Request for proposal for the publisher of *Kardiologia Polska* (Polish Heart Journal): terms and conditions

1. The aim of the request for proposal is to select the publisher of *Kardiologia Polska* (Polish Heart Journal).
2. The contract will be signed for a period of two years.
3. A new request for proposal will be announced at least 6 months before the end of this period. The Board of Polish Cardiac Society (Polskie Towarzystwo Kardiologiczne [PTK]), after consulting the current Editor-in-Chief, in a secret ballot, by an absolute majority of votes, may decide to extend the contract in a non-competitive procedure for the subsequent two years.
4. The new request for proposal will be obligatorily announced after a period of four years.
5. Voting of the Board of PTK must take place early enough to enable the final selection of the publisher and the announcement of this choice and the signing of relevant agreements no later than two months before the end of the current contract.
6. The request for proposal for the publisher of *Kardiologia Polska* (Polish Heart Journal) is conducted by a five-member committee selected by the Board of PTK. Only a member of the Board and/or the current Editor-in-Chief of *Kardiologia Polska* (Polish Heart Journal) may become a member of the Committee. The Committee members elect the chairman from among the members.
7. The Committee presents to the Board of PTK a general schedule of the request (requests) for proposal and, after its approval, makes it publicly accessible and conducts the competition procedure in accordance with this schedule.
8. Information regarding the request for proposal is published in *Kardiologia Polska* (Polish Heart Journal) and on the website of PTK. The Committee may issue letters inviting selected publishers, both Polish and international. The deadline for submitting the proposals expires at least 4 weeks after the announcement of the request.
9. The proposals should be submitted to PTK.
10. The proposal should contain a presentation of the concept for journal development, a detailed business model and, considering the specific character of the journal, the conditions of cooperation with PTK.
11. After confirming that the proposals are complete, the Committee will create a list of candidates for the journal’s publisher. The request for proposals is considered valid provided at least one candidate submits an offer.
12. If no candidates apply or only one candidate applies, the Committee may prolong the submission of proposals for another month. In the event of a prolonged procedure, the Board of PTK may extend the contract with the current publisher for a definite period of time.

13. The Committee conducts individual interviews with the representatives of the candidates for the publisher of *Kardiologia Polska (Polish Heart Journal)*.

14. The major criteria for assessing the candidate as the publisher of *Kardiologia Polska (Polish Heart Journal)*, which each member of the Committee evaluates by secret ballot, are:
   - the publisher’s previous experience in publishing scientific journals – score from 0 to 10 points;
   - a vision for the development and popularization of the journal, declaration of long-term cooperation – score from 0 to 10 points;
   - a commercial offer regarding the profits of PTK from signing the contract with the publisher – score from 0 to 10 points.

15. The Committee members assess each of the 3 criteria in a secret manner. The sum of the points awarded by all Committee members determines the ranking list of preferred candidates. The Commission's evaluations are forwarded to the Board of PTK, which elects the publisher of *Kardiologia Polska (Polish Heart Journal)* by secret ballot.

16. The Board shall take its decisions by majority; in each subsequent round of voting the candidate with the lowest score is dismissed. In the event that the same number of votes is obtained by more than one candidate, a re-election is ordered. If the re-election is inconclusive, the decision is made by the President of PTK.

17. Voting referred to in clause 16 is conducted on uniform voting cards, stamped with the seal of the entity announcing the competition, containing a set of candidates’ names in an alphabetical order. Votes are casted by leaving the name of the best potential publisher and crossing out the names of the remaining candidates.

18. The vote is invalid in the event of leaving the names of more than one candidate not crossed out.

19. The card on which all names have been crossed out is valid and is treated as a rejection of all candidates participating in the competition.

Board of Polish Cardiac Society