REQUEST FOR PROPOSALS
April 4, 2014

PERIOD OF PROPOSAL SUBMISSION ENDS:
April 25, 2014

The U.S.-China Economic and Security Review Commission (hereafter "the Commission") invites submission of proposals to provide copyediting and proofreading services to the Commission.

ABOUT THE COMMISSION. The Commission was established by Congress in 2000 to monitor and report to Congress on the economic and national security implications of the United States' trade and economic ties with the People's Republic of China. Further details about the Commission are available on its website at: www.uscc.gov.

ABOUT PROPOSALS. The Commission solicits proposals from organizations and individuals capable of providing copyediting and proofreading services on an as needed basis to the Commission for its 2014 Annual Report to Congress, research papers, and other official documents.

These services' key requirements are:

1. Accurately and consistently correct grammar, punctuation, spelling errors, and inconsistencies in format and style (e.g., capitalization, abbreviations, etc.) using standard proofreading marks.

2. Accurately and consistently review and correct format of footnotes and endnotes.

3. Accurately and consistently compare one copy of a document to another and mark deviations using standard proofreading marks.

4. Consistently adhere to the Commission's style guide.

5. Prepare and maintain a list of acronyms and abbreviations for Commission reports.

6. Proficiently perform work electronically through Microsoft Word's track changes function and by hand on galley proofs.

7. Knowledge of one or more industry-standard style guides (e.g., Chicago Manual of Style, MLA, APA).

8. Maintain flexible availability to perform services throughout the duration of the contract. The Commission may require services after standard business hours and on weekends.

Desirable Qualification: [Not required, but may be considered in the selection process.]:

1. Experience copyediting and proofreading Congressional, defense, or other government reports or papers.

Additional Requirements of the Commission:

1. Prior to the award of any contract, the contractor must be registered in the federal System for Award Management (SAM).

2. The contractor will perform work at the contractor's facilities or the Commission's offices as specified by the Commission for each assigned task based on the particular requirements of the task. In its offices, the Commission will provide the contractor adequate workspace, a computer and network access, and access to Commission employees as needed.

3. At the discretion and request of the Commission, the contractor shall agree to participate in meetings or teleconferences with Commission staff to discuss work assigned. The Commission will make a good faith effort to schedule meetings at times convenient for the contractor.

4. Each organization or individual responding to this request must warrant by written agreement that the contents of the Commission's work will not be shared with other parties without the prior written consent of the Commission.

5. The Commission expects contractors to identify all personnel working on the contract. The contractor shall not delegate any responsibilities to other parties without prior written approval of the Commission.

6. At the Commission's discretion and before award of the contract, the applicant may be required to demonstrate their copyediting and proofreading capabilities through a test project.

Primary Selection Criteria:

1. The Commission will determine which organization or individual responding to this request will be awarded the contract based on a comprehensive "best value" analysis of the proposals received, to include the cost to provide these services, technical skill and experience, ability to maintain flexible availability, and past performance or references.

2. The primary weighting criterion in selection shall be the assessed qualifications and ability of an organization or individual to provide the services enunciated above ("key requirements").

Proposal submissions should include:

1. A statement of the applicant's relevant qualifications to satisfy the terms of this RFP, to include curricula vitae for personnel intended to provide copyediting and proofreading services.

2. The price and pricing structure the applicant will charge to the Commission to complete the work set forth in this RFP.

3. Three (3) professional references who can attest to the applicant's copyediting and proofreading capabilities. References should include name, occupation, relationship to applicant, and email and telephone contact information.

Organizations and individuals wishing to submit a proposal in response to this request for proposals must ensure the response arrives at the location noted below by **5:30PM (EST) on April 25, 2014**, or it will not be accepted or considered.

Electronic submissions are acceptable.

Proposals, as well as inquiries or any other correspondence related to this matter, should be directed to:

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