

REQUEST FOR PROPOSAL (RFP)
FIXED PRICE SERVICES
RFP No.: 13-02

PART A: COVER PAGE

ISSUED TO: Editing and Layout Vendors (U.S. Small Business)
ISSUANCE DATE: February 5, 2013
SUBJECT: Request for Proposals for Editing and Layout Services

The Strengthening Partnerships, Results and Innovations in Nutrition Globally Project (SPRING) under JSI Research and Training Institute, Inc. (JSI) is soliciting proposals to supply the Subject services as described in the attached Statement of Work. The Project is funded by the U.S. Agency for International Development (USAID) and is subject to applicable Federal regulations and provisions, including, but not limited to the Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR).

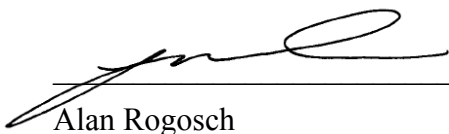
Please submit your most competitive proposal in accordance with the attached instructions, with all required certifications. Any contract issued as a result of this RFP will be subject to all instructions, certifications, terms and conditions, and specifications included in this RFP. This solicitation document includes the following parts:

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This document is a request for proposals only, and in no way obligates the Project or USAID to make any award. Award(s) made subsequent to this solicitation will be subject to the terms and conditions described herein.

All proposals, inquiries, and correspondence, including the RFP number, pertaining to this solicitation are to be directed to the attention of:

Carrie Lyons
SPRING Project
JSI Research and Training Institute, Inc.
1616 North Fort Myer Drive, 16th Floor
Arlington, Virginia 22209, USA
clyons@jsi.com & procurement@spring-nutrition.org



Alan Rogosch

February 5, 2013

Date

Finance and Operations Director
JSI Research and Training Institute, Inc.

PART B: INSTRUCTIONS

1. DEFINITIONS

- Offeror: The individual or firm providing proposals for the supplies or services requested under this RFP
- Contractor: The individual or firm awarded the services requested under the RFP in the form of a contract

2. PROPOSAL DEADLINE AND REQUIREMENTS

Please submit proposals by email by **5:00 EST** on **February 22, 2013** to:

Carrie Lyons
SPRING Project Coordinator
1616 North Fort Myer Drive, 16th Floor
Arlington, Virginia 22209, USA
clyons@jsi.com & procurement@spring-nutrition.org

The written proposal should not be of excessive length and must contain the following information:

a) Qualifications

A description of the Offeror's capability and experience in undertaking this task.

b) Cost Proposal

- Please provide fixed unit prices, for each line item as listed in Attachment 1.

c) Other

A set of relevant attachments to the proposal which further document or explain the Offeror's approach and qualifications, e.g. institutional brochure, three (3) past performance references that include company name, contact name, email and telephone number, and financial/audit statements for the last three previous years.

JSI RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MODIFY THE REQUEST, TO ALTER THE SELECTION PROCESS IN ANY WAY, TO ASK FOR ADDITIONAL INFORMATION FROM OFFERORS, TO REJECT ANY AND ALL PROPOSALS AND/OR TO MODIFY OR AMEND THE SCOPE OF THE PROPOSALS SUBMITTED. THE RELEASE OF THIS RFP IS NOT A COMMITMENT TO AWARD A CONTRACT.

Each Offeror acknowledges and agrees that the preparation of all materials for submittal to JSI and all presentations made by the Offeror are at the Offeror's sole cost and expense, and JSI shall

not, under any circumstances, be responsible for any cost or expense incurred by an Offeror. All documentation and/or materials submitted with a proposal shall become and remain the property of JSI.

3. OFFER VALIDITY

The Offeror's technical and cost proposals must remain valid for not less than 60 calendar days after the deadline specified above. Proposals must be signed by an official authorized to bind the Offeror to its provisions.

4. FINANCIAL RESPONSIBILITY

Offerors which are firms and not individuals, must certify in the proposal submitted to the Project that they have the financial viability and resources to complete the proposed activities within the period of performance and under the terms of payment outlined in the Statement of Work. JSI reserves the right to request and review the latest financial statements and audit reports of the Offeror as part of the basis of the award.

5. LANGUAGE

The proposal, as well as correspondence and related documents should be in English.

6. NEGOTIATIONS

The Offeror's most competitive proposal is requested. It is anticipated that any award issued will be made solely on the basis of an Offeror's proposal. However, the Project reserves the right to request responses to additional technical, management and cost questions which would help in negotiating and awarding a subcontract. The Project also reserves the right to conduct negotiations on technical, management, or cost issues prior to the award of a contract. In the event that an agreement cannot be reached with an Offeror the Project will enter into negotiations with alternate Offerors for the purpose of awarding a contract without any obligation to previously considered Offerors.

7. REJECTION OF PROPOSALS

The Project reserves the right to reject any and all proposals received, or to negotiate separately with any and all competing Offerors. Offerors whose proposals are not selected will be notified in writing.

8. INCURRING COSTS

The Project is not liable for any cost incurred by Offerors during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the Offeror.

9. CANCELLATION

The Project may cancel this RFP without any cost or obligation at any time until issuance of a contract.

10. CONTRACT AWARD

a) Selection Criteria

Proposals will be evaluated first to ensure that they meet all mandatory requirements. Proposals that fail to meet these requirements will receive no further consideration. A non-responsive proposal to any element may be eliminated from consideration.

For the purpose of selection, the evaluation will be based on an integrated assessment of the proposal, including, but not limited to, the following:

- Technical capability and expertise
- Responsiveness to the RFP
- Cost/budget proposal
- Ability to meet the deliverables requirements
- Business status certification

b) Contract Type

The contracting document will be a Blanket Purchase Agreement (BPA) not to exceed \$150,000. Individual work will be awarded in the future based upon the BPA. The awarded BPA will include a statement of the total fixed price; the scope with stated deliverables; the guiding USAID FAR and AIDAR clauses; and invoicing information. Please be advised that the work must be completed within the unit rates that you provide. Any expenses incurred in excess of the agreed upon rates will be the responsibility of the contractor and not that of JSI or USAID. Therefore, the Offeror is duly advised to provide its most competitive and realistic cost proposal to cover all foreseeable expenses related to the tasks outlined in attachment 1.

11. REPRESENTATIONS AND CERTIFICATIONS

The proposal shall be accompanied by any requested representations or certifications signed by an authorized official of the Offeror.

12. CLAUSES

a) PAYMENT

JSI policy prohibits advance payment.

Payments will be made on the following basis:

- The supplier will submit an invoice for payment after being notified of receipt and

acceptance of the goods/services by the JSI Project Director or designee(s). Acceptance is predicated upon the compliance of the goods/services with the specifications set forth in the contract.

- The supplier will be paid an amount as stated on the contract. JSI payment cycle is net 30 days upon receipt of vendor invoice.
- Should the supplier require payment along other terms and conditions, these will need to be negotiated with JSI prior to final award and issuance of the contract. Full cooperation with JSI in meeting the terms and conditions of payment will be given the highest consideration.

b) EXECUTIVE ORDER ON TERRORISM FINANCE

The Contractor is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at www.treas.gov/offices/enforcement/ofac/sdn.

c) CLAUSES TO BE INCORPORATED INTO THE CONTRACT AS APPLICABLE

The following clauses will be incorporated by reference in the Contract. The term "JSI" shall be substituted for the term "Government" and the term "JSI International Division Director/Project Director or his/her designee(s)" shall be substituted for the term "Contracting Officer" in such clauses for purposes of the Contract.

A.I.D. ACQUISITION REGULATION (48 CFR Chapter 7) CLAUSES

- 752.202-1 and Alt 70 Definitions (Jan 1990)
and/or Alt. 71 Definitions (APR 1 984)(applicable to educational institutions for participant training)
and/or Alt 72 Definitions (DEC 1986)(applicable for contracts involving performance overseas)
752.225-70 Source & Nationality Requirements (FEB 1997)

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

- FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):
http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm
- 52.213-2 Invoices (Applies if the PO authorizes advance payments for subscriptions, newspapers, magazines, periodicals, or other publications.)
- 52.213-3 Notice to Supplier (Applies to unpriced purchase orders)
- 52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items). (JAN 2006)
- (a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:
- (1) The clauses listed below implement provisions of law or Executive order:
 - (i) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
 - (ii) 52.222-21, Prohibition of Segregated Facilities (FEB 1999) (E.O. 11246).
 - (iii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
 - (iv) 52.225-13, Restrictions on Certain Foreign Purchases (MAR 2005) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
 - (v) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(vi) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (APR 1984).

(ii) 52.232-8, Discounts for Prompt Payment (FEB 2002).

(iii) 52.232-11, Extras (APR 1984).

(iv) 52.232-25, Prompt Payment (OCT 2003).

(v) 52.233-1, Disputes (JULY 2002).

(vi) 52.244-6, Subcontracts for Commercial Items (DEC 2004).

(vii) 52.253-1, Computer Generated Forms (JAN 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUNE 1998) (29 U.S.C. 793). (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(vi) 52.222-41, Service Contract Act of 1965, As Amended (JULY 2005) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands).

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (AUG 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act—Supplies (JUNE 2003) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000).

(ix) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (OCT 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and payment office uses the Central Contractor Registration (CCR) database as source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. App. 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d)).

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JAN 2005) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

- (iii) 52.247-29, F.o.b. Origin (JUNE 1988) (Applies to supplies if delivery is f.o.b. origin).
- (iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

Invoice Requirements. Contractor shall submit an invoice prior to payment for goods or services. Each invoice shall be numbered and shall include: (a) the Contractor's name and address, dates of performance and amount of payment requested; (b) a reference by number to this purchase order; and (c) a description of the items for which payment or reimbursement is sought. Upon acceptance of the deliverables by JSI, JSI shall make payment to the Contractor either in local currency purchased by JSI at prevailing market rates, or by wire transfer of US Dollars to a local bank account held in the name of Contractor. JSI shall not be liable for fluctuations in exchange rates after such purchase of local currency or wire transfer of funds.

Relationship. It is understood and agreed that Contractor is furnishing services to JSI as an independent contractor, and nothing contained in the Contract between JSI and Contractor shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

Confidential Information. Each party shall treat as confidential all information obtained from the other during the course of performance under the Contract, unless such information is in the public domain. Neither party shall disclose such information without prior written consent of the other, unless compelled to do so by law.

Assignment. Neither party may assign its rights or responsibilities under this contract without the prior written consent of the other, except that JSI may assign its rights under the Contract if required to do so by law or as collateral for a bank loan or other financing.

Compliance with Laws. Each party shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the work to be performed under the Contract.

Modifications. The scope of work and other terms and conditions contained in the Contract shall not be added to, modified, superseded or otherwise changed except by a writing signed by JSI.

Indemnification. Contractor shall indemnify and hold JSI harmless from any damages or liability caused by or arising out of Contractor's negligence, failure to perform as required by the Contract, intentional misconduct, or failure of goods or services provided under the Contract.

Entire Agreement. The Contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed hereunder.

Inspection/Acceptance. The Contractor shall tender for acceptance only items that conform to the requirements of the Contract. JSI reserves the right to reject or revoke acceptance of any non-conforming items, and to inspect or test any supplies or services tendered for acceptance. JSI may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price.

Termination for Convenience. JSI reserves the right to terminate this purchase order or any part hereof for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination.

Termination for Cause. JSI may terminate the Contract or any part thereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any term or condition of the Contract, or fails to provide JSI upon request with adequate assurance of future performance, or in the event of termination of the prime contract for convenience. In the event of termination for cause, JSI shall not be liable to the Contractor for any amount for supplies or services not accepted, and Contractor shall be liable to JSI for any and all rights and remedies provided under the Contract or by law. If it is determined that JSI improperly terminated the Contract for default, such termination shall be deemed a termination for convenience.

Representations and Warranties. The Contractor represents and warrants that: (a) it has good title to all tangible and intangible products delivered or to be delivered pursuant to this purchase order, subject to no lien or security interest, (b) such products are merchantable and fit for JSI's intended use of the same, and (c) such products do not infringe the patent, trademark, copyright or other rights of any third party.

Interpretation. In the event of any conflict between the terms of this Purchase Order and a subcontract between JSI and Contractor, the terms of the subcontract shall prevail.

END CLAUSES

PART C: STATEMENT OF WORK

The Statement of Work for this RFP is as described below:

BACKGROUND

JSI is an international public health consulting firm. To promptly serve its client, a federal government agency, JSI must hire outside firms to perform copyediting, proofing, and layout of a range of project documents. These documents can include technical reports, success stories, lessons learned, manuals, handbooks, guidelines, fact sheets, website content, and other print and electronic publications. Services needed may include copyediting, proofreading, substantive editing, design, layout, desktop publishing, and text and graphic corrections. JSI seeks to contract with several full service agencies that are committed to high quality and timely service. The editing and layout services will be required to complete and publish project documents.

OBJECTIVES OF THIS WORK

To edit and/or layout a range of project documents and materials.

WORK PLAN

Subcontractor will provide services as needed from March 1, 2013 – September 30, 2014 for the fixed rates established in the attached price sheet (attachment 1).

DELIVERABLES AND DUE DATES

Due Date	Deliverable #	Deliverable
Ongoing from March 1, 2013 – September 30, 2014	A range of products as described in the attached price sheet	Editing and formatting of documents such as reports, brochures, briefs, guides, posters, wall charts, and other materials as needed.

PART D: CERTIFICATIONS

CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification the term “JSI” shall be substituted for the term "USAID".
“Quote/proposal shall be substituted for the term “application”.

CERTIFICATION:

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website:
<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. "Terrorist act" means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR
PROPOSED DEBARMENT**

By signing and submitting this certification, the prospective recipient provides the certification set out below:

By signing and submitting this certification, the prospective recipient provides the following assertion: to the best of its knowledge and belief, the prospective recipient and/or any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

ATTACHMENT 1

PROPOSED FIXED PRICES FOR EDITING

Editing: Fixed Prices Per Type of Service (prices must include the cost of delivery)

Note: Light copyedit, copyedit, substantive edit, and editorial proofread are defined below.

Page = 250 words

Average size of typical documents:

- Brochure: tri-fold
- Fact Sheets/Briefs: 1-4 pp
- Lessons Learned: 8-16 pages
- Reports/Manuals: 25-100 pp

SERVICE REQUIRED	FEE PER PAGE: REGULAR RATE	FEE PER PAGE: RUSH RATE
Simple Document (Text only, low to medium level of clean-up needed.)		
Light copyedit		
Copyedit		
Substantive Edit		
Editorial Proofread		
Complex Document (Text plus 1-10 tables/graphs/figures. Medium level of clean-up needed.)		
Light copyedit		
Copyedit		
Substantive Edit		
Editorial Proofread		
Highly Complex Document: (11-50 tables/graphs/figures, medium to high level of clean-up needed.)		
Light copyedit		
Copyedit		
Substantive Edit		
Editorial Proofread		

SERVICE REQUIRED	FEE PER PAGE: REGULAR RATE	FEE PER PAGE: RUSH RATE
Sample timeframes for regular/rush rates:		
Document	Regular Days Required	Rush Days Required
List typical number of work days required to complete copyedit of—		
a. 10-page “simple” document	10-page:	10-page:
b. 50-page “complex” document	50-page:	50-page:
c. 100-page “highly complex” document	100-page:	100-page:

Levels of Edit

LIGHT COPYEDIT

- Correct grammar, punctuation, and spelling, including tables, figures, text boxes, etc. (use the SPRING style guide and Right Word).
- Ensure that the following are correct (and make corrections)—
 - cover page, title page, and reverse of title page display the same information.
- Standardize—
 - abbreviations
 - alphabetical and numeric sequence
 - capitalization
 - hyphenated words
 - number style
 - use of italics and bold.
- Query overly long or confusing sentences.

COPYEDIT

- **Accuracy** (check for)
 - tables, figures, references, footnotes, and appendix cited in text (in correct place and correctly identified)
 - text citations (insert where appropriate; query discrepancies).
- **Acronyms** (identify using project’s list)
 - consistent use after identified
 - appropriate capitalization (only proper nouns should be capitalized)
 - spell out when first used in abstract, front matter, and body text. Example: ministry of health (MOH).
- **Attributes** (use consistently)
 - bulleted and numbered lists, including style and size

- bullets and numbers
 - capitalization
 - italic and bold
 - numerical/alphabetical sequences (pages, sections, tables, figures, and others)
 - titles, headings, and subheadings
 - words and numbers.
- **Elements** (ensure accuracy). This list is not in the order of appearance.
 - abstract (present and complete)
 - executive summary (all papers must have)
 - bibliography or references (present and complete if they are part of paper, in alphabetical order)
 - bulleted and numbered lists (make parallel or query)
 - cover, title page, and reverse of title page (check title, date, authors, etc.)
 - footnotes (placement of footnote number and style of footnote)
 - glossary (in alphabetical order and correct style)
 - list of acronyms and abbreviations (complete)
 - list of appendices (complete)
 - list of figures (includes tables)
 - photographs (must have caption, credit given when appropriate, and callout in text)
 - table of contents (must match text and include list of figures and tables).
 - **Figures and Tables** (includes tables, art, photographs, text boxes and others)
 - consistent throughout document (size, style)
 - titles and all text consistent throughout document
 - line up decimals to the right
 - position of figure after in-text reference but no more than one page away from reference
 - table format follows standard
 - figure text follows standard
 - check math where appropriate.
 - **Grammar** (ensure that it is correct).
 - **Language**
 - concise sentences (query)
 - confusing sentences (query)
 - parallel lists
 - pronouns have clear antecedents
 - inconsistent or incorrect terminology (query)
 - sexist, racist, or inappropriate language or statements (query).
 - **Organizational Problems** (query at the beginning of the project).
 - **Punctuation** (ensure that it is correct).
 - **References**
 - query missing information.

- **Spelling** (ensure that it is correct and use the Right Word).

For Finished Manuscript Before Returned to Project:

(The following may not be required if formatting is not done at the same time as editing.)

- **Typography and Format** (includes correct type size, typeface, attributes, spacing)
 - bibliography or references
 - direct quotes
 - footnotes and endnotes
 - list of acronyms
 - page breaks
 - running heads and feet, and page numbers
 - table and figure titles
 - table of contents.
- **Final Check**
 - cover, title page, and ROT complete and checked
 - elements complete and in correct order (front matter, etc.)
 - figures and tables checked against text for correct location accuracy, and page number
 - figures and tables in correct position
 - TOC complete and page numbers checked (including appendices, figures, and tables)
 - typeface, type size, and spacing standard throughout document.

SUBSTANTIVE EDIT

- **Accuracy** (check for)
 - tables, figures, references, footnotes, and appendix cited in text (in correct place and correctly identified)
 - text citations (insert where appropriate; query discrepancies).
- **Acronyms** (identify using project's list)
 - consistent use after identified
 - appropriate capitalization (only proper nouns should be capitalized)
 - spell out when first used in abstract, in front matter, and in body text. Example: ministry of health (MOH).
- **Attributes** (use consistently)
 - bulleted and numbered lists including style and size
 - bullets and numbers
 - capitalization
 - italic and bold
 - numerical/alphabetical sequences (pages, sections, tables, figures, and others)
 - titles, headings, and subheadings
 - words and numbers.
- **Elements** (ensure accuracy). This list is not in the order of appearance.

- abstract (present and complete)
- executive summary (all papers must have)
- bibliography or references (present and complete if they are part of paper, in alphabetical order)
- bulleted and numbered lists (make parallel or query)
- cover, title page, and reverse of title page (check title, date, authors, etc.)
- footnotes (placement of footnote number and style of footnote)
- glossary (in alphabetical order and correct style)
- list of acronyms and abbreviations (complete)
- list of appendices (complete)
- list of figures (includes tables)
- photographs (must have caption, credit given when appropriate, and callout in text)
- table of contents (must match text and include list of figures and tables).
- **Figures and Tables** (includes tables, art, photographs, text boxes and others)
 - consistent throughout document (size, style)
 - titles and all text consistent throughout document
 - line up decimals to the right
 - position of figure after in-text reference but no more than one page away from reference
 - table format follows standard
 - figure text follows standard
 - check math where appropriate.
- **Grammar** (ensure that it is correct).
- **Language**
 - ensure concise clear sentences
 - confusing sentences (or query if uncertain about meaning)
 - make lists parallel if possible (or query)
 - ensure that pronouns have clear antecedents
 - inconsistent or incorrect terminology (or query if uncertain about meaning)
 - sexist, racist, or inappropriate language or statements (query).
- **Organizational Problems** (query at the beginning of the project)
- **Punctuation** (ensure that it is correct)
- **References**
 - query missing information.
- **Spelling** (ensure that it is correct and use the Right Word).

For Finished Manuscript Before Returned to Project:

(The following may not be required if formatting is not done at the same time as editing.)

- **Typography and Format** (includes correct type size, typeface, attributes, spacing)
 - bibliography or references
 - direct quotes

- footnotes and endnotes
 - list of acronyms
 - page breaks
 - running heads and feet, and page numbers (ensure that front matter has Roman numerals)
 - table and figure titles
 - table of contents.
- ■ **Final Check**
- cover, title page, and ROT complete and accurate
 - elements complete and in correct order (front matter, etc.)
 - figures and tables checked against text for correct location accuracy, and page number
 - figures and tables formatted correctly (including titles) and in correct position
 - TOC complete and page numbers checked (including appendices, figures, and tables)
 - typeface, type size, and spacing standard throughout.

EDITORIAL PROOFREAD (REVIEW FINAL DOCUMENT)

- Correct grammar, punctuation, and spelling including tables, figures, text boxes, etc. (use the Right Word).
- Ensure that the following are correct (and make corrections)—
 - cover page, title page, and reverse of title page display the same information
 - all required sections are in document.
- Ensure that the following are consistent (and make corrections)—
 - headers and subheads
 - table of contents is correct (including appendices)
 - running footer, including page numbers, are correct
 - abbreviations and acronyms
 - alphabetical and numeric sequence
 - capitalization
 - hyphenated words
 - number style
 - use of italics and bold.
- Query any discrepancies.

Formatting and Layout: Fixed Prices Per Type of Service

Note: Formatting expectations are define below.

Page = 250 words

Average size of typical documents:

- Brochure: tri-fold
- Fact Sheets/Briefs: 1-4 pp
- Lessons Learned: 8-16 pages
- Reports/Manuals: 25-100 pp

SERVICE REQUIRED	FEE PER PAGE: REGULAR RATE	FEE PER PAGE: RUSH RATE
Simple document: Mostly text. 1-5 graphic elements that need minimal adjustment (includes graphs, figures, tables, sidebars, pull quotes, photos, etc.).		
Clean up document already in a template.		
Place document into a template.		
Complex document: Document contains 6-10 graphic elements and a significant number of other formatting elements (subheads, footnotes, sidebars, columns, etc.). Several graphic elements may need significant alteration.		
Clean up document already in a template. Make changes to graphic elements.		
Place document into a template. Make changes to graphic elements.		
Highly complex document: Document contains 11-50 graphic elements and a significant number of other formatting elements (subheads, footnotes, sidebars, columns, etc.) A significant number of graphic elements need to be created or altered.		
Clean up document already in a template. Make changes to or create graphic elements.		
Place document into a template. Make changes to or create graphic elements.		
Make/enter basic corrections		
1-3 per page	1-3:	1-3:

4-10 per page 11-20 per page	4-10: 11-20:	4-10: 11-20:
Create a template or new design		
Logos Brochures/Fact Sheets Reports/Papers Diagrams/Figures Maps	Logos: Brochures: Reports: Diagrams: Maps:	Logos: Brochures: Reports: Diagrams: Maps:
Samples timeframes for regular/rush rates:		
Document	Regular Days Required	Rush Days Required
List typical number of work days required to complete layout of— a. 10-page “simple” document b. 50-page “complex” document c. 100-page “highly complex” document	10-page: 50-page: 100-page:	10-page: 50-page: 100-page:

Checklist for Page Layout

Insert Standard Typography and Format (includes type size, typeface, attributes, spacing)

- line up decimals vertically
- bibliography or references
- footnotes and endnotes
- curly quotes
- running heads and page numbers
- tables and figures (titles, size, and position)

Check for Consistency

- font for bulleted and numbered lists, text boxes, text
- numerical/alphabetical sequence (pgs, sections, tables, figures, etc.)
- table of contents entries
- words and numbers
- titles, running heads, heads, and subheads

Check Elements Against Text

- ROT
- footnotes
- glossary, if part of manuscript
- Contents (page), including
 - list of acronyms and abbreviations

- list of tables and figures (includes tables, art, photographs, etc.)
- references
- cover, title page, and ROT (including citation and abstract)

Final Check

- cover page, title page, ROT, and TOC complete and checked
- elements complete and in correct order (front matter, etc.)
- figures and tables checked against text for correct location, accuracy and page number
- typeface, type size, and spacing standard throughout
 - final copy printed and checked
 - title page complete