

National Association of Medical Examiners
June 1, 2010

Request for Proposal Journal Publication

RFP#01-NAME-2010

Your firm is invited to submit a proposal that provides the National Association of Medical Examiners (“NAME”) the necessary information to award NAME’s endorsement of and subscription to a journal publishing articles on forensic pathology. The Request for Proposal includes specifications and items which are of interest to NAME for any journal NAME would endorse. Proposals, including all attachments, shall be **submitted solely by email to NAME@thename.org** with the subject line, “Proposal for NAME endorsement of a journal submitted by (Name of Your Company),” and should be received by NAME no later than 5:00 p.m. Eastern Daylight Time, Monday August 2, 2010 (the “**Submission Date**”).

This RFP and any addenda are available on the NAME website at <http://www.theNAME.org>. Please contact Kurt Nolte, M.D., NAME’s Executive Vice President, via email at knolte@salud.unm.edu if you have questions of a technical nature or need other technical assistance. If you pre-register your interest in submitting a proposal prior to submission, NAME will distribute responses to all pre-registered publishers. Please submit your contact information to knolte@salud.unm.edu with the subject line, “NAME RFP Pre-Registration Notification.”

Any proposal received after 5:00 p.m. E.D.T. on the Submission Date will not be considered. The time of receipt shall be determined by the computer time clock stamp in the offices of NAME.

To be eligible to be considered, each publisher submitting a proposal to NAME shall, within seven (7) days of the Submission Date deliver a cash bond in the amount of Ten Thousand Dollars (\$10,000.00) to the National Association of Medical Examiners, 31360 Highway D, Marceline, MO, 64658, to be held as security against the execution of a contract to provide the services contemplated under this RFP. Further information is provided below in Part III.

Nothing in this Request for Proposal is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. NAME reserves the right to accept or reject any or all proposals submitted and to waive any discrepancies in complying with the terms of this RFP. The awarding authority for this contract is the NAME Executive Committee and Board of Directors upon recommendations from the Proposal Review Committee appointed by the Executive Committee. Technical questions concerning this Request for Proposal should be directed to Kurt Nolte, MD, NAME Executive Vice President, at knolte@salud.unm.edu.

Sincerely,

Kurt Nolte
Executive Vice President
National Association of Medical Examiners

Part I Request for Proposal

A. PURPOSE

The National Association of Medical Examiners (“NAME”) intends for this Request for Proposal (“RFP”) and resulting contract to establish an agreement between NAME and a publisher for a period of time during which NAME will endorse a journal published by the publisher.

B. BACKGROUND

Since 1980 the National Association of Medical Examiners has endorsed the *American Journal of Forensic Medicine and Pathology*, published by Lippincott, as “The Official Publication of the National Association of Medical Examiners.” This arrangement was informal at first, but later the arrangement was made more formal by way of a letter of agreement between NAME and Lippincott. The current letter of agreement will expire December 31, 2010.

Other parties have indicated an interest in publishing a journal endorsed by NAME. At the 2010 interim meeting of the NAME Board of Directors the Board heard five minute presentations from the representatives of three publishers, Lippincott, Springer, and Academic Forensic Pathology, who had contacted NAME and expressed interest in having NAME endorse a journal which they publish or would publish. At the conclusion of these presentations the NAME Board of Directors approved the composition of a formal Request for Proposal for distribution to publishers interested in publishing a journal which NAME will endorse.

C. INFORMATION FOR PUBLISHERS/BIDDERS

1. NAME reserves the right to reject any and all proposals received as a result of this request, to waive any and all irregularities, and to negotiate separately with competing vendors.
2. NAME is not liable for any costs incurred by publishers in submitting their response to this RFP.
3. To be considered, proposals must be received electronically by NAME on or before the time and date specified in the cover letter at **NAME@thename.org** with the subject line, “Proposal for NAME endorsement of a journal submitted by (Name of Your Company).”
4. To be considered, bidders must submit a complete response to the RFP using the format provided in Part II. Each proposal must be submitted with all fields/requests addressed. The publisher/bidder will make no other distribution of proposals. An official authorized to bind the publisher/bidder to its provisions must sign the proposal as submitted.
5. The proposal must remain valid for at least 180 days from the Submission Date. Moreover, the terms of the selected proposal may become a contractual obligation if a contract is entered into between the publisher and NAME.
6. Proposals should be prepared simply and economically, providing a straightforward, concise description of the publisher’s ability to meet the requirements of this RFP.
7. An ad hoc committee of NAME members will review RFP responses and select publishers to present their proposals to the NAME Executive Committee and Board of Directors at NAME’s October 2010 Board of Director’s meeting being held October 1, 2010 in Cleveland, Ohio USA. Following the presentations and consideration of the proposals and presentations by the ad hoc

committee and Board, a publisher will be selected by a vote of the NAME Board of Directors. (See Part III for Criteria Selection details.)

8. All financial data requested with this RFP must be included within the proposal and should provide details of the costs being discussed as well as indication of what is or is not considered to be a part of the proposal. Failure to meet this requirement will result in automatic disqualification of the proposal.
9. The proposal should indicate the publisher's preferred length of contract.
10. Any contract resulting from this RFP is not assignable.
11. Any resulting contract between NAME and the publisher shall be deemed for all purposes to have been made in the State of Missouri and shall be governed by and construed in accordance with the laws of said state without reference or adherence to said state's choice of law principles, notwithstanding either the place of execution thereof, nor the performance of the acts in connection therewith or thereunder occurring in any other jurisdiction. Venue for any action relating to such contract shall be in the Circuit Court of the City or County of St. Louis, Missouri. Both NAME and the selected publisher agree to submit to the jurisdiction of said court.
12. By submitting a proposal in response to this RFP, the bidder represents that in the preparation and submission of a proposal said publisher did not, either directly or indirectly, enter into any combination or arrangement with any person, vendor or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding.
13. By submitting a proposal in response to this RFP, the successful bidder represents that they have read and understand the Scope of Requirements (Part II) and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work.
14. Issuance of News Releases or other publicity pertaining to any contract resulting from a publisher's proposal will not be made without prior NAME approval and then only in coordination with NAME.

Part II

Scope of Requirements: Information Required from Publishers

To be considered for evaluation, publisher proposals must respond to all requirements in this part of the RFP. The proposal must be submitted grouped as described in headings I-III below. Any other information that may be relevant, but does not fit into the enumerated group headings, should be provided as an appendix to the proposal.

- I. Matters pertaining to the editorial process.
 - A. Describe the editor's vision for the journal.
 - B. Describe the editor's experience in publishing scholarly periodicals, including meeting payroll and deadlines.
 - C. What is the minimum standard for accepting and publishing a manuscript?
 - D. What guidance for acceptance or rejection will the editor provide to reviewers?
 - E. What is the anticipated rate of acceptance and rejection?
 - F. Describe the process for manuscript review.
 - 1. Does the editor review all papers prior to sending them to the editorial board? If reviews are blinded as to author, is the editor also blinded (secretarial staff ensures that editor does not know authors' identities)?
 - 2. How many members will be on the editorial board, how will they be selected and what will be their terms?
 - 3. How many editorial board members review each manuscript?
 - 4. Will there be reviewers other than editorial board members? If so, will they be permanent reviewers or ad hoc reviewers? How will reviewers be selected and what will be their terms.
 - 5. How many reviewers will review each manuscript?
 - 6. Will reviewers be blind to authors of manuscripts?
 - 7. Will authors be blind to reviewers of manuscripts?
 - 8. Describe the process for detecting and handling plagiarism and double submission.
 - G. Describe the publishing schedule the editor intends to maintain.
 - 1. How many days from submission to first decision?
 - 2. How many days from first decision to final decision?
 - 3. How many days from final decision to publication?

- II. Matters pertaining to the journal.
- A. How exactly will the journal be described? “Official publication of the National Association of Medical Examiners?” “Official journal of the National Association of Medical Examiners?” “Endorsed by the National Association of Medical Examiners?”
 - B. Will the annual meeting abstracts of NAME be published in the journal and when? Online before or at time of annual meeting? On paper within what time span with respect to meeting? On paper in the designated NAME pages or in another portion of the journal?
 - C. Describe the configuration of the journal.
 - 1. How many issues per year? How many pages per issue?
 - 2. Describe the role of electronic publishing. Will the journal publish some papers as electronic-version only, as some journals do? If so, what criteria will distinguish electronic only versus paper? Will the paper journal continue to publish case reports? What will be the range of formats for case reports?
 - 3. Will the journal allow for color images to be published? If so, what will the cost be to the author(s)? Will it be possible to allow for black and white images in the hardcopy journal, but color images in an electronic version?
 - 4. Will the journal be accessible to PDA’s and smart phones? At what cost, if any? Will this service be provided to NAME members at no cost if there is a fee for others?
 - D. Describe how the journal will be marketed.
 - E. NAME desires that the work published in a journal NAME endorses be indexed. Any article not indexed is lost. Will the journal be indexed? If not, describe the plan and time scheme for achieving indexing.
 - F. NAME desires that the editorial work of the journal be performed in English and the language of the journal be English. Describe how copy editing will be performed. Applicant may provide examples of previous copy edited work.
 - G. NAME desires that the publisher develop processes to provide Self-assessment Module (SAM) credits that meet the American Board of Pathology Maintenance of Certification standards. NAME is authorized by the American Board of Pathology to provide SAM credits. Please describe how you would configure the journal to meet this need.
 - H. Describe any potential opportunities for revenue sharing with NAME (e.g., reprint charges, charges for electronic downloads, institutional and individual NAME and non-NAME member subscriptions, use of the NAME logo, etc.).

III. Matters pertaining to the relationship between the National Association of Medical Examiners and the publisher.

- A. What role will NAME play in the journal as an organization?
 1. Describe the weighting of the editorial board membership by geographic location.
 2. Describe NAME's role in the composition of the editorial board. Is it possible to require all editorial board members to be NAME members, fellows, or emeritus members?
 3. Describe NAME's role in the selection of an editor, when selection becomes necessary.
 4. Describe how NAME will formally interact with the Editor, and to what extent the Editor will be responsible to NAME. For example, if NAME as an organization is displeased with the journal as a whole, what mechanism will allow NAME to voice its concern in a way that will be considered by the publisher?
 5. Describe how the publisher will keep the NAME Board of Directors apprised of the journal's operations.
- B. NAME wishes to publish position papers from time to time. Regarding NAME position papers and other NAME-specific items for publication, how many pages per year will the journal allow for such items? What, if any, editorial oversight of such items will the editor and editorial board require?
- C. What is the anticipated length of contract between NAME and the publisher?
- D. What is the cost of the journal to NAME, and what does NAME receive for this cost? Will the publisher include limits for a maximum allowable annual percentage increase in fees and costs?
- E. Will NAME have any ownership of any aspect of the journal it endorses? Describe how NAME will share in any profits generated by sales of the manuscripts published by NAME member authors.
- F. Provide details of any pending, threatened or, within the past three (3) years, concluded, litigation and/or regulatory action by a governmental or regulatory agency, such as the Securities and Exchange Commission, Internal Revenue Service, U.S. Postal Service, U.S. Patent and Trademark Office, any state Attorney General, or any shareholder litigation or other litigation or action brought by any other person or entity that could have an adverse material impact on the publisher's ability to successfully publish the proposed journal.
- G. Please provide a firm or estimated (and identify accordingly) journal subscription cost to NAME members for 2011 and 2012.

PART III

Criteria for Selection

All proposals received from publishers will be reviewed and evaluated by a committee of NAME members selected by the NAME Executive Committee. These NAME members will recommend for selection the proposal that best meets the requirements of the RFP and satisfies NAME's needs.

The following areas of consideration will be used in making the selection:

Understanding the Problem. This refers to the publisher's understanding of NAME's needs and objectives in asking for the services. NAME desires to have a publisher and editor with whom NAME can work toward improving the quality of a journal NAME endorses. This is best done when NAME, the editor, and the publisher hold each other in mutual respect.

Publisher Qualifications. This refers to the ability of the vendor to meet the terms of the RFP, especially the timeliness of publication and indexing.

Personnel Qualifications. This refers to the competence and professionalism of the editor and publishing representative. Qualifications of professional personnel will be measured by experience, education, and innovation.

Financial Terms. NAME has great interest in the financial terms of endorsement by NAME, but NAME understands that cost is involved in a worthwhile venture that should benefit both NAME and the publisher. NAME reserves the right to reject any proposal that it considers unreasonable for the services offered.

Accessibility. The ability of the publisher to be accessible to NAME and NAME's interests and concerns is important to NAME as an organization as well as to its individual members. NAME does not seek to have an editor who serves as a puppet of NAME, but neither does NAME desire to be summarily dismissed by a publisher and editor when NAME voices concerns about the journal that NAME endorses and to which it subscribes.

Submission of Bid Bond. To be eligible to be considered, each publisher submitting a proposal to NAME shall, within seven (7) days of the Submission Date deliver a cash bond in the amount of Ten Thousand Dollars (\$10,000.00) to the National Association of Medical Examiners, 31360 Highway D, Marceline, MO, 64658, to be held as security against the execution of a contract to provide the services contemplated under this RFP. The form of the Bid Bond to accompany the \$10,000.00 security payment is as set forth on Attachment B. Any proposal not supported by tender of the bid bond and security shall not be considered.

Part IV Proposal Evaluation/Selection Process

Publishers are to submit written proposals that address the evaluation criteria and to be specific in presenting their responses. Proposals should be as thorough and detailed as possible so that NAME may properly evaluate the publisher's capabilities to provide service in exchange for NAME's endorsement and subscription. Selection of the successful publisher will be based upon submission of proposals meeting the selection criteria and a review of required submittals. The selection criteria will include the following, each weighted 20%:

1. Editor's vision, experience, innovation, guidance
2. Journal's format, appearance, contents, delivery
3. Special considerations for Journal (indexing of articles, position papers, abstracts, speed of publication of submissions)
4. NAME input (both initial and ongoing) on editor and editorial board, ability to communicate with publisher
5. Relationship of Publisher and NAME (length of contract, cost, projected cost increase)

The ad hoc committee appointed by NAME to evaluate the proposals will review the proposals received and select publishers to make a formal presentation of their proposal to the ad hoc committee and Board of Directors at the Board of Director's meeting in Cleveland, Ohio USA on the morning of October 1, 2010. Later in the afternoon, the ad hoc committee will move for NAME to approve the publisher the ad hoc committee considers will best serve the interests of NAME. This motion will then be voted upon by the NAME Board of Directors, or will be further acted upon at some later date if required by parliamentary procedure. It is recognized that failure of the motion at the annual meeting of the Board of Directors may require additional time for the Board to reach resolution.

ATTACHMENT A
Proposal Signature Sheet

The undersigned hereby certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP#01-NAME- 2010. My signature also certifies that by submitting a proposal in response to this Request for Proposal, the publisher represents that in the preparation and submission of this proposal, said publisher did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding.

I hereby certify that I am authorized to sign as a Representative for the Publisher:

PUBLISHER'S NAME: _____

ADDRESS: _____

FED ID NO: _____

SIGNATURE: _____

NAME (print): _____

TITLE _____

TELEPHONE: _____

FAX _____

EMAIL: _____

DATE: _____

EMAIL THIS PAGE (OR OTHERWISE INCLUDE ALL INFORMATION AND THE FOREGOING CERTIFICATION IN YOUR PROPOSAL) TO name@thename.org BY NOT LATER THAN THE SUBMISSION DATE.

ATTACHMENT B

NATIONAL ASSOCIATION OF MEDICAL EXAMINERS

BID BOND FORM

Herewith find a deposit in the form of a certified check, cashier's check, bank draft, money order or bid bond in the amount of \$10,000.00.

Sign Here: _____

BID BOND

KNOWN ALL MEN BY THESE PRESENTS:

That we, _____ as "Principal," and _____ as "Surety," if any, are held and firmly bound unto the NATIONAL ASSOCIATION OF MEDICAL EXAMINERS, a nonprofit corporation of the State of New York, as obligee, hereinafter called "NAME," in the penal sum of Ten Thousand Dollars, for the payment of which the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if NAME shall select the Principal for publication of NAME's journal in accordance with the terms of the Principal's proposal ("Proposal") submitted in response to NAME's RFP #01 - NAME - 2010; and the Principal shall duly make and enter into a contract with NAME in accordance with the material terms of said Proposal, this bond shall thereafter be released and returned to Principal and Surety, as the case may be. But if the Principal shall fail to enter into a contract with NAME on the material terms as outlined in the Principal's Proposal, Principal shall pay and forfeit to NAME the penal amount of deposit specified in the request for proposal and the Surety shall forthwith within ten (10) days of demand pay and forfeit to NAME, as liquidated damages, the amount of this bond.

This bond shall expire and be released by NAME 210 days after the date hereof if Principal has not been selected to publish NAME's journal at any time with 180 days of the Submission Date, as that term is defined in the request for proposal, but only if NAME has not earlier made demand upon or otherwise drawn upon the amount of this bond in conformance herewith.

This bond shall be deemed entered into by the parties in the State of Missouri and shall be governed by and construed in accordance with the laws of said state without reference or adherence to said state's choice of law principles, notwithstanding either the place of execution hereof, nor the performance of the acts in connection herewith or hereunder occurring in any other jurisdiction. Venue for any action relating to such contract shall be in the Circuit Court of the City or County of St. Louis, Missouri. All parties hereto agree to submit to the jurisdiction of said court.

EXECUTED THIS _____ DAY OF _____, 2010.

Principal's Name: _____
Authorized Signature: _____
Printed Name: _____
Title: _____

Surety's Name: _____
Authorized Signature: _____
Printed Name: _____
Title: _____