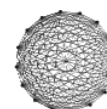


Society for Scholarly Publishing

Request for Proposal for In-Kind Abstract Management Services



Society for
Scholarly Publishing
Innovative People Advancing Scholarly Communication

PURPOSE

The Society for Scholarly Publishing (SSP) desires the services of a technology provider on a cost-neutral basis to support the abstract management needs of the organization as described within the Scope of Services starting in September 2016.

SSP believes industry suppliers are essential to our organization and SSP would like for each of our members who provide these services to have an equal opportunity to offer their solutions for this purpose. In-kind donors have the opportunity to showcase their products and services to more than 1100 scholarly publishing professionals throughout world.

The goal of this RFP is to enter into an arrangement that provides a supplier with promotion of its brand to influencers and purchasers in exchange for abstract management services.

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HISTORY OF ASSOCIATION

The Society for Scholarly Publishing (SSP), founded in 1978, is a nonprofit organization formed to promote and advance communication among all sectors of the scholarly publication community through networking, information dissemination, and facilitation of new developments in the field. SSP is focused on individual professional development and does not have an advocacy function.

SSP members represent all aspects of scholarly publishing—including publishers, printers, e-product developers, technical service providers, librarians, and editors. Our goal is to have SSP be the community for everyone engaged in scholarly publishing, members and non-members, where they will find forward-thinking programs, important dialogues about the evolving scholarly system, and partners to share their expertise and progress.

SSP has roughly 1,100 members with membership continuing to trend upwards. Our dues structure is designed to be affordable, with lower-cost categories for early career professionals, students and librarians. Roughly one-half of our members come through organizational memberships. Member benefits include discounted registrations to events, access to a member directory, online access to *Learned Publishing* (an industry journal), discounts, and the ability to participate on SSP committees.

For the past several years, SSP has been growing according to most metrics. The number of members is steady, membership participation is at an all-time high, attendance at the annual meeting and participation by sponsors and exhibitors is consistent. Website traffic is increasing and comments and traffic at the Society's blog, *The Scholarly Kitchen*, is also on the rise. We have an active LinkedIn Group with approximately 8800 group members and our Twitter account has 3900 followers.

MISSION, VISION, STRATEGIC PLAN

Mission Statement

To advance scholarly publishing and communication, and the professional development of its members through education, collaboration, and networking.

Vision Statement

SSP will be recognized by members and the global publishing community as the first place to turn for information and dialogue on current and emerging issues in scholarly communication.

Goal Statement

SSP is the community for everyone engaged in scholarly publishing, an organization where they find forward-thinking programs, important dialogues about the evolving scholarly system, and partners to share their expertise and progress.

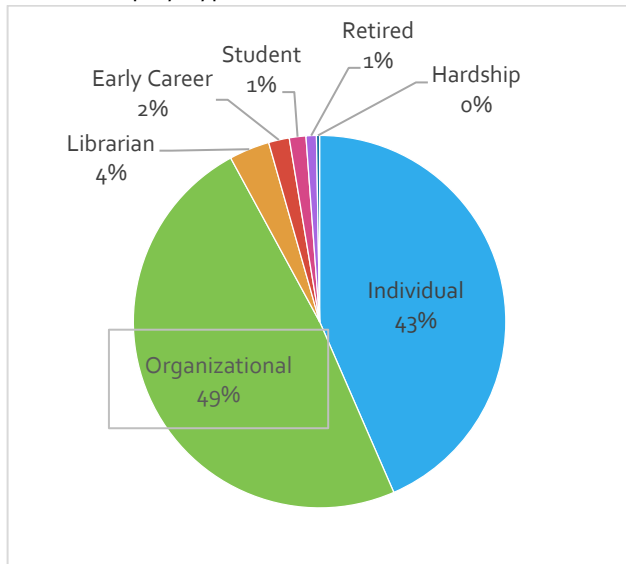
ORGANIZATIONAL INFORMATION

SSP is a non-profit corporation incorporated in the District of Columbia. The purpose is to promote and advance scholarly communications among all sectors of the scholarly publication community through networking, information dissemination, and facilitation of new developments in the field. The Society is organized for educational purposes and is operated as a non-profit corporation within IRS code 501(C)(3). SSP does not have chapters or components and is not a chapter or component of any other national or international organization.

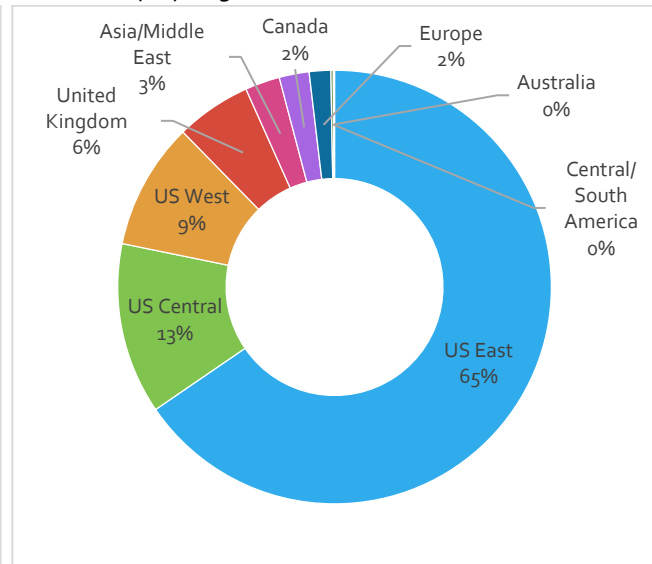
ABOUT OUR MEMBERSHIP

Membership Statistics

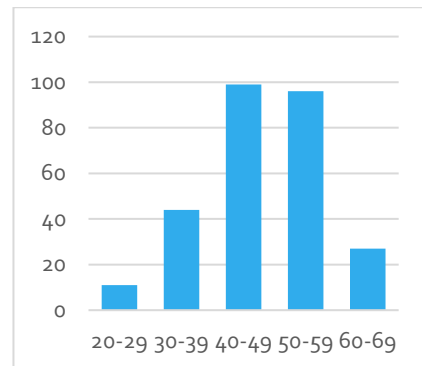
Membership by Type



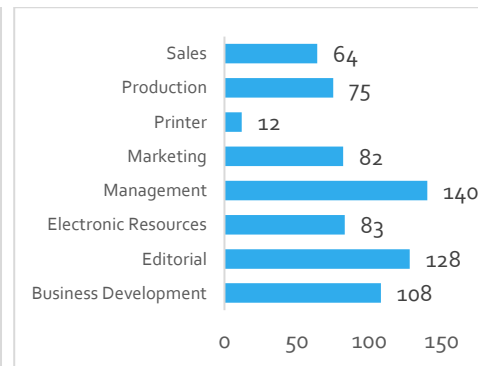
Membership by Region



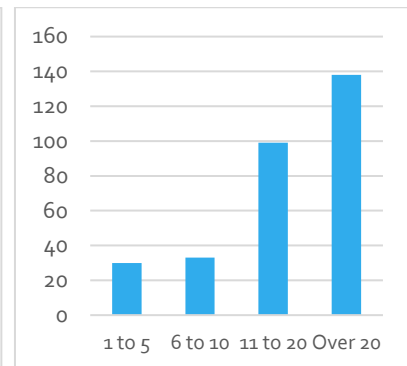
Membership Age



Area of Specialization



Years in Publishing



SPONSORSHIP BENEFITS

In addition to visibility of your products/services by SSP members and other industry professionals, in-kind donors will be acknowledged and recognized during the term of the contract in the followings ways:

1. SSP press release announcing the service sponsorship (promoted via the SSP home page, *RE:member* newsletter social media channels, and RSS feed)
2. Company logo and Service Sponsor attribution displayed on the SSP website home page sub-footer
3. Three month rotating banner advertisement (300 pixels x 250 pixels) on the SSP Homepage annually. Frequency of banner ad rotation will be determined partly by demand per page during the requested display period; sponsor selects months for display; must be continuous (\$2400 value/year)
4. Four free webinar registrations annually (\$200 value/year)
5. One use of the SSP member email list and one use of the SSP member mailing list annually (\$790 value/year)
6. Recognition as a service sponsor on the Call for Proposals web page and email communications requesting proposals

Values listed above are based on standard SSP member rates.

Should the in-kind donation not be 100% donation, but instead a percentage of the total value of the product/services provided, SSP reserves the right to negotiate the sponsorship benefits based on the offer provided.

Award of a contract for in-kind products and services does not constitute an endorsement by SSP for one supplier's product or services over any other suppliers' products or services. A statement as such may be included on the SSP website.

If there are specific benefits not listed here that would provide a greater incentive for your in-kind donation, please outline them in your proposal under additional bid considerations.

SCOPE OF SERVICES

Technical Specifications – Abstract Management System Desired Attributes

SSP seeks to implement an abstract management system for the submission, review, and final publication of its Annual Meeting session abstracts to replace the current manual process. This section outlines some of the roles, functionality, and general attributes being sought in an automated vendor system but is not meant to be a comprehensive list. We invite bidders to offer suggested solutions that may include but are not necessarily limited to these requirements.

User Roles for the system include:

- Submitter: submits a session idea for consideration
- Co-chair: manages the submission process, selects reviewers, and makes the final acceptance decision
- Reviewer: reviews, ranks, and votes on submissions
- Organizer: manages the process of finalizing the session details and assisting session participants after a submission has been formally accepted
- Shepherd: assists organizer
- SSP Staff: should have "super-user" designation; includes the Executive Director, Program Director, and Kellen management staff

Key tasks that should be supported include:

- Submitter: uploads session description; checks status of submission. Note: There is only one Submitter per submission, and the Submitter may also be the Organizer and/or Shepherd.
- Co-chair: immediately rejects submission; assigns reviewers to a submission; assigns numerical score to submission; selects/rejects reviewed submission; assigns organizer/shepherd(s) to a submission; designates when session record is final. Note: Co-chairs will share responsibility across all submissions.
- Reviewer: rates the submission (using Likert scale); votes on final set of candidate submissions. Note: There will be multiple Reviewers per submission and Reviewers will review multiple submissions
- Organizer and Shepherd: edits/updates submission over time; corresponds with session participants
- SSP staff: downloads/publishes session information to the SSP database/website and into the Annual Meeting program (preliminary program as well as final program); acts as super-user of system

Session record information should include:

- Submitter: including name, affiliation, type of company, contact information
- Session title/subtitle
- Session keywords
- Session description
- Session goal
- Session theme
- Session track
- Session "learning level"
- Session duration
- Session Organizer: including name, affiliation, contact information

- Session Shepherd: including name, affiliation, contact information
- Session Speaker(s): including name, affiliation, contact information, and bio
- Submission status
- Reviewers: including name, affiliation, contact information
- Reviewer recommendation
- Co-chair(s) final selection decision
- Notes
- Attachments
- Email correspondence

Additional system and service attributes include:

Platform & Administration

- The platform must be hosted online, not locally served.
- The platform must operate under a Service Level Agreement, to include platform availability and performance, as well as data retention and backup. It must comply with international security standards, and be anti-spam compliant.

User interface & functionality

- The user interface should be easy to use and intuitive to all user groups.
- It must be possible for users to access SSP documentation guidelines from within the system, either via link to relevant places on the SSP website or via files hosted on the site. SSP Staff must be able to edit these links/files themselves.
- The submission form should be editable by SSP staff. During the submission process, it should be possible to save an incomplete submission and continue with the submission at a later point, without losing any data. In addition, it should be easy to navigate back to a previous screen without losing data.
- The system should be workflow-based and facilitate automatic task assignment and email reminders. Workflows should be simple, requiring a minimum number of screens and clicks to get through a process.
- Changes to forms and workflows should be auditable in a way that allows appropriate users to retrieve versions of forms and webforms as they were in use at the time of processing a particular submission.
- It should be possible to link related session submissions within the system.
- The system should facilitate regular reporting, including the generation of custom reports, and provision of website analytics reporting.

Tracking

- The system should allow tracking of sessions from submission through decision to final publication.
- SSP Staff and Co-chairs must be able to track all sessions through all stages of the processes.
- Co-chairs, Reviewers, Organizers, and Shepherds should at any time be able to access a list of sessions currently handled by them, as well as a list of previously handled sessions.
- Co-chairs must be able to check every reviewer's history within the system.
- Reviewers must be able to view their own history within the system, and to check the full review history of a manuscript they have reviewed in the past, apart from other reviewers' names.
- Submitters should be able to track where their sessions are at every stage, and be able to access a list of submissions they currently have under review, as well as a list of previous submissions with their history
- Co-chairs must be able to suppress "acceptance" and "rejection" alerts until such point when they enable the release of such notifications.

Correspondence & notes

- The system should allow email correspondence, and all email correspondence should be stored in the system as part of the session's audit trail.

- It should be possible to include attachments in any email correspondence sent through the system, and the adding of attachments should be managed in a simple, intuitive fashion. It should also be possible to include embedded links in any correspondence sent through the system, and to include formatted text and images in correspondence sent through the system.
- The system should make it possible to include all persons associated with a session (including all speakers) in any correspondence.

Publishing/Production

- The system should allow the final set of Annual Meeting sessions for a given year to be downloaded/exported for use as a conference program on the SSP website, as a printed preliminary program and as a final printed program.
- The system should allow for sessions / submissions to be exportable (such as into Excel, for example) along with selected data fields to facilitate offline analysis / manipulation.

Support & training

- The vendor must provide training as part of the implementation plan and direct support for two months after implementation. In addition, the vendor must provide periodic, ongoing training and support – whether in-person, virtual, via online tutorials, or some combination – through the full term of agreement.
- Online help and guidance should be available to all users at all stages (e.g. in the form of Help links).
- The vendor should provide account/project management, where the vendor relationship manager acts as a mediator between SSP and the vendor's development team, as needed. Ideally, the vendor relationship manager should manage any task tracking software on behalf of SSP.

Integration with other systems

- Vendor should include information on whether and to what degree the product integrates with other systems, particularly association management systems and conference/meeting mobile Apps.

Length of Contract

The resulting contract with the awarded bidder shall have an initial term of three years.

Additional Bid Considerations

Bids may include unique benefits and/or amenities that demonstrate additional support for SSP in order to differentiate bid from other proposers and to strengthen the overall proposal. Possible considerations may include value added services that enhance the user experience or support for other SSP programs.

PROPOSAL COMPONENTS

Proposals should be delivered as a PDF via email to the contact listed below. Please limit your proposal to no more than 20 pages. Proposals should include the following:

1. Your organization's SSP membership status and sponsorship history
2. A description of how your product/service addresses the requirements described in the Scope of Services
3. Additional bid considerations
4. A brief project plan outlining the stages and milestones for implementation of and user training for an abstract management system
5. Examples of your abstract management system
6. Any annual or one-time costs that are not covered as part of an in-kind donation
7. The total value of any in-kind donation
8. Primary supplier contact
9. Client references

EVALUATION CRITERIA

CRITERIA	SCALE	MAXIMUM POINTS
1 System Functionality Points are awarded based on factors such as usability, ability to meet Scope of Services requirements; user support offered, functionality, etc.	0-45 points	45 points
2 SSP Membership Status Non-member Individual membership(s) of supplier staff Supporting Organizational Member Sustaining Organizational Member	0 points 2 points 6 points 10 points	10 points
3 SSP Sponsorship History (cumulative) 2016 Annual Meeting Sponsor/Fellowship Sponsor 2015 Annual Meeting Sponsor/Travel Grant Sponsor 2014 Annual Meeting Sponsor/Travel Grant Sponsor 2013 Annual Meeting Sponsor/Travel Grant Sponsor 2012 Annual Meeting Sponsor/Travel Grant Sponsor 2016 Regional Event Sponsor (Corporate) 2016 Regional Event Sponsor (Local) 2015 Regional Event Sponsor (Corporate) 2015 Regional Event Sponsor (Local)	4 points 3 points 3 points 2 points 2 points 3 points 1 points 1 points 1 points	20 points
4 Additional Bid Considerations (ranked) Additional bid considerations will be ranked based on value to SSP and its membership. The top ranked proposal will receive the maximum points and the second, third, fourth (etc.) ranked proposals will each receive 2 points less than proposal ranked immediately higher.	0-10 points	10 points
5 Cost Considerations Points will be awarded based on approximate % value of in-kind donation. Proposals with a 100% in-kind donation will receive 15 points, 99-75% in-kind donation = 10 points; 50-74% in-kind donation = 5 points, > 50% = 0 points.	0-15 points	15 points

Each proposal will be scored by a review committee using the criteria above. Maximum total points is 100. The bidder with the highest point value will be awarded the contract. In the case of all other scores being equal, preference will be given to 100% in-kind donations.

AWARD

This Request for Proposal does not commit SSP to award a contract. SSP reserves the right to reject all proposals, and at its discretion, may withdraw or amend this Request for Proposal at any time. If SSP issues an award, the award will be made to the bidder whose offer best meets the evaluation criteria. However, if SSP does not consider the offer to be fair and reasonable and negotiations fail to meet acceptable terms, then SSP reserves the right to cancel the award and take appropriate action to meet the needs of SSP. SSP will determine whether the offer is fair and reasonable using the evaluation criteria listed above. SSP will notify all bidders regarding the award.

TIMELINE

The following timeline shows our highly desired schedule for the RFP and implementation process. We wish to adhere to this timeline if at all possible so that the system can be fully implemented and ready for use by the time the 2017 SSP Annual Meeting "Call for Proposals" opens in mid-October 2016. Bidders who feel that the portion of the timeline specific to contract execution and/or system setup will be problematic are welcome to outline the challenges as they see them and offer an alternative timeline for consideration. All questions should be submitted via email. Depending on the volume and variety of questions received we may answer bidders directly or provide a single (anonymised) response to all bidders.

JULY 5	RFP distributed to potential service providers
JULY 12	Q&A period closes; Intent-to-Bid notification due
JULY 22	Final receipt of all proposals for consideration
JULY 29	Invitation for demonstrations (if applicable)
AUGUST 1-5	Demonstrations
AUGUST 8-12	Evaluation of proposals by review committee
AUGUST 19	Notification of award
AUGUST 31	Contract executed
SEPTEMBER	Setup of system for 2017 Annual Meeting
OCTOBER	Call for Proposals opens for 2017 Annual Meeting

CONFLICT OF INTEREST

Review committee members will certify that they do not have any personal connection with any bidder(s). If a committee member has a personal connection, this connection shall be disclosed and the committee member will recuse themselves from the evaluation process.

CONTACT INFORMATION

All questions, Intent-to-Bid notifications, and proposals should be submitted via email to:

Helen Szigeti, SSP Program Director
hszigetissp@gmail.com