

**The Internet Society**  
**on behalf of**  
**The IETF Administrative Oversight Committee**

**Request for Proposal**  
**Revamp of IETF Website**

**Date of Issuance: June 16, 2014**  
**Proposal Submission Deadline: July 7, 2014 no later than 5:00 P.M. EDT**

## **IETF Request for Proposals**

### **Revamp of IETF Website**

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting this Request for Proposals (“RFP”) to revamp the IETF website, [www.ietf.org](http://www.ietf.org). Those submitting a Proposal (“Vendor”) shall do so in accordance with this RFP.

#### **I. Introduction**

The website revamp project will update the IETF's public-facing website ([www.ietf.org](http://www.ietf.org)), providing a "front door" for the IETF, including access to all the information that IETF participants need to accomplish their work.

The IETF website needs to reflect and advance the position of the IETF as the premiere Internet standards organization that gathers a large open international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet.

The website must embody the excellent implementation of open standards as it supports the requirements of active IETF participants, as well as the efforts of those who seek to implement them.

#### **II. Instructions and Procedures**

##### A. Submissions

Proposals must be received via email at [tmc@ietf-bids.org](mailto:tmc@ietf-bids.org) no later than July 7, 2014 at 5:00 P.M. EDT.

Vendor assumes all risk and responsibility for submission of its Proposal by the above deadline. ISOC 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 the Internet Society.

##### B. Questions and Inquiries

Any inquiries regarding this RFP must be submitted in writing to [tmc@ietf-bids.org](mailto:tmc@ietf-bids.org). Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this RFP.

Questions may be submitted at any time; however, all questions/inquiries must be submitted in writing and must be received no later than 11:59 PM EDT on June 23, 2014.

Responses to questions and inquiries shall be posted on the IAOC website, <https://iaoc.ietf.org/rfps.html>, no later than 11:59 PM EDT on June 27, 2014.

C. Addenda and Updates

Any addenda and updates to this RFP shall be posted on the IAOC website, <https://iaoc.ietf.org/rfps.html>. Any RFP addenda and updates will be posted by 11:59PM EDT on June 27, 2014. Each Vendor is responsible for checking the IAOC website prior to submission of any Proposal to ensure that it has complied with all addenda and updates to this RFP.

D. Selection Criteria

Each Proposal must specifically address each of the selection criteria listed in Section III.B, and each proposal must use the format provided in Section IV.A. Each Proposal may be accompanied by any technical or product literature that the Vendor wishes the IAOC and the Internet Society to consider.

The IAOC will seek to enter into a contract with a Vendor that the IAOC deems, in its sole discretion, to represent the best value combination of performance and cost, not necessarily the low bidder.

E. Cancellation; Rejection

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

F. 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 Internet Society shall not reimburse any such costs or expenses.

G. 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 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 or published.

Any Agreement negotiated with a Vendor, excluding cost and business confidential material as agreed to, will be made public after execution.

## H. Intellectual Property Rights

All work performed, all software and other materials developed by the Vendor under the Agreement, shall be “works for hire” and shall be owned exclusively by the IETF Trust, and the Vendor shall not obtain or retain any rights or licenses from any work. Open source software is exempt from this requirement. Solutions based on existing vendor software are also exempt from this requirement as long as the IETF Trust is granted a non-revocable perpetual license to use the software.

## I. 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 Internet Society, IAOC, IETF, IETF Trust, or any employee, director, officer or consultant of any of them.

## J. Process Modification

In the case where responses to this RFP fail to meet the basic requirements defined herein, the IAOC reserves the right to modify this RFP process.

The IAOC may choose to re-open the RFP or to enter into further negotiations with one or more of the Vendors if the situation warrants at the discretion of the IAOC.

## **III. Selection**

### A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of each proposal to determine if the Vendor is qualified.
2. The IAOC will contact references.
3. The IAOC will conduct interviews and may require oral presentations.
4. Requests for clarity may be made of the Vendor.
5. Qualified Vendor, if any, will be notified of their selection for advancement to the negotiation phase by July 24, 2014.

### B. Selection Criteria as Judged by the IAOC

The IAOC must have confidence in the Vendor - its qualifications, experience, capabilities, personnel, timely performance, and professionalism. To that end the IAOC will evaluate the following to inform its decision:

1. Vendor qualifications and experience performing similar services
2. Key personnel qualifications, if any
3. Vendor ability to meet requirements
4. Proposal as a reflection of the Vendor’s understanding of the IETF, their processes, culture, and the scope of work and methodologies
5. Oral presentation, if conducted

6. Cost to furnish the services in USD; note that the lowest cost offer will not necessarily be awarded a contract

**C. Schedule**

The IAOC intends to process this RFP in accordance with the following schedule:

<b>Projected Schedule of Events</b>	
<b>Date</b>	<b>Action</b>
16 June	RFP Issued
23 June	Questions and Inquiries deadline
27 June	Answers to questions issued
27 June	RFP Addenda & Update issued
7 July	Proposals due
13 Aug	Negotiations Begin
4 September	Contract Award
2 February 2015	Target Work Completion & Acceptance

If an oral presentation is requested, a teleconference will be requested between July 7th and August 5th.

**IV. Proposal Format**

**A. Proposal Submissions**

Proposals shall be submitted using the following format:

1. Executive Summary
2. Project Approach & Plan
3. Schedule
4. Test Plan
5. Cost & Payment Schedule
6. Warranty & Late Delivery Consequence
7. Technical Support & Maintenance
8. Documentation
9. Experience, Qualifications and Accomplishments
10. Key Personnel Resumes, if any
11. References (Two references attesting to performance)
12. Subcontractor Information (if any)
13. Assumptions
14. Intellectual Property
15. Miscellaneous

**V. Statement of Work**

A. The statement of work is located here:

<https://iaoc.ietf.org/documents/IETF-Website-SOW-20140604-Final.pdf>