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# RFC Production Center Tools Modernisation BA/PM services

A Request for Proposals issued on 2022-01-07

IETF Executive Director  
[exec-director@ietf.org](mailto:exec-director@ietf.org)

## Overview

The RFC Production Center (RPC) is responsible for editing, processing and publishing RFCs, a role which has grown in scale and complexity over the last twenty years. The tools used by the RPC have grown organically over that time, including common open source tools, some tools written in house and many contributed by community volunteers. At the core there is a database application, written some years ago and adapted a number of times since, that tracks the status of the documents. The documents themselves are stored and edited as files on a shared filesystem. Editing is carried out using Emacs and the files processed using a wide range of command line scripts written in different languages by a variety of people using different development methodologies. This current toolchain is at or beyond end of life, particularly with the recent move to XML as the authoritative format for RFCs, and needs a complete replacement with a new toolchain that supports the editing, processing and publishing from end to end.

A business analyst/project manager is sought to work with the RPC (this will include occasional travel to Northern California) to enable them to make an informed decision on the nature of the new toolchain, document their requirements, assist with an RFP for a vendor to deliver a new toolchain (if required), and to manage the implementation. This project is expected to take two years and the vendor is required to manage this process until completion.

The term BA/PM is used to indicate that both skill sets are required. This project could be delivered by a single individual, a company with multiple staff, or a consortium of individuals. It is expected that delivering this project will require the equivalent of a half time role for one person for two years. This RFP has a maximum budget of \$300,000 in total, inclusive of all travel and expenses.

## Timeline

7 January 2022	RFP Issued
21 January 2022	Questions and Inquiries deadline
28 January 2022	Answers to questions issued and RFP updated if required
4 February 2022	<b>Bids due</b>
18 February 2022	Preferred bidder selected and negotiations begin
4 March 2022	Contract execution and work begins

## RFP Process

The process for this RFP is as follows:

1. The RFP is publicly issued, posted to our website<sup>1</sup> and announced to the RFP Announcement mailing list<sup>2</sup>, which anyone can subscribe to.
2. Potential bidders have until 21 January 2022 to submit any questions by email to [ietf-rfps@ietf.org](mailto:ietf-rfps@ietf.org). Questions will be treated as anonymous but not private, as explained below. If you do not receive confirmation that your questions have been received within 24 hours then resend until you do.
3. A written response to all questions is provided on or before 28 January 2022, direct to those parties that sent questions, by email to the RFP Announcement Mailing List and posted on our website<sup>3</sup>. The response will include the questions asked and the answers, but will not identify the company asking the question. If required, the RFP may be updated to correct or clarify any issues identified.
4. Bids are due by 4 February 2022 by email to [ietf-rfps@ietf.org](mailto:ietf-rfps@ietf.org). If you do not receive confirmation that your bid has been received within 24 hours then please resend until you do. The bid should include the following information:
  - a. Executive summary
  - b. Project approach including any assumptions.
  - c. Personnel experience and availability for the lifetime of the project.
  - d. Fee and payment schedule. Your fees should be specified as daily or hourly rates.
  - e. Warranty including a proposal for fee reduction/refund due to late- or non-delivery
5. The IETF Administration LLC and designated contractors and volunteers will select a preferred bid and notify the bidder by 18 February 2022. The selection process may include questions by email and/or conference call.
6. The IETF Administration LLC then enters into contract negotiation with the preferred bidder, based on its standard contract and using the relevant

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<sup>1</sup> <https://www.ietf.org/about/administration/rfps-and-contracts/>

<sup>2</sup> <https://www.ietf.org/mailman/listinfo/rfp-announce>

<sup>3</sup> <https://www.ietf.org/about/administration/rfps-and-contracts/>

sections of the Statement of Work below. If contract negotiation fails then a different preferred bidder may be chosen.

7. Contract negotiation is anticipated to complete by 4 March 2022 and result in the award of the contract. All RFP contract awards are posted on our website and announced to the RFP Announcement mailing list. The terms of the contract are later posted publicly on our website, with the fee information and signatures (where possible) redacted. In addition any Conflict of Interest declarations required of the preferred bidder are also posted publicly on our website. This transparency is non-negotiable.
8. Work generally begins immediately after award of the contract, unless specified otherwise in the Statement of Work or negotiated contract.

Jay Daley  
IETF Executive Director  
IETF Administration LLC

# Statement of Work: RFC Production Center Tools Modernisation BA/PM services

## Overview

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## Deliverables

1. The first deliverable in this project will be an agreed plan that enables all the affected parties, including the RPC, Tools Team and IETF LLC staff to plan their resource commitments and activities to support this project. It is recognised that plans will change.

2. Documenting, in detail, the tools requirements of the RPC to support all aspects of their role, including the end-to-end editing, processing and publishing functions.
3. Assisting the RPC in deciding their preferred modernisation path, which is likely to include arranging vendor demonstrations, trial licenses, etc. The chosen modernisation path is likely to be one of the following or a combination thereof:
  - a. Adding a new module to the IETF's existing in-house document database and continuing with the documents on a shared filesystem, edited using a combination of interactive tools and new/updated command line scripts.
  - b. Adapting an off-the-shelf editing/publishing management system with all document processing within that system and integrated with IETF systems as needed.
  - c. Developing a custom database and interactive editing/processing environment that supports all the existing functionality, using an existing extensible toolchain.
4. Drawing up a detailed functional specification for the new toolchain based on the modernisation path chosen by the RPC.
5. Doing the heavy lifting on the RFP and vendor selection process for an implementer of the requirements and functional specification, working with the IETF LLC RFP team and existing RFP processes.
6. Client side project management of all aspects of the development and implementation of the chosen solution to ensure that the project is delivered on time, within budget and meeting agreed goals. This will include:
  - a. Main point of contact for the RPC, IETF LLC and third party vendors.
  - b. Ensuring that all errors, omissions and changes to the functional specification are addressed.
  - c. Ensuring that full acceptance testing is carried out and the new toolchain only signed off if it fully meets the functional specification.
  - d. Ensuring that the RPC are properly trained in the new toolchain.
  - e. Ensuring that there is a smooth cutover to the new toolchain with minimal disruption and no loss or corruption of documents or data.

- f. Ensuring that full documentation needed to operate, maintain and develop the new toolchain is provided.
- g. Reporting to the RPC and IETF LLC as required.

## Requirements

1. This project must be delivered by identified personnel with appropriate skills, experience and availability as required during this project.
2. The required skills and experience of all identified personnel are:
  - a. Delivered multiple projects of a similar nature.
  - b. Highly personable, excellent communicator, particularly skilled at working with a variety of clients to deliver a great result for them.
  - c. Highly organised with strong writing skills.
  - d. Strong relevant technical/professional skills.
  - e. 10+ years of relevant experience.
  - f. Able to travel to Northern California as and when required, without requiring any assistance with visas and/or travel arrangements.

## Additional Details

### IETF Administration LLC

The IETF Administration LLC (IETF LLC) provides the corporate legal home for the Internet Engineering Task Force (IETF), the Internet Architecture Board (IAB) and the Internet Research Task Force (IRTF).

The IETF LLC is the primary client for this RFP.

### RFC Production Center (RPC)

The RFC Production Center (RPC) is responsible for processing agreed Internet-Drafts into RFCs. The RPC is provided by a third party, under contract to the IETF LLC.

### Travel and Expenses

Travel and Expenses will be reimbursed in accordance with the [IETF LLC Travel and Expense Reimbursement Policy](#).

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