



REQUEST FOR PROPOSAL FOR PUBLICATION OF A BOOK

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: August 12, 2015
BY: Aengus Bridgman
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20150806

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D8.1 to read:

D8.1 Goods shall be delivered within six months of the date of award, f.o.b. destination, freight prepaid to:

Millennium Library

C/O Winnipeg Public Library Board

251 Donald Street

Winnipeg MB R3C 3P5

Questions and Answers from Bidder's Conference

Q1. What exactly is required by the proponent with regards to the publication process? Is there any marketing, sales, and other post-production activities required?

A1. No post-production activities are required. The RFP, as per section E2.2, calls for services required from receipt of manuscript to production of the book. No additional services are called for as part of this RFP.

Q2. Is the payment schedule negotiable? Is advance payment possible?

A2. The payment of invoices will be handled as per section D9 of the RFP.

Q3. Is the text already completed?

A3. Yes the text of the manuscript is completed.

- Q4.** Have photographs been collected and have necessary permissions been obtained?
- A4.** Yes, approximately 200 photos have been gathered and permissions have been obtained. The photos are split between black and white and colour images.
- Q5.** Is an index required – is this intended to be a scholarly publication?
- A5.** The text is intended for public consumption and an index is not required.
- Q6.** Has the text been examined by an editor already?
- A6.** The Winnipeg Public Library Board has reviewed the manuscript but not by a professional editor.
- Q7.** Is any narrative or story editing required or just copy-editing? Story and copy-editing? Not looking for any gaps or omissions, inconsistencies. Stylistic, looking further at the story? Process may be necessary. A step is common.
- A7.** As per section E2.2 of the RFP, the services include copy editing. It is expected that a small degree of narrative or story editing will occur, however, the board is confident that the existing manuscript will not require significant structural changes.
- Q8.** The timeline of November 1 will be challenging to meet. Will the City consider proposals that extend beyond the November 1 timeline?
- A8.** Refer to Addendum 1, D8.1.
- Q9.** How was the page count arrived at?
- A9.** The current manuscript is approximately 150 pages double spaced. It is not anticipated that the book will exceed the 224 page maximum. Pricing should reflect this 224 page requirement.
- Q10.** Is the City looking for a hardcover book?
- A10.** Please refer to D2.3 (b)(iii)
- Q11.** Is the City looking for an eBook.
- A11.** Please refer to D2.3(b)(iii), upon completion of the services as described in the RFP, the City may consider the subsequent production of the eBook.
- Q12.** Will the author be available for consultation during the editing and production of the book?
- A12.** Yes the author will be available in accordance with D2.3(a)
- Q13.** Does the book consist of one straight narrative structure?
- A13.** Yes – the book is largely chronological order with a straightforward narrative structure.
- Q14.** Are there any sidebars and inserts?
- A14.** There are some sidebars, inserts, timelines, lists, etc. The format of these is flexible.
- Q15.** Are there any footnotes?
- A15.** Currently there are footnotes but they could be incorporated into the text if that is preferable.
- Q16.** Any quotes or media clips? Anything that requires permission to use?

A16. There are some quotes from archives and members of the community. Permission to use this content has been secured.

Q17. Is the book to be published under the publisher's logo?

A17. The book is not to be published under a publisher's logo. As per section E3.1 of the RFP, the contractor must agree to allow the Winnipeg Public Library Board to maintain all copyright and distribution rights.