



American Public Transportation Association

Request for Proposals

Professional Editorial and Writing Services

September 25, 2020

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Washington, DC 20005
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Introduction

The American Public Transportation Association (APTA) is requesting proposals for professional editorial and writing services to provide copyediting and proofreading of APTA's standards, peer review reports and safety audit reports. The APTA Standards Program supports APTA members and key industry stakeholders through the development of guidance documents including standards, recommended practices, guidelines, white papers, technical specifications, and educational pamphlets.

About APTA

APTA is a nonprofit international association of 1,500 public and private sector organizations which represent a \$71 billion industry that directly employs 430,000 people and supports millions of private sector jobs. APTA members are engaged in the areas of bus, paratransit, light rail, commuter rail, subways, waterborne services, and intercity and high-speed passenger rail. This includes transit systems; planning, design, construction, and finance firms; product and service providers; academic institutions; transit associations and state departments of transportation. APTA is the only association in North America that represents all modes of public transportation. APTA members serve the public interest by providing safe, efficient, and economical transit services and products.

Scope of Work

APTA is seeking a professional editor for copyediting, writing and proofreading services to execute work in the following areas: (1) Standards Program, (2) Peer Reviews and (3) Safety Audits. The selected vendor will be required to work with APTA staff after receiving instructions about the nature of each assignment. Assignments are generally provided as necessary and when required by APTA. The following are performance requirements for the successful contract editor:

- Use track changes in documents to provide copyediting, identify formatting issues, and propose content revisions related to misspellings, grammar usage, alt text, citations of tables and figures, consistent formatting of chapters and sections/subsections, and appendices, and references for adherence to the APTA templates;
- Develop document templates and migrate draft content into templates, as needed;
- Revise documents reflecting input from multiple reviewers; and
- Timely delivery of editorial changes as agreed upon with APTA staff.

Key Requirements

Editor must be able to demonstrate proficiency in Microsoft Word. Editor must be able to complete an editorial review of documents within 2 to 4 business days upon receiving the work assignment. The editor will maintain a single point of contact for management of all projects and for invoicing purposes. Editor must be willing to sign a confidentiality agreement for Peer Review and Safety Audit work. Historically, the APTA editor has performed editorial review of approximately 50 standards documents in addition to 10 to 15 peer review or safety audit documents annually.

Proposal Format and Instructions

Proposals must follow the format and structure defined below:

- I. Provide a short synopsis of your company’s background (limit to 300 words or fewer)
- II. Provide a section detailing how your services can address APTA’s requirements as noted above. In addition, experience should demonstrate knowledge of working with organizations similar to APTA.
- III. Identify key personnel and describe how APTA’s assignments will be managed including how your organization will ensure the quality of work, on time delivery, change requests and approvals.
- IV. Provide proposed pricing/fee structure based on a standard **hourly rate** and describe how many hours are typically required to edit a single document between 20-30 pages.
- V. Provide APTA with permission to contact two of three references from current, active clients.

Evaluation and Award Process

APTA will only evaluate proposals submitted by 6 p.m. ET on Monday, October 26, 2020. A decision will be made on or about November 2, 2020. APTA will make a final selection based on the proposal, at the discretion of APTA, that best meets the requirements set forth in this RFP and is determined to be the most highly qualified for the service requested.

Contacts

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