

---

## **Commonwealth of Massachusetts**

### **Information Technology Division (ITD)**

---

# OpenDocument Format Plug-in for Microsoft Office Suite

May 3, 2006

---

## **I. Introduction**

On September 21, 2005, the Commonwealth's Information Technology Division (ITD) issued Version 3.5 of its Enterprise Technical Reference model (ETRM 3.5). A copy of ETRM 3.5 is available at [www.mass.gov/itd](http://www.mass.gov/itd) (click on "Policies, Standards and Legal" and then "Enterprise Architecture"). The Information Domain section of ETRM section 3.5 creates a future requirement for Executive Department agencies to create and save office documents in the Organization for the Advancement of Structured Information Standards' (OASIS') OpenDocument Format ("ODF"), now international standard ISO/IEC 26300. Microsoft Office currently does not support ODF. Through this Request for Information, the Commonwealth seeks information pertaining to the existence or development of a "plug-in component" or other converter options to be used with Microsoft Office that would allow Microsoft Office to easily open, render, and save to ODF files, and also allow translation of documents between Microsoft's binary (.doc, .xls, .ppt) or XML formats and ODF. Respondents responding to this proposal need not be on state contract.

## **II. The RFI Process**

This RFI is issued solely for the purpose of obtaining information. Nothing in this RFI shall be interpreted as a commitment on the part of ITD to enter a contract with any respondent or to make any procurement.

## **A. General Instructions**

### **1. Response Submission**

Responses to this RFI must be submitted by May 19, 5:00 p.m. EST to Tim Vaverchak, Manager, Open Source, Information Technology Division. At least one copy of the response **must** be sent in electronic form to [Timothy.Vaverchak@state.ma.us](mailto:Timothy.Vaverchak@state.ma.us). Respondents **may**, if they choose, also submit one additional hard copy to Mr. Vaverchak by mail at Room 1601, One Ashburton Place, Boston, MA, 02108. Responses sent in hard copy format must be securely bound. All responses must include on the first page the official name (if any) of the firm or entity submitting the Response. The pages of all responses, whether electronic or hard copy, are to be consecutively numbered.

### **2. Response Content**

Responses must be complete in all aspects according to the instructions set forth in this RFI. Responses must address not only the technical and financial questions raised by ITD in section III herein, but must also indicate the degree to which the Respondent and its business partners could perform the technical work described.

### **3. Response Format**

ITD requires a point-by-point response to each numbered subsection set forth in section III herein.

### **4. Respondent Questions**

Potential Respondents who have questions regarding this RFI may email them to [Timothy.Vaverchak@state.ma.us](mailto:Timothy.Vaverchak@state.ma.us). All questions must be submitted by May 9, 2006. Respondents may only make inquiries and request clarification concerning the RFI by submission of written questions via email. Responses to inquiries and clarification questions will be provided electronically to all interested parties via a posting on Comm-PASS.

### **5. Presentations**

At ITD's discretion, some respondents may be invited to make a presentation to ITD focused on the matters addressed in this RFI.

## **B. No Contractual Commitment**

ITD shall have no obligation to correct, nor bear any responsibility for, error (whether by commission or omission), ambiguity or inconsistency in this RFI. If any respondent is aware of or believes that the RFI contains such an error, it is the respondent's responsibility to notify the Commonwealth of Massachusetts.

This RFI does not constitute an offer by ITD to contract, but rather represents a search for information and an invitation to respondents to submit a Response addressing ITD's inquiries. This RFI seeks to establish a common framework within which the final terms of an RFR or RFQ may be written. Issuance of this RFI, the respondent's preparation and submission of a Response, and the subsequent receipt and review of the Response by ITD does not commit ITD to award a contract to any respondent. Only the execution of an agreement(s) will obligate ITD in accordance with the terms and conditions contained in such an agreement(s). Neither the contents of any submitted Responses, nor any subsequent material submitted in response to requests for additional information, will be considered offers to contract by respondents.

### **C. Costs**

Each respondent, by submitting a Response, agrees that any cost incurred by it in responding to this request, or in support of activities associated with this RFI, shall be the sole responsibility of respondent. ITD shall incur no obligations or liabilities whatsoever, to anyone, for any costs or expenses incurred by respondent in responding to this RFI.

### **D. Review Rights**

Responses to the RFI may be reviewed and evaluated by any person(s) at the discretion of ITD including non-allied and independent consultants retained by ITD now or in the future, for the sole purpose of obtaining an analysis of Responses. Any and all respondents may be asked to further explain or clarify in writing areas of their Response during the review process. ITD retains the right to request further information from respondents.

### **E. Public Record**

All responses to this RFI will be public record under the Commonwealth's Public Records Law, Mass. Gen. L. ch. 66, s. 10.

## **III Information Requested**

ITD seeks responses describing:

### **Existence of Parties, Projects, and Status**

- A. What is the present state of efforts to create ODF plug-ins or converters for Microsoft Office, whether undertaken by respondent or others through projects with which the respondent is familiar?

- B. Whether an open source project, an independent developer, a vendor, or a group of vendors is currently developing, planning to develop, or interested in developing an ODF plug-in or converter for Microsoft Office 2000, Office 2003, and the upcoming Microsoft Office 2007, capable of reading and saving ODF documents. Please provide the identity of such open source project, independent developer, vendor or vendors, their address, names of principals, and a description of their experience in projects of similar technical difficulty.
- C. Who owns the intellectual property associated with current and planned efforts to build an ODF plug-in or converter?

**Mode of Operation; Ease, Transparency, Economy of Use**

- D. Whether such a plug-in would be capable of exchanging textual (Word), spreadsheet (Excel) and presentation (PowerPoint) documents, whether in legacy or XML formats, to and from ODF, and rendering such documents using Microsoft Office.
- E. Whether this exchange can be performed directly through the “File Open,” “File New,” and “File Save/Save As” menu options in Microsoft Office or their Microsoft Office 2007 equivalents, or whether a different translation mechanism would be required (please describe).
- F. Whether the plug-in can allow Microsoft Office to save to ODF as the default format.
- G. What limitations, either in terms of fidelity of exchange, type of document, or user operation, should be anticipated for such a plug-in or converter?
- H. Against what ODF conformance standards would such a plug-in or converter be assessed?
- I. What level of visual fidelity, onscreen and in print between Microsoft binary or XML formatted documents and ODF documents could be achieved?
- J. How difficult would it be to install and use an ODF plug-in or converter?
- K. What training would be needed, if any, to correctly use the plug-in or converter?
- L. The contemplated mechanics of how such a plug-in or converter would be installed and would operate in practice. Diagrams and or screen mockups would be helpful in clearly describing the proposed solution.

M. What are the anticipated end-purchaser acquisition and maintenance costs for such a plug-in or converter?

**Timeframes, Level of Effort, Resources, Technical Details, Risk**

N. In what timeframes would such a plug-in or converter be completed, available for testing, and available for deployment? Please describe availability in terms of the following matrix, and please describe anticipated functional levels clearly:

	Developer Code Complete	Available for Customer Testing (Beta)	Certified as compliant with ODF Standard	Available for Customer Use
Functional Level (Describe) (Release 1.0)				
Functional Level (Describe) Release 1.x				

- O. How many as-yet unspent person months on the part of respondent, or others through projects with which the respondent is familiar, would be involved in an effort to achieve the objectives outlined above?
- P. What external (sponsor, investor, customer) resources that are not currently available or committed to the respondent would be necessary to achieve the functional release timeframes described above?
- Q. Describe the language in which such a plug-in or component would be written, and any tools that would be required to develop it, or extend its functionality.
- R. How much and what kind of cooperation from Microsoft would be required of a team creating an ODF translator plug-in that was very well integrated with Microsoft New, Open, Save, and Save As functions?
- S. What kind of technical information would the respondent require from Microsoft in order to successfully develop an ODF translator plug-in that was very well integrated with Microsoft New, Open, Save, Save As functions?

- T. What level of effort and costs are estimated to support the plug-in on a going forward basis to maintain compatibility with the latest format versions over time?
- U. What are the business, financial and technical risks associated with such a project?
- V. Compare the level of effort for creating an ODF-translator that will work with (1) Office 2000, (2) Office 2003 and (3) Office 2007 (based on currently available information).

**General**

- W. Please provide any other information you believe to be important and germane to the purposes of this Request for Information.