

Secretariat RFP 2011 Q & A

Q1. Is the intent for the Publisher to host and maintain the RFC servers with the Production Center and RSE still managing the tools development and processes, or do you envision the development of tools and processes to be moved to the Publisher?

A1. The intent is purely hosting and maintenance of the servers, not the development of tools and processes.

Q2. The RFP includes meeting support, clerical support, and IT support for the IETF. Can a bidder offer just one of these areas of support?

A2. The RFP permits proposals from a single vendor or from a Prime Contractor providing all services through subcontractors. See Section II.H. So a company that only wants to deliver meeting services for example would have to team with others under a Prime Contractor to submit an acceptable proposal.

Q3. In preparation for an IETF meeting, the Vendor is expected to gather information for the schedule from Working Group and Research Group Chairs, and then the Vendor prepares a detailed timeline of various deadlines leading up to each meeting. How can these tasks be accomplished in the order listed in the RFP?

A3. This section of the RFP is not intended to be in chronological order. The meeting timeline includes a date by which all of the Working Group and Research Group Chairs must provide the input to construct the meeting agenda.

Q4. The Clerk functions require the Vendor to arrange for cost-effective Teleconference services as requested by the IAD. What teleconference services are currently being employed? Is the teleconference services provided under contract with the current Vendor or with the Internet Society?

A4. Currently, Cisco is donating WebEX for teleconference services, so there is no contract at all.

Q5. The IT support functions include a robust backup capability. Is this expected to include periodic copies being given to an off-site location operated by a third party?

A5. Backup copies must exist at a geographically distant location from the primary copy, but the facility need not belong to a third party.