Publishing Request for Proposal
Topic Listing

Association Media & Publishing Annual Meeting
Presentation June 26, 2019, Publishing RFPs: Wake Up from the Nightmare

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All RFPs are unique to the publishing property and the organization. There is no one set format and one size doe not fit all. Nonetheless, here are some sample topics that might be covered in RFP for a journal or other association publishing property. Contact us with any questions. John and Gina

Sample Journal RFP Topic Listing

- Cover page
- Table of contents
- Executive summary
- About the RFP
  - About the process
  - Process timeline
  - Decision Process
  - Costs Responsibilities
  - Confidentiality
  - Contact information
- About the association/society/organization
  - Mission statement
  - Membership categories, statistics
  - Membership fees by category
  - Member survey results
  - The publication’s role in member retention and acquisition
- About the journal
  - Publication history

OVER
Publication specifications
Revenue model discussion (e.g., subscription, open access, member benefit)
Mission statement
Editor and editorial board
Policies and guidelines
Article types
Manuscript submission and publication statistics
Peer review and editorial process
Accept/rejection statistics
Time to acceptance/publication statistics
Expected publication schedule
Backfile availability
Open access APC history, if applicable
Abstracting and indexing information
Impact Factor history or similar statistics
Altmetrics history or similar statistics
Readerships scores
Website and article download statistics
Subscription statistics and history
Marketing, promotion, and social media
Subscription agent relationship and policies
Content aggregation history and status
Advertising policies, pricing, statistics, and history
Reprints and other revenue sources history
Warehouse and fulfillment
Continuing education component and expectations
Relationship with other association events/products and expectations

-Format for Proposals
  Topics to be addressed
  Financial proposal
  Transition details, if applicable
  Timeline reminder
  Draft contract preparation, review, and signing
  Contact information