

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

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

Canadian Yearly Meeting of the Religious Society of Friends
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2. Summary and Background

Canadian Yearly Meeting (CYM) of the Religious Society of Friends is the formal name of the national body for 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.

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 services that 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 are better suited for timely community news and some other content included in *The Canadian Friend* in the past. The next Editor will play an important role in developing and implementing this new focus.

The purpose of this RFP is to identify a service provider who can become the Editor of *The Canadian Friend* and work with a designer who will assist with re-design to meet CYM's needs.

3. Project Description

The purpose of this project is to:

- Edit two issues of *The Canadian Friend* 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.
- Work with a designer to make *The Canadian Friend* 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.

- Evaluate the success of two *Canadian Friend* issues in meeting CYM needs at the end of 2024.

Our budget for editing services in 2024 is \$6,300 to \$8,100, including any applicable taxes. Costs excluded from the bid are design (web and print), production, and distribution of the publication.

4. Bidder qualifications

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

- Three or more years of experience editing publications, planning content, and providing editorial policy and guidance. Experience working with volunteer authors is an asset.
- Experience working with a professional graphic designer.
- 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:

- Breakdown of estimated costs.
- 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.).
 - process for ensuring editorial guidance.
- Approach to shifting *The Canadian Friend* to focus on deeper spiritual content.
- A sample production timeline for how complete and edited text for two issues of *The Canadian Friend* would be provided to the designer in a timely fashion to ensure the meeting of delivery timelines.

- 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.
- Availability and capacity to take on the project and meet delivery timelines.
- Understanding of intellectual property issues is an asset.

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

- RFP distribution: November 15th, 2023
- Deadlines for questions: December 15th, 2023
- Answers to questions: January 8th, 2024
- RFP submissions close: January 15th, 2024
- Notification to shortlisted vendors: February 2nd, 2024
- Vendor presentations: Week commencing February 5th, 2024
- Vendor selection: Selection by February 16th, 2024

7. Submission Guidelines

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