

Request for Proposals (RFP) for editorial services for the CYM publication: *The Canadian Friend*

1. Project Name: *The Canadian Friend* Magazine Editing & Design

Canadian Yearly Meeting of the Religious Society of Friends

91A Fourth Ave., Ottawa, ON, Canada, K1S 2L1

T: 613-235-8553 / Toll Free Canada and US: 1-888-296-3222

www.quaker.ca

Contact: Holly Spencer
CYM Communications Coordinator
cym-communications@quaker.ca

2. Summary and Background

Canadian Yearly Meeting (CYM) of the Religious Society of Friends is the formal name of the main organization of Quakers in Canada. Quakers are a faith group. CYM is made up of different Meetings, groups, and committees. Quakers within the worship community do most of our work as volunteers with CYM's paid staff and contractor support.

In essence, CYM's mandate is to unite its constituent Monthly Meetings to support faith and practice in the manner of Quakers. CYM does this by providing a range of services that help to support, guide, and deepen our faith and provide a unifying sense of community for Canadian Friends. The services provided include the publication *The Canadian Friend*. Past issues of *The Canadian Friend* are available [here](#).

CYM's Publications & Communications Committee has recently discerned a desire to pilot focusing *The Canadian Friend* on deeper spiritual content, recognizing that other CYM communications channels now exist that are more timely and better suited for community news and some other forms of content historically included in *The Canadian Friend*. The next Editor will play an important role in exploring and implementing this new focus.

The purpose of this request for proposal is to identify a service provider who can become the Editor of *The Canadian Friend* while aiding in redesigning the publication to meet CYM's needs.

3. Project Description

The purpose of this project is to:

- To edit, design, and produce three issues of *The Canadian Friend* (one in 2023, two in 2024) with an explicit editorial focus on deeper spiritual content that nourishes our faith community. This includes editorial and process support for volunteer Quaker authors contributing articles. The scope of this project focuses on 2023 and 2024, after which the two issues per year model will be evaluated.
- Aid in redesigning *The Canadian Friend* for more effective: digital formatting and sharing content with other CYM communications channels (e.g., electronic newsletter, website,

etc.); identification with CYM's new logo/visual identity; and production and delivery costs.

Our budget for project editing services in 2023 is \$6,000 (\$4,500 for one issue, \$1,500 for collaboration costs, e.g., meetings) and for 2024, \$10,500 (\$4,500 each for two issues, \$1,500 for ongoing collaboration costs), both inclusive of any applicable taxes. (We additionally budget for the costs of producing and distributing the publication.)

4. Scope of Services

Bidders submitting proposals for this project must meet the following criteria:

- Three or more years of experience in editing publications, planning content, and providing editorial policy and guidance. Experience working with volunteer authors is an asset.
- Ability to produce, edit, design, and manage content using various communication software such as Adobe Creative Suite (e.g. InDesign, Photoshop, Acrobat Pro), Canva, and Affinity Publisher and integrate content with digital communication channels (the bidder is responsible for providing their own design software).
- Ability to manage production and distribution of a semi-annual print publication, including liaising with printers and mailing house, working with CYM staff to ensure up-to-date management of mailing/subscriber list, etc.
- Knowledge of Canadian Press style guides and ability to work with specialized Quaker terminology and tone.
- Knowledge of ethical and legal practices regarding copyright, intellectual property, privacy, and informed consent relating to publications.
- Ability to communicate and coordinate effectively with CYM staff, Publications & Communications Committee members, and a diversity of Quakers across Canada.
- Ability to supply three samples of past and current work with references for similar projects.

5. Proposal Guidelines

Proposals must include the following information:

- An articulation of the bidder's estimated costs.
- An articulation of the bidder's project management approach to producing *The Canadian Friend*, including collaboration with CYM staff, volunteer editorial committee, volunteer authors, and other service providers (mailing house etc.).
- An articulation of the bidder's approach to shifting *The Canadian Friend* to focus on deeper spiritual content.
- An articulation of the bidder's approach to aiding in the redesign of *The Canadian Friend* with CYM staff and the Publications and Communications Committee in alignment with the goals articulated above in section 3.
- A sample production timeline for how two issues of *The Canadian Friend* would be produced and delivered in print and digitally per year, including a sample production timeline for a late 2023 or early 2024 issue of *The Canadian Friend*, assuming this contract is awarded by October 1st.

- A proposed process for ensuring editorial guidance.
- Three work samples of past or current similar projects.
- At least two professional references for similar projects.

6. Evaluation Criteria

Canadian Yearly Meeting will evaluate the proposals on the following criteria:

- Relevant experience and qualifications.
- Experience with Quakers and ability to work with specialized Quaker terminology and tone.
- Cost of services.
- Experience editing others' work in a collaborative, supportive manner and working with guidance from staff and volunteers.
- Approach to project management, including processes, resources, delivery timelines, and experience with relevant service providers (e.g., printers, mailing houses, etc.).
- Technical compatibility with CYM technologies and systems.
- Availability and capacity to take on the project and meet service delivery timelines.
- Understanding of intellectual property issues is an asset.

The Request for Proposal (RFP) timelines is as follows:

- RFP distribution: June 22nd
- Deadlines for questions: July 15th
- Answers to questions: July 30th
- RFP submissions close: August 4st
- Notification to shortlisted vendors: Sept 8th
- Vendor presentations: the week of 18th
- Vendor selection: Sept 29th

7. Submission Guidelines

Bidders must submit questions to cym-communications@quaker.ca by July 15. Bidders must submit proposals in one PDF form to interview.panel.1@quaker.ca by August 4th. Include "RFP Canadian Friend" in the subject line and include your business name and contact information in the body of the message.