

Project Overview for ICANN Meetings Shipping and Logistics RFI

Request for Information

31 August 2018



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1 Introduction

1.1 About this Document

This document provides an overview of the Request for Information (RFI). It provides background and pertinent information regarding the requirements. The RFI itself is comprised of this as well as other documents that are hosted in the ICANN sourcing tool (SciQuest/Jaggaer). Indications of interest are to be received by emailing ShippingandLogistics-RFI@icann.org, following which access will be provided to the ICANN sourcing tool (SciQuest/Jaggaer). Responses to the RFI should be electronically submitted by 23:59 UTC on 21 September 2018 using ICANN's sourcing tool.

1.2 Overview of the Internet Corporation for Assigned Names and Numbers (ICANN)

The Internet Corporation for Assigned Names and Numbers' (ICANN) mission is to help ensure a stable, secure, and unified global Internet. To reach another person on the Internet, you need to type an address – a name or a number – into your computer or other device. That address must be unique so computers know where to find each other. ICANN helps coordinate and support these unique identifiers across the world. ICANN was formed in 1998 as a not-for-profit public-benefit corporation with a community of participants from all over the world.

See www.icann.org for more information.

2 Scope

2.1 Project Objective

The Internet Corporation for Assigned Names and Numbers ("ICANN") will evaluate vendor(s) for the provision of the services specified in this Request for Information (RFI) for its international meetings. This RFI will be conducted with the objective of maximizing the benefit to ICANN, while offering vendors a fair and equitable opportunity to participate. Elements such as cost of services and experience will be considered in the selection of a vendor.

ICANN currently has a shipping and logistics vendor who handles the ICANN meetings shipment. As part of our due diligence for continuous improvement, ICANN is soliciting information from vendors qualified to provide global shipping and logistics services for the tri-annual ICANN meetings. The intent is to identify a

qualified shipping vendor that will be responsible for managing all aspects of shipping ICANN's equipment into and out of various global meeting locations.

This includes, but is not limited to, container(s) packing, carnet document management, import and customs clearance, regional temporary storage logistics, and timely pickup/delivery logistics to multiple global cities each year.

This sourcing event (RFI) is the first part of a two-stage sourcing process, used to fully evaluate proposals for this initiative. This event is a Request for Information (RFI), which will be followed by a separate Request for Proposal (RFP), using the same sourcing tool. The RFI is open/public i.e. anyone may provide a response (to provide a response, refer to section 1.1). The goal of the RFI is to identify a few competent providers that will be short selected to progress to the second stage of the evaluation i.e. the RFP stage. The RFP will be a closed or invitation-only process. Evaluations from bids received during the RFP will ideally result in the selection of a provider for the initiative outlined.

Note that participation in this RFI does not automatically ensure selection to the RFP stage. Providers who qualify for the RFP will be notified separately and invited to join the RFP before the RFP is published.

2.2 Background

ICANN holds three large public conferences each year. Each meeting is held in a different international region to maximize global participation of the Internet community. These meetings allow the ICANN Community to attend face to face meetings, workshops, and open forums as a means of contributing to the development and implementation of internet policy. It is important to note that ICANN public meetings are free to attend, and nothing is bought or sold during these meetings. Additionally, this is not a tradeshow or exhibition.

These international meetings are supported by a large shipment of ICANN owned IT and audio-visual equipment. The equipment supports the participation of over 3,000 participants on-site and remotely from around the world. Much like a touring band, ICANN began shipping critical equipment to ensure a successful meeting while renting remaining equipment locally to promote the local economy.

Additional information on past meetings can be found here: <https://meetings.icann.org/en/data-reports>. The latest meeting data with regard to shipping can be found on pages 28 and 29 in this report: <https://meetings.icann.org/en/panama62/icann62-technical-report-31jul18-en.pdf>

The equipment is currently contained in 104 road cases (on wheels and are "truck pack" compliant) of various sizes, fitting into 2 x 40' containers weighing approximately 11 tons (10,000 kgs). These containers are ocean freighted from meeting location to meeting location, returning to Los Angeles after every 3rd meeting (once a year) for equipment replacement and re-packing. While a carnet is used in most instances for clearance, ICANN does hold conferences in countries that do not participate in the carnet system.

The equipment being shipped has a value of over \$1million USD. The equipment includes laptops, computers, iPads, printers, routers, switches, microphones, video equipment, related cabling, etc.

The Meetings Technical Services (MTS) department within ICANN is responsible for this shipment. However, the shipping and logistics vendors' expertise in the area of shipping and handling logistics is necessary to ensure that the requirements for our temporary import into all meeting locations are accounted for in a timely and organized fashion. Roadblocks and delays should be anticipated and addressed in advance with MTS to avoid any delays in the delivery deadline. It is critical that this equipment arrives and departs the venue on the specified dates – there is no flexibility with these delivery/pickup dates. These meetings often are hosted by regional governments and will have “Heads of State” involvement, which adds to the critical nature of meeting our delivery deadlines. In general, our shipping time frame is 80-120 days between meeting locations. During this time, the shipper has full responsibility of our equipment to ensure that it is securely stored, arrives to the next location in a timely manner and has the appropriate contacts to provide a smooth entry and exit for each location.

The shipping cycle will begin January 2019. The locations and official meeting dates for 2019- 2020 are listed below. Delivery dates are generally six days prior to the official event start date listed below but may change based on the venue. MTS will provide specific arrival and departure dates 6-9months prior to the event.

ICANN64 – Kobe, Japan – 9-14 March 2019
ICANN65 – Marrakech, Morocco – 24-27 June 2019
ICANN66 – Montreal, Canada – 2-7 November 2019
Return to Headquarters – Los Angeles, United States – January 2020
ICANN67 – Cancun, Mexico – 7-12 March 2020
ICANN68 – Kuala Lumpur – 22-25 June 2020
ICANN69 – Hamburg, Germany – 17-22 October 2020
Return to Headquarters – Los Angeles, United States – January 2021

2.3 Scope of Work

The service requested in this RFI is for the provision global shipping and logistics services for ICANN meetings beginning January 2019. Services include, but are not limited to:

1. Shipping logistics of ICANN Meeting equipment shipment to and from each global meeting location.
2. Create a plan and timeline of delivery for entire calendar year in advance.
3. Accurately quote all costs related to shipping; including transportation, clearance fees, storage fees, and delivery/pickup labor. Any changes in costs must be communicated and approved in a timely manner before being incurred.
4. Management of carnet in applicable countries. (ICANN will issue a Power of

-
- Attorney (POA) for the shipment).
 5. Management of temporary import of shipment into non-carnet countries. This includes procuring customs agents, procuring an importer of record, assisting with documentation, etc.
 6. Managing the secure storage logistics of the ICANN shipment for the duration of shipping process. ICANN will take ownership of the storage upon delivery to the meeting venue, until shipment pickup.
 7. Pickup and delivery logistics of the ICANN shipment from port of entry to and from the secure storage facility.
 8. Pickup and delivery logistics of the ICANN shipment to and from the venue on the specified delivery and pickup dates. This can include, but may not be limited to: the arrangement of fork lifts for deliveries/pickups on trucks without lift gates, small team of 4-6 people to help safely pack and unload cargo, liaise with local venue to ensure proper delivery/pickup compliance with local laws, regulations and venue policies. Some venues may have loading bays or loading docks, and in cases where the shipping containers cannot be delivered directly, the shipping vendor will make transportation arrangements with other delivery trucks that meet the needs or requirements of the delivery/pickup venue.
 9. Responsibility for the care and professionalism of packing and unpacking the containers. Damage to road cases or equipment should be kept to a minimum and should not ever be due to negligence because of poor packing. Damage should be covered by insurance provided by shipper.
 10. Respond to any questions or support issues that ICANN might raise in a timely manner.
 11. Provide a dedicated, knowledgeable account representative(s) for consistent communication and planning purposes.
 12. Identify and address all issues which may impact or delay the delivery of the shipment on the specified dates.
 13. Handle ad-hoc shipments, which are not part of the larger shipment and additional air freight shipments as required.

3 High Level Selection Criteria

The decision to select a provider as an outcome of this RFI to proceed to the next round (RFP) will be based on, but not limited to, the following selection criteria:

1. Experience and capability in providing global shipping and logistics according to the requirements detailed by ICANN in the RFI.
2. Understanding of the scope of work, importance of on time delivery dates, and the critical nature of our shipment to the success of our meeting.
3. Trust and reliability of vendor.
4. Financial value / ballpark pricing / value added services.

4 Service Requirements

Vendor must be able to demonstrate the ability to meet the following service

requirements:

1. Provide an account representative(s) to work directly with ICANN on logistics of the ICANN shipment.
2. Provide contact information to be used for emergency situations during non-business hours.
3. Quote all shipping and related costs 6 months in advance for budgeting purposes.
4. Meet critical deadlines for delivery based on pre-planned timeline.
5. Invoice in a timely manner with descriptions of each line item.
6. Obtain a carnet based on the ICANN commercial invoice.
7. Request any paperwork required from ICANN well in advance.
8. Must have vendor contacts available in each country to handle local logistics including:
 - a. carnet clearance
 - b. non-carnet clearance, customs, import, VAT tax etc.
 - c. retrieval of shipment from port for temporary import.
 - d. storage in each city prior to venue delivery
 - e. delivery and assistance off-loading at each venue on the dates specified
 - f. pick-up and assistance loading trucks at each venue on the dates specified
 - g. delivery of shipment to port for export.
 - h. third party vendors must use trucks in good working order, including lift gates and safety features.
9. Move all equipment in a safe and secure manner to prevent theft and/or damage.
10. Deliver road cases and equipment undamaged (or provide repairs/replacement to damaged cases and equipment.)
11. Ability to truck or air freight equipment as a time or cost saving measure.

5 Project Timeline

The following dates have been established as milestones for this 2-stage RFI-RFP process. ICANN reserves the right to modify or change this timeline at any time as necessary.

Activity	Estimated Dates
RFI Published	31 August 2018
Participants to indicate interest in submitting a RFI response by emailing ShippingandLogistics@icann.org	13 September 2018 @ 23:59
Participants submit any questions to ICANN	13 September 2018 @ 23:59
ICANN responds to participant questions	17 September 2018
Participant RFI responses due by	21 September 2018 @ 23:59

Evaluation of RFI responses	24 September thru 5 October
RFP Published	8 October 2018
Participants submit any questions to ICANN	17 October 2018 @ 23:59 UTC
ICANN responds to participant questions	22 October 2018
Participant RFP proposals due by	29 October 2018 @ 23:59 UTC
Evaluation of RFP proposals	30 October thru 30 November
Final evaluations, contracting and award	3 December thru 14 December

6 Terms and Conditions

General Terms and Conditions

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

Discrepancies, Omissions and Additional Information

1. Respondent is responsible for examining this RFI 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 RFI, Respondent must notify ICANN of such findings immediately in writing via e-mail no later than ten (10) days prior to the deadline for bid submissions. Should such matters remain unresolved by ICANN, in writing, prior to Respondent's preparation of its response, such matters must be addressed in Respondent's response.
2. ICANN is not responsible for oral statements made by its employees, agents, or representatives concerning this RFI. If Respondent requires additional information, Respondent must request that the issuer of this RFI furnish such information in writing.
3. A Respondent's response is presumed to represent its best efforts to respond to the RFI. 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 response. The burden of proof as to cost credibility rests with the Respondent.

4. If necessary, supplemental information to this RFI will be provided to all prospective Respondents receiving this RFI. All supplemental information issued by ICANN will form part of this RFI. 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 response, withdraw this RFI, make no award, to waive or permit the correction of any informality or irregularity and to disregard any non-conforming or conditional response.
2. ICANN may request a Respondent to provide further information or documentation to support Respondent's response and its ability to provide the products and/or services contemplated by this RFI.
3. ICANN is not obliged to accept the lowest priced response. Price is only one of the determining factors for the successful award.
4. ICANN will assess RFI responses based on compliant responses to the requirements set out in this RFI, responses to questions related to those requirements, any 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 this RFI 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 response offers the best value to ICANN.

