

## **RFC Production Center Questions and Answers June 29, 2015**

1. Would you be able to advise on the approximate volume of work involved, e.g. number of pages annually?

A variety of statistics, including number of documents submitted for publication, the number of documents published, the number of pages in the queue in any given week, and more, are available on the following site: <http://www.rfc-editor.org/reports/>

All statistics are kept and reported on publicly as one of the responsibilities for the RFC Production Center.

2. Are you just looking for editorial, project management and typesetting services, or are you also looking for a more consultative role with training, documentation and creation of style guides and systems?

All of the above are required. The primary responsibility of the RFC Production Center is to offer a professional, high quality edit to documents approved for publication. The RPC is also expected to perform other actions in support of the Series and its authors, including (but not limited to) developing statistics and metrics representing the work being accomplished (see section 5 of the Statement of Work included in the RFP), community liaison activities such as tutorials (see section 6 of the Statement of Work), and working with the RFC Series Editor to update the RFC Style Guide as appropriate (see section 9.3 of the Statement of Work).

3. Do you have sample manuscript files that you could share, so that we can review the types of projects that would be incoming? Likewise, do you have sample XML files or other deliverables, so that we can see the required output?

A link to all items currently in the editorial queue is available here: [http://www.rfc-editor.org/current\\_queue.php](http://www.rfc-editor.org/current_queue.php). Clicking on any of the draft names will take you to the most recent copy of the text and, if available, the author-created XML of the draft.

The following is an example of a draft that has been published; a comparison of the last numbered version (06) and the published version (RFC 7595) will show a sample of what might be edited in a document:

<https://tools.ietf.org/html/draft-ietf-appsawg-uri-scheme-reg-06>

4. Do you have a project schedule?

The editorial work is, of course, ongoing. Project schedules will vary based on size and urgency of the project. Current projects include: transitioning from a purely plain-text publication (see RFC 6949 <<http://www.rfc-editor.org/rfc/rfc6949.txt>>, "RFC Series Format Requirements and Future Development" and the project FAQ at <http://www.rfc-editor.org/rse/FormatFAQ.html>), and revamping the RFC Editor website.

5. Do you have a level of anticipated volume in manuscript pages?

Volume varies somewhat through the year, with the first quarter of the calendar year generally showing the highest rate of submissions. See the statistics and trends available online at <http://www.rfc-editor.org/reports/#subpub>

6. Is attendance at the bidder's conference required in person, or will there be a WebEx/GoToMeeting link provided for remote attendees?

In-person interaction is very useful; remote participation is not currently planned.