



## **Framework agreement for editing, copyediting, proofreading and indexing work for the EEA**

### **1. Objective**

The purpose of the call for tender is to establish a maximum of three framework contracts. The successful companies will be offered a framework agreement of three years with two possible extensions of one year each to provide consultancy services in the following areas of expertise:

- editing
- copyediting and proofreading
- indexing

Companies must submit offers for all three areas of expertise.

EEA produces each year a substantial number of reports and other products on various aspects of Europe's environment. The products vary in scope, topic and with regard to primary target groups. Some products are reports aimed at a fairly "narrow" segment of environmental scientists and experts, other aim at civil servants and policy-makers at the European and national level while some are more popular in nature and intended for a wide audience. The Agency therefore tries to adapt the content, angle, format and presentation to suit the needs and conditions of the target group in question.

The Agency aims at ensuring a high quality in all aspects of its products. In that connection, the Agency needs to engage outside contractors possessing specialised competence in a number of areas, including those covered by this call for tender.

### **2. Tasks**

#### **Area of expertise 1: Editing**

The contractor will be requested to carry out substantive editing of texts with a view to improving their overall presentation. This can range from making minor improvements to undertaking a full rewrite of the original text, and will require good insight into presentation of scientific material in general, and environmental subjects in particular. Editing will normally be done in consultation with the EEA project manager responsible for the report. The material will be delivered from the Agency as electronic files or, in exceptional cases, in hardcopy.

## **Area of expertise 2: copyediting and proofreading**

An important element in the production process is the copyediting and proofreading of the finished manuscripts. A presentation that is substandard in these aspects will also inevitably lose in credibility with the reader. Furthermore, good language and correct orthography are a prerequisite for easy digestion of the texts, especially when these are in a language foreign to the reader. Also, copyediting is important for EEA texts that are frequently source texts for translations. Copyediting will be based on rules and norms spelled out in the EEA writing guide and the EU interinstitutional writing guide.

## **Area of expertise 3: indexing**

The purpose of indexing is to make it easier to locate information on a specific subject within a document by using a controlled vocabulary and locators in the form of page numbers. Therefore the effectiveness of information retrieval depends on the quality and consistency of the indexing.

Tasks will include drawing up indexes for full EEA reports on the basis of a given brief and to check entries to make sure that they are accurate, logical and properly cross-referenced. The material will be delivered from the Agency as electronic files or, in exceptional cases, in hardcopy.

### **3. Language**

Most of the Agency's reports are drafted in English. The contractor should therefore be able to work with texts, deliver drafts and communicate with Agency staff in this language.

### **4. Cascading award system**

When drawing-up specific agreements for performing tasks under the framework contracts, EEA will first contact the company giving the most advantageous offer within that particular area of expertise. The company must be able to offer consultants with the required skills and experience to carry out the work in question within one week after being approached. If they are unable to do so, the company with the second best offer will be approached and so on.

### **5. Performance**

Competence in both selection and award criteria must be maintained throughout the contract. EEA maintains the right to refuse any consultant if performance is not satisfactory.