

The Institute of Inspection, Cleaning and Restoration Certification (IICRC)

Request for Proposal (RFP) for the administration and editing of *The Journal of Cleaning, Restoration & Inspection*

This request for proposal contains confidential information to be used by the recipient for the purposes of submitting a proposal to provide editorial management services for *The Journal of Cleaning, Restoration & Inspection*. The information and any enclosures are considered confidential and may not be released to any organization or individual without the approval of an officer of the organization and President of the IICRC.

Background

The IICRC's *Journal of Cleaning, Restoration & Inspection* (The Journal) is a first-of-its-kind, peer-reviewed technical journal serving the inspection, cleaning and restoration industries. Each issue of The Journal is content rich and includes challenging, yet useful, technical information targeting the interests and needs of serious industry professionals. It provides in-depth technical information to the IICRC's most technically oriented customers while building the Institute's reputation and credibility within the industry.

Audience, Circulation and Promotion

The circulation of The Journal is 10,000. It is mailed to all 6,000 Certified Firms, as well as all IICRC master cleaning technicians, master restoration technicians, textile and flooring inspectors, and schools and instructors. Each issue contains three to four technical articles and is approximately 28-35 four-color pages. Digital editions of The Journal can be viewed at www.iicrc.org/thejournal/.

The Journal is promoted to all IICRC registrants (47,000+) and Certified Firms via the IICRC's e-newsletters, press releases, website and social media channels, which include LinkedIn, Facebook, Twitter and Google+.

Purpose

The purpose of this RFP is to retain an independent contractor to serve as the editor and publisher of The Journal. This person will source in-depth technical articles in each of the disciplines (hard and soft flooring inspections, cleaning and disaster restoration) served by the Institute.

Scope of Services

The Journal editor and publisher is expected to:

1. Determine subjects of interest or need that can be presented in The Journal.
2. Solicit (3-4) articles per issue, and oversee all aspects of publication and distribution.
3. Solicit authors and unbiased, non-promotional articles from qualified technical experts (e.g. manufacturers, product innovators, academics, government and independent researchers) and oversee all aspects of publication and distribution.
 - a. provide initial formatting and grammatical edits, as required, to enhance the articles' readability, while requiring validation of facts or hypotheses.

Select qualified technical subject matter experts for blind peer review; act as liaison between peer reviewer and author; provide oversight to peer review process.

2. Coordinate the timely preparation, editing, production and printing of The Journal.
3. Assist in the marketing and promotion of the publication.
4. Stay in contact with the industry to identify subject matter experts who have technical information that should be disseminated in technical papers by:
 - a. attending conventions (e.g. The Experience, ISSA, RIA, NICFI)
 - b. workshops (e.g. PLRB, Crawford)
 - c. other technical conferences (e.g. CIRI, IICRC)

Preferred qualifications

1. Have experience with IICRC standards and an ability to edit in a way that's compatible with the standards.
2. Be well connected in the industry to solicit pertinent technical articles or papers.
3. Have technical knowledge on industry subjects (inspection, cleaning, restoration).

Information Requested of the Technical Journal Administrator/Editor:

1. Describe your ability to support each aspect of the Scope of Services. Also indicate services usually outsourced.
2. Explain your experience in related industries (inspection, cleaning and restoration).
3. Describe your experience in administering and editing publications.
4. Provide a clear explanation of fees, including all costs and terms of payment. Please present budgets for developing and printing three issues per year and four issues per year. Consider print runs of 6,000, 8,000 and 10,000.

Questions and Submissions

Please contact the following individual with any questions or to submit a copy of your proposal. Submissions are due Friday, March 30.

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