**Bedrock Business Utility**

Utility Service Provider

Request for Proposal

**Version 1**

2020-04-17



<http://bedrockconsortium.org/>

## Background/Introduction

The **Bedrock Consortium** ("Consortium") is a private-sector, international non-profit association of companies that share a common interest in collaborating on the governance of a dedicated trusted decentralized identity utility that can reliably serve the physical and online identity needs of international commerce. The Consortium is focused on the governance of a dedicated decentralized identity utility for trusted commerce.

The Consortium operates a non-profit legal entity, the **Bedrock Business Utility** (“BBU”), that is an instance of a *Linux Foundation Directed Fund Project*. The BBU represents an identity utility network that operates in accordance with the [BBU Governance Framework](https://bedrock-consortium.github.io/bbu-gf/) *(currently under development).*

The BBU aims to be a *first-of-a-kind* identity utility network based on the concepts proposed by the [Trust over IP Foundation](http://trustoverip.org/). To achieve this goal, the Consortium requires the services of a Utility Service Provider in the form of an annual contract with the necessary service-level-agreements (SLAs) for the operation and maintenance of the BBU.

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| --- | --- |
| **Project Name** | Utility Service Provider Contract |
| **Organization** | Bedrock Consortium |
| **Address** | 3500 South Dupont Highway Suite AA101, Dover, DE 19901 USA |
| **Procurement Contact Person (PCP)** | Dan Gisolfi |
| **PCP Email** | gisolfi@us.ibm.com |

## Project Goals and Scope of Services

Next, you’ll want to outline the project you need completed, and the goals you expect to accomplish from the project. It’s important you get as specific as possible -- even outlining individual tasks and criteria involved. You’ll want to include phrases such as, “The award will be given to X firm”, with the “X” establishing how you’ll determine the best candidate.

The Consortium will be comprised of 25 or more private sector members of which ~9 members serve on the Board of Directors (BoD). The BoD is responsible for the hiring of a Utility Service Provider that will be responsible for the daily operation, maintenance and monitoring of the BBU. Since the domain of expertise required for this proposal is very limited in the industry, a key vendor selection criterion will be that of “flexibility”.

#### Assumptions

1. ToIP Layer 1 Technology: Hyperledger Indy
2. Participating members of the Consortium are required to provide “Indy Nodes” to the BBU.
3. Participating members of the Consortium must meet adhere to the governance framework requirements for “Indy Nodes”.

#### General Requirements

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| --- | --- | --- |
| **Services** | **Description** | **Requirement** |
| **Relationship Management** |  |  |
| Account Manager: Primary Service Provider Focal Point to Board | Dedicated vendor focal point. | Mandatory |
| Administrative Support: Consortium Board, Workgroup, Meeting Management | Coordination of Consortium project activities. | Optional |
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| **Governance** |  |  |
| Governance Framework Development and Change Management | Coordinate and manage the custom development and maintenance of governance framework documents and associated public access. | Optional |
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| **Membership Management** |  |  |
| Onboarding | Workflow process for onboarding new/renewed members. This includes collaboration with LF Salesforce Member Management System. | Custom Development |
| Entitlement Management | Transaction entitlement process for Transaction Endorsers. This includes collaboration with LF Salesforce Member Management System as well as possible creation of custom code for Bedrock Project. | Custom Development |
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| **Collaboration Support** |  |  |
| Collaboration Tool Management (Trello, Github, Slack, Rocketchat) | Provide access to collaboration tools for Consortium Members. | Optional |
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| **Steward Management** |  |  |
| Node Monitoring and Notification Services |  | Mandatory |
| One-on-One Technical Support w/Stewards |  | Mandatory |
| Automatic Software Upgrades |  | Mandatory |
| Best Practices for Node Operation |  | Mandatory |
| Guided Onboarding and Set Up |  | Mandatory |
| Governance Technical Policies Compliance Checks |  | Mandatory |
| Interlock with BoD on Business & Tech Policies; Contract Compliance |  | Mandatory |
|  |  |  |
| **Identity Utility Network: IT Infrastructure** |  |  |
| Upgrade planning, testing and deployment | Drive continuous improvement plans for network health. | Mandatory |
| Node monitoring, troubleshooting and repair | General Ledger Health Management. Develop where necessary dashboard monitoring tools. | Mandatory |
| New Steward onboarding | Manage ledger configuration process for new Trustees | Mandatory |
| Trustee onboarding | Manage ledger configuration process for new Trustees | Mandatory |
| Transaction signing coordination |  | Mandatory |
| Environment Support (Prod, Dev, Test) | Manage configuration of each environment including allocation of member nodes. | Mandatory |
| Build and Test Services | Develop and maintain build and test tools for use on all environments. | Mandatory |
| Continuous Integration Build Support | Ensure all development activity is driven by CI practices. | Mandatory |
| Bedrock code release management | Maintain snapshots of Indy code used for network plus any other project related code. | Mandatory |
| Method Name Registration Services | Registration with known/trusted UR servers. | Mandatory |
| DID Root Namespace Development (did:bbu) | Develop and maintain Universal Resolver Driver. | Mandatory |
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#### Key Services

#### Other Capabilities

## Anticipated Selection Schedule

It’s crucial you include a detailed schedule, so vendors know if they can meet your deadlines. You’ll also need to give vendors a window for when they can ask questions regarding your project. This’ll limit the hassle, for you and for them.

## Time and Place of Submission of Proposals

Similar to paragraph #3, this is important information you’ll want to clearly present, so vendors know how and where to submit themselves for consideration.

## Timeline

By including a time frame in your RFP, you’re able to eliminate any vendor who can’t work within your time constraints. If you’re flexible on your time, you can write something like, “Our company hopes to finish the project within six months, but we’re open to negotiation for the right candidate.”

## Elements of Proposal

If you don’t outline clearly and specifically what you expect bidders to include in their proposal, you can’t necessarily fault them if they don’t include it. It’s critical you outline a checklist so vendors know which elements you’re expecting to receive. It’s also a good test for who’s capable of handling your demands -- if a vendor can’t complete all elements of your proposal, you probably can’t trust them to finish your project, either.

## Evaluation Criteria

Outlining your expectations will help eliminate vendors who don’t meet them. For this section, you’ll want to do some brainstorming with your team to come up with a mandatory list of items you feel are the best indicators of impressive candidates. Your list could include samples of past work, a proven success record with companies in similar industries, the expertise and technical skills to meet your demands, and a cost of services within your price range.

## Possible Roadblocks

Here, you’ll want to outline any roadblocks, such as limited resources or a custom website, that might prevent certain vendors from successfully completing the project. This allows you to eliminate unsatisfactory bidders, and it will also help you determine which vendors have the skills and expertise to tackle those challenges.

## Budget

Any vendor needs to know how much you’re able to pay them for their services before they’ll move forward with their bid.