



**I E T F<sup>®</sup>**

# **Request for Proposal**

*IETF SECRETARIAT SERVICES*

**CORRIGENDA**

**The IETF Administration LLC  
On behalf of  
The Internet Engineering Task Force**

**Date of Issuance: July 22, 2019  
Proposal Submission Deadline: August 12, 2019; 5:00pmET**

## A. Summary

The IETF Administration LLC Board of Directors, on behalf of the IETF, is issuing the following addenda to the Request for Proposal for IETF Secretariat Services.

The following services have been removed from the CPA Financial Support Services and redistributed to Meeting Support and IT Support Services.

## D. CPA Financial Support Services

### Copy to Meeting Support Services

#### a. Accounts Payables

- i. Timely payment of invoices

### Moves to Meeting Support Services

#### b. Accounts Payables

- i. Management of payment schedules (ie. track deadlines) for all meeting deposits
- ii. Reconciliation of meeting expenses after each meeting

#### c. Accounts Receivables.

- i. Reconcile all meeting registration fees including credit card and PayPal payments
- ii. Invoice and follow up on payments for all meeting sponsors – both multi-year and event specific sponsors. This includes establishing the IETF LLC as a qualified supplier for the companies that agree to sponsor IETF meetings.
- iii. Invoice and follow upon on payment with hotels to ensure receipt of all hotel commissions
- iv. Reconcile meeting revenue (sponsorship, registration, hotel commissions, other)
- v. For IETF meetings that require VAT payments, work with the selected IETF LLC VAT Tax Authority vendor to ensure that the IETF complies with all reporting requirements in order to qualify for VAT tax reimbursement

#### d. Meeting Financial Management.

- i. Vendor shall provide a proposed budget before venue contract execution.
- ii. Vendor shall provide a forecast prior to each meeting.
- iii. Vendor shall provide a financial report of each Meeting to the ED. The preliminary meeting financial report shall be provided within 30 days of the

meeting, with a final report due upon the Master Account reconciliation, but not later than sixty (60) days after the meeting.

- iv. The Master Account reconciliation will be pursued in a diligent and expeditious manner, typically within thirty (30) days.
- v. Vendor will provide a statement of meeting and social registrations fee payments weekly.
- vi. Vendor will provide a report of its actual versus budget performance for each meeting.
- vii. All budgets shall be subject to Executive Director approval.
- viii. Year-End-Forecasts shall be provided after the first and second meeting, in a diligent and expeditious manner, typically within forty-five (45) days.

### **Moves to IT Support Services**

#### **e. IT Financial Management**

- i. Vendor shall provide invoices within 30 days of incurring the cost.
- ii. Each software development project requires an approved schedule and budget before work begins.
- iii. All schedules and budgets shall be subject to Executive Director approval.