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MANAGEMENT  
COUNCIL

## Request for Proposals

Western Pacific Fishery Management Council

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The Western Pacific Regional Fishery Management Council (Council) is soliciting proposals for contractual services listed below.

- 1) **CONTRACT SERVICE:** Review and Copy Edit Council Draft Publication(s)
- 2) **CONTRACT PERIOD:** Contract will begin in March 2021 and end two weeks after contract initiation.
- 3) **SCOPE OF WORK:** The Council is seeking contractor(s) to review and provide edits, comments and recommendations on draft Council produced reports/documents. Contractor(s) will be engaged to review and copy edit Council draft documents/reports targeted for general public audiences. Contractor(s) will also be engaged to provide content and subject matter reviews on draft Council documents. The Contractor(s) will copy edit documents in track-change, provide electronic in-document comments and/or recommendations on document structure, organization and content, where appropriate. For examples of the style and quality of Council produced publications, go to <http://www.wpcouncil.org/educational-resources/education-library/>.
- 4) **ELIGIBILITY:** The potential Contractor must:
  - a. Be familiar with the purpose, role and responsibilities of the Western Pacific Fishery Management Council;
  - b. Have working knowledge of the US Pacific Islands, communities, culture and natural resources;
  - c. Have demonstrated ability and expertise to efficiently review and professionally copy edit professional documents for public distribution; and
  - d. Be available to start the project immediately in March 2021 and complete the project by April 2021.
- 5) **REQUIREMENTS:** The Contractor must:
  - a. Be detailed oriented and have experience reviewing and copy editing professional documents.
  - b. Have a degree in English, Communications, Journalism or similar subject area
  - c. Work in close coordination with the Council staff to meet deliverable timelines.
- 6) **HOW TO APPLY:** Proposal submissions should include (maximum 3 pages): a. Name, affiliation, and contact information of the principal contractor(s); b. Brief statement addressing the requirements as stated; c. Compensation rate; and d. a curriculum vitae or resume for each project participant.