

The Internet Society
on behalf of
The IETF Administrative Oversight Committee

Request for Proposals

IESG I-D Tracker Python Conversion

Date of Issuance: October 12, 2007
Proposal Submission Deadline: October 22, 5:00 P.M. ET

IETF Request for Proposals

I-D Tracker Python Conversion

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting proposals ("Proposals") to port an existing Perl-based application, the IESG I-D Tracker (“Application”) to Python with the Django framework (“Replacement Application”). Proposals from any commercial or non-commercial vendor are welcome.

I. Instructions and Procedures

A. Submissions

Proposals must be received via email at rpelletier@isoc.org no later than October 22, 2007, 5:00 P.M. ET.

Vendor assumes all risk and responsibility for submission of its Proposal by the above deadline. IAOC shall have no responsibility for non-receipt of Proposals due to network or system failures, outages, delays or other events beyond its reasonable control.

All Proposals shall become the property of ISOC.

B. Questions and Inquiries

Any inquiries regarding this Request must be submitted in written form to the email address listed in I.A above. Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this Request.

All questions/inquiries must be submitted in writing and must be received no later than midnight, ET, October 17, 2007.

Responses to questions and inquiries shall be posted on the IASA website, iaoc.ietf.org/rfpsrfis.html.

C. Addenda and Updates

Any addenda and updates to this Request shall be posted on the IASA website, iaoc.ietf.org/rfpsrfis.html. Each Vendor is responsible for checking the IASA website prior to submission of any Proposal to ensure that it has complied with all addenda and updates to this Request.

D. Selection Criteria

Each Proposal must specifically address each of the selection criteria listed in Part II below in a format corresponding to this Request. Each Proposal should also be

accompanied by any technical or product literature that the Vendor wishes the IAOC to consider.

The IAOC shall select from among those submitting proposals those which in its discretion it feels are the most qualified to perform the work. Those making the short list shall receive the code upon which to base its final proposal containing cost and timeline. Bidders will then have 7 days to submit their final proposal.

If additional information is required by the IAOC to make a determination, such information may be requested, and shall be submitted in writing in the manner set forth above. Information other than the written Proposal and any information submitted in response to a request by the IAOC will not be considered by the IAOC.

The IAOC may disqualify proposals which it deems to be non-responsive in any respect.

The IAOC may select one or more Vendors to accomplish the tasks reflected in this Request.

E. Cancellation; Rejection

The IAOC reserves the right to cancel this Request, in whole or in part, at any time. The IAOC may reject any or all Proposals received in response to this Request in its sole discretion. The IAOC makes no guarantee or commitment to purchase, license or procure any goods or services resulting from this Request.

F. Service Agreement

Any Final Proposal which is selected by ISOC shall be subject to negotiation and execution of a binding Service Agreement between ISOC and the Vendor. Said Service Agreement shall be provided to those on the short list. If a Vendor wishes to vary any of the terms of the Service Agreement such requested variance must be expressly set forth in the Final Proposal.

G. Costs and Expenses

Each Vendor is responsible for its own costs and expenses involved in preparing and submitting its Proposal and any supplemental information requested by the IAOC. The IAOC shall not reimburse any such costs or expenses.

H. Notification

The IAOC will notify Vendors of their selection following receipt and consideration of all Proposals. The IAOC will attempt to make its selection(s) within ten days of receipt of final proposals, but shall have full discretion to make a decision earlier or later.

I. Public Information

The IETF is a community committed to transparency in the manner in which it conducts its operations. Accordingly, the following principles will apply to the Service Agreement, proposal, and negotiations:

The names of all Vendors submitting Proposals may be announced publicly, but the proposals and individual negotiations with Vendors will not be publicly announced.

Any Service Agreement negotiated with a Vendor, including total cost, will be made public after execution.

J. Intellectual Property Rights

All work performed, and all software and other materials developed by the Vendor under the Service Agreement, shall be “works for hire” and shall be owned exclusively by the IETF Trust, and the Vendor shall obtain or retain no rights there from.

The IAOC intends to release the Replacement Application to the public under the Non-Profit Open Software License (OSL) 3.0, and Vendor will be required to represent and warrant that no impediment to such method of release exists. The Non-Profit OSL can be found at trustee.ietf.org/licenses.html.

II. Selection Criteria

The selection of a Vendor to develop and implement the Replacement Application will be based on a number of important criteria that are enumerated below. These criteria include performance features, availability and licensing, cost, and potential for future improvements.

A. Application Requirements

A read-only view of a subset of the information of the current IETF workflow application (“Existing Application”) can be inspected at <https://datatracker.ietf.org/idtracker/>. The Application itself will be provided to those who are selected for the short list by the IAOC.

The Replacement Application must conform to the following requirements. Each Proposal must describe the technical features of the Replacement Application that will be used to implement the following requirements:

1. The Replacement Application should retain the same functionality, database structure and “look and feel” as the Existing Application to the greatest extent possible. Any proposed reduction in functionality must be described in the Final Proposal.
2. The Existing Application maintains metadata about a document, including a state machine and ballot positions from evaluators. There is also an administrative interface, which allows the administrator to record ballot positions that are provided offline and maintain additional data.
3. All actions on a document are logged in a comment log and emailed to a list of interested parties. In addition, certain workflow actions cause a template email to be sent to a wider audience (e.g., IETF Last Call, or document approval messages).
4. The Existing Application is currently implemented in ~6000 lines of perl, which will be provided for reference to those making the short list. A read-only view is already implemented in Django, and it is expected that this view will be reused with edit options for items that the logged-in user is permitted to edit. Django models for many of the relevant database tables already exist, but may have to be augmented for this work.
5. The code must be readable and have adequate comments. Design documentation which enables later developers to understand and continue working with the delivered code must be provided. All software will be delivered in source code, and executable forms if applicable.

B. Intellectual Property

Describe any intellectual property rights owned or licensed by you which may cover all or part of the Replacement Application, including a list and description of all U.S. and foreign patents and patent applications.

Describe any intellectual property owned or licensed by third parties which is required to utilize all or part of the Replacement Application in the manner contemplated by this Request.

Describe in detail any claims or disputes relating to the intellectual property embodied, or claimed to be embodied, in all or part of the Replacement Application.

C. Personnel

Describe the personnel who would form the team that will be directly involved in the performance of services under the Service Agreement, including supervisory, managerial, liaison, development and support personnel. Provide detailed CVs for each team member to the greatest extent possible.

Describe each team member's experience with projects of similar technical requirements and scope, and the percentage of such team member's full-time effort that will be devoted to this project.

D. Support and Maintenance

Describe the technical support that will be available for the Replacement Application, including qualifications of support staff, availability, response times, manner of response, escalation and any other pertinent information. It is expected that support and maintenance will be available for at least three years.

The Replacement Application must be warranted to operate in accordance with its specifications and otherwise in a reliable and secure manner for at least one year from acceptance. There shall be no charge for work required by Vendor to repair or fix errors to bring the Replacement Application into compliance

E. Pricing.

Pricing will be a component of the Final Proposal submitted by those on the short list. The development and implementation portion of this project will be on a fixed-cost basis. Each Proposal must provide a fixed-cost bid, without escalation, for the development and implementation of the Replacement Application (through final acceptance of all features and functionality). It is expected that payment will be made based on Vendor's timely achievement of enumerated delivery and acceptance milestones.

No ongoing royalties, license fees, transaction fees, revenue sharing or similar payment proposals will be accepted.

Each Proposal must also provide pricing for support, maintenance and future development work, which pricing must remain valid for at least three years following Service Agreement execution.

All pricing shall be denominated in U.S. dollars.

F. Timing.

Time is of the essence in the development and deployment of the Replacement Application. The Service Agreement will contain binding timeframes for delivery of the Replacement Application, including penalties for late or incomplete delivery.

Each Final Proposal must include a timeline for the development and implementation of the Replacement Application, including major milestones and proposed penalties for late or incomplete delivery.

G. Relationships. Describe any relationship between your company, or any parent, subsidiary or related company, or any director or officer of any of them, with the ISOC, IAOC, IETF or the IETF Trust, or any employee, director, officer or consultant of any of them.