

**The Military Writers Society of America (MWSA)
is soliciting price quotes for:
2024 MWSA Publications**

Title: MWSA Magazine *Dispatches*

Opening Date: 01/01/2024

Closing Date: 02/01/2024

Download: <http://www.mwsadispatches.com/mwsa-news>

Scope of Work: MWSA *Dispatches* Magazine: Layout, Design, Publication, Distribution, and Marketing Support for a 50-page full color magazine.

Period of Performance: 02/01/2024 – 11/20/2024. This includes three issues of the magazine to be published 04/15/2024, 07/15/2024, and 10/15/2024.

Option Years. At the sole discretion of the MWSA Board of Directors, this contract may be extended for a total of not more than three option years. If an Option Year is exercised, it will include a maximum of a 2.5% inflation rate.

- Option Year 1: November 2024 – November 2025
- Option Year 2: November 2025 – November 2026
- Option Year 3: November 2026 – November 2027

About MWSA

MWSA is a 501(c)3 non-profit corporation to support military writers. The purposes of the organization are to help military service members, veterans, their families, supporters, and historians record history and the complexities of military life, and to encourage writing as therapy. The organization focuses on using the writing of MWSA members to educate the general public, students, and the military community.

Contract Performance Work Statement for MWSA *Dispatches* Magazine

This MWSA Request For Quote (RFQ) seeks a Price Quote and relevant experience qualifiers from knowledgeable individuals and businesses to become a compensated provider, working with MWSA volunteers to provide services to compile, format, edit, publish, and market MWSA 2024 *Dispatches* magazines. Specific services will include:

1. Work with the MWSA Publication Chair/Editor-In-Chief and other volunteers to produce the MWSA quarterly *Dispatches* magazine.
2. Produce magazine softcopy providing layout and design services

3. Provide eMagazine or eBook layout and design
4. License and supply graphic content (as needed)
5. Photo restoration (as needed)
6. High resolution image conversion (as needed)
7. Provide cover art design for MWSA approval.
8. Supply complete versions for review and approval to MWSA Publications Chair
 - a. PDF for print version
 - b. PDF for eBook w/embedded cover version (as needed)
 - c. PDF w/cover for eMagazine version
9. Provide upload to Print house for distribution.
10. After Publication Marketing
 - a. Provide cover art jpgs of hi-res and web for MWSA IT/Social Media
 - b. Supply designs, jpgs, pngs, PDFs as requested for marketing via IT/social media marketing
11. Set up MWSA sales account through Print house.
 - a. Ensure all sales royalties are paid directly to the MWSA Treasurer
 - b. Ensure all ad royalties are paid directly to the MWSA Treasurer
 - c. Changes to document (as needed) in case of misprint or error
12. Provide quarterly royalties statements to MWSA Treasurer as requested.
 - a. Note: No royalty or administrative costs will be retained by the contractor. All proceeds from sales after print cost will be paid directly to MWSA. Contractor will provide documentation of such upon request.
13. Offerors will provide all names of individuals who will support this effort. Updates to names shall be provided to the MWSA Publications Chair throughout the period of performance.
14. This effort can be cancelled at any time for the good of MWSA. Offerors may terminate after thirty days written notice.

Please provide Price Quote for this project including the following:

15. Examples of experience with similar projects in the past five years.
16. Two work reference points of contact (name, email, and phone number).

Email proposals to the MWSA Contacts listed below by 02/01/24.

MWSA Technical Contact:

Gary Zelinski, MWSA Publications Chair, gbzelinski@gmail.com

Procurement Contact:

Hugh Simpson, MWSA Treasurer, hsimpson@simpsonlaw.org