

The Internet Society
on behalf of
The IETF Administrative Oversight Committee

Request for Proposal
Revamp of RFC Editor Website

Date of Issuance: October 31, 2014
Proposal Submission Deadline: November 26, 2014 no later than 5:00 P.M. ET

IETF Request for Proposals
Revamp of RFC Editor Website

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting this Request for Proposals (“RFP”) to revamp the RFC Editor website, www.rfc-editor.org. Those submitting a Proposal (“Vendor”) shall do so in accordance with this RFP.

I. Introduction

The website revamp project will update the RFC Editor’s public-facing website (www.rfc-editor.org), providing a "front door" for the RFC Editor, and a more easily maintained presence to the community. The RFC Editor website needs provide an easy and accessible interface to the RFC Series. Project goals include:

- a. Improve ease of navigation,
- b. Modernize the website visual design,
- c. Make the website work better for all classes of devices, including smart phones and those with low-bandwidth and high-latency connections.
- d. Incorporate current best-practices in website design and implementation (such as responsive design and accessibility), and
- e. Improve the content maintenance processes.

II. Instructions and Procedures

A. Submissions

Proposals must be received via email at iaoc-tmc@ietf-bids.org no later than November 26, 2014 at 5:00 PM ET.

The 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 iaoc-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 ET on November 7, 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 ET on November 13, 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 ET on November 13, 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 IAOC is 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. Additional conditions may apply.

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 RFC Editor, 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 December 18, 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:

Projected Schedule of Events	
Date	Action
31 October	RFP Issued
7 November	Questions and Inquiries deadline
13 November	Answers to questions issued
13 November	RFP Addenda & Update issued
26 November	Proposals due
18 December	Negotiations Begin
29 January 2015	Contract Award
30 September	Target Work Completion & Acceptance

If an oral presentation is requested, a teleconference will be requested between December 1 and December 18.

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/RFC-Editor-Website-Revamp-SOW-Final.pdf>