

Request for Proposals (RFP) for editorial and publication development services

Summary and Background

Nii magazine, published two times per year by the Kitselas First Nation Lands and Resources Department (KLRD), is a community-oriented science and culture magazine. *Nii* focuses on informing and engaging Kitselas First Nation community members on subjects that are relevant to them. *Nii* has recently begun to expand distribution to the broader region. *Nii* provides informative, plain language updates on KLRD environmental research and policy activities and on areas of concern relating to local lands and resource use. The magazine also provides a platform for community voices, connection, and cultural revitalization.

Project Description

KLRD is requesting proposals from individual contractors to provide editorial and strategic services relating to *Nii* magazine, including:

- General strategic guidance to build a sustainable future for *Nii* magazine
- Managing editorial services for each issue (2 per year)

Scope of Services

Strategic Guidance

Reporting to the Manager of Lands and Resources, with support from KLRD's Administrative Officer as well as outgoing *Nii* managing editor, the consultant will develop a strategy to build a sustainable future for *Nii* magazine.

- Content Strategy
 - Finding the right content and contributors
 - Ensuring that enough content is always available for each issue
 - Evaluating existing content, suggesting/developing new articles, columns, etc
 - Gathering feedback from contributors, readers, and other stakeholders
 - Ensuring Kitselas Traditional Knowledge, history, and stories are taken into consideration in all content development and are woven throughout
- Building Sustainability
 - Facilitating development of mission statement, masthead, etc.

- Facilitating development of effective project management tools and practices to ensure smooth production cycles
- Building financial strategy for sustainability of magazine operations
- Grant research and strategy recommendations
- Advertisement market research and strategy recommendations

Magazine Production

Reporting to the Manager of Lands and Resources and working closely with KLRD's Administrative Officer, the consultant will oversee the development and delivery of each issue of *Nii* magazine (2 per year).

- Work with authors and staff to develop and deliver content for each issue.
- Provide substantive editing and sensitivity reading of all content to ensure respectful representation of Kitselas Traditional Knowledge, history, and stories
- Work with contract proofreader/plain language editor to ensure that content is accurate and achieves target readability level.
- Work with contract graphic designers to ensure the layout is engaging and informative.
- Work with a printing/ mailing service provider to ensure magazines are delivered to subscribers on time and on budget.

Future Opportunities

The consultant may propose a commission-based ad sales strategy and/or grant application strategy, subject to approval of KLRD leadership.

Qualifications

Necessary

- Experience in the magazine industry, including editing and production management
- Experience working closely with Indigenous authors, publications, and/or communities
- Experience collaborating with authors, proofreaders, designers, printers, mailing houses, and other stakeholders

Ideal

- Experience in a leadership role at a Canadian magazine
- Experience with reading and editing for sensitivity on topics of Indigenous Traditional Knowledge, especially at the intersection of resource management science and policy
- History of working closely with Indigenous Knowledge Holders, especially on BC Coast

- Experience collaborating with researchers and editing science communication material in plain language for a general audience
- Recent experience with grant writing and/or ad sales for Canadian magazines

Proposal Guidelines

Proposals must include the following elements

- Outline of bidder's estimated costs
- Overview of the bidder's approach to leading *Nii* magazine's future development, including collaboration with staff and stakeholders, fundraising and budget management, professionalization, etc.
- Overview of the bidder's approach to producing *Nii* magazine, including processes, resources, timelines, and collaboration with staff, authors, community members, and service providers (design, printer, mailing house, etc.)
- Bidder's full CV
- Two or more work samples of past or current similar projects
- Two or more professional references for similar projects

Evaluation Criteria

- Relevant experience and qualifications
- Experience with Indigenous communities, authors, and subjects
- Cost of services
- Approach to leadership and strategy, including experience with similar projects
- Approach to project management and magazine production, including experience with similar projects
- Experience with plain-language science communication and/or environmental science

RFP Timeline

- RFP distribution: October 27, 2025
- Deadlines for questions: November 10, 2025
- Answers to questions: November 17, 2025
- RFP submissions close: November 28, 2025
- Notification to shortlisted vendors: December 8, 2025
- Vendor selection: December 15, 2025

Submission Guidelines

Bidders must submit questions to LR.Admin@kitselas.com by November 10, 2025. Bidders must submit proposals as a single PDF to LR.Admin@kitselas.com by November 28, 2025. Please include "RFP Nii Magazine" in the subject line. All proposals must include business name and contact information.