and Cattaraugus Territories to perform investigations.

5. Conflict of Interest

The proposal must address the potential ethical conflicts and procedure for addressing conflict of interest issues.

6. Compensation & Billing

Please submit a proposal for compensation consistent with the following: A rate/hour fee. Any transportation, or any other anticipated cost.

The selected investigator shall provide a monthly itemized billing statement. The statement must include a description of the subject matter of work, and hours.

Include with the proposal, an explanation of reimbursable expenses and the method for determination of cost for reimbursable expenses.

An annual “not to exceed” agreement with additional hourly charges for work beyond the scope of the agreement or other alternative proposals will be considered.

D. Preparation of Proposal

The proposal shall include all expected costs associated with services provided by the investigator. Proposals are to clearly indicate all costs and the basis for their determination.

E. Procedures for Submission of Proposals

All proposals are to be submitted to the address indicated below no later than **Friday, July 19, 2024**. The Department may reject any proposal that is received after the specified date and time.

F. Period of Validity

All proposals must remain valid for a period of 120 days after the due date specified.

G. Consideration of Proposal

The Director shall represent and act for the Department in all matters pertaining to the review and consideration of responses to this request for proposal. The Department reserves the right to reject any or all proposals.

H. Contents of Proposal

1. The proposal should include a discussion of your understanding of the scope of the investigative services required, disclosure of any actual or potential conflict of interest, any past work with vulnerable populations, previous work experience with Indigenous Nations and people, and law enforcement credentials.
2. A resume of past work experience related to the investigation, planning and/or working with vulnerable populations. Credentials and trainings related to the scope of work. Names, addresses, phone numbers, and contact persons for at least three professional references.
3. Cost Proposal for compensation and billing.

I. Acceptance of Proposal

The Department anticipates that it will enter a fully executed agreement with the selected consultant on or before September 2024.