



Overview of ICANN Process for Engaging Qualified Contractor to Support Review Teams

17 August 2017

Selection of Qualified Contractors for Review Team Support

Objective: to follow an accountable and transparent process for the selection of qualified contractors to perform work requested by a Review Team

Guiding principles: good practices followed by similar organizations to ensure fair, objective, well-documented and predictable process of selecting qualified contractors based on Review Team specifications

Standard steps: identify and document requirements, secure funding, communicate with potential qualified candidates, gather information from interested candidates, evaluate candidates based on Review Team requirements, negotiate terms, document terms and execute contract/agreement.

Roles and Responsibilities



Review Team

- Determine scope of work
- Determine skills and expertise
- Determine deliverables and timeline
- Approve expenditure
- Share the request for submissions or proposals with network



MSSI

- Liaise with Review Team and ICANN Procurement
- Determine appropriate procedural steps based on scope of work



Procurement

- Announce request for submissions or proposals
- Identify contractors based on criteria
- Evaluate candidates
- Select candidate
- Negotiate contract

Fast-Track RFP Process

