

Jan-24-05

04:50pm

From-USC CONTRACTS AND GRANTS

213-740-6070



*The Internet Is for Everyone*

January 19, 2005

Ms. Paulina Tagle  
 Univ. of Southern California  
 Dept. of Contracts & Grants  
 837 West Downey Way, STO 322  
 Los Angeles, CA 90089-1147

Re: Extension to "RFC-ED Supplemental"  
 ISI Proposal Number: 2004-ISI-161R

Reference:

Principal Investigator:	Herbert Schorr
Co-Principal Investigators:	Robert Braden/Joyce Reynolds
Total Funds Requested:	\$800,704
Period of Performance:	1/1/2005 - 12/31/2005

The Internet Society wishes to extend the current contractual relationship between ISOC and USC for RFC Editor services—Proposal Number 2004-ISI-161R. The period of performance for the existing contract was January 1, 2002 through December 31, 2003. The contract was subsequently extended through December 31, 2004. We now wish to extend this contract for a second time—from January 1, 2005 through December 31, 2005. Attached, please find a new Statement of Work and Budget dated November 22, 2004, which amends the existing contract. ~~The Statement of Work and Budget are subject to modifications by mutual agreement of the parties.~~

Best regards,

Lynn St. Amour President & CEO  
 Enclosures  
 cc: Ms. Leslie Daigle  
 Mr. Harold Alvestrand

The previous award amount of \$1,737,709.00 is increased by \$800,704.00 for a new award amount of \$2,538,413.00. This award is fully funded.



Internet Society

1775 Wiehle Avenue  
 Suite 102  
 Reston, VA 20190-5108 <http://www.isoc.org>

Tel +1 703 326.9880  
 Fax +1 703 326.9881

4, rue des Falaises  
 CH-1205 Geneva  
 Switzerland

Tel +41 22.807.1444  
 Fax +41 22.807.1445  
<http://www.isoc.org>

## Proposal to Internet Society for a Supplemental Agreement on the Request for Comments Editor Task

Period of Performance: 01-January-2005 thru 31-December-2005

BY

INFORMATION SCIENCES INSTITUTE  
UNIVERSITY OF SOUTHERN CALIFORNIA  
LOS ANGELES, CALIFORNIA 90089-1147

ISI Proposal No. 2004-ISI-161R

ISI Contacts: Joyce K. Reynolds, Bob Braden  
(310) 822-1511, {jkrey,braden}@isi.edu  
FAX: (310) 823-6714

ISI Administrative Contact: Michelle C. Rodriguez  
Contract & Grant Administrator  
Tel: (213) 821-1106, Fax: (213) 740-6070, E-mail: michelle.r@usc.edu

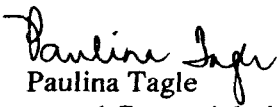
---

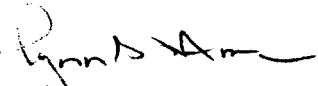
University of Southern California  
Department of Contracts & Grants  
837 W. Downey Way, STO 330  
Los Angeles, CA 90089-1147

Type of Business: Other Educational

Principal Investigator  
Herbert Schorr, Executive Director, USC/ISI

Approved by the University by:

  
Paulina Tagle  
Senior Contracts and Grants Administrator  
University of Southern California

Approved by  
  
Lynn Adams  
Internet Society  
PRESIDENT & CEO  
Dec 21, 2004

## A. INTRODUCTION

This proposal is to extend and modify an existing agreement between the USC Information Sciences Institute (ISI) and the Internet Society (ISOC), under which ISI has been performing the Internet administrative function that is known as the "RFC Editor". The existing agreement covers the period 01 January 2004 through 31 December 2004. This extension proposal amends the Statement of Work and the Budget sections of the existing agreement, to extend the period of performance for the one-year period 01 January 2005 through 31 December 2005.

This proposal replaces proposal 2004-ISI-161 with a revised budget and minor changes to the SOW.

## B. STATEMENT OF WORK

ISI's RFC Editor team will continue to edit and publish "RFC" documents under the terms of the existing agreement, by performing the following specific tasks.

### (1) Publication Process

The RFC Editor will edit and publish RFCs in accordance with RFC 2026, BCP 78, BCP 79, and all other applicable agreed-upon documents and procedures, and according to the rules stated in the "RFC 2223bis" document.

RFC publication includes the following tasks:

a) Editing to maintain consistency of style, editorial standards, and clarity. At ~~minimum, the RFC Editor will.~~

---

- Copy-edit the documents. This includes checking spelling and grammar, ensuring readable formatting, checking for inconsistent notation, and resolving ill-formed or ambiguous sentences.
- Enforce the formatting rules of Section 3 of RFC 2223bis.
- Ensure that the title, abstract, and body 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 satisfaction of the guidelines from Section 2 of RFC 2223bis with respect to: URLs, titles, abbreviations, IANA Considerations, author lists, and Requirement-Level words.

- Supply the copyright and IPR boilerplate required by BCPs 78 and 79.
  - Typeset the documents in the standard RFC style.
  - Perform mechanical verification of the formal correctness of MIBs, PIBs, ABNF definitions, XML, and XML schema.
- b) Reviewing independent submissions for technical competence, relevance, and editorial quality, with the aid and advice from the Editorial Board. We will work with the authors when necessary to raise the quality of independent submissions.
- c) Publishing new RFCs online by installing them in the official RFC archive, which is accessible via HTTP, FTP, SMTP, and rsync. The RFC Editor will also continue to provide compressed aggregate files containing subsets of the complete RFC series, accessible via HTTP and FTP.
- 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:

---

- 0329-
- a) The master index of all published RFCs, 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 will also be published periodically 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.

The RFC Editor will also operate the [rfc-interest@rfc-editor.org](mailto: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 and production. Additional tasks that require significant resources may be accommodated by agreement between ISI and the TLG (defined below).

### **(4) Reporting**

ISI will produce at least the following reports:

- A weekly summary of the RFC Editor queue for the TLG (an oversight group comprised of the chair of the IAB, the chair of the IETF, and the CEO of the Internet Society).
- A quarterly summary of financial information for the TLG.
- A plenary report to each IETF meeting, preserved on the RFC Editor web site.
- A monthly status report to the IETF community.

Appendix A: Budget

EXTRACT SUMMARY

Period of Performance: 01/01/2005 – 12/31/2005

Total: \$800,704