

Request for Proposals

Ohio Journal of Public Health: Copy Editing

Overview

The Ohio Public Health Association is seeking proposals for copy editing services related to the formatting, copy editing, and publishing of the Ohio Journal of Public Health (OJPH), a peer reviewed professional journal which currently publishes two editions, one in June and one in December, each year.

The OJPH was launched in 2017, with its first edition published in 2018 and second in 2019. OJPH is an open source journal that can be viewed at www.ojph.org.

Project Goals and Scope of Services

The selected vendor will work with the OJPH Editor to produce two journals per year for on-line publication. Typical functions performed by the copy editor will include:

- Typesetting
- Copy editing
- Table formatting
- Page layout and .pdf generation

Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

- RFP released: September 15, 2019
- Deadline for Bidders to Submit Proposals: October 1, 2019
- Contract Award / Notification to Unsuccessful Bidders: No later than October 8, 2019

Time and Place of Submission of Proposals

The RFP will be posted on our website, www.ohioph.org, and can be downloaded from there directly as of 10 a.m. on September 15, 2019.

Responses to this RFP must be received no later than 4:30PM on October 1, 2019. Responses should be clearly marked "RFP-OJPH" and emailed, mailed or delivered to the contact person listed below.

Jamie Weaver, Association Manager
Ohio Public Health Association, 110 A Northwoods Blvd. Columbus, Ohio 43235
jweaver@ohioph.org

5. Timeline

Work on the December 2019 Journal will commence shortly after the contract is awarded.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of creative team, number of full-time employees.
- A short narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to this RFP.
- Pricing components.
- A representative selection of content created for current and past clients.

7. Evaluation Criteria

- The education, experience, knowledge, skills, and qualifications of the firm and the individuals who will be available to provide these services.
- The competitive cost of services. The budget for this project is \$2,000.00. The successful vendor will clearly outline an itemized service charge for each element in this scope of work. OPHA will favorably weigh those proposals that come in at or below budget but may also give careful consideration to a modestly higher cost for added value.
- The expertise of the firm in working with similar customers.