

**Journal of the Chenango County Historical Society  
Issue 10, Summer 2022**

November 5, 2021

Issued by: Chenango County Historical Society (CCHS)

Representative: Joseph Fryc

Operations@ChenangoHistorical.org

(607) 334-9777, extension 2

CCHS is updating our annual *Journal of the Chenango County Historical Society*. We are accepting proposals for a qualified candidate to help create and design this publication.

**Our goals for this publication are to:**

- Celebrate the 10-year anniversary of this annual tradition
- Diversify represented locations and entry topics
- Increase awareness of our organization
- Present a professional, modern image

The objective of this request for proposals is to identify an editor who will provide the best overall value and results for our organization. A print version of the book is planned for distribution no later than June 21, 2022.

**Organizational background and project history:**

First established in 1939, CCHS is the primary organization dedicated to actively and comprehensively preserving the history of Chenango County. The organization celebrates local culture – unique traditions, noteworthy residents, and unusual stories of the region.

The annual *Journal of the Chenango County Historical Society* is a publication of CCHS and is sold as an exclusive title of the organization's Museum Shop operations.

**Project requirements:**

The successful candidate will be responsible for proofreading all *Journal* submissions, as well as the design and layout of the publication for print and e-book production with the approval of CCHS. The successful candidate will provide a mock-up of the pages where changes and corrections can be made prior to printing, as well as the final ready-to-print proof. The proposal should include proofs and any other materials you feel necessary to complete the job.

45 Rexford St., Norwich, NY 13815

(607) 334-9777, extension 2

E-Mail: Operations@ChenangoHistorical.org

**Note:** Vendor will not be responsible for securing content or photos.

**Print specifications:**

**Text pages:** 100+ pgs.

**Size:** 100+ pages plus cover – 8.5” x 5.5”

**Color:** 1C process

**Cover:** 4C process on 1 and 4

**Potential Vendor Candidate should include:**

- Pricing
- Note the fixed price for the project with an itemized price listing. Also, note the number of hours you expect the project to take.
- References
- Include name, contact details, and samples from three previous clients
- Any terms and conditions for working with you

**Proposal selection criteria:**

CCHS reserves the right to award the contract to the candidate who represents the best value as determined by CCHS.

**Potential timeline:**

- **Request for proposal issuance:** 11/05/2021
- **Deadline for proposal submission:** 12/31/2021 by 4:00 p.m.
- **Selection of vendor:** 01/14/2022
- **Content and photos due to vendor for project:** 03/11/2022
- **Project to printer:** Estimated week of 05/15/2022

Qualified and interested parties are asked to respond to this request for proposals by the **close of business (4:00 p.m.) on Friday, Dec. 31, 2021**. Send proposals via email (Operations@ChenangoHistorical.org) or by mail to Joe Fryc, Operations Manager, Chenango County Historical Society, 45 Rexford Street, Norwich, NY 13815.

The winning candidate will be notified by Friday, January 14, 2022.

To download a copy of the RFP, visit our website at [www.ChenangoHistorical.org](http://www.ChenangoHistorical.org)

Questions may be directed to Joe Fryc, Operations Manager, at (607) 334-9777, extension 2.