Editor

Background on Report
        need for Final Report
        originally I was not involved
        originally no plan for an editor
        uncertain whether we will have one -- but want to make a decision promptly

Suggestions
        feasibility of plan
        feasibility of timing
        suggestions on publisher
        desk-top publishing
        font/page format
        problems editor can identify
        style manual

Editor's background
        familiarity with government reports
        familiarity with other types of reports
        experience working with different writers
        knowledge of WP for Windows, LOTUS Notes

From candidates
        where work--here or home
        logistical issues
        how much time involved for editor
        best strategy
        bid on work: by the hour or by completion
        references
        writing samples