

DRAFT
Request for Proposal
RFC Production Center

The Internet Society

On behalf of

The IETF Administrative Support Activity

Date of Issuance: May 22, 2009
Proposal Submission Deadline: June 29, 2009, 5:00 P.M. EDT

RFC Production Center Request for Proposal

Table of Contents

	Page
Section I General Procedural Information	3
Section II Specifications	6
Section III Summary of Work Statement	10
Section IV Service Levels	16
Section V Proposal Format	18
Section VI Selection	19
Section VII Other Terms and Conditions	20
Section VIII Offeror Checklist	21
Section IX Signature Page	22
Appendices	
Appendix 1 Offeror's Affidavit	23
Tables	
RFC Editor RFP Schedule	5
Offeror Checklist	20

Section I: General Procedural Information

- A. Summary
- B. Questions/Inquiries
- C. Bidders Conference
- D. Addenda to RFP and Corrigenda
- E. Presentations and Tests
- F. Proposal Evaluation Board
- G. Appeals
- H. Process Modification
- I. Projected Schedule of Events

A. Summary

The IETF Administrative Support Activity (IASA), on behalf of the IETF and the IAB, announces this Request for Proposal for the RFC Production Center. The Internet Society (ISOC) is the contractor.

The IAOC desires a long-term relationship commencing on January 1, 2010 of up to six (6) years with a successful contractor. Accordingly, it is looking to structure a six (6) year term with contract review points at the two-year mark and again at the four-year mark to evaluate the success of the contractor within an RFC Series model. The contract or contracts will be for a fixed price, except for certain services as noted herein.

The closing date for submission of proposals is Monday, June 29, 2010 not later than 5:00 P.M. EDT.

B. Questions/Inquiries

1. The sole point of contact regarding this RFP is the IETF Administrative Director (IAD), Ray Pelletier.
2. All questions/inquiries must be submitted in writing and must be received no later than June 5, 2009.
3. Questions/inquiries will be accepted by email at rpelletier@isoc.org.
4. All received questions or other inquiries without acknowledgement of the originator, along with responses to the questions and inquiries, shall be posted on the IASA website, www.iaoc.ietf.org, no later than June 12, 2009.

C. Bidders Conference

1. A Bidders Conference will be held on June 3, 2009 from 9:00 AM to 12:00 PM PT at the Information Sciences Institute at the University of Southern California, 4676 Admiralty Way, Suite 1001 Marina del Rey, CA 90292.

D. Addenda to RFP and Corrigenda

1. If IASA finds it necessary to revise any part of this RFP or correct any errors, an addendum will be provided in the same manner as the original RFP.
2. Any addenda will be posted to the IASA website.
3. Addenda to the RFP will not be issued after June 19, 2009.

4. The Statement of Work is subject to modification as a result of changes to the RFC Editor Services model, <draft-iab-rfc-editor-model-04.txt>.

5. Proposals submitted in response to this RFP shall reflect an acknowledgement of changes to the RFC Editor Services model up to the date of the proposal, and an acknowledgement of any amendments, addenda, and changes, if issued, to the RFP with the following statement:

"We hereby acknowledge that our proposal in response the RFP reflects changes made prior to the date of submission to the RFC Editor Services model, <draft-iab-rfc-editor-model-04.txt>, and, if issued, any amendments, addenda, and changes to the RFP itself."

E. Presentations and Tests

1. Oral presentations and/or teleconferences may be required. If requested, said presentations may be conducted at the ISOC's offices in Reston, Virginia at a time to be determined. Offerors will be responsible for their own expenses associated with such presentations.

2. Tests may be required to demonstrate the necessary skills. Tests may include, for example, copy editing for editing, formatting, and compliance with the RFC Style Manual. Offerors will be responsible for their own expenses associated with such tests.

F. Assistance

1. The IAOC may seek the assistance of others in the fulfillment of its responsibilities in regards to evaluating responses to this RFP.

G. Appeals

1. An Offeror may submit a request in writing to the IAOC for a review and re-evaluation of its rejection or disqualification within seven (7) days of notification. Such written request shall include the basis for the appeal.

2. The IAOC shall respond in writing within seven (7) days.

3. The IAOC may accept or reject the appeal in whole or in part. All decisions of the IAOC are final.

H. Process Modification

1. In the case where responses to this RFP fail to meet the basic requirements defined by the IASA, the IASA reserves the right to modify this RFP process.

2. The IASA may choose to re-open the RFP or to enter into further negotiations with one or more of the Offerors if the situation warrants.

I. Projected Schedule of Events

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

RFC Production Center RFP Projected Schedule of Events	
Date	Action
22 May 2009	RFP Issued
3 June	Bidders Conference

5 June	Questions and Inquiries deadline
12 June	Answers to questions deadline
19 June	Addenda & Corrigenda deadline
29 June	Proposals due
30 June – 29 July	Initial Proposal Evaluation Period
29 July – 15 Sep	Negotiations
10 September	MoU(s), if necessary
17 September	Contract Award(s)
October - December	Vendor transition
January 1, 2010	Contract(s) commence

Section II Specifications

This section provides details about the proposal submission, contract terms and contractor requirements.

- A. Term of Contract
- B. Closing Date & Submittal Requirements

- C. Duration of Proposal Offer
- D. IASA Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification
- E. Public Information
- F. Subcontractors
- G. Incurred Expenses
- H. Type of Contract(s)
- I. General Contractual Conditions
- J. Offeror Affidavit
- K. Experience
- L. Key Personnel
- M. Contractor Obligations

A. Term of Contract

1. The IAOC desires a long-term relationship commencing on January 1, 2010 of up to six (6) years with a successful contractor. Accordingly, it is looking to structure a six (6) year term with contract review points at the two-year mark and again at the four-year mark to evaluate the success of the contractor within an RFC Series model.

2. The renewal of the Agreement should not be presumed, as it will be based on each party's sole discretion, the needs of the IETF Community and performance under the contract.

B. Closing Date & Submittal Requirements

1. The proposal shall arrive not later than 5:00 P.M. EDT Monday, 29 June 2009, in order to be considered.

2. Proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered.

3. Both a doc (Microsoft Word) and pdf versions of the proposal must be submitted by email to the IAD at rpelletier@isoc.org by the closing date and time.

C. Duration of Proposal Offer

1. Proposals shall be valid and irrevocable for at least 180 days following the closing date for this RFP.

2. This period may be extended by written agreement between an Offeror and the IAD.

D. IASA Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification

1. The IASA may cancel this RFP, in whole or in part, at any time.

2. The IASA may obtain the assistance of others in fulfillment of its responsibilities in regards to the evaluation of responses to this RFP.

3. The IASA may contract with one or more Offerors to accomplish the tasks reflected in the Statement of Work.

4. The IASA may disqualify proposals which it deems to be non-responsive.

5. The IASA may reject an Offeror's proposal if the Offeror:

a. Fails to submit by the deadline

b. Fails to submit the information required

c. Fails to submit a proposal in accordance with the required format

d. Fails to submit a costs quotation response

e. Fails to respond to requests for clarification, make an oral presentation, or perform tests if requested

- f. Fails to complete the Offeror Affidavit
- g. For any other reason that the IASA deems to be reasonable
6. The IASA may seek clarification of any element of an Offeror's proposal.
7. The IASA may require Offerors to make oral presentations in person and/or participate in teleconferences at the ISOC's offices in Reston, Virginia, USA at a time to be determined. Each Offeror will be responsible for its own expenses associated with such presentations.
8. The IASA may select one or more Offerors for contract negotiations on the basis of the strength, viability and financial terms of their proposals and presentations, their known track records for similar functions, and the credentials and experience presented in their proposals. The IASA does not make any commitment regarding the outcome of these negotiations.
9. The IASA will seek to enter into contract(s) with an Offeror or Offerors that IASA deems, in its sole discretion, to represent the best value combination of performance and cost, not necessarily the low bidder.
10. Following the successful negotiation of the principal financial and performance terms with an Offeror, ISOC may enter into a Memorandum of Understanding with such Offeror prior to negotiating and executing definitive service agreement. A contract shall not be deemed to be awarded hereunder unless and until the execution of a definitive agreement with the Offeror.
11. All proposals shall become the property of the IASA.

E. Public Information

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

1. The contract, including cost, but not individual salaries, will be made public upon execution.
2. The Offerors' names will be announced on June 30, 2009.
3. The Offeror's proposal will NOT be released during negotiations.
4. Negotiations are private among the Offeror, and the IAD, the IAB, the IAOC, and ISOC leadership.
5. All proposals submitted by an Offeror shall become the property of the IASA.

F. Subcontractors

1. The Internet Society will enter into agreements with selected Offeror(s) only, not the Offeror's subcontractors.
2. The selected Offerors(s) shall be responsible for all products and services as required by this RFP.
3. Subcontractors, if any, shall be identified with a complete description of qualifications and roles relative to this proposal, and shall be included at the time of proposal submission.
4. Subcontractors may not be placed under contract in any way that obligates the IASA or that delegates work that the proposal indicates will be performed by Offeror personnel without the written approval of the IAD.

G. Incurred Expenses

1. The Offeror shall be responsible for any cost incurred in the preparation and submission of a proposal, oral presentations in support of such proposal, performance of any tests, and negotiation of a Memorandum of Understanding, if any, and a definitive services agreement.

H. Type of Contract(s)

1. The contract(s) will be a fixed-price contract, except as noted under 'Pre-Approval Editorial Review' in the statement of work.

I. General Contractual Conditions

1. Any contract will contain the general provisions included in this RFP.
2. This RFP, including the Statement of Work (to be aligned with reference draft-iab-rfc-editor-model), and the successful Offeror(s)' proposal(s) will be incorporated by reference and made a part of the contract. Certain IETF process documents (Best Current Practices) define rules that affect the performance of the work and shall also be incorporated by reference.

J. Offeror Affidavit

1. Each proposal shall include a completed Offeror Affidavit, a copy of which is included in Appendix 2.

K. Experience

1. Offeror must have experience in editing, technical writing and/or on-line publishing, technical materials, and such technical expertise as appropriate to the proposal.

L. Key Personnel

1. Offeror shall identify and provide the resumes of Key Personnel.
2. The contract may be adjusted or terminated if Key Personnel are identified but cannot be supplied by Offeror at contract execution or within ninety days thereafter, at the discretion of IASA.

M. Contractor Obligations

1. Offeror shall provide for and pay the compensation of its personnel, including Subcontractors, and shall pay all taxes, contributions and benefits (such as, but not limited to, workers' compensation benefits) which an employer is required to pay relating to the employment of employees.
2. The ISOC and IAOC will not be responsible for providing any compensation, insurance, medical, disability or other benefits to Offeror's personnel or subcontractors.

Section III Statement of Work

- A. Edit Internet Drafts
- B. Historical Workload
- C. Documents forwarded to RFC Publisher
- D. Accountability
- E. Pre-Approval Editorial Review (Optional)
- F. Communication of Relevant Production Center Processing Information Online
- G. IETF Community Liaison and Training
- H. Coordination Responsibility
- I. Collaboration
- J. Liaison and Communication Support
- K. Specific Deliverables

This Statement of Work describes tasks to be performed by the RFC Production Center.

Reference: This Statement of Work was prepared based on RFC 4714, “Requirements for IETF Technical Publication Service”, the framework for the RFC Editor function expressed in RFC 4844, and <draft-iab-rfc-editor-model-04>. Additionally, various IETF process documents and operational procedures affect the work of the Production Center.

As described in RFC 4844, RFCs are documents generated by one of the four streams:

- (i) The Internet Engineering Task Force (IETF),
- (ii) The Internet Research Task Force (IRTF),
- (iii) The Internet Architecture Board (IAB), and
- (iv) Independent Submissions.

The IETF, IRTF and IAB streams are managed by the Internet Engineering Steering Group (IESG), the Internet Research Steering Group (IRSG), and the IAB respectively. The independent submissions stream is managed by the Independent Submissions Editor (ISE).

Where reference is made to individuals or roles that may authorize certain actions, these individuals or roles will be identified from time to time by the IAB, IESG, IRSG, and ISE for their respective streams.

A. Edit Internet Drafts

The following tasks apply to all documents from any of the streams.

1. Editing

a) Review and edit the document for grammar, spelling, formatting, alignment with boilerplate, document structure, etc. The review should strive to maintain consistency of style and appearance with previously published documents, editorial standards, and clarity. Editing shall be accomplished in accordance with the 'RFC Style Manual' maintained by the RFC Series Editor. A draft of the RFC Style Manual is located at <http://www.rfc-editor.org/rfc-style-guide/rfc-style-manual-08.txt>. This draft will be used by the Production Center until replaced.

b) Maintain a tracking system for edits, and ensure that the changes are signed off by all authors, and that any technical changes are approved by an authorized stream representative.

c) In rare cases and under the directions of the stream manager the Production Center may be instructed to process a document or parts thereof without any changes.

2. Validation of references

Ensure that references within specifications are available and that referenced IETF documents (RFCs and Internet Drafts) are latest versions available. Also, match citations and references for consistency. In the IETF standards stream, specific rules on the suitability and availability of references apply, as documented in RFC 2026 and successors, as interpreted by the IESG. Editing of documents may be delayed waiting for normative references to become available.

3. Validation of formal languages

The Production Center should validate the syntax of sections of documents containing formal languages. In particular ASN.1, ABNF, and XML should be verified using one or more tools as approved by the RFC Series Editor. The IAD will coordinate with Internet community tools developers in a reasonable effort to ensure that such tools are obtained, tested, adapted, extended, and maintained to meet the RFC Production Center needs.

4. Insertion of Parameter Values

Review documents for actions required by organizations maintaining registries of protocol parameters (such as the IANA) work with these organizations to populate protocol parameters into documents and update appropriate related text when required prior to publication

5. Pre-Publication Corrections

a) Incorporate changes for an IETF community document upon request of authorized individuals.

b) Ensure that XML and nroff source files, and others that are feasible, that are associated with a published RFC are also updated to correspond to that published document.

6. Document Format Conversions

1) Accept ASCII text files as input and publish documents in the required formats.

2) When mutually convenient, accept document source files, such a XML and nroff, that are valuable in the publishing process.

3) Accept supplemental files that may contain information such as: code, formal descriptions (XML, ASN.1, etc.), graphics, data files, etc.

4) Supplemental files may also include enhanced versions of the document containing graphics or sections not presentable in text format. Some supplemental files may not be editable by the RFC Production Center.

7. Language Translation

Documents are published only in English.

8. Exception Handling

Permit documents to be withdrawn from or put on hold prior to publication where stream dependent process permits.

9. Expedited Handling

Expedite the processing of specific documents within a given document stream at the request of the appropriate party, i.e., IESG, IRSG, ISE, or IAB. Priorities for ordering among streams will be established by the IAB.

10. Process and Document Evolution

a) Participate in the discussions of changes to author guidelines and publication process changes.

b) Participate in and support process experiments proposed by the community involving the technical publication process that may improve the RFC series processes.

B. Historical Workload

1) Statistics reflecting the workload of the RFC Editor can be found at the RFC Editor and the IAOC websites; <http://www.rfc-editor.org/RFCeditor.html> and http://iaoc.ietf.org/rfc_editor_performance.html

2) The RFC Editor Services RFP in 2006 also contains data that a vendor may want to consider. The 2006 RFP can be found at: <http://iaoc.ietf.org/rfprsrfis.html> in the RFP Archive.

3) The average number of pages per document submitted to the RFC Editor in 2008 was 33.

4) Copy editors were employed by the Internet Society during a period from 2006 - 2009 to support the efforts of the incumbent RFC Editor. 2008 utilization was equivalent to a ¼ time copy editor. The Internet Society will not retain copy editors for that purpose beginning in 2010.

C. Documents forwarded to RFC Publisher

1) The Production Center will edit the documents from all streams consistent with the RFC Style Manual, the RFC series, and the intent of the Authors. Documents so edited will be placed in the ready-to-publish state and forwarded to the RFC Publisher.

2) Additionally, the Production Center will forward records of all interaction and edits relative to the document dialogue, including dialogue with the document authors, IAB, IESG, IRSG (or members thereof), and ISE for their respective streams, to the RFC Publisher for archiving.

D. Accountability

1. The RPC is responsible for compliance with policies, processes and procedures as they relate to the consistency of the RFC series.

2. The RPC is primarily responsible to the RFC Series Editor as regards to RFC series consistency.

3. The RFC Series Editor may refer matters involving RPC compliance to the policies, processes and procedures to the IAOC.

E. Pre-Approval Editorial Review (Optional)

The Production Center should be capable of performing an editorial review of stable Internet-Drafts upon request by a stream representative. Such review should take place early enough to allow any changes to be reviewed within the technical review process. This is an optional service that may or may not be required. If it is required, it will be separately priced. For example, for the IETF standards process stream this review is expected to be performed before WG Last Call to provide feedback to the authors to improve quality of the documents.

F. Communication of Relevant Production Center Processing Information Online

The Production Center shall provide the following information for publication on the RFC Publisher's website:

a. Processing status of all submitted documents

b. Editing Statistics and Status Reports

1) Provide monthly reports reflecting service level compliance data for RFC Production Center states. See Work Standards.

2) Provide monthly statistics on median queue times, counts and pages of documents published, editing processing time, and RFC Production Center total processing time (defined in Work Standards), in the aggregate and also sorted by document stream. The presentation should provide a historical context to identify trends.

3) The Production Center may be requested to provide periodic status reports to IETF meetings to apprise the community of its work and the RFC Production Center performance.

G. IETF Community Liaison and Training

1. Tutorial and Help Services

a) Provide and maintain documentation giving guidance to authors on the layout, structure, expectations, and so on required to develop documents suitable for publication.

b) Provide tutorials to prospective RFC authors to educate authors on the processes and expectations of the Production Center.

c) Provide a contact e-mail address and correspond as required to progress the publication work, and address queries from the Internet community.

d) Provide a help desk at IETF meetings.

H. Coordination Responsibility

The Production Center will interact with the RSE, IANA, authors, the representatives of the different streams and others in the proper performance of its responsibilities. It will be responsible for managing those relationships, including the establishment of due dates, follow-up notices, and escalation to maintain the publication process in a timely fashion.

I. Collaboration

The RFC Production Center shall work with the appropriate parties to integrate its document tracking system with the RFC Series Editor, the RFC Publisher, the IETF Secretariat, and the IANA tracking systems.

J. Liaison and Communication Support

1. The Production Center may be requested to participate in coordination telechats, and face to face meetings when requested, with other RFC stream representatives, the RFC Publisher, the IAD, and others as appropriate.

2. The Production Center may be requested to make regular reports at IETF meetings, online, in writing, in person, or all three.

K. Specific Deliverables

In addition to the foregoing functions and tasks there are specific deliverables:

1. The Production Center Procedures Manual

a) The Production Center shall prepare and maintain a Procedures Manual describing with clear detail each task performed in the provision of Production Center services.

2. The RFC Style Manual

a) The Production Center shall assist the RFC Series Editor in the preparation and ongoing upkeep of an RFC Style Manual, which shall describe with clarity the grammar, style, usage, typography, punctuation, and spelling to hone clear, concise technical prose, and so on, for the drafting and editing of RFCs. It will be published on the RFC Publisher web site. The Style Manual shall replace parts of RFC 2223 "Instructions to RFC Authors".

b) The Production Center shall advise the RFC Series Editor of any concerns or issues that may arise in the application of the Style Manual.

3. System Documentation

a) The Production Center will document the systems supporting the RFC editing process.

4. Information Systems and Tools Development

a) Tools development includes systems development in direct support of the Production Center, enhancements and applications providing for 3rd party interaction and shall be undertaken with goals of:

- 1) Improving performance of staff,
- 2) Enhancing participation of necessary 3rd parties, e.g., authors,
- 3) Enhancing interaction with the IETF, RFC Series Editor, RFC Publisher, authors, and IANA,

4) Enhancing portability during a future transition, if any, and

5) Adding services required by this SOW.

b. All tools development shall be open source, unless waived in writing by the IAD.

5. Innovations

The Production Center will continuously examine its process for possible improvements, experiment with feasible and useful ones, and adopt those that succeed. The Production Center should consider innovations to improve efficiency, improve coordination and transparency, and improve quality within the boundaries laid out in <draft-iab-rfc-editor-model-04>.

Section IV Service Levels

A. Introduction

B. Document Processing Service Levels

A. INTRODUCTION

1. Vendor will provide the services set forth in the SOW in accordance with the service levels set forth herein (“Service Levels”). In the event that vendor does not meet the defined Service Levels, the Internet Society shall be entitled to exercise the provisions of the Master Agreement.

2. The applicable Service Levels are set forth below

B. Document Processing Service Levels

1. Edit Processing

a. A document is “received” by the Production Center on the date of the receipt of a request to publish by the each of the respective streams (Receipt Date).

b. A document is “ready-to-publish” on the date it is forwarded to the RFC Publisher by the Production Center (Forwarded Date).

c. A document is in a Production Center state when the work of the Production Center is not being delayed by the actions of a third party. Production Center operations that are blocked by a 3rd party is outside a Production Center state.

2. Processing Times

a. Processing times per document are from Receipt Date to Forwarded Date in total business days.

b. The total processing time goal for each document from Receipt Date to Forwarded Date, including all third party activity, is 30 business days (6 weeks).

c. By July 1, 2010, 33% of the ready-to-publish documents shall have an Production Center processing time of 30 business days or fewer.

d. By January 1, 2011, 50% of the ready-to-publish documents shall have an Production Center processing time of 30 business days or fewer.

e. By July 1, 2011, 67% of the ready-to-publish documents shall have an Production Center processing time of 30 business days or fewer.

f. Publication processing time goals include Production Center states and third party states. The Production Center shall interact with third parties to promote an efficient and timely publication process, using escalation methods when appropriate.

g. The Production Center shall commit to continuous process improvement leading to the reduction of outliers in Production Center and publication processing times.

h. There shall be no long-term growth trend in the length of the publication queue. The IAD and the Production Center shall review growth trends in the queue to determine causality and whether, among other things, adjustments in expectations and/or resources may be required.

3. Document Style and Quality

a. Document style shall be consistent with the RFC series historically and in accordance with the RFC Style Manual. Questions concerning style shall be directed to the RFC Series Editor. The RFC Series Editor may review documents at the same time that authors review the ready-to-publish result of Production Center processing.

b. The Production Center may raise concerns about document quality from a stream with the stream manager and the RFC Series Editor.

c. The Production Center may discuss the level of effort necessary to process a streams' output with the stream's manager, the RFC Series Editor and the IAOC.

Section V Proposal Format

- A. Proposals
- B. Preparation
- C. Costs
- D. Proposal Format

A. Proposals

1. Proposals shall be submitted in the proposal format to facilitate proposal review.
2. Failure to submit the proposal in the format may be grounds for proposal rejection.
3. The successful Offeror will define their proposed methodology and why the approach is the preferred approach.

B. Preparation

1. Proposals should be prepared simply and economically, providing a concise and straightforward, but provide a complete and detailed, description of the Offeror's abilities and methodologies to meet the requirements set forth in the RFP.

C. Costs

1. Offeror shall identify all project-related costs included directly in the proposed budget.
2. In cases where institutional overhead is commonly represented as an indirect rate or shared F&A, the Offeror will provide explicit back-up documentation for both the rate and items and services covered.
3. Indirect costs in excess of 35% of direct expenses will be considered excessive.
4. Offerors shall include a quote for Pre-Approval Editorial Review. (See SOW)

D. Proposal Format

1. Transmittal letter with signature of authorized representative
2. Executive Summary
3. Table of Contents
4. Experience, Qualifications and Accomplishments in this area
5. Key Personnel
6. Commitment to meet functional requirement and service levels
7. Methodologies for meeting functional requirements, including with RFC Series Editor and the RFC Publisher, and service levels
8. References (Three references attesting to performance in similar publishing function)
9. Cost Quotation including quotation for pre-approval editing.
10. Resumes of Key Personnel
11. Subcontractor Information
12. Assumptions
13. Exceptions to any specifications, terms, conditions, service levels
14. Offeror Affidavit
15. Annual Reports of Business
16. Miscellaneous Information
17. Signature Page

Section VI Selection

- A. Selection Procedure
- B. Selection Criteria
- C. Negotiation Stage
- D. Award

A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of all proposals to determine if they are qualified.
2. Oral presentations and/or teleconferences may be requested by the IAOC, or designees.
3. Tests may be required to demonstrate the necessary skills. Tests may include, for example, copy editing for editing, formatting, and compliance with the Style Manual. Offerors will be responsible for their own expenses associated with such tests.
4. Requests for clarity may be made of the Offeror.
5. Offerors will be notified by July 10th if their proposal has been disqualified or rejected, the reasons for the disqualification and their rights to appeal within seven (7) days in writing.
6. Qualified Offerors will be notified of their selection for advancement to the negotiation phase on July 29, 2009.

B. Selection Criteria

- a. Vendor Qualifications and Experience performing similar services
- b. Key Personnel
- c. Vendor Ability to Meet Requirements, including results of tests, if requested
- d. Proposal as a reflection of Offeror's understanding of scope of work and methodologies
- e. Oral presentation and/or teleconferences, if conducted
- f. Cost to furnish the services (Note: The lowest cost offer will not necessarily be awarded a contract.)
- g. References

C. Negotiation Phase

1. ISOC may enter into contract(s) with an Offeror or Offerors that represents the best value combination of performance and cost, not necessarily the low bidder.
2. The IAD will submit questions to each Offeror seeking clarification of any element of their proposal, if needed.
3. Negotiations will be undertaken in accordance with the timetable in Section I.
4. Negotiations may include face to face sessions. Offerors are responsible for their own expenses associated therewith.
5. The IASA reserves the right to solicit a best and final offer from each remaining Offeror.

D. Award

1. The Contract(s) is/are expected to be concluded by September 17, 2009, however, if it appears that date will not be met, the essential terms of an agreement may be concluded in an MoU by September 11, 2009.
2. The Contract will not be awarded until a definitive contract is executed by the parties.
3. The Contract term begins January 1, 2010.

Section VII Other Terms and Conditions

A. Intellectual Property Rights

A. Intellectual Property Rights

1. All work performed by the RFC Production Center shall be “work for hire” and the RFC Production Center shall obtain no rights there from.

Section VIII Offeror Checklist

Offeror Checklist				
	Subject	Section	Reference	Page
1	Questions/Inquiries	I	B2	3
2	Bidders Conference	I	C	3
3	Subject to Model	I	D4	4
4	Addenda to RFP	I	D5	4
5	Closing Date/Submittal Requirements	II	B	6
6	Public Information	II	E6	7
7	Subcontractors	II	F3	7
8	Offeror Affidavit	II	J1, App 1	8 & 22
9	Key Personnel	II	L1	8
10	Pre-Approval Editorial Review	III & V	E, C4	12 & 17
11	Proposal	V	A1	17
12	Preparation	V	B1	17
13	Costs	V	C1	17
14	Format	V	D	17
	Signature Page	IX	D17	17 & 21

Section IX
Signature Page

Date Proposal Submitted: _____

Offeror: _____

Name/Title of Offeror Representative:

Address of Offeror:

Telephone: _____ Facsimile: _____

Offeror Representative Email Address:

Signature of Offeror Representative:

Date: _____

Appendix I
Offeror's Affidavit

I HEREBY DECLARE AND AFFIRM that I am the (Title) _____,
and the duly authorized representative of (Offeror) _____,
and that I possess the legal authority to make this Affidavit on behalf of myself and the Offeror for
which I am acting.

I FURTHER AFFIRM THAT:

1. The Offeror named above is a {Insert type of entity} _____ in the
country and state of _____ and that it is in good standing and that has
filed all required statutory reports and, except as validly contested, has paid or arranged for the
payment of all taxes in the applicable jurisdictions.

2. The Offeror has been in business for _____ years and _____ months.

3. The Offeror's company registration number or U.S. Employer ID Number is: _____.

**I do solemnly declare and affirm under the penalties of perjury that the contents of this
affidavit are true and correct to the best of my knowledge, information, and belief.**

_____ **By:** _____
(Date) (Affiant)