



The Internet is for Everyone

University of Southern California
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Attention: Ms. Paulina Tagle

May 19, 2004

Subject: Extension to "RFC-ED Supplemental" proposal (signed by ISOC on May 22, 2001)
ISI Proposal Number: 2001-ISI-142

Particulars of this extension:

Principal Investigator: Herbert Schorr
Co-Principal Investigators: Robert Braden/Joyce Reynolds
Total Funds Requested: \$574,563
Period of Performance: 01/01/2004 - 12/31/04 (12 months)
Number of Copies: 2 originals

The Internet Society wishes to extend the current contractual vehicle - ISI Proposal Number: 2001-ISI-142 between ISOC and USC for RFC Editor services. The Period of Performance for the original proposal was June 1, 2001 through December 31, 2003. The extension is for RFC Editor services during the period of performance from January 1, 2004 through December 31, 2004. This contract is amended by a new Statement of Work: Section C (included) and the Budget: Appendix I (included). The Statement of Work and budget limits are subject to modification by mutual agreement of the parties.

Sincerely,

Lynn St. Amour
President & CEO

Enclosures

cc: Ms. Leslie Daigle
Mr. Harald Alvestrand
Mr. Joe Bannister
Mr. Bob Braden

C. STATEMENT OF WORK

ISI's RFC Editor team will continue to edit and publish "RFC" documents in accordance with the existing agreement.

(1) Publication Process

The RFC Editor will edit and publish RFCs in accordance with RFC 2026 (or replacement documents) and RFC 2223bis. This includes the following tasks:

- a) Performing the final editing of the documents to maintain consistency of style, editorial standards, and clarity. At minimum, the RFC Editor will:
 - Copy-edit the documents. This includes fixing spelling and grammar, ensuring readable formatting, checking for inconsistent notation, and resolving ambiguous sentences. The general rule is to have three pairs of eyes read every RFC word-for-word.
 - Enforce the formatting rules of Section 3 of RFC 2223bis
 - Ensure that sections follow guidelines and rules of Section 4 of RFC 2223bis
 - Verify the consistency of references and citations, and verify contents of references to RFCs and I-Ds.
 - Verify that all normative dependencies have been satisfied.
 - Verify that guidelines from Section 2 of RFC 2223bis are followed, with respect to: URLs, titles, abbreviations, IANA Considerations, author lists, and Requirement-Level words.
 - Typeset the documents in the standard RFC style.
 - Use compilers to verify the correctness of published MIBs, PIBs, and ABNF fragments
- b) Reviewing independent submission for technical competence, relevance, and editorial quality, and working with the authors when necessary to raise the quality to an acceptable level. With the concurrence of the IAB, we will establish a volunteer RFC Editorial Board to aid in this function.

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1/19/2004

- c) Publishing new RFCs online by installing them in the official RFC archive, which is accessible via HTTP, FTP, and SMTP. The RFC Editor also provides compressed aggregate files of subsets of the complete RFC series, accessible via HTTP and FTP. PDF facsimiles are also maintained for all .TXT RFCs.
- d) Publicly announcing the availability of new RFCs via a mailing list.
- e) Coordinating with the IANA for assignment of protocol parameter values for RFCs in the submission queue.
- f) Coordinating closely with the IESG to ensure that the rules of RFC 2026 (or replacement) are followed. RFC Editor personnel attend IETF meetings. A designated RFC Editor person serves as liaison to the IAB and IESG.

(2) RFC Information

The RFC Editor will continue to publish the following status information via the Web and FTP:

- a) The master index to of all published RFCs currently, including bibliographic information and document categories.. This index is published both in human and machine-readable (TXT and XML) forms.
- b) The current "Official Internet Protocols" list. This is also periodically published as STD 1.
- c) A list of errors (errata) found in published RFCs.
- d) An "RFC Editor Queue" specifying the stage of every document in the process of editing, review, and publication.
- e) An RFC Editor web site containing a search engine for RFCs, information on the RFC publication process, and links to the published items.

In addition, we intend to establish an rfc-interest@rfc-editor.org email list, open to all members of the Internet community, for dissemination of detailed information about the RFC Editor and for discussion of all matters related to the RFC Editor.

Finally, the RFC Editor will respond to, and when appropriate redirect, the wide range of email queries received in the RFC Editor mailbox, within a reasonable time frame.

(3) Improvements and Extensions

The RFC Editor will devote modest effort to extending its services and improving its productivity tools, as resources are available from the primary tasks of document editing

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1/19/2004

and production. Additional tasks that require significant resources may be accommodated by agreement between ISI and the TLG.

(4) Reporting

We will produce at least the following reports:

- A weekly summary of the RFC Editor queue, for the TLG.
- A quarterly summary of financial information showing expenditures, for the TLG.
- An overall status report for the IETF community, posted on the web page at the time of each IETF meeting.

(5) RFC-Online

We will devote not more than 5% of our resources to completing the RFC Online project, to bring online those early RFCs that are currently available only in paper form.

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Appendix A: Budget

EXTRACT SUMMARY

Period of Performance: 01/01/2004 – 12/31/2004

Total: \$574,563