

## Appendix I

# **Temporary RFC Series Project Manager** **STATEMENT OF WORK**

## **PROJECT SUMMARY**

RFC 6635 gives overall responsibility for the quality, continuity, and evolution of the Request for Comments (RFC) Series, the Internet's seminal technical standards and publications, to the RFC Series Editor (RSE). The RSE's job functions can be logically split into 2 functional areas: strategic and tactical.

The IETF community is currently discussing how the RSE's role should evolve. While that conversation is under way, continuity of the RFC Series is important. As a result, an interim position, the "Temporary RFC Series Project Manager", is being created to fill the tactical functions of the RSE role.

These "tactical" responsibilities of the RSE are not defined explicitly in RFC6635; the expected nature of the work is explained below.

A note about RFC 6635: Section 2.1.5 (Workload) of RFC 6635 is not applicable to this Statement of Work.

The successful contractor will be required to attend three annual IETF meetings (one week in duration each) and up to two days attendance at the annual RSOC retreat.

For a detailed description of the RFC development and publication process, please see:  
<<https://www.rfc-editor.org/pubprocess.html>>.

## CONTRACT PERIOD:

- a. Term: The initial term of the Contract is 18 months, beginning on the Effective Date.
- b. Extensions: The Contract may be extended once, for a period of up to one year, by mutual written agreement of the parties.
- c. Effective Date: <change me, January 1, 2020>

A note on contract period: this position is intentionally defined as a temporary position. We are expecting the initial contract to last one and a half years, with an additional one-year extension to be granted if circumstances require it. The initial term of one and a half years is expected to cover the duration in which the community conducts and concludes the discussions regarding the evolution of the RSE role. Specific term and termination details for this contract, however, will be negotiated as part of the formal Agreement between Contractor and the IETF LLC.

Some of the functions described below may not be possible within that timeframe (for example, chairing the search committee when the RPC contract goes out to bid again). It is expected that this position and the person filling it will work with the RSOC to identify new or changing work items as they arise.

## **REPORTING RELATIONSHIPS**

The Contractor will initially report to the RFC Series Oversight Committee (RSOC), a committee of the Internet Architecture Board (<https://www.iab.org>). This relationship is subject to later reorganization. The contractor will manage the RFC Production Center and the RFC Publisher function contractors.

## **SCOPE OF WORK-Primary**

## **Operational Oversight Areas**

- Develop the statements of work for the Production Center and Publisher in consultation with the RFC Series Stream Managers, and the RSOC.
- Oversee and coordinate the transition to the new RFC format work (see <<https://www.rfc-editor.org/rse/format-faq/>>), including transition to new format tools.
- Oversee and coordinate on-going Production Center and Publisher activities, resolve exceptional production or publication issues and other escalated issues, including guidance in the development of action plans to address areas requiring improvement and ensuring compliance with service details.
- Conduct annual reviews of the Production Center and the Publisher service-providers as established within contracts. Chair the committee for the selection of the Production Center and Publisher vendors if appropriate.
- Provide input into the budget development process for the Production Center and Publisher contracts,
- Monitor RFC review and publication process and pursue resolution of any issues.
- Ensure on-going utility and improvement of the <https://rfc-editor.org/> technical infrastructure, which is operated and maintained by the RFC Publisher during the contract period.
- Create documentation and structures that will allow for the RFC Series' continuity in the face of changes in contracts and personnel.
- Develop and maintain, in consultation with the Production Center and Internet technical community, a Style Manual for the authoring and editing of RFCs.

## **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelors degree or equivalent experience required; Masters degree preferred.
- Leadership and management experience, including demonstrated success in managing a matrixed, multi-vendor operation.
- Significant editorial and publishing experience desired.
- Familiarity with a wide range of Internet technologies.
- Experience as an RFC author desired.

## **SKILLS AND ABILITIES REQUIRED:**

- Excellent written and verbal communication skills in English and technical terminology related to the Internet; knowledge of additional languages desired.
- An ability to develop a solid understanding of the IETF, its culture, and the RFC process.
- Ability to fulfill scope of work independently, via email and teleconference, with strong time-management skills.
- Willingness and ability to travel internationally as required.
- Capable of effectively functioning in a multi-actor and matrixed environment with divided authority and responsibility for project success; ability to work with clarity and flexibility with different constituencies.

**Appendix II**  
**Bidder's Affidavit**

I HEREBY DECLARE AND AFFIRM that I am the (Title) \_\_\_\_\_,  
and the duly authorized representative of (Bidder) \_\_\_\_\_,  
and that I possess the legal authority to make this Affidavit on behalf of myself and the Bidder for  
which I am acting.

I FURTHER AFFIRM THAT:

1. The Bidder named above is a {Insert type of entity} \_\_\_\_\_ in the  
country and state of \_\_\_\_\_ and that it is in good standing and that has  
filed all required statutory reports and, except as validly contested, has paid or arranged for the  
payment of all taxes in the applicable jurisdictions.
  
2. The Bidder has been in business for \_\_\_\_\_ years and \_\_\_\_\_ months.
  
3. The Bidder's company registration number or U.S. Employer ID Number is: \_\_\_\_\_.

**I do solemnly declare and affirm under the penalties of perjury that the contents of this  
affidavit are true and correct to the best of my knowledge, information, and belief.**

\_\_\_\_\_ **By:** \_\_\_\_\_  
(Date) (Affiant)