

IETF Administrative Support Activity

General information:

Sources Sought Notice

Posted: March 9, 2007

Response Date: April 16, 2007

Contracting Office:

Internet Society, on behalf of the IETF Administrative Oversight Committee

Description:

This is a Request for Information only. This notice does not constitute a commitment by the Internet Society (ISOC) or the Internet Engineering Task Force (IETF, see www.ietf.org/).

The IETF Administrative Support Activity (IASA, see iaoc.ietf.org/) is exploring options for Contractor performance of the IETF Secretariat function and to that end seeks:

- (1) Comments and suggestions on the Secretariat function, practices and structure from any party, and
- (2) Expressions of interest in a Secretariat contract award from qualified vendors.

Vendors are advised to read the description of IASA contracting policy at iaoc.ietf.org/docs/IASA-Tao.pdf.

Planned Request for Proposals

IASA plans to issue one or more RFPs during 2007 or 2008, leading to 3 year contract(s) in 2008 or 2009.

Contract schedule would have an RFP issued in July of 2007 or 2008; responses due in August; contract negotiations in September; contract award in October; transition in November and December; and contract commencement in January 2008 or 2009.

IETF Goals and Philosophy

The Internet Engineering Task Force (IETF, www.ietf.org) exists to “make the Internet work better.” Its mission is to produce high quality technical and engineering documents that influence the way people design, use, and manage the Internet in such a way as to make the Internet work better. These documents include protocol standards, best current practices, and informational documents of various kinds.

An important principle of the IETF's philosophy is its open process - any interested person can participate in the work, know what is being decided, and make his or her voice heard on the issue. Part of this principle is our commitment to making our documents, our WG mailing lists, our attendance lists, and our meeting minutes publicly available on the Internet. Indeed, carrying out work on mailing lists and remote participation in face to face meetings are just as important in the IETF as meeting attendance.

Another principle is the volunteer core - our participants and our leadership are people who come to the IETF because they want to do work that furthers the goal of "making the Internet work better." They are generally speaking engineers from the networking industry and its major customers, and some researchers and students. The IETF has found that the process works best when focused around people, rather than around organizations, companies, governments or interest groups.

The IETF's standards development process is governed by a set of formal rules, and by two decades of established practice documented more or less formally or passed on by word of mouth.

The secretariat services, including IT support and meeting management, as well as support of the drafting and approval process for engineering documents, must be implemented in a way compatible with this open volunteer process, remote participation by individuals, and the formal rules and established practice.

Background

IASA intends to fundamentally review the support structure for IETF's standards development process, including possible new operational models, with a view towards improving operational efficiency, support and management.

Operational support for the IETF has evolved since its inception in 1986. The Secretariat function is being performed by NeuStar Secretariat Services under contract with the Internet Society since December 2005 and in 2007 has a budget of \$2.5 million.

The *Internet-Draft Tracker* is the principal means being used to manage the IETF's Internet draft documents and process. The I-D Tracker was developed by the Secretariat with the assistance of IETF Area Directors in 2002. Enhancements and extensions to the Tracker remain ongoing, and numerous other on-line tools are used.

Secretariat Functions:

The Secretariat is responsible for providing the following services:

a. Standards and Document Process Services

This process includes the:

- (1) Publication of Internet-Drafts (I-Ds) and support of the I-D repository,
- (2) Document tracking,
- (3) Ticket-system-based response (document and working group management),
- (4) Announcements of last calls,
- (5) Maintenance of tools (ID-Tracker etc.),
- (6) Handling the Intellectual Property Rights disclosures,
- (7) Publication of official actions, such as document approvals,
- (8) Communication of status to relevant groups (in particular, IANA and RFC Editor),
- (9) Registration and publication of liaison statements,
- (10) Collection and archiving of presentations, minutes and attendance lists from IETF meetings, including interim meetings of Working Groups.
- (11) Direct support of the Internet Engineering Steering Group and other functions of the IETF volunteer community, such as the NonCom, and
- (12) Provide archiving services.

b. IETF Meeting Services

The IETF conducts three, one-week meetings a year throughout the world. Attendance is in the range of 1,200 to 1,500 per meeting. These meetings are in furtherance of the IETF's mission of standards development for the Internet.

Meeting services include:

- (1) Identification, recommendation and qualification of venue,
- (2) Negotiate venue and hotel contracts,
- (3) Arrange for meeting rooms,
- (4) Arrange for food and beverage throughout the week,
- (5) Provide registration services,
- (6) Develop an agenda with input from Work Group Chairs and Area Directors, and
- (7) Provide for audio visual equipment, services and meeting support.

c. IETF Technical Services

The Secretariat shall provide the following technical services:

- (1) Maintain network presence in the areas of colocation, name service, routing, transit, monitoring & security, including spam filtering, provisioning core services such as rsync and FTP, and cooperation and coordination with mirror sites,
- (2) Website services,
- (3) Mailing list services,
- (4) Customer support services,
- (5) Instant messaging services,
- (6) IPv6 services,
- (7) Subdomain support
- (8) Tools enhancement and maintenance,

d. Financial Budget and Reporting Services

The Secretariat shall provide financial reports and budgets.

Note: The above information is indicative; the eventual RFP(s) may include different or additional work items.

Information Sought:

The IASA is seeking the following information:

(1) Potential Respondents shall describe how they would propose to successfully organize, offer and perform the services necessary to carry out the functions listed above, in whole or in part, assuming that all services provided by Respondent would be accomplished in accordance with all applicable RFCs, instructions from the IETF, and applicable law.

(2) Potential Respondents offering to perform a subset of the foregoing functions shall describe how it would integrate its implementation with the IETF and vendors performing other functions, such as the RFC Editor and IANA.

(3) Potential Respondents shall describe:

- a. Recommendations for changing the existing model
- b. Staffing model recommendations, and
- c. Integration or segregation of IT.

(4) Potential Respondents shall describe any existing relationships with the following entities and the extent to which such relationships would enable Respondents to successfully perform each of the services:

- a. the Internet engineering community,
- b. Internet standards development organizations,

(5) Potential Respondents shall describe their costing model, including, if appropriate, the manner in which charges levied for any of the services rendered would be derived. The eventual contractor will be expected to furnish the necessary personnel, material, equipment, services, and facilities to perform the services of the Secretariat.

(6) Potential Respondents shall provide evidence of their background, experience and capability to perform the proposed services.

Administrative Matters:

(1) Respondents shall not be obligated to provide the services described herein and it is understood by the IETF and Internet Society that the cost estimates provided as a result

of this request are “best” estimates only.

(2) All information submitted in response to this announcement is voluntary and may be used in the development of an RFP.

(3) Information received will be made public in accordance with the following guidelines:

a. Comments and suggestions on the Secretariat function, practices and structure received from any party. This input may be used to formulate and refine the RFP. All material provided in this section will be made public without attribution. Vendors are encouraged to submit comments and suggestions.

b. Expressions of interest in the Secretariat contract award received from qualified vendors. All material in this section will be kept confidential within the ISOC, IETF Administrative Oversight Committee (IAOC) and IETF leadership. Vendors expressing interest will not be identified publicly.

c. The RFP process will be a public process and the names of vendors submitting proposals will be released.

(4) The failure to respond to this RFI will not bar an organization from responding to an RFP. The Internet Society and the IETF will not pay for information requested, nor will they compensate any respondent for any cost incurred in developing information provided to them.

(5) It is intended the contract award will be for a term of three (3) years, plus one (1) additional year at the option of the IAOC.

(6) Respondents desiring notice of the RFP announcement should request notification on the appropriate submission form.

(7) The response date is April 16, 2007. Responses to this RFI should be completed and submitted via e-mail to iad@ietf.org,

(8) Point of Contact

Ray Pelletier, IETF Administrative Director
Phone 703.652.9534, Fax 703.779.7463
Email iad@ietf.org