



**REQUEST FOR PROPOSALS
PROOFREADING SERVICES FOR
CONFIDENCE AND
CONNECTIONS™
CURRICULUM SERIES**

January 2023

About Intercambio

Intercambio is a 501(c)3 non-profit organization. Our vision is to **ignite human potential by cultivating a world where people from different cultural backgrounds connect, communicate, and engage**. Our volunteer-taught adult ESL classes have helped more than 10,000 immigrants in Colorado gain the skills and confidence to transform their lives.

We are planning to expand our services to help volunteers and immigrants across the US connect, learn English, and undergo the same transformation.

Project Summary

In 2019, we published the most recent version of our curriculum series, *Confidence and Connections*, which consists of 6 levels and 11 books of life-skills and relationship-based English language lessons for adults. The curriculum has been highly successful and has sold more than 25,000 copies in our last fiscal year. While an initial proof-reading was performed on the books when the curriculum was originally launched, users of our curriculum continue to identify typos and inconsistencies. For this reason, we would like to hire a professional, detail-oriented proofreader that can perform an in-depth review of all of our student and teacher books to ensure the following:

- all text in our teacher books is free of typos (the student books will be proofread as part of our teacher books, since the text for each student book is embedded within the corresponding teacher book)
- all activity instructions in the teacher books match the activities in the student books
- audio tracks are consistent with the transcripts printed in our teacher books and are consistent with the activities in our student books
- images are consistent with the language used to describe them in our books

Our teacher books consist of approximately 144 pages of text and images per book (and include the embedded student book pages). There are sections (approximately 22 pages) of the teacher books that are consistent in all of the books and would likely only need to be proofread once rather than for each book.



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A preview of our Teacher Books can be found here: <https://intercambio.org/presentations/confidence-connections-first-few-lessons-pdfs/>

Agreement Details

Period of Performance – we would like to start this proofreading project by February 15th, 2023. We would like the project completed by May 31st, 2023. We will need books to be delivered as they are proofread so that we can proceed to making changes to our printed books as necessary.

Any agreement would need to include penalties for non-performance or deadline slippage by more than one month.

We would like to pay project fees in phases – a certain amount to start and amounts at various project phase deadlines.

To Submit a Proposal

Please include the following in your proposal and submit your proposal by January 31st, 2023:

1. Your full name, email, phone number, and city and state.
2. An explanation or list of your qualifications for the project.
3. A list of similar projects you have completed.
4. An estimate of what you would charge for the project, how long you think the project would take you, and timing of payments.
5. At least 3 references for whom you have completed similar projects.

Please upload your proposal here: [PROPOSAL SUBMISSION FORM](#)

If you would like to discuss the project before or during development of your proposal, please send an [email](#).