



**I E T F**®

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

# Request for Proposal

*IETF SECRETARIAT SERVICES*

**Questions & Answers**

**Date: July 12, 2019**

<p>1) <i>Please see Section II: Specifications, I. Type of Contract, 1. Meeting Services and/or Section III: Proposal Format, C. Costs, 3. Meeting Services Quote</i></p> <p>The RFP states that the Secretariat should “identify meeting-related costs and expected means of payment. We are unsure what this means, can you clarify?”</p>	<p>Please identify the cost to perform the Meeting Services detailed in page 22 through 23.</p>
<p>2) <i>Please see Section III: Specifications, J. General Contractual Conditions, 3. Which says, “The contract will be negotiated based on the IETF LLC’s standard services contract form.”</i></p> <p>Can you explain if you anticipate major changes to existing standard service contract currently posted at <a href="https://www.ietf.org/about/administration/contracts/">https://www.ietf.org/about/administration/contracts/</a> If so, what are they?</p>	<p>The LLC’s counsel updated the organization’s standard contract in 2018; however, major changes to the existing contract are not anticipated.</p>
<p>3) With a January 1, 2020 start date for the new vendors, will the responsibility of closing 2019 financial books (which will take place after January 1, 2020) fall on the new financial services vendor or the outgoing financial services vendor?</p>	<p>We anticipate the outgoing financial services vendor to close the 2019 financial books.</p>
<p>4) Could the network hosting be done using Amazon Web Services (Cloud-based)?</p>	<p>Unfortunately a cloud based service is not appropriate to host the IETF network.</p>
<p>5) Do the meetings have exhibit space offered to sponsors that will need to be managed by the association management company?</p>	<p>Not currently.</p>
<p>6) Is onsite management from the association management company required for the retreats?</p>	<p>Yes</p>
<p>7) If a management firm has a separate (internal) finance team that handles the bookkeeping as well as engages an outside third-party CPA firm to review financials monthly – can that management firm bid on multiple contracts?</p>	<p>No. Financial services must be awarded to a different vendor.</p>
<p>8) Are secretariat services and meeting support needed for all the working groups listed in the RFP?</p>	<p>Yes</p>
<p>9) What is the frequency of meeting support for the working groups: how many days a month, hours per meeting etc?</p>	<p>Meeting support occurs onsite during the three meetings each year; however, support to the community occurs daily throughout business week except for holidays.</p>
<p>10) Are there any travel requirements for working group meeting support outside the members meetings?</p>	<p>No.</p>