



Request for Proposal for Publications Coordinator

The Southern Association for Institutional Research (SAIR) is requesting proposals for the services of a Publications Coordinator for the association. SAIR is a membership-based professional organization of about 500 institutional research, planning, and assessment personnel from colleges and universities located primarily in the southeast United States. SAIR is dedicated to the advancement of research leading to improved understanding, planning, and operation of institutions of post-secondary education. SAIR provides a forum for the dissemination of information and interchange of ideas on problems of common interest in the field of institutional research. In addition, SAIR promotes the continued professional development of individuals engaging in institutional research and fosters the unity and cooperation among persons having interests and activities related to research.

The Publications Coordinator will work with the Board of Directors (volunteer members who have been elected by the membership) to produce and publish various documents associated with the Southern Association for Institutional Research (SAIR) including, but not limited to, the quarterly newsletter and conference brochure and program. The Board is looking for an office to assume the role of Publications Coordinator, but RFPs from individuals will also be accepted.

Responsibilities

- Working with the Vice President, prepare the Program and Program at a Glance for the annual conference. May include working with vendors to use their supplied graphics.
- Create quarterly newsletters that are posted on the SAIR website. The Board and other SAIR members will be responsible for the majority of the content of the publications. The Publications Coordinator will be responsible for the layout and associated graphics.
- Assist the Webmaster in developing the SAIR Web site. The Webmaster will be responsible for the technical components of the website, the Publications Coordinator will assist in organization and presentation.
- Update the SAIR letterhead annually and distribute to the Board.
- Coordinate production deadlines for publications: arrange printing of finished product, including price quotes, proof revisions, and obtaining final approvals.
- Coordinate and maintain complete and organized files of all SAIR publications and in addition maintain files of logos, past projects, designs, displays and related items available for future projects;
- Perform other related duties and responsibilities as required and time allows.

Qualifications

Must have excellent verbal and written communication skills and be able to work independently. Will work closely with the President and Vice President, must be able to work with multiple

constituents. Requires significant working knowledge of desktop publishing software such as MS Publisher, PrintShop, InDesign, etc. and imaging software such as Photoshop, Corel, etc.

Compensation

The SAIR Board is looking for creative methods of compensation. The Publications Coordinator will receive recognition on the website and in the various publications produced. The Board is offering free conference registration and registration in a chosen workshop for all members of the office who wins the bid (up to 5 individuals). Other methods of compensation will also be considered. Hours are flexible with a major portion of time dedicated during August, September and October for conference-related duties. Based on past efforts, 150-175 hours per year are estimated.

Contract Length and Conditions

The expected length of the contract is three years with the first year as a trial period. The contract begins November 1, 2009 (following the annual conference) and runs until October 31, 2012. Notice of agreement to terminate at the end of the trial period must be given by July 1st; one year's notice is required for termination of the contract thereafter. Written notice of contract termination is required and may be initiated by either party.

Minimum Proposal Contents

Proposals should cover at a minimum:

- Ability to fulfill responsibilities described above;
- If an office is responding to the RFP, identification of director and who will be the main contact in the future. Letter of support from the institution is also requested;
- Requested compensation;
- It is anticipated respondents will already have necessary software, if software will need to be purchased, details and cost must be included in response.

Since not every contingency can be addressed in a preliminary proposal, it is expected that the authors of the proposals will be contacted by the search committee to discuss their proposals' details. Discussions will lead to negotiations and then ultimately to a contract between SAIR and the selected institution or individual.

Send proposals, no later than September 1, 2009 to:

Michelle Hall
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Director, Institutional Research & Assessment
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Electronic submissions are preferred.