**PREPARATION WORKS, STRUCTURE AND CONTENT OF**

**RFI FOR CRV PROCUREMENT**

**Preparation work before RFI invitation**

The scope of the RFI preparation could include the following:

1) Establish background of the entity calling the RFI

2) Establish the purpose of the RFI

3) Research on Potential Vendor / Contractor

4) Research on MPLS and IP VPN; and are any other alternatives available.

5) Gather first iteration of user requirements from member States, based on user requirements template and derived from CONOPS.

6) Potential issues in implementation of the common regional Internet \*including the technical and commercial limitations of member States and control of future upgrading costs

7) Deployment of MPLS and IP VPN including implementation schedule and various interface requirements

8) Approach to address security for MPLS and IP VPN

9) Any other scope that should be included, etc.

**Structure of RFI invitation document**

The structure of the RFI could have the following sections so that the information received can be evaluated in systematic and efficient manner.

1) Introduction to the RFI

i) Title of the RFI

ii) Date of the RFI

iii) Agency / Organization where the RFI originated (ICAO – APANPIRG –CNS MET Sub-Group – ACSICG – CRV TF)

iv) Explanation for the issue of this RFI

v) Instruction for submission of RFI including the citation in **Annex A.**

2) Issues to be addressed in RFI including current limitations and potential challenges.

3) Questionnaire

4) Content of RFI response

5) Proposal Template

6) Non-Disclosure Agreement / Secrecy Act; if required.

7) Any other structure deemed necessary to have a complete RFI.

**Content**

The content of the response to RFI could include the following:

Supplier Information

1) Brief description about Communication Service Provider (CSP)’s company and background, financial standing, current active customers and Telco and CSP partners.

2) Telecom’s existing MPLS deployment in the Asia-Pacific Region and globally.

Existing Infrastructure

3) Network Infrastructures that CSP has currently in place in the Asia-Pacific Region and for interconnections with other regions.

4) Potential use of other technology to meet our requirement.

Solutions and Performance

5) Proposed outlines of designs/solutions that could meet the requirements and address the issues listed in the RFI invitation document.

6) Typical process for building the design of the solution

7) Examples of commitments in performance requirements with other customers (latency, jitters, delay, routing protocol, QoS)

8) Typical Traffic that can be carried by the service

Safety-Security

9) Previous references in dealing with safety requirements and Security requirements (Confidentiality, Integrity and Availability).

10) Description of solutions used to achieve Redundancy and Network Reliability

11) Description of solutions used for network security, and associated typical costs

Project Implementation

12) Typical deployment process from the start of order, site survey, placing order, licensing, installation, testing, commissioning and handover.

Network Management, Problem Determination and Resolution

13) Typical Supervision solutions proposed (both internal and interface to customers)

14) H24/7 support: typical CSP organization and ways to interface with customers

15) Typical process for configuration management, Fault management (e.g. schedule maintenance, response time, recovery time etc).

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Commercial Portion

17) Typical cost of IP VPN connections

18) Typical Service Level Agreement and Service Level Guarantee

19) Terms and Conditions by the CSP.

20) Special Contract Termination clauses

21) Feedback on envisaged Contract Period; including minimum and maximum period, if any

22) Re-contractual clauses

23) Consortium Arrangement and/or Partner Arrangement with description of Accountabilities and Areas of Responsibilities.

24) Possible type of billing that can be arranged (One-Time Charge, Monthly, Quarterly, Yearly, Pre-Paid, Post-Paid)

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