



U.S. Overseas  
Cooperative  
Development  
Council



**SOLICITATION TYPE:** REQUEST FOR EXPRESSION OF INTEREST

**SOLICITATION NO.:** CRED\_41

**DATE OF ISSUANCE:** April 5, 2022

**CLOSING DATE:** June 30, 2022

**TITLE:** Preferred Providers of Copy-Editing Services

The International Cooperative Research Group (ICRG) of OCDC is requesting expressions of interest from individual consultants and firms (hereinafter “consultants”) to provide copy editing services for reports and deliverables produced by the ICRG.

***I. Background***

The U.S. Overseas Development Council (OCDC) is a member association of cooperative development organizations (CDOs) working internationally, principally on the Cooperative Development Program (CDP) funded by the U.S. Agency for International Development (USAID). The International Cooperative Research Group (ICRG) is a division of OCDC and serves as a learning center for the CDOs and an innovative research institution. The ICRG performs research, education, and dissemination activities to strengthen its programming and international cooperative development globally.

The ICRG carries out original, solution-oriented research and supports the members of the OCDC through designing and executing cooperative development programming that strengthens governance, leadership, gender empowerment, youth engagement, financial management, market performance, and advocacy. We are seeking to engage with a copy editor who will be available as needed to proofread and edit report drafts and other products (for example, training tools, proposals or manuals) for digital and/or physical publication.

***II. Request for Expression of Interest***

ICRG and OCDC invite eligible consultants to indicate their interest in providing editorial services to support our various research products and reports.

This request is intended to identify, vet, and shortlist a pool of firms or individuals that can be contracted for individual editing assignments in the coming year.

Applicants will be reviewed on a rolling basis through June 30, 2022. The first round of reviews will take place on April 15, 2022.

***III. Description of anticipated Tasks and Objectives – Technical Overview***

**Period of Performance and Indicative LOE:** May 2022 to May 2023.

OCDC and the ICRG are seeking at least two preferred providers we can contract with to engage throughout the year as needed. There will be 5-15 engagements over the period. The scope of work for an average assignment

would largely include proofing a report of 6,000 to 12,000 words; however, a shorter document or a longer proposal may arise that will also need these services:

- Proofread text and correct spelling, grammar, formatting and punctuation errors.
- Ensure that the document is consistent in its tables, citations, and other aspects with APA style.
- Verify internal consistency of information, such as cited dates and statistics.
- Afford strict attention to citation agreement and accuracy.
- As-needed availability to respond to copy-edit requests.
- Recommend any other edits to ensure a professional product.

**IV. General Instructions:**

All responses to this EOI must be submitted by the due date via email to [researchgroup@ocdc.coop](mailto:researchgroup@ocdc.coop) with the subject line: Copy Editor EOI – NAME.

To be considered, interested individuals or organizations should submit their Expression of Interest and any relevant information relative to the illustrative tasks outlined above. Before appendices, expressions of interest should be no more than 2 pages in length. Responses must include:

1. Contact information (full name and address of the individual/organization, telephone numbers, e-mail addresses, contact person, and website, if any);
2. Legal Status (e.g. individual, organization);
3. Brief presentation of capacity including relevant experience and year(s) in business;
4. A brief narrative explaining what makes you/your organization qualified for this action;
5. Desired rates for compensation for work (fee rate per word); and
6. Examples of past work may be included in appendices.

A response to this Request for Expression of Interest does not automatically ensure that you or your organization will be selected to participate in future procurement actions.

**V. Evaluation and Selection Process**

This EOI is open to **firms or individuals registered in the U.S. or USAID-assisted countries** with significant experience and the ability to provide copy editing services.

**Technical & Cost Evaluation**

Criteria	Maximum Possible Points
<b>A. Technical</b>	
<b>Past performance:</b> Previous successful experience in similar activities.	50 (Maximum Possible Points)
<b>B. Cost</b>	
Reasonableness of proposed budget based on the scope of activities proposed.	25 (Maximum Possible Points)
<b>C. Personnel &amp; Management</b>	
Key personnel has an appropriate level of qualification, experience, and availability to support copy editing projects on an ad hoc basis.	25 (Maximum Possible Points)

**VI. Disclaimer and Protection Clauses**

- This EOI is not mandated to result in the direct issuance of a contract
- ICRG may cancel this request for expression of interest
- ICRG may reject any or all responses
- ICRG reserves the right to disqualify any offer based on the offeror's failure to follow EOI instructions
- ICRG will not compensate offerors for response to this EOI
- ICRG may choose to award only part of the activities in the EOI or issue multiple awards based on these EOI activities
- ICRG may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed statement of work