

# **National Rural Health Association**

## **REQUEST FOR PROPOSAL**

**Provide editor services for the Journal of Rural Health**

**PROJECT NAME: Journal of Rural Health Editor  
National Rural Health Association  
50 F. Street NW, Suite 520  
Washington, District of Columbia 20001  
PH: 202-639-0550  
amorgan@nrharural.org  
October 26, 2020**

**REQUEST FOR PROPOSAL**  
**Journal of Rural Health Editor**  
**Washington, District of Columbia**

**Article I. Introduction**

The National Rural Health Association (NRHA) requests a proposal for services as Journal of Rural Health Editor. The following proposal request will outline the project goals and detail the format for proposal submission. Please read the timeline carefully. In order for the proposal to be considered, it must meet all deadlines included in the timeline under Section 2.02.

**Section 1.01 Location and Sponsor**

The bid is for Journal Editor for the Journal of Rural Health Editor located at 50 F. Street NW, Suite 520, Washington, District of Columbia, 20001.

**Section 1.02 Management**

Gabriela Boscan, NRHA, will be managing this project and will be located at the NRHA office. The NRHA Journal Editorial Board will be responsible for the project's timely completion.

**Section 1.03 Contact Information**

Please contact Gabriela Boscan, Director of Program Services at NRHA, for questions about the proposal submission details:

**Gabriela Boscan, MPH**

Director, Program Services & Development  
National Rural Health Association  
50 F. Street NW, Suite 520  
Washington, DC 20001  
Phone: (202) 639-0550  
Email: [gboscan@nrharural.org](mailto:gboscan@nrharural.org)

**Article II. The Project**

**Section 2.01 Mission**

The Editor is Responsible for the following:

- Produce four quarterly issues of the Journal of Rural Health
- Negotiate and include Special Sections as funding permits
- Supervise and direct the managing editor, as needed
- Communicate with the publisher, Wiley
- Communicate with the NRHA managing partner, Ms. Boscan
- Communicate with the editorial board once per quarter regarding journal operations and outcomes

## Section 2.02 Timeline

In order to complete the mission, the National Rural Health Association has set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Sent Out	October 26, 2020
Deadline for Proposals	December 1, 2020
Selection Process Completed	December 20, 2020
Start of Editor Term	January 1, 2021
End of Editor Term	December 31, 2023

## Article III. The Proposal

### Section 3.01 Summary of Proposal

#### (a) Expectations

Contracts will be awarded based on the information presented in the proposals received and will be assessed based on expected benefit to the project. This assessment will include a variety of factors, such as expertise, prior experience, and proposal amount. National Rural Health Association reserves the right to accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to National Rural Health Association or to the company offering the proposal.

#### (c) Proposal Deadline

All proposals must be submitted to National Rural Health Association by December 1, 2020 to be considered for the Journal of Rural Health Editor. These submissions must be electronically submitted, in a single printer definition file (.pdf) format. Submissions should be sent to Gabriela Boscan ([gboscan@nrharural.org](mailto:gboscan@nrharural.org)) no later than 5 pm EST on the due date.

#### (d) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for National Rural Health Association's stated mission.
3. The perceived ability for the proposing applicant's ability to deliver their services set forth in their proposal.
4. The proposing applicant's past performance in delivering such services.

5. Availability of sufficient high-quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.

National Rural Health Association may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

**(e) Proposal Format:** National Rural Health Association requests that you include the following information listed below in the proposal. Proposals should adequately address the details of the proposed contract. **Proposals should be limited to 8 pages for sections (i)-(xi).**

- (i) Contractor Summary*
- (ii) Capabilities and Methodology*
- (iii) Expected Results*
- (iv) Staffing and Management*
- (v) Communication*
- (vi) Equipment*
- (viii) Expense Summary*
- (xi) References*

### **Section 3.02 Proposal Details**

**(a) Contractor Summary**

Include a brief history of past experience in dealing with similar projects.

**(b) Capabilities and Methodology**

Detail the capabilities in delivering the requests in this proposal. This section should outline specifically the proposed method for achieving the mission.

**(c) Expected Results**

Use this section to summarize the expected results of the methodology listed above. This should include a summary of the timeline for completing the project.

**(d) Communication**

Explain to the communication plan between executives, management, staff and project manager to ensure the project stays on schedule.

**(e) Equipment**

Detail the equipment necessities as well as their estimated cost. Any additional services or space needed from National Rural Health Association should be listed here with a brief explanation.

**(f) Expense Summary**

Give a brief summary of the total costs for the proposed contract, as well as a brief explanation of the contributing costs to the total cost.

**(g) References**

Provide references for similar past projects.