

## CALL FOR PROPOSALS

### Federated Access Management:

Institutional Access Management Support Application

### Summary

1. This document invites applications for support, from smaller UK FE / HE institutions (defined in appendix A) to obtain assistance from the JISC Institutional Access Management Support Project (JIAMSP)<sup>1</sup> to enable joining the UK Access Management Federation by becoming an Identity Provider (IdP).
2. **This application process is for those interested in receiving support from the JISC Access management Institutional support project, with the aim of establishing their own IdP, NOT to become a provider of such support.**
3. The JIAMSP will provide practical technical help in setting up an IdP. No financial grant will be provided to successful institutions.
4. JISC will provide institutional support to successful proposals in one of two cycles in order to take into account of the academic year. The first support cycle will involve IdP deployment between January and April. The second support cycle will involve IdP deployment between May and August.
5. An institution may apply for the support to take place in any of the two cycles:
  - The deadline for applications for cycle one is ; Noon, **Monday 10<sup>th</sup> December 2007.**
  - The deadline for applications for cycle two is ; Noon **Monday 25<sup>th</sup> February 2008.**Entry into one cycle does not preclude entry into the next cycle. Intent to be considered for both cycles should be indicated on the application.

### Background and Context

6. In November 2006, the UK Access Management Federation was launched, and JISC announced its intention to support federated access management as the preferred access management solution for UK Higher and Further Education. The Federation now has over 100 members. From 1<sup>st</sup> August 2008, central JISC funding for the current Athens Service will cease. From this date, all higher and further education institutions in the UK will be required to be members of the UK Access Management Federation in order to gain access to online library resources.
7. JISC is recommending that all institution adopt a solution that is based on the SAML open standard. Institutions are strongly encouraged to consider an in-house approach due to the additional benefits it offers to institutions and to gain the benefit of the support options available from JISC.
8. Studies commissioned by JISC have highlighted some barriers to uptake, primarily institutional skills set within smaller FE institutions (Particularly JISC bands I-J), and currently accessing 3 or less Athens protected resources. For some of these institutions the cost incurred in achieving the preferred solution

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<sup>1</sup> [http://www.jisc.ac.uk/fundingopportunities/funding\\_calls/2007/10/amsupport.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2007/10/amsupport.aspx)

go beyond a pragmatic business plan<sup>2</sup>.

9. JISC is commissioning a project<sup>3</sup> to provide direct support to eligible institutions who wish to become a Federation Identity Provider (IdP). This call invites institutions to apply to receive such support.
10. Successful institutions will develop a case for receiving technical support from the JISC Institutional Access Management Support project (JIAMSP), with the aim of the institution joining the UK Access Management Federation as an Identity Provider.
11. Support provided will be on the basis of enabling smaller institutions to employ standards compliant (appendix a) access management solutions. All solutions and support provided to institutions by the JIAMSP will not lock supported institutions either technically or contractually into any third party access management solution. JISC expects the successful institutions and the JIAMSP project to work together to ensure that institutional staff members are up-skilled to have the ability to maintain the IdP solution in-house.
12. The support mechanism provided to the successful institutions by IAMSP will cover elements 3 and 4 of the JISC Access Management Institutional roadmap. Institutions should be aware of the full roadmap and the commitment required of the institutions to meet the other steps on the map.<sup>4</sup>
13. Supported institutions will be required to meet any hardware costs associated with the deployment.
14. For the support to be considered successful, the institution must register with the UK Access Management Federation in its own right, with a deployed identity provider implemented within the institution. Respondents to proposal should demonstrate a strategy for maintaining their IdP beyond the limited timescale of support provided, and commitment to remaining a member of the Federation. Institutions are encouraged to take up training opportunities in Identity Provider installation provided by Netskills<sup>5</sup> and JANET UK.
15. A successful application will outline the benefits that the institution expects to gain from access management and how access management fits into the institution's own strategic plan and other elements of the institution's core business.
16. Successful implementation of the support will entail cooperation with the wider JISC community that may include but will not exclusively be limited to;
  - i. JISC Service sand Outreach
  - ii. JANET UK
  - iii. EDINA SDSS
  - iv. Netskills
  - v. JISC RSCs
  - vi. Other third party support service providers

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<sup>2</sup> Institutional Preparedness Study for Further Education:  
<http://www.jisc.ac.uk/media/documents/themes/accessmanagement/cc298d003-0.2%20final%20report.pdf>.

<sup>3</sup> Institutional Access Management Support Project:  
[http://www.jisc.ac.uk/fundingopportunities/funding\\_calls/2007/10/amsupport.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2007/10/amsupport.aspx).

<sup>4</sup> Federated Access Management Roadmap:  
[http://www.jisc.ac.uk/uploaded\\_documents/FAM%20leaflet%20FINAL.pdf](http://www.jisc.ac.uk/uploaded_documents/FAM%20leaflet%20FINAL.pdf).

<sup>5</sup> Netskills Access Management Training:  
<http://www.netskills.ac.uk/content/about/publicity/news/articles/article173.html>.

- vii. UK Access Management Federation members.
- 17. Successful applicants will be expected to provide a brief written report on the support received and engage in any necessary dialogue with JISC on the project when required.
- 18. Respondents should familiarise themselves with the associated Federation documents.<sup>6</sup>

## Eligibility for Institutions seeking support

- 19. All UK HE and FE institutions are welcome to apply for institutional support.
- 20. JISC has identified an at risk group of institutions (defined as bands I-J in the JISC Collections banding structure and currently accessing 3 or less ATHENS protected resources). Such institutions are considered the primary focus of the JIAMSP project. However, any institution seeking IdP deployment support may apply.
- 21. All applicants must have submitted an application for membership of the UK Access Management Federation or make a stated commitment to joining the UK Access Management Federation. Application for membership can be and is encouraged to be made prior to IdP deployment.
- 22. Applicants must demonstrate a clear case for support requirement and full institutional support for the implementation from all relevant stakeholder departments (library, IT services, learning resource centres etc.).

## Deliverables

- 23. The JIAMSP project will run from 7<sup>th</sup> January - 31<sup>st</sup> August 2008. However, the project plans may allow for some ongoing help (beyond August 2008) to institutions who receive IdP deployment support towards the latter stages of the project.
- 24. Successfully supported institutions are asked to provide a brief report on their experience following deployment of IdP platform.

## Terms and Conditions of the Application

- 25. THE JIAMSP project will be run according to JISC's Project Management Guidelines, including adherence to good project management practices, regular reporting and participation in meetings as appropriate.<sup>7</sup>
- 26. Successful institutions will be expected to manage the implementation of the IdP as an in-house project, and to follow good project management procedures in running the project.

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<sup>6</sup> Federation Documentation: <http://www.ukfederation.org.uk/content/Documents/FedDocs>

<sup>7</sup> JISC Project Management Guidelines: [http://www.jisc.ac.uk/fundingopportunities/proj\\_manguide.aspx](http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx).

## Reporting & Management

27. Responsibility for this project will lie with the JISC Services Group with whom the contractor will be expected to agree a programme of work and timetable. The primary contact for the project will be Mark Williams, Access Management Outreach Co-ordinator (tel: 020 3006 6042; email: [m.williams@jisc.ac.uk](mailto:m.williams@jisc.ac.uk)).
28. The JIAMSP will also identify a primary point of contact to be used with successful institutions.

## Accessibility Issues

29. In line with Government legislation and social exclusion initiatives, JISC is committed to providing resources that are accessible to a diverse range of users. In order to achieve this, all software and IT resources including the project web site should meet good practice standards and guidelines pertaining to the media in which they are produced. Advice and recommendations for ensuring that IT based systems, tools and resources are accessible by all can be found in the resource section of the Technology for Disabilities Service (TechDis) . Further advice and consultancy is available from the TechDis Centre itself.

## Data Protection and the Freedom of Information Act

30. Applicants must take into account the requirements of the Data Protection Act (1998) and the Freedom of Information Act (2000). Bidders should consult with their responsible officer regarding the possible implications of the proposed bid.

## Format of the Proposals

31. Please complete the coversheet and within your application include;
  - a) With reference to your institutions strategic plan, outline the role that Federated Access Management will play in delivery of your core business.
  - b) Outline a strategy for the maintenance of deployed access management solution beyond the life time of the support project.
  - c) Describe the current obstacles within your institutions to deployment of an access management solution and why you believe that support from the JISC Institutional Access Management Support Project will enable successful deployment.
  - d) Describe your institutions Directory Management Services, with reference to both supporting technological platforms and current identity management procedures.
  - e) Indicate the timescale in which you would like to work with the JISC Institutional Access Management Support Project (JIAMSP). Please state which support cycle(s) you are applying for.

- f) Please state the JISC banding level of your institution and the current number of resources you currently subscribe to through JISC Collections.<sup>8</sup> Also indicate the number resources that your institution accesses through Athens.
- g) Please include as an appendix:
  - i. Your institution's letter of application to join the UK Access Management Federation, or a statement of intent to do this by your Institution.<sup>9</sup>
  - ii. A letter of support for the application from a senior member of staff at your institution.
  - iii. A cover sheet for the proposal.

## Evaluation Process and Criteria

32. Proposals will be evaluated on the basis of the following criteria (which are in no specific order):

- a) Relevancy of Access Management to objectives outlined in the institutions strategic plan.
- b) Institutional commitment to achieving a self sustaining modal of Identity Provider and commitment to UK Access Management Federation.
- c) Commitment to work with the JIAMSP in chosen time frame.
- d) Information provided is presented in a clear, logical manner and is well organised;
- e) Analysis of risks to successful completion of the project.
- f) Evidence that the proposal will work within the eligible hardware and software architecture.
- g) Alignment with JISC preferred eligibility criteria.

## Submission of Proposals

33. Proposals of no more than 6 single-sided A4 sheets plus appendices typeset in Arial or a similar font at 10 point size should be submitted in Word or Rich Text Format via email as one file or a zipped folder and via paper copy to the address supplied below.

- The deadline for submissions for cycle one is: Noon, Monday 10th December 2007.
- The deadline for applications for cycle two is: Noon Monday 25th February 2008.

34. Faxed proposals or late proposals will not be accepted.

35. If the application exceeds the page limit guidance, evaluators will be advised to disregard information provided beyond the indicated page limit.

36. The electronic copy of the bid including appendices and letters of support must be received by the deadline stated. Proposals must be sent to:

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<sup>8</sup> [http://www.jisc-collections.ac.uk/jisc\\_banding.aspx](http://www.jisc-collections.ac.uk/jisc_banding.aspx).

<sup>9</sup> <http://www.ukfederation.org.uk/content/Documents/ApplyforMembership>.



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37. It is expected that there will be individual discussion with short listed applications prior to final approval by JISC. Applicants will be informed of the outcome of their proposal no later than 4 weeks after the submission deadline.

#### **Further Information**

38. Queries regarding the application process should be addressed to Mark Williams, JISC Access Management Outreach-Co-ordinator (Email: [m.williams@jisc.ac.uk](mailto:m.williams@jisc.ac.uk); Tel: 02030066042).

## APPENDIX A

### AGREED TECHNICAL SOLUTIONS AND STANDARDS

- a) SAML2 (Security Assertion Mark-Up Language) compliant open standard implementation. JISC strongly recommends that this is Shibboleth 1.3.
- b) Access management solution compatible with but not limited to Key Institutional vendors such as Microsoft, Novell and Sun Microsystems
- c) Compatability with commonly used UK HE/FE directory services including but not limited to;
  - Active Directory
  - eDirectory
  - OpenLDAP
  - MSQL
  - ORACLE

## Appendix B

### Coversheet for application

Coversheet for response	JISC IAMSP Institutional Request
Name of Institution	
Full contact details for primary contact  Name: Position: Email: Address:  Tel: Fax:	
Institution Banding Level	Copy of Letter of application to join UK Federation included:  Yes / No
Preferred dates of support (tick as many boxes as relevant)  Jan 08-April 08 Yes / No  May 08-Aug 08 Yes / No	
Current number of ATHENS protected resources subscribed to:	