REQUEST FOR PROPOSALS

Copy Editor, The NLOWE Advisor

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified Copy Editor to aid in the completion of its publication, The NLOWE Advisor, to be published quarterly in June, September, December and March.

The primary objective of The NLOWE Advisor is to engage, inform and be a key resource for our target audience of women entrepreneurs. The publication will highlight topics that are important to women in business, as well as organizational programming and events. There will be 1000 copies (first run) printed each quarter and will be circulated locally, nationally, and internationally.

Scope of Work
The copy editor will assist the Publication Committee by:

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:
  o Ensuring that final drafts are free of grammatical, punctuation and spelling errors;
  o Double checking that names, places and organizations are spelled properly and that facts, dates and statistics are accurate;
  o Editing for continuity; and,
  o Making sure the writing is easy to read and fits with the publications editorial style.
• Transcribing interviews and writing eight member profiles (approx. 500-600 words per profile, December issue only).

  Approximately 15 pages (600 words per page) of content per edition.

Time frame

• This contract will include work on the next four editions: June 2017, September 2017, December 2017, and March 2018.
• Work for each edition must be completed and submitted to NLOWE by:
  o June: May 15, 2016
  o September: August 14, 2017
  o December: November 13, 2017
  o March: February 12, 2018
Interested parties are asked to submit a proposal outlining their qualifications by **February 9, 2017**.

Please ensure the proposal includes the following information:

- Resumé outlining your qualifications and experience in this area
- Three recent references
- Demonstrated ability to deliver
- Samples of related work
- Associated costs

**Instructions for Submission**

Proposals must be received by **4:30 p.m. on Thursday, February 9, 2017**.

Email your submission to:
Kristy Martell  
Director of Programming & Events, NLOWE  
kmartell@nlowe.org

1. Questions regarding this RFP will be accepted at kmartell@nlowe.org until 4:30pm on January 20, 2017 and all responses will be collected and posted on www.nlowe.org/news by 4:30pm on January 23, 2017.
2. By submitting an application 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.
3. NLOWE staff will work with the successful applicant to organize content management and timelines.
4. Selection of submission(s) will be based on the experience and qualifications of the copy editor, the quality of their work, their ability to deliver on time, and cost to the organization. NLOWE reserves the right to make the final selection.
5. A decision will be made by NLOWE and the successful applicant notified no later than February 24, 2017.