

REQUEST FOR PROPOSAL FOR COPY EDITOR SERVICES

Diabetes Care & Education (DCE) A PRACTICE GROUP OF THE ACADEMY OF NUTRITION & DIETETICS

CONTACT Elizabeth Quintana, Chair-elect, Diabetes Care & Education
Dietetic Practice Group
Academy of Nutrition & Dietetics

ADDRESS

Questions about the request for proposal (RFP) should be sent via e-mail to:
lflanagan@eatright.org

SUMMARY

The Academy of Nutrition and Dietetics is seeking bids from an individual or firm to provide copy editor services for production of *On the Cutting Edge* Newsletter and *NewsFLASH* Newsletter and additional publications, as necessary of Diabetes Care and Education, a dietetic practice group of the Academy. The term of contract is June 1, 2017 – May 31, 2018 and is renewable yearly upon agreement by both parties.

The tentative schedule (subject to change) for the RFP is:

RFP finalized	April, 2017
RFP sent electronically	April, 2017
Due date for questions	April, 2017
Due date for RFP response	April 30, 2017
Finalists to be notified	May, 2017
Interviews with finalists (if needed)	Week of May 8, 2017
Notify candidates of selection	Week of May 15, 2017
Contract commences	June 1, 2017 pending contract approval

DIABETES CARE & EDUCATION DIETETIC PRACTICE GROUP

BACKGROUND INFORMATION

Diabetes Care & Education (DCE) is a dietetic practice group of the Academy of Nutrition and Dietetics (Academy), a national organization of dietetic professionals headquartered in Chicago, Illinois. DCE has just over 5,800 members and student members, who pay annual dues for the membership year June to May.

As leaders in the healthcare community, DCE members make positive contributions for people with diabetes and their families, the DCE membership, healthcare providers, other professional organizations and industry partners.

DCE Vision: Empowering DCE members to be leaders in food, nutrition, and diabetes care and prevention.

DCE Mission: Optimizing the health of people impacted by diabetes using food, nutrition, and self-management education.

DCE is governed by an Executive Committee (EC), comprised of twelve members. There are elected voting members and appointed voting members who meet monthly. In addition, there are several Chairs who lead program development, various projects and task forces, and legislative initiatives.

The business of DCE is conducted via two in-person EC meetings annually: one in the Fall in conjunction with the Academy's Food & Nutrition Conference & Expo™ (FNCE®), one in the Spring at a time/location to be determined by the Chair-Elect. Conference calls are held monthly and electronic communication is used regularly to maintain frequent communication. The Manager and Chair, Chair-elect and Past Chair speak regularly on a weekly basis.

Newsletters are published by DCE as follows:

On the Cutting Edge (OTCE), three issues annually of the peer-reviewed newsletter publication which provides self-assessment questionnaires with continuing education credits. Free *CPEUs* are available in each issue of OTCE.

NewsFLASH, produced 3 times annually, includes featured columns, clinical updates, book reviews, research publications and web sites.

Revenue is primarily generated through member dues, product sales, and corporate sponsorship for a specific member-based activity.

Further information about DCE may be viewed at the DCE website www.DCE.org.

PURPOSE OF THE REQUEST FOR COPY EDITOR SERVICES

The Academy is seeking qualified individuals or firms to serve as Copy Editor for DCE DPG. This (RFP) is intended to provide general information needed to provide a response to the RFP.

Services will include but are not limited to:

Act as copy editor for *On the Cutting Edge* and *NewsFLASH*, with the following duties for three of each issue per year (6 total). *OTCE* is published in Spring, Summer and Winter. *NewsFlash* is published in Winter, Spring and Fall.

- Edit manuscripts electronically
- Copy editing for newsletters editorial style, sentence structure, grammar, punctuation and spelling
- Documents to be Microsoft Word format and electronically transmitted.

Proof read and copy edit the following documents:

- DCE Annual Report which is distributed to members by October of each year
- Continuing Professional Education (CPE) questions from authors
- Consumer handouts

The information and data provided in any document delivered to DCE DPG by Contractor shall not contain any false or misleading information and shall be based on credible supporting data and information.

Adheres to all Academy policies and procedures.

QUALIFICATIONS

- Excellent written English, including good spelling and grammar
- A meticulous approach to work and an eye for detail
- The ability to maintain high-quality work while meeting tight deadlines
- Well-organized
- Adheres to all Academy and DCE policies and procedures
- Proficient in Microsoft office, Dropbox
- Good communication skills
- Has the ability to work flexible hours, as required.
- Carries a \$1 million dollar general liability insurance policy
- Operates under an LLC

PERFORMANCE ACCOUNTABILITY

The Copy Editor will be held accountable to perform the duties and functions of the position as outlined in the final contract and the position description. DCE will reimburse the Copy Editor for additional expenses when approved in advance by the Chair. The contract will be up for review and renewal annually.

SUPERVISION

The Copy Editor reports to the Print Communication Chair. The Copy Editor will use the DCE and Academy policy and procedure manuals and operate in accordance with established policies and procedures. Guidance is available from the Academy DPG Relations Manager, Linda Flanagan Vahl at lflanagan@eatright.org.

INFORMATION REQUESTED WITH RESPONSE

1. History of working experience and if applicable, history of the business and current client list
2. Credentials
3. Resume and/or CV
4. Minimum of 2 professional references
5. Services to be provided
6. Proposed fee per issue
7. Available office equipment and computer software

Questions about this RFP or DCE DPG can be directed to Linda Flanagan Vahl at lflanagan@eatright.org or 312/899-4725.

Responses to this RFP should be emailed to: Linda Flanagan Vahl, DCE Manager, lflanagan@eatright.org.

RESPONSES MUST BE RECEIVED BY 5:00 pm CT on April 30, 2017

RESPONSES RECEIVED AFTER THAT DATE WILL NOT BE CONSIDERED