

**Journal of the Chenango County Historical Society  
Issues 11-13, Summer 2023-2025**

November 2, 2022

Issued by: Chenango County Historical Society (CCHS)

Representative: Joseph Fryc

Operations@ChenangoHistorical.org

(607) 334-9777, extension 2

We are accepting proposals for a qualified candidate to help create and design the “Journal of the Chenango County Historical Society” for the next three fiscal years (2023-2025).

**Our goals for these publications are to:**

- 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. Selected party will be given a 1 year probationary period for 2023, and based on positive results will be awarded first right of refusal for contract on 2024 & 2025 Journals. A print version of the first book is planned for distribution no later than June 16, 2023.

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

**Print specifications per issue:**

**Text pages:** 100+ pgs.

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

**Color:** 1C process

**Cover:** 2pg. spot-color

**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 first year timeline (subsequent years will mirror the same general timing):**

- **Request for proposal issuance:** 11/2/2022
- **Deadline for proposal submission:** 12/30/2022 by 4:00 p.m.
- **Selection of vendor:** 01/20/2023
- **Final date for content and photos to be submitted to vendor for project:** 04/28/2023
- **Final proofs to Journal Authors:** 05/15/2023
- **Project to printer:** Estimated week of 05/22/2023

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. 30, 2022**. 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 selected candidate will be notified by Friday, January 20, 2023.

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.