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**Project Overview**

**to the**

**Request for Proposal**

**For**

**Gap Analysis of the Implementation of SSR1 Review Recommendations**

Date of Issue:22 August 2017

* 1. **Introduction**
     1. **About this Document**

The Internet Corporation for Assigned Names and Numbers (“ICANN”) is seeking an independent expert to perform an analysis of how ICANN implemented the Board-approved recommendations from the first Security, Stability and Resiliency Review, identifying gaps between the intent of the recommendations and actual implementation.

In seeking a comprehensive proposal for these services, ICANN is placing emphasis on having extensive knowledge of the Domain Name System (DNS) – both protocol development and ICANN’s role according to its mission regarding security, stability and resiliency; extensive technical background and understanding of internet security, resiliency of the internet and all associated terminology; technical writing experience, including developing materials and preparing reports for publication.

Note: This “Project Overview” to the RFP, even if it provides all the information relevant for the RFP such as the RFP background, scope, requirements, deliverables and timeline, does not constitute the complete RFP packet by itself. There are several other documents included as part of the RFP packet that require participants to provide information to ICANN in a structured format.

* + 1. **Overview of the Internet Corporation for Assigned Names and Numbers (ICANN)**

ICANN’s mission is to help ensure a stable, secure and unified global Internet. To reach another person on the Internet, you have to type an address into your computer - a name or a number. That address has to be unique so computers know where to find each other. ICANN helps coordinate and support these unique identifiers across the world.

See [www.icann.org](http://www.icann.org) for more information.

* 1. **Gap Analysis of Implementation of SSR1 Review Recommendations Requirements**
  2. **Period of this Project**

This is a one-time project. In collaboration with the second Security, Stability and Resiliency Review Team (SSR2-RT), ICANN is anticipating that the gap analysis will start in September 2017 and last for approximately twelve (12) weeks, concluding in December 2017. ICANN is seeking qualified providers to conduct a gap analysis review on the implementation of SSR1 Review Recommendations as they were approved by ICANN Board, and submit their Final Report by 19 December 2017.

* 1. **Scope of Work**

Contractor will perform an analysis of how ICANN implemented the Board-approved recommendations from the first Security, Stability and Resiliency Review, identifying gaps between the intent of the recommendations and actual implementation.  Contractor’s analysis and conclusions will be documented in a written report.  The contractor will review various materials provided by ICANN (i.e. SSR1 Final Report, Implementation updates, Implementation Briefings, etc.) and work in coordination with the designated Review Team members to develop suitable work plan and methodology.

Contractor must be available to attend meetings related to the SSR2 Review Team’s work on the implementation of SSR1 recommendations, as requested by the designated members of the SSR2 Review Team.  Remote participation in these meetings will be acceptable and the meetings would not exceed 4 hours per week.

The materials that the Contractor will be responsible for reviewing and assessing in order to prepare the final report include:

* SSR1 Review Team Final Report <https://www.icann.org/resources/pages/documents-88-2012-05-31-en>
* SSR1 Board Action on the Review Teams Final Report <https://www.icann.org/resources/board-material/resolutions-2012-10-18-en#1.e>
* SSR1 wiki page <https://community.icann.org/display/SSR/SSR1+Review>
* SSR1 Review Implementation Reports <https://community.icann.org/display/SSR/SSR1+Review+Implementation+Home>
* SSR1 Review Briefing Reports located in the SSR2 meeting archives <https://docs.google.com/document/d/1-Q9U68DALXswJ46zyWPX_1PBnsVL1-_ag26w0ohylRY/edit?usp=sharing>

Note

Note that this is not an all-inclusive list and additional materials may be identified as the analysis commences and as the draft report undergoes its assessment by the Review Team.

The outcome of this work will be reviewed by the SSR2-RT and may be factored into their Final Report.

* 1. **ProjectOverview**

The objective is to identify a consultant to perform an analysis of how ICANN implemented the Board-approved recommendations from the first Security, Stability and Resiliency Review, identifying gaps between the intent of the recommendations and actual implementation.  Contractor’s analysis and conclusions will be documented in a written report.  The contractor will review various materials provided by ICANN (i.e. SSR1 Final Report, Implementation updates, Implementation Briefings, etc.) and work in coordination with the designated Review Team members to develop suitable work plan and methodology.

As per the Bylaws (Article 4, Section 4.6(a)(iv), the Review Team may engage independent experts “to render advice as requested by the review team. ICANN shall pay the reasonable fees and expenses of such experts for each review contemplated by [Section 4.6 of the Bylaws] to the extent such fees and costs are consistent with the budget assigned for such review.”

The SSR2-RT will approve the criteria to be used in conducting the gap analysis. These criteria will be finalized in conjunction with the contractor and should include, but are not limited to, the categories listed below. To further elaborate on the criteria, several questions are included within relevant categories, possibly for inclusion by the independent examiner into interviews or surveys, as applicable:

Criteria for conducting the gap analysis – need input from SSR2-RT.

1. Recommendations relevance to the function/activity/project discussed
2. Recommendation understanding by ICANN
3. Recommendation implementation objective and processes
4. Recommendation implementation status and metrics
5. Gap analysis
   1. From the actual recommendation to its implementation
   2. Post implementation impact compared to expectations
   3. Identified gaps
   4. Possible actions for SSR2 team
   5. Possible actions for ICANN
   6. **ProjectWork Methodology**

The Contractor will follow suitable methodology  appropriate for a gap analysis, including: interviews of, or submission of questions to, relevant ICANN organization members and members of the SSR1 Review Team (to the extent they are available) and SSR2 Review Team; review and analysis of available documentation; and other means deemed appropriate.

The Contractor will interact and respond to the designated members of the SSR2 Review Team to ensure that the agreed to deliverables meet the intended objectives as identified in the scope of work and as may be amended as the assignment is executed by mutual agreement.

The Contractor shall also meet all contractual terms of this agreement.

* 1. **Deliverables**

Contractor shall provide the following:

* An outline of the gap analysis report by 2 October and present it to the SSR2 Review Team or its designated representatives for agreement;
* A draft gap report within approximately 4 weeks based upon their analysis and review of the materials that have been identified and to meet with the Review Team to present the draft;
* A Final Report taking into account all feedback and comments within 4 weeks of the feedback on the draft report;
* Presentation of Final Report to the Review Team by 19 December 2017.
  1. **Other**

The Final Report and any attached documents will be submitted in the English language. All reports will be submitted to ICANN as an electronic document in MS-Word and PDF format, including a ‘tracked changes’ version (if applicable). The report should follow ICANN guidelines for written content and be suitable for translations, if deemed necessary.

1. **High-Level Selection Criteria**

The decision to select a consultantas an outcome of this solicitation will be based on, but not limited to, the following selection criteria:

1. Technical Knowledge
2. Extensive knowledge of the stable and secure operation of the Internet's unique identifier systems, and ICANN’s role regarding the security, stability and resiliency of the internet, as outlined in the [SSR2-RT Terms of Reference](https://community.icann.org/display/SSR/Terms+of+Reference) [https://community.icann.org/display/SSR/Terms+of+Reference].
3. Extensive Internet background, and understanding of relevant technical and policy terms and other associated terminology.
4. Extensive experience with Systems/Projects audits and review
5. Technical writing experience, including developing materials and preparing reports for publication
6. Other Expertise
7. Demonstrated ability to work cross functionally with various groups to obtain information and to facilitate discussions of topics relevant to the scope of the work identified
8. Demonstrated experience in conducting broadly similar projects
9. Ability to balance timelines and deliverables with resource limitations and scheduling uncertainties inherent in volunteer-based organizations
10. Conflict of interest
11. Absence of activity or relationships that may impact sound and impartial judgment or cause the appearance of a conflict
12. Proposed methodology
13. Careful examination of documentation, records and reports, to gain an understanding of the SSR remit and its impact on ICANN and the multistakeholder process
14. Approach that assures productive cooperation with SSR2-RT and ICANN organization
15. Capability to bring outside best practices to inform the gap analysis
16. **Project Timelines**

The following dates have been established as milestones for this solicitation. The SSR2-RT reserves the right to modify or change this timeline at any time as necessary. All responses (including proposals, supporting documentation, questions, etc.) must be submitted via the ICANN Sourcing Tool. See the Instructions document for further details. Access to the ICANN Sourcing Tool may be obtained by sending a request to <mailing list TBD>.

**RFP Process, including contracting:**

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| **RFP Process** | **Date** |
| **RFP Published** | **22 August 2017** |
| Participants submit any RFP related questions to ICANN | 29 August 2017 |
| ICANN responses to questions | 31 August 2017 |
| **RFP Proposals Due** | **5 September 2017** |
| Evaluations & finalist presentations | 6 – 12 September 2017 |
| Final evaluations, contracting, award | 13-22 September 2017 |
| Contractor starts project | 25 September 2017 |

**Contractor Deliverables**

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| **Deliverables** | **Estimated Date** |

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| --- | --- |
| Gap analysis outline and presentation to SSR2 Review Team to collect input | 2 October 2017 |
| Draft gap analysis report | 31 October 2017 |
| Meeting with SSR2 Review Team to present Draft gap analysis report& collect input | 10 November 2017 |
| **Final Report** | 12 December 2017 |
| Meeting with SSR2 Review Team to present Final gap analysis Report | 19 December 2017 |

1. **Terms and Conditions**

**General Terms and Conditions**

1. Submission of a proposal shall constitute Respondent’s acknowledgment and acceptance of all the specifications, requirements and terms and conditions in this RFP.
2. All costs of preparing and submitting its proposal, responding to or providing any other assistance to ICANN in connection with this RFP will be borne by the Respondent.
3. All submitted proposals including any supporting materials or documentation will become the property of ICANN. If Respondent’s proposal contains any proprietary information that should not be disclosed or used by ICANN other than for the purposes of evaluating the proposal that information should be marked with appropriate confidentiality markings.

**Discrepancies, Omissions and Additional Information**

1. Respondent is responsible for examining this RFP and all addenda. Failure to do so will be at the sole risk of Respondent. Should Respondent find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any question arise concerning this RFP, Respondent must notify ICANN of such findings immediately in writing via e-mail no later than three (3) days prior to the deadline for bid submissions. Should such matters remain unresolved by ICANN, in writing, prior to Respondent’s preparation of its proposal, such matters must be addressed in Respondent’s proposal.
2. ICANN is not responsible for oral statements made by its employees, agents, or representatives concerning this RFP. If Respondent requires additional information, Respondent must request that the issuer of this RFP furnish such information in writing.
3. A Respondent’s proposal is presumed to represent its best efforts to respond to the RFP. Any significant inconsistency, if unexplained, raises a fundamental issue of the Respondent’s understanding of the nature and scope of the work required and of its ability to perform the contract as proposed and may be cause for rejection of the proposal. The burden of proof as to cost credibility rests with the Respondent.
4. If necessary, supplemental information to this RFP will be provided to all prospective Respondents receiving this RFP. All supplemental information issued by ICANN will form part of the RFP. ICANN is not responsible for any failure by prospective Respondents to receive supplemental information.

**Assessment and Award**

1. ICANN reserves the right, without penalty and at its discretion, to accept or reject any proposal, withdraw this RFP, make no award, to waive or permit the correction of any informality or irregularity and to disregard any non-conforming or conditional proposal.
2. ICANN may request a Respondent to provide further information or documentation to support Respondent’s proposal and its ability to provide the products and/or services contemplated by this RFP.
3. ICANN is not obliged to accept the lowest-priced proposal. Price is only one of the determining factors for the successful award.
4. ICANN will assess proposals based on compliant responses to the requirements set out in the RFP, further issued clarifications (if any) and consideration of any other issues or evidence relevant to the Respondent’s ability to successfully provide and implement the products and/or services contemplated by the RFP and in the best interests of ICANN.
5. ICANN reserves the right to enter into contractual negotiations and if necessary, modify any terms and conditions of a final contract with the Respondent whose proposal offers the best value to ICANN.