

Request for services

Overview

The Canadian Association of Learned Journals (CALJ) is currently seeking an individual with an ability to work with web software to provide services for the following: creation of a list of recommended vendors for its members to refer to when looking for services related to publishing their journals. Details are provided below.

About CALJ

From the first meeting in 1990 that led to the formation of CALJ, the vocation of the association has focused on the well-being of learned journals:

“To represent, develop and support the academic community of Canadian learned journals in disseminating original research and scholarly information, and to promote intellectual culture in Canada and internationally.”

CALJ operates as a not-for-profit association and is member-driven, identifying priorities and establishing projects and activities as the CALJ journals and other CALJ members direct. Through interaction with government agencies, the research community and other partners, CALJ works to strengthen both individual journals and the journal community as a whole.

The three key functions of CALJ are to provide services to CALJ member journals, to develop industry initiatives for CALJ member journals, and to enhance the collective strengths of CALJ members and the journal community.

Project: Creation of a list of vendors

To assist member journals who are seeking vendors to provide services for their journals, CALJ has gathered a list of recommended companies and individuals who currently provide services for member journals. Our objective is to prepare this list for the CALJ web site organized by the service provided and with contact information. The contractor will contact the vendors gathered to date to determine whether they would be willing to be on the list and whether they would be willing to provide a discount for CALJ members. Any of the vendors who are willing to be listed on the CALJ web site will be included on the list for the web; if they willing to provide a discount, that commitment will be indicated next to the vendor on the CALJ list of vendors.

Deliverables

1. Record of information: An Excel spreadsheet that lists recommended vendors (with contact information) by service provided and indicates their willingness to (1) be listed on the CALJ website and (2) provide a member discount.

2. Vendor list for CALJ website: Based on the responses recorded in the Record of information, a list of vendors who are willing to be listed on the CALJ web site, their contact information, and whether they will provide a member discount. We expect that the vendors who are willing to provide a discount will not commit to a percentage and will want to negotiate with interested CALJ members individually. However, if a vendor commits to a discount, the level of discount will also be included on the website.
3. Communications record: A record log of all emails and communications with the vendors.

Qualifications

Completed or completing an undergraduate degree or higher

Knowledge of Excel

Strong communicator

Organized

Timeframe

Completed by December 22, 2017

Budget

Up to \$1200 (maximum 60 hours of work).

Location

Ottawa

Contact

Ken Clavette

Executive Director / Directeur général

Canadian Association of Learned Journals/ Association canadienne des revues savantes

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