

RfP Questions and Answers

The Accountability and Transparency Review Team (ATRT) has received the following questions in response to its Request for Proposals (RFP) for an Independent Expert. Responses to these questions are being provided publicly to all possible candidates.

1. Confidentiality - Will our proposal, including the approach, qualifications, professional fees, references, and financial information be subject to release by ICANN or will it be held confidential? Is it possible for us to put in place a mutual non-disclosure agreement if this is the case?

Response: With the exception of items that are identified as proprietary and thus confidential, proposals will otherwise be publicly available. Presentations to the ATRT will be made in closed session with the transcripts of such sessions being made subsequently publicly available with proprietary data redacted.

2. References - Would it be acceptable to provide references separately from our proposal? We generally try to clear the release of any client information with our clients' and have not had the chance to do so. Would it be acceptable to submit references once ICANN has completed its initial review and selections?

Response: References are an integral part of the candidate's response to the RFP. The ATRT would prefer that references be provided when the candidate's presentations are made on June 18, 2010 or June 19, 2010 in Brussels, Belgium. Should references not be available at that time, they should be submitted to the ATRT no later than June 25, 2010.

3. Budget - Is there a specific budget allocated for this project? If so, what is the amount? Does it include expenses as well?

Response: The ATRT is seeking candidates that will scope the deliverables required by the RFP and provide the best value and price. Reasonable expenses related to the project will be included.

4. Deadline - Can you clarify the specific deadline (time and time zone) on June 11, 2010 for the submission of proposals?

Given the lack of a specific time and time zone in the original RFP notice, the deadline for proposals is 23:59 UTC, June 12, 2010.

5. Submission - Can proposals be submitted via e-mail, or do you require a hard-copy submission as well?

Response: Proposals submitted via email are acceptable. Hard copy submissions are welcome.

6. Would e-mail transmission of an RSP response at approximately 1800 USED T on Friday June 11 be considered compliant with the due date?

Response: The deadline for response is 23:59 UTC, June 12, 2010.

7. The RFP could be construed to imply, but does not directly state, that ICANN is looking for responses that name a specific individual as opposed to an organization or a team. The schedule and the nature of the work involved would suggest a small team (2 to 3 researchers) in order to conduct the necessary interviews, reviews, and analysis. Can you give any guidance on this point?

Responses from individuals or firms are welcome. If the response is from a firm, please identify the individuals in the firm who will be working on the project along with their experience and expertise.

8. I am in the process of pulling together a proposal for the A&T review tender which needs to be in tomorrow and was wondering if you could clarify for me what "financial information on the party" i should include in the proposal?

Response: The RFP response should indicate the candidate's ability (including financial wherewithal) to deliver the requirements of the RFP. Data such as, but not limited to, size of the company and annual turnover would be relevant.

9. Has the Review Team determined yet when candidates will be notified of the request to attend?

Response: The ATRT intends to notify candidates on Monday, 14 June 2010.

10. Will presenters be expectant to be present for both days of the conference (June 18 and June 19).

Response: Candidates selected to make presentations to the ATRT will be notified of the date and time of their presentation. Candidates will present on one of the two dates indicated.