

The Internet Society
on behalf of
The IETF Administrative Oversight Committee

REQUEST FOR PROPOSALS

for

Requirements Development for Working Group Chairs and Authors
Extension to the Data Tracker

Date of Issuance: December 22, 2009
Proposal Submission Deadline: January 18, 2010, 5:00 P.M. EST

IETF Request for Proposals

Requirements for Data Tracker Extensions for Working Group Chairs and Authors Contract

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting this request (“Request”) for Proposals ("Proposals") to develop the requirements for data tracker extensions for Working Group Chairs and Internet-Draft Authors. Those submitting a Proposal (“Vendor”) shall do so in accordance with this Request

I. Introduction

The Internet Engineering Task Force (IETF) standards development work is supported by an IT infrastructure using MySQL database and tools developed in Python and Perl. The IETF is undertaking the Life Cycle Data Tracker Project and desires to extend the current architecture to support authors and working group chairs (the ‘Front End’). The Internet Society desires to enter into a contract for the development of the requirements for this Front End extension.

II. Current Architecture

The current Data Tracker infrastructure provides support for the work of the Internet Engineering Steering Group (IESG), the IETF Secretariat, and through the ietf.org website provides information to the community at large. The current tools are written in Perl and Python and interface with a MySQL database.

III. Life Cycle Data Tracker Project

Under the Life Cycle Data Tracker Project the Data Tracker would provide enhanced support for the IESG, extend the Data Tracker to include support for authors, working group chairs, the RFC Editor, and others. Eventually providing management tools and a dashboard to better monitor and manage the work of the IETF.

IV. Instructions and Procedures

A. Submissions

Proposals must be received via email at rpelletier@isoc.org no later than January 18, 2010, 5:00 P.M. EST.

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 Request must be submitted in writing to the email address listed in IV.A above. Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this Request.

All questions/inquiries must be submitted in writing and must be received no later than midnight, EST, January 7, 2010.

Responses to questions and inquiries shall be posted on the IAOC website, iaoc.ietf.org/rfprsrfis.html by midnight, EST, January 11, 2010.

C. Addenda and Updates

Any addenda and updates to this Request shall be posted on the IAOC website, iaoc.ietf.org/rfprsrfis.html. 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 Request.

D. Selection Criteria

Each Proposal must specifically address each of the selection criteria listed in Section V below in a format corresponding to this Request. Each Proposal should also be accompanied by any technical or product literature that the Vendor wishes the ISOC to consider.

The IAOC, on behalf of ISOC, shall select from among those submitting proposals those Vendors which in its discretion are the most qualified to perform the work.

E. Cancellation; Rejection

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

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. ISOC 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.

Any Agreement negotiated with a Vendor, excluding cost, 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.

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 ISOC, IAOC, IETF or the IETF Trust, or any employee, director, officer or consultant of any of them.

V. Selection

A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of all proposals to determine if they are 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 will be notified of their selection for advancement to the negotiation phase by January 28, 2010.

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
3. Vendor Ability to Meet Requirements
4. Proposal as a reflection of Vendor's understanding of the Supported Organizations, their processes, culture, and the scope of work and methodologies
5. Oral presentation, if conducted.
6. Cost to furnish the services in USD. (Note: The lowest cost offer will not necessarily be awarded a contract.)

VI. Proposal Format

A. Proposal Submissions

Proposals shall be submitted using the following format:

1. Transmittal letter with signature of authorized representative
2. Executive Summary
3. Table of Contents
4. Experience, Qualifications and Accomplishments
5. Key Personnel
6. Cost
7. References (Two references attesting to performance)
8. Resumes of Key Personnel
9. Subcontractor Information (if any)
10. Assumptions
11. IPR (if any)
12. Relationships
13. Miscellaneous Information

Statement of work

Background

The primary goal of this project is to develop consensus on a set of requirements for extending the Data Tracker to capture and display the progression of Internet-Drafts (I-Ds) from the time they are accepted as candidate WG documents through to the time the WG Chair requests publication from the IESG, or are declared as being “Dead”, and provide authors, working groups, the leadership and the community the information needed to process, monitor and manage I-Ds. An additional goal is to provide transparency to all community participants into the progress of IETF WGs.

One or more of this project’s deliverables may be used to issue an RFP for the design and development of these enhancements to the Data Tracker. The community engagement process to be used for this project shall be in accordance with normal IETF working methods and expectations. These include participation in IETF meetings and e-mail discussions, off-line chats, and the creation of one or more I-Ds for review and comment by stakeholders and the community.

Deliverables / Tasks

1. The Contractor is to refine the I-D, Definition of Working Group Document States, <http://www.ietf.org/id/draft-ietf-proto-wgdocument-states-00.txt>, and publish Ver-01 by 1 March. The focus of this revision will be to incorporate comments and feedback from the stakeholder group, and anyone else from the IETF community who takes an interest in the work.

2. The Contractor will produce a version-00 I-D of Requirements for Data Tracker Extensions for Working Group Chairs by 20 March by mapping the WG Document State Diagram into clear “Requirements for Data Tracker Extensions for Working Group Chairs”.
3. The Contractor will participate in IETF-77 in March (21 – 26) 2010, to refine and revise the Requirements for Data Tracker Extensions for Working Group Chairs I-D.
4. The last deliverable will be the submission of a revised I-D on “Requirements for Data Tracker Extensions for Working Group Chairs” by 3 May 2010.