

Delivering Publication Services to SCONUL

Deadline for responses: 5pm, Wednesday 19th June, to be sent to Ruth Stubbings, Deputy Director [ruth.stubbings@sconul.ac.uk]. The full timeline is in section three.

1. Background

SCONUL is a membership organisation which represents academic and research libraries in the UK and Ireland, irrespective of mission group, as well as national libraries and many of the UK's colleges of higher education. The Society of College, National and University Libraries (SCONUL) is a UK registered charity (278550) and a company limited by guarantee (England 1436951).

SCONUL promotes awareness of the role of academic libraries in supporting research excellence and student achievement and employability, and represents their views and interests to government, regulators and other stakeholders. It helps academic libraries collaborate to deliver services efficiently, including through shared services, and to share knowledge and best practice. SCONUL.

We produce a range of publications throughout the year, including but not exclusive to:

- annual report
- research reports
- themed briefing papers for members
- SCONUL Focus (our online journal) articles
- strategic plan.

A copy of our annual report is available for your information at <https://www.sconul.ac.uk/publication/annual-report-and-audited-accounts-2017>. For more background about SCONUL, please see our website at: www.sconul.ac.uk.

2. Requirements

We are looking for an experienced firm to deliver publication support services for our print and electronic publications. The services we are seeking include, but may not be limited to:

- design of front covers
- layout of documentation
- creation of infographics
- formatting and typesetting to existing branding and format guidelines
- copy editing and / or proof reading
- revision of our logo within existing branding if the name of the organisation changes.

1. Requirements

The chosen provider is expected to:

- Provide clear, consistent advice to SCONUL on the design of publications.
- Follow the SCONUL branding and formatting guidelines in the design and layout of SCONUL publications.
- Meet deadlines for the production of publications.
- Work collaboratively with the SCONUL office in the development of SCONUL publications.

2. Tender details

Timescales for appointment	<p>Tender issued: Monday 20th May 2019</p> <p>Opportunity to discuss requirements with Ann Rossiter weeks commencing: 20th and 24th May 2019</p> <p>Deadline for tender responses: Wednesday 19th June 2019</p> <p>Notification of decisions: Monday 8th July 2019</p>
Duration of contract	<p>SCONUL is committed to reviewing all supplier contracts on a three year basis. We reserve the right to retender the contract each year.</p>
Criteria for decision	<p>In judging tenders, SCONUL will consider the following criteria:</p> <ul style="list-style-type: none"> • cost structure • capacity • track record.
Information required	<p>Potential suppliers are asked to provide the following information:</p> <ul style="list-style-type: none"> • a description of how the services described above will be provided • a company profile, including a brief list of clients similar to SCONUL (either size, type of publications produced or charity) • a full list of services provided • at least two references • examples of the types of publications you have produced • fee structure • terms and conditions of payment.

3. Responding to the tender

If your company is interested in providing a response to this tender, please send your response to **Ruth Stubbings** by **5pm on Wednesday 19th June 2019**.