



## **National Marine Sanctuary Foundation Request for Proposals: Document Services**

### Summary of Solicitation

The National Marine Sanctuary Foundation in partnership with the National Oceanic and Atmospheric Administration's (NOAA's) Office of National Marine Sanctuaries (ONMS) Communications and Engagement Division (CED) is seeking a document services provider(s) for copy editing, layout/formatting, and Section 508 accessibility compliance of sanctuary management, science, education, and outreach materials distributed to the public. Businesses and freelancers will be considered.

### Background of Organization

#### **National Marine Sanctuary Foundation Background**

Founded in 2000 by America's most influential ocean conservation leaders, the National Marine Sanctuary Foundation works with communities and NOAA's Office of National Marine Sanctuaries to conserve and expand these special places for a healthy ocean, coasts, and Great Lakes. The Foundation is a leading voice for U.S. protected waters, and our work extends from the ocean floor to Capitol Hill. We inspire, creating energetic ambassadors for ocean conservation. We connect, working in close partnership with NOAA and the many communities who depend on and care for the sanctuaries. And we educate, showing the world how the sanctuaries can serve as a model for protecting marine ecosystems around the world.

#### **NOAA's Office of National Marine Sanctuaries Background**

Managed by NOAA, the National Marine Sanctuary System includes 15 national marine sanctuaries and two marine national monuments, and encompasses more than 620,000 square miles of marine and Great Lakes waters from Washington State to the Florida Keys, and from Lake Huron to American Samoa. Since 1972, the Office of National Marine Sanctuaries (ONMS) has worked cooperatively with the public and federal, state, and local officials to promote conservation while allowing compatible commercial and recreational activities. National marine sanctuaries are sources of inspiration, recreation, rejuvenation, and discovery and they enhance our understanding of our cultural connections to the ocean and Great Lakes. Increasing public awareness of our marine heritage, scientific research, monitoring, exploration, and outreach and educational programs are just a few of the ways ONMS fulfills its mission to the American people.

## Proposed Scope of Work



Services needed include timely and high-quality copy-editing for punctuation, grammar, and usage; clarity and consistency; logical flow; and adherence to Associated Press (AP) Style and ONMS best practices style guide.

Services will also be needed to provide layout and formatting using agency provided templates in Microsoft Word or Google Docs, and to create Adobe Acrobat (PDFs) that meet general accessibility requirements under Section 508 of the Rehabilitation Act, to be posted on government websites.

Documents may include policy, management, technical, and scientific documents involving content from ocean and coastal sciences (including scientific data tables and figures), education materials (curriculum, resources, etc.), and general communication materials, such as informational documents, brochures, and publications.

Deliverables required will be a “strikethrough” or “suggested changes” draft of the copy edits, the final formatted Microsoft Word document, and the final accessible PDF.

Billing is on a per-project basis with the vendor invoicing the Foundation upon completion of project deliverables.

The service period is July 15, 2022 – June 30, 2023. Jobs are assigned to selected vendors as they become available.

## Proposal Guidelines and Instructions

Proposals should include:

- Experience with copy editing, document format/layout, and 508 compliance
- Fee breakdown
- Timeline for completing projects
- Work examples, including a version that shows a strikethrough or suggested edits

Applications will be accepted between June 16 and July 22, 2022. Notification of selected vendors will begin in late July, 2022.

Proposals and inquiries should be submitted to [rfp@marinesanctuary.org](mailto:rfp@marinesanctuary.org).