

REGISTRAR STAKEHOLDER GROUP

Request for Proposal for RrSG Advocate

A. Statement of Purpose

The Registrar Stakeholder Group (“RrSG”) is seeking a contractor to perform administrative duties and provide operational support for the RrSG Executive Committee staff and stakeholder members. Administrative duties will vary based on need and areas of focus throughout the calendar year. The RFP response should be delivered via email to the RrSG Executive Committee Secretary, Darcy Southwell at rfp@icannregistrars.org by August 10, 2015 at 12:00 UTC.

B. Background Information

The Registrar Stakeholder Group

The Registrar Stakeholder Group is one of several Stakeholder Groups within the ICANN community and is the representative body of domain name registrars. It is a diverse and active group working together to ensure the interests of registrars and their registrants are effectively managed and remain an area of focus. The RrSG elected Executive Committee staff is elected on an annual basis and consists of the following officers: Chair, Vice-Chair, Secretary and Treasurer. These officers work closely with the three (3) Registrar GNSO representatives.

The RrSG Advocate shall offer the following skill set:

- Advanced computer & software experience
- Excellent communication & interpersonal skills
- Project planning & coordination experience
- Ability to work with all levels of internal management & staff
- Sensitive to confidential matters

C. Scope of Work

The following section outlines the tasks that will be required of the RrSG Advocate. The RrSG Advocate performs administrative duties and provides operational support for RrSG Executive Committee staff.

Responsibilities may include, but are not limited to:

Task 1: Plan, coordinate & manage stakeholder group meetings

- Communicate meeting announcements and reserve conference bridge service
- Summarize and prepare meeting minutes, objectives and summarize action items and deliverables
- Deliver meeting minutes to the SG on a timely basis

Task 2: Project Manage Tasks and Deliverables

- Hold members accountable for deliverables and action items
- Coordinate registrar member relations, email & RrSG website updates
- Update RrSG mailing lists
- Manage stakeholder group membership process and dues
- Assist with voting of stakeholder members
- Maintain repository of member contact information

Task 3: Coordinate responses & draft papers for publication

- Stay apprised of the ongoing ICANN activities, discussions, working groups
- Draft group comments, report responses, white papers on behalf of the RrSG for publication

D. Contract Details

This section provides details that a potential contractor would want to know up-front.

- Term – Start date will be on or about September 1, 2015. Contract review will occur every six (6) months from contract start date. Renewal of contract period will occur on the anniversary date of the contract start date.
- Payment, Incentives, and Penalties – Payment for services rendered will occur on the first business day of each calendar month. The RrSG Advocate is responsible for applicable taxes associated to the fees.
- Contractual Terms and Conditions – See contract

E. Proposal Submission

Please submit the following no later than August 10, 2015, to RrSG Executive Committee Secretary, Darcy Southwell at rfp@icannregistrars.org.

1. A summary of your recent and relevant projects along with a detailed skill set description and how would it apply to the scope of work described above.
2. Proposed annual fee.
3. Current Curriculum Vitae or Resume
4. Names, phone numbers, and email addresses for professional references whom you have interacted or worked with within the past eighteen months.

We will hold interviews with finalists during the week of August 17, 2015. If you have questions, please email them to RrSG Executive Committee Secretary, Darcy Southwell at rfp@icannregistrars.org.

Sources:

- Registrar Stakeholder Group: <http://icannregistrars.org>
- ICANN: <https://www.icann.org>