Your firm is invited to submit an electronic proposal that provides International CHRIE the necessary information to award a contract for the print and electronic publication of its journal in accordance with the enclosed specifications and terms included herein. The submittal consisting of an electronic copy of your proposal should be sent via email to agrayson@chrie.org with the subject line, “Proposal for Print and Electronic JHTE Publication submitted by (Name of Your Company),” and should be received no later than 5:00 p.m. Eastern Standard Time, April 30, 2019 by International CHRIE.

This RFP and any addenda are available on the ICHRIE website at http://www.chrie.org. Please contact the ICHRIE office at (804) 346-4800 or email Amie Grayson at agrayson@chrie.org if you need technical assistance.

Time is of the essence and any proposal received after 5:00 p.m., April 30, 2019 will not be considered. The time of receipt shall be determined by the time clock stamp in the offices of International CHRIE. Proposals should be sent electronically.

Nothing herein is intended to exclude any responsible firm for in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. International CHRIE reserves the right to accept or reject any or all proposals submitted. The awarding authority for this contract is the International CHRIE Board of Directors upon recommendations from the ICHRIE Research Committee. Technical questions concerning this Request for Proposal should be directed to Chris Taylor, ICHRIE Director of Research and the Research Committee Chair, at dctaylor@central.uh.edu.

Sincerely,

Kathy McCarty
Chief Executive Officer
International CHRIE
I. PURPOSE
It is the intent of this Request for Proposal (RFP) and resulting contract to establish an agreement for the print and electronic publication, promotion, and distribution of International CHRIE’s Journal of Hospitality & Tourism Education (JHTE). International CHRIE intends to enter into a full-text licensing agreement for the print and electronic distribution of the content of its journals to the successful bidder under this contract.

II. BACKGROUND AND GENERAL INFORMATION
International CHRIE has four (4) publications: The Journal of Hospitality & Tourism Research, the Journal of Hospitality & Tourism Case Studies, the ICHRIE Research Reports and the Journal of Hospitality & Tourism Education. This proposal is in reference The Journal of Hospitality & Tourism Education, (JHTE) a refereed, interdisciplinary quarterly designed to serve the needs of all levels of hospitality and tourism education through a presentation of issues and opinions pertinent to the field as well as discussion issues with the common purpose of educational improvement. The main objective of this periodical is to facilitate scholarly interchange among hospitality and tourism educators, industry practitioners and educators from related disciplines. It is through such interchange that each of us may identify with, interpret and promote the hospitality and tourism profession academically.

Currently, the Journal of Hospitality & Tourism Education is published by ICHRIE and available in print version only. At its January 2019 board of directors’ meeting held in New Orleans, Louisiana USA, International CHRIE unanimously approved the distribution of a Request for Proposal to seek an outside publisher of JHTE.

It is assumed that any agreement reached would recognize that ownership, copyright, and editorial control of the Journal would remain with International CHRIE and that you would work closely with International CHRIE as a strategic partner in developing web-based services for the electronic distribution of this journal to ICHRIE members.

For the electronic distribution of ICHRIE journals, you are encouraged to provide comments relating to how your proposed publishing relationship with ICHRIE would acquire electronic rights from all journal authors, how your firm defines the term “digital media,” and whether your firm would utilize a third-part distribution network to provide electronic access.

Additionally, you are encouraged to provide comments relating to how your proposed publishing relationship with ICHRIE can accommodate the printing, binding, distribution, sales promotion, archiving, redistribution, and electronic dissemination of its journals beginning with 2020 issue editions. International CHRIE is also interested in receiving comments relating to the availability, archiving and electronic distribution of back issue journal content and how you would propose to provide access to ICHRIE members as a member benefit.
You are also encouraged to provide comments relating to how your proposed publishing relations with ICHRIE can distribute journal content to the largest appropriate user community worldwide and your ability to provide affordable access to junior colleges, community colleges, non-academic professionals, and developing countries.

International CHRIE wishes to partner with a respected publisher with a proven service and track record to provide global printed and electronic access to the *Journal of Hospitality & Tourism Education* and to optimize content access and distribution being provided as a member benefit to our members.

### III. INFORMATION FOR VENDORS/BIDDERS

1. International CHRIE reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing vendors.

2. International CHRIE is not liable for any costs incurred by vendors/contractors in their response to this RFP.

3. To be considered, proposals must be received electronically by International CHRIE on or before the time and date specified in the cover letter.

4. To be considered, bidders must submit a complete response to the RFP using the format provided in Part II. Each proposal must be submitted. The bidder/vendor/contractor will make no other distribution of proposals. An official authorized to bind the contractor to its provisions must sign proposals and FAX the signed authorization to the attention of Amie Grayson at +01 (804) 346-5009. For this RFP, the proposal must remain valid for at least 120 days or until a contract is executed. Moreover, the contents of the proposal of the selected contract may become a contractual obligation if a contract is entered into.

5. Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor’s ability to meet the requirements of the RFP.

6. International CHRIE staff and members of the ICHRIE Research Committee will review RFP responses and make a recommendation to the ICHRIE Board of Directors. Vendors will be selected by a majority vote by the ICHRIE Board of Directors at its July 2019 meeting being held in New Orleans, Louisiana USA. (See Part III for Criteria Selection details)

7. All financial data requested with this RFP must be included within the proposal and should provide details of the expenses, costs, royalties, and/or revenue being discussed as well as indication of what is/is not considered to be a part of the proposal. Failure to meet this requirement will result in automatic disqualification of the proposal.

8. The proposal should also include a sidebar legend detailing a definition of terms.
9. The proposal should indicate the vendor’s preferred length of contract.

10. Any contract resulting from this RFP is not assignable.

11. The contract resulting from this RFP will be made, entered into, and shall be performed in the County of Henrico, Virginia USA and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this RFP, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia USA.

12. By submitting a proposal in response to this Request for Proposal, the bidder represents that in the preparation and submission of this proposal, said vendor did not, either directly or indirectly, enter into any combination or arrangement with any person, vendor or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

13. No portion of the work shall be subcontract to a third-party vendor without the prior written consent of International CHRIE.

14. By submitting a proposal in response to the RFP, the successful bidder represents that they have read and understand the Scope of Requirements and have familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work.

15. News Releases pertaining to the contract resulting from this RFP will not be made without prior International CHRIE approval and then only in coordination with International CHRIE.
Part II
Information Required from Contractors

To be considered for evaluation, vendor proposals must respond to all requirements in this part of the RFP. The proposal must be submitted in eight (8) TABS as described in paragraphs II-1 through II-8 below. Any other information that may be relevant, but does not fit into the enumerated TABS, should be provided as an appendix to the proposal. Reference material submitted as a sale response to a particular TAB, question or statement will not be evaluated and will adversely affect the vendor’s consideration.

II-1 VENDOR PROFILE AND PUBLISHING STRATEGY

1. How many years has your company been in business?
2. What form of ownership (e.g. corporation, private) exists for your company?
3. Does your company have a parent company? If so, what is it and how long has this relationship existed?
4. What were your company’s gross and net revenues during the last three years?
5. How many people in total are employed by your company? How many employees would be dedicated to support, implementation, and development?
7. Describe your publishing strategy.
8. Describe your familiarity and/or experience with publishing in the hospitality and tourism field.
9. How many NEW titles have you acquired in the last year? In the year before that?
10. Is your company involved now in any litigation with a customer or other entity? Within the past 3 years? If yes, please briefly describe.
II-2 DEMONSTRATION OF PROVEN SERVICE AND TRACK RECORD

1. Describe how you have increased visibility and market penetration for any and all titles you currently publish?

2. Describe the relationship you have with the owners of current titles.

3. What hospitality and/or tourism titles do you currently publish or distribute. Please describe each in detail.

4. Who would you consider are your key partners? Why?

5. What examples can you provide to demonstrate your company has a proven service and track record?

6. Describe how you have help provide affordable access to junior colleges, community colleges and/or in developing countries.

II-3 DETAILS OF SPECIFIC MEDIA AND PLATFORMS

1. Describe the model(s) you are proposing (i.e., subscription and/or licensing full text online database reference).

2. Describe your preference for receiving exclusive rights.

3. Provide your definition for the terms digital media and platforms? For example, Random House defines digital media as any digital format or distribution technology, including but not limited to the Internet, World Wide Web, electronic download streamed formats, shared file distribution, disc, electronic book, magnetic, optical, or other storage media, satellite, cable, wireless distribution, digitally printed or published ‘on demand’ format, audio book, flash memory, CD, CD-ROM, DVD, and other method, means, process, or technology for delivering digital content, whether now known or later developed.

4. For the electronic format distribution of content, what specific media and platforms do you use to distribute?

5. Describe your ability and/or willingness to digitize back issues of ICHRIE journals including some indication of how many years.

6. Describe your ability and/or willingness to archive?

7. Provide your definition of a user community.

8. What level of exclusivity for electronic access to content would you provide to ICHRIE members?
II-4 FINANCIAL TERMS

1. Describe the expense model and responsibilities you are proposing in terms of printing, publishing, and distribution costs. Describe the financial terms and details for printing, binding, distribution, sales and promotion.

2. Describe in detail the royalty or flat fee system you are proposing for both print and electronic distribution.

3. Do you plan to offer unbundling option? If so, please provide specific pricing details.

4. Describe any plans you have to allow for the re-licensing of content for use in reference databases? What is the possibility for royalties from databases?

5. Describe any support you currently or plan to provide to associations or institutions through funding.

6. Describe any discounts you will make available to ICHRIE members to other titles you currently publish.

7. How much would you offer to obtain exclusive distribution rights?

8. What cost, if any, would there be to CHRIE to digitize content?

9. Please describe in detail your fee and royalty schedules.

10. How would revenue be attributed to any downloaded content?

11. How much revenue do you anticipate to attribute to these titles?

II-5 OUTLINE OF RIGHTS AND RESPONSIBILITIES

1. Describe the ideal ownership and rights arrangement.

2. Describe the ideal copyright arrangement.

3. Describe the ideal royalty/fee arrangement and the availability and timing of any advances.

4. What net revenue are you proposing and from what sources?

5. Who has control over editorial content? Who appoints/selects editors?

6. Who determines the best markets and marketing strategies?

7. Describe how you will obtain permission from authors for the electronic distribution of content.
II-6 ELECTRONIC DISTRIBUTION

1. Describe how you have invested in the capability to deliver dynamic electronic content and services.

2. What web-based services would you provide?

3. Do you have the capability of hosting full text databases?

4. Who will oversee the acquisition of electronic rights from all authors?

5. Describe in detail how the electronic journals will be distributed (i.e., your own company portal, through a third-party, through the I-CHRIE website). Describe how the content will be housed.

6. Will this electronic content be part of any listservs? If so, please describe.

7. Will you provide the ability to search, retrieve, and display content by index elements? If so, please describe in detail.

8. Describe your ability to allow users to download and/or print content.

9. Describe your ability to allow users to do key word searches by author, by topic, by back issues, by document and whether or not users will be able to unpick articles.

10. Describe the type and level of user support you will provide.

11. Describe the online environment.

12. Describe how usage will be tracked?

13. Describe the system usage and statistical reports you will provide relating to access and downloads?

14. Describe the online help screens you will have available to users?

15. Describe users ability to download and print.

16. Describe what security levels and control you will provide relating to access and permissions.

17. Describe your ability to provide a Secure Socket Layer (SSL) protocol.

18. Describe what audit reporting you will provide to ICHRIE.
II-7 INTERNATIONAL EXPOSURE

1. What efforts have you taken to distribute outside North America? In what areas? What is your current focus?

2. What initiatives will be taken to provide affordable access for developing countries?

3. Describe the partnerships and distribution systems you currently have globally and internationally.

II-8 OTHER CONTRACT FEATURES/TERMS

1. What length of contract are you proposing?

2. What possible support of current I-CHRIE programs and initiatives do you plan?

3. Are there areas of possible cooperation between you and International CHRIE to develop and expand your hospitality and tourism titles.

4. Will these offerings of International CHRIE be part of another package? If so, please describe your plans in detail.
PART III
Criteria for Selection

III-1 All proposals received from vendors will be reviewed and evaluated by qualified personnel selected by ICHRIE. The ICHRIE Research Committee will recommend for selection to the ICHRIE Board of Directors the proposal that closely meets the requirements of the RFP and satisfies ICHRIE’s needs.

III-2 The following areas of consideration will be used in making the selection:

   a. Understanding the Problem. This refers to the vendor’s understanding of ICHRIE’s needs and objectives in asking for the services. Meeting deliverable times for the issues beginning with 2020 issues is of paramount importance to ICHRIE.

   b. Vendor Qualifications. This refers to the ability of the vendor to meet the terms of the RFP, especially the time constraint and the quality, and relevancy of the services performed by the vendor.

   c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the project by the vendor. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on services similar to that described in the RFP. Particular emphasis is placed on the hospitality and tourism industry qualifications.

   d. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, the sequence and relationships of major steps, and methods for managing the distribution. Of equal importance is whether the technical approach is completely responsive to all written specifications or requirements contained in the RFP and if it appears to meet ICHRIE objectives.

   e. Financial Terms. While this area will be weighted heavily, it will not normally be the deciding factor in the selection process. ICHRIE seeks to employ the most qualified bidder within its budget constraints to provide this member benefit. ICHRIE reserves the right to reject any price proposal that it considers unreasonable for the services offered.

   f. Accessibility. The ability of the vendor to provide member focused access to electronic content and to the ability to expedite the availability of digital media is critical to our members.

   g. Pending Litigation. Indicate any pending litigation and/or regulatory action by an oversight body, such as the FDIC, SEC, IRS, Stockholder’s Group, Trustee or any other person(s) or entity that could have an adverse material impact on the firm’s ability to successfully perform the audit. State whether the PICPA, AICPA, the Commonwealth of Virginia or the SEC has subjected your firm to any disciplinary action within the past three (3) years. If the answer to this question is in the affirmative, please furnish details of said action.
Part IV
Proposal Evaluation/Selection Process

Vendors are to make written proposals that present their qualifications and understanding of the work to be performed. Vendors are asked to address each evaluation criteria and to be specific in presenting their responses. Proposals should be as thorough and detailed as possible so that International CHRIE may properly evaluate your capabilities to provide the required goods/services.

Selection of the Successful Vendor will be based upon submission of proposals meeting the selection criteria and a review of required submittals. The selection criteria will include:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
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<tr>
<td>Special experience, technical capabilities, professional competence, and qualifications of the vendor.</td>
<td>10</td>
</tr>
<tr>
<td>Special experience, technical capabilities, professional competence, and qualifications of proposed personnel assigned to publish print and electronic content in accordance with the Scope of Services.</td>
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<tr>
<td>Clearly demonstrated understanding of the work to be performed and completeness and reasonableness of the vendor's plan for accomplishing the Scope of Services.</td>
<td>15</td>
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<td>References and fiscal stability.</td>
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<td>Proven service and track record.</td>
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<td>Current workload and ability to complete the required work within ICHRIE time restraints.</td>
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<td>Functionality and ease of use of proposed electronic content distribution</td>
<td>15</td>
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<tr>
<td>Cost of services</td>
<td>15</td>
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<tr>
<td>Quality of submission/presentation</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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Selection will be made of two or more vendors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the vendors so selected. Financial Terms shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each vendor so selected, International CHRIE shall select the vendor, which, in its opinion, has made the best proposal, and shall award the contract to that vendor. Should International CHRIE determine in writing and in its sole discretion that only one vendor is fully qualified or that one vendor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that vendor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the vendor's proposal as negotiated.
ATTACHMENT A

Proposal Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP#19-PEJP-30. My signature also certifies that by submitting a proposal in response to this Request for Proposal, the vendor represents that in the preparation and submission of this proposal, said vendor did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM: __________________________________________________________

ADDRESS: ____________________________________________________________

FED ID NO: ____________________________________________________________

SIGNATURE: ___________________________________________________________

NAME (print): __________________________________________________________

TITLE ________________________________________________________________

TELEPHONE: __________________________________________________________

FAX ____________________________

EMAIL: _______________________________________________________________

DATE: ________________________________________________________________

FAX THIS FORM BY THE DEADLINE LISTED TO +01 (804) 346-5009 TO THE ATTENTION OF AMIE GRAYSON