

**REQUEST FOR PROPOSAL (RFP)**  
**PRODUCTION & PUBLICATION OF THE**  
***UHMS 14<sup>TH</sup> ED. HYPERBARIC OXYGEN THERAPY GUIDELINES***

**UNDERSEA AND HYPERBARIC MEDICAL SOCIETY**  
**631 US HIGHWAY 1, SUITE 307**  
**NORTH PALM BEACH, FL 33408**

**SEPTEMBER 5, 2017**

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## 1. SUMMARY AND BACKGROUND

The Undersea and Hyperbaric Medical Society (UHMS) is currently accepting proposals to produce, publish and distribute the *UHMS Hyperbaric Oxygen Therapy Indications, 14<sup>th</sup> Ed.* (“Work”) in print, eBook and on secure thumb drive.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various publishing houses in order to conduct a fair and extensive evaluation based on criteria listed herein, and select the best organization to provide these publishing services.

In 1972, an ad hoc Medicare committee was formed to evaluate the efficacy of hyperbaric oxygen therapy for specified medical conditions. The focus was to determine if this treatment modality showed therapeutic benefit and merited insurance coverage. The growth of the body of scientific evidence that had developed over the preceding years supported this endeavor and recognition for the field. In 1976, the Hyperbaric Oxygen Therapy Committee became a standing committee of what was then the UMS. The first *Hyperbaric Oxygen Committee Report* was published in 1977 and served as guidance for practitioners and scientists interested in HBO2. The report is usually published every three to five years and was last published in 2008. Additionally, this document continues to be used by the Centers for Medicare and Medicaid Services and other third-party insurance carriers in determining payment.

The report, currently in its thirteenth edition, has grown in size and depth to reflect the evolution of the literature. To date, the committee recognizes fourteen indications. It is believed that the scientific evidence supports the use of HBO2 for treatment of these medical conditions from both a clinical practice standpoint and insurance coverage perspective.

The Undersea and Hyperbaric Medical Society continues to maintain its reputation for its expertise on compression therapy. With leading experts authoring chapters in their respective fields, this publication continues to provide the most current and up to date guidance and support for scientists and practitioners of hyperbaric oxygen therapy.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST October 31, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **The purpose of this project is as follows:**

The UHMS has found it better to outsource the publication of the UHMS Hyperbaric Oxygen Therapy book because the quality is better and it's more economical for the Society. The UHMS has also determined that publishers who are willing to manage the warehousing, distribution and sales of the Work.

#### **Project Description:**

The Work will be produced and published separately in paper, eBook and secure thumb drive formats, just as was done with the 13<sup>th</sup> edition, The publisher will manage the sales, printing, inventory, and distribution of the paper version of the Work. The publisher will manage the conversion, electronic storage, security features, sales, and distribution of the eBook.

### **4. PROJECT SCOPE**

1. Publisher will assist the editor in maintaining the publication milestones and deadlines.
2. Publisher will assist the authors in finalizing the Work for submission.
3. Publisher will manage the copyediting, book design, print/eBook conversion, inventory (physical and electronic), electronic security, sales, and distribution process for the Work.
4. Publisher will communicate sales on a monthly basis and pay the financial royalty to the UHMS.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

#### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm EST October 31, 2017.

Evaluation of proposals will be conducted from November 1, 2017 until November 17, 2017. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 20, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by November 30, 2017.

Notifications to bidders who were not selected will be completed by November 20, 2017.

#### **Project Timeline:**

Project initiation phase must be completed by December 31, 2017.

Project planning phase must be completed by January 15, 2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

### **6. BUDGET & PRICING**

1. All costs associated with production will be assumed by the Publisher.

2. Publisher will sell the work for \$75 and will not discount the work outside of the tiered pricing for bulk purchases. The maximum discount is 15% for 100 or more books.
3. Publisher will communicate sales on a monthly basis and pay the financial royalty to the UHMS a combination of 60% for the paper version and 75% for the eBook version, or 60% for either version individually.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in publishing in the field of undersea and hyperbaric medicine
- List all editors who will be associated in producing their work
- Provide 3 examples of books published by The Publisher covering the topic of Undersea and Hyperbaric Medicine
- Testimonials from past clients on publishing works in Undersea and Hyperbaric Medicine
- Timeframe for completion of the project
- Project management methodology

## **8. PROPOSAL EVALUATION CRITERIA**

The UHMS will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to publishing works in Undersea and Hyperbaric Medicine as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 5 copies of their proposal to the address below by 5pm EST October 31, 2017:

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North Palm Beach, FL 33408  
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