

The Internet is for Everyone

January 5, 2006

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

Re: Extension to "RFC-ED Supplemental"
ISI Proposal Number: 2005-ISI-122

Reference:

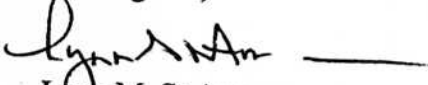
Principal Investigator: Herbert Schorr
Co-PI/Technical POC: Joyce Reynolds
Period of Performance: 1/1/2006 – 12/31/2006
Contract Funds 2006: \$881,584

On behalf of IASA and the IETF, the Internet Society wishes to extend the current contractual relationship between ISOC and USC for RFC Editor services -- Proposal Number 2005-ISI-122

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, and again through December 31, 2005. We wish now to extend the contract for a third time, from January 1, 2006 through December 31, 2006. Attached please find a new Statement of Work and budget dated October 3, 2005, which amends the current contract. The previous award amount of \$2,538,413 is increased by \$881,584 for a new award amount of \$3,419,997.

The Statement of Work and budget are subject to modification by mutual agreement of the parties.

Best regards,


Lynn M. St. Amour
President & CEO

Enclosures

cc: Ms. Leslie Daigle
Mr. Brian Carpenter
Mr. Ray Pelletier

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

Period of Performance: 01-January-2006 thru 31-December-2006

BY

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

ISI Proposal No. 2005-ISI-122

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:



**Michelle C. Rodriguez
Senior Contracts and Grants Administrator
University of Southern California**

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 function that is known as the "RFC Editor". 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 2006 through 31 December 2006.

B. STATEMENT OF WORK

ISI's RFC Editor team will continue to edit and to publish online the "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 to raise the editorial quality of independent submissions, when necessary and possible.
- 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 and maintain public "office hours". 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 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) An "RFC Editor Queue" specifying the stage of every document in the process of editing, review, and publication.
- c) The current "Official Internet Protocols" list. This will also be published periodically as STD 1.
- d) A list of errors (errata) found in published RFCs.
- 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 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) Service Level

The budgeted staffing level is calculated to produce a publication rate of at least 35 RFCs per month, assuming the historic mix of document size and complexity, and assuming one external copy editor not included in this contract. ~~This rate will be measured by documents entering the "Author's 48-Hour" state.~~

RF

The RFC Editor will generally publish documents in first-come, first-served order, but favoring IETF submissions over independent submissions. We will also endeavor to provide expedited publication of particular documents, upon IESG request.

We will seek at all times to optimize staff productivity without unduly sacrificing publication quality.

(4) Improvements and Extensions

The RFC Editor will continue to make technical and management improvements in its operations, to improve staff efficiency and to make its operations as open to the community as is feasible. We will work with the IASA to coordinate RFC Editor status reporting with overall IETF process reporting. We will collaborate with the community in experimenting with new procedures, such as early copy editing and the use of XML.

(5) 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, the IAD, and the CEO of the Internet Society).
- A quarterly summary of financial information for the TLG.
- A plenary report to each IETF meeting.
- A monthly status report to the IETF community.

Appendix A: Budget

EXTRACT SUMMARY

Period of Performance: 01/01/2006 – 12/31/2006

Total: \$881,584