



NEWFOUNDLAND & LABRADOR ORGANIZATION OF
WOMEN ENTREPRENEURS

Deadline: May 24, 2019

Interested parties are asked to submit:

- Description of qualifications and experience working on similar project;
- Demonstrated ability to deliver;
- Samples of related work;
- Three recent references; and,
- Associated costs.

Instructions for Submission

Proposals must be received by **4:30 p.m. on Fri., May 24, 2019.**

Email your submission to:

**Kristy Hoddinott, Director of
Programming & Events**
khoddinott@nlowe.org

1. By submitting a proposal for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
2. A decision will be made and the successful applicant notified by **June 14, 2019.**
3. Questions regarding this RFP will be accepted at khoddinott@nlowe.org until **4:30 p.m. on April 26, 2019.**
4. Answers to all questions will be posted on www.nlowe.org/news by **4:30 p.m. on April 29, 2019.**

Request for Proposals

— Copy Editing & Proofreading, *The Advisor*

NLOWE is currently seeking a qualified Copy Editor to aid in the completion of its publication, *The Advisor*, to be published quarterly in September, December, March and June.

The primary objective of *The NLOWE Advisor* is to engage, inform and be a key resource for women entrepreneurs. The publication will highlight topics that are important to women in business, as well as organizational programming and events.

Scope of Work

1. Transcription, writing and editing

- Publication content will be provided to the copy editor at various levels of completion; the Copy Editor will be responsible for:
 - Ensuring that final drafts are free of grammatical, punctuation and spelling errors;
 - Double checking that names, places and organizations are spelled properly and that facts, dates and statistics are accurate;
 - Editing for continuity; and,
 - Making sure the writing is easy to read and fits with the editorial style.
- Transcribing interviews and writing six member profiles (*approx. 500-600 words per profile, December issue only*).
- Approximately 15 pages (600 words per page) of content per edition.

2. Proofreading

- Proofread completed document prior to being sent to printer including reviewing for:
 - Spelling, grammar and content errors;
 - Visual layout to ensure readability; and,
 - Overall consistency in style.

Timeframe

- This contract will include work on the next four editions: September 2019, December 2019, March 2020, and June 2020.
- Work for each edition must be completed and submitted to NLOWE by:
 - September: August 16, 2019
 - December: November 15, 2019
 - March: February 14, 2020
 - June: May 15, 2020