

Request for Proposal

RFC Editor

The Internet Society

On behalf of

The IETF Administrative Support Activity

Date of Issuance: July 31, 2006

Proposal Submission Deadline: September 1, 2006, 5:00 P.M. EDT

RFC Editor Request for Proposal

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Section I: General Procedural Information

- A. Summary
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- D. Addenda to RFP and Corrigenda
- E. Oral Presentations
- F. Proposal Evaluation Board
- G. Appeals
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A. Summary

The IETF Administrative Support Activity (IASA), on behalf of the IETF and the IAB, announces this Request for Proposal for an RFC Editor. The Internet Society (ISOC) is the contractor.

The RFC Editor performs the following functions in support of the “Request for Comment” (RFC) document series:

1. Editorial management and publication of RFCs from the IETF community;
2. Editorial management and publication of RFCs from Independent Submissions;
3. Maintenance of archives, indices, errata and lists associated with RFCs;
4. Communication of relevant RFC and processing information online; and
5. Liaison with and training of IETF community.

The initial contract term will be for two years, commencing on January 1, 2007, with an option on the part of the parties for a renewal term of one year upon the same terms and conditions. The contract or contracts will be for a fixed price, except for certain services as noted herein.

The closing date for submission of proposals is Friday, September 1, 2006 not later than 5:00 P.M. EDT.

B. Procurement Office Mailing Address

Proposals shall be addressed to:

Internet Society

Attn: IETF Administrative Director

1775 Wiehle Ave, Suite 102

Reston, VA, USA 2019-5108

C. Questions/Inquiries

1. The sole point of contact regarding this RFP is the IETF Administrative Director (IAD), Ray Pelletier. Members of the IETF Administrative Oversight Committee (IAOC), ISOC leadership and assistance, if appointed, will redirect any received inquiries directly to the IAD.
2. All questions/inquiries must be submitted in writing and must be received no later than August 14, 2006.
3. Questions/inquiries will be accepted by email at iad@ietf.org.
4. Responses to questions and inquiries shall be posted on the IASA website, www.ietf.org, no later than August 21, 2006.

D. Addenda to RFP and Corrigenda

1. If IASA finds it necessary to revise any part of this RFP or correct any errors, an addendum will be provided in the same manner as the original RFP.
2. Addenda will be posted to the IASA website.
3. Addenda to the RFP will not be issued after August 21, 2006.
4. The proposal shall reflect acknowledgement of receipt of all amendments, addenda and changes, if issued, with the proposal.

E. Oral Presentations

1. Oral presentations may be required. If requested, said presentations may be conducted at the ISOC's offices in Reston, Virginia. Offerors will be responsible for their own expenses associated with such presentations.

F. Assistance

1. The IAOC may seek the assistance of others in the fulfillment of its responsibilities.

G. Appeals

1. An Offeror may submit a request in writing to the IAOC for a review and re-evaluation of its rejection or disqualification within seven (7) days of notification. Such written request shall include the basis for the appeal.
2. The IAOC shall respond in writing within seven (7) days.
3. The IAOC may accept or reject the appeal in whole or in part. All decisions of the IAOC are final.

H. Process Modification

1. In the case where timely responses to the RFP fail to meet the basic requirements, the IASA reserves the right to modify this RFP process.
2. The IASA may choose to re-open the RFP or to enter into further negotiations with one or more of the Offerors in order to achieve the highest level of service possible within financial constraints.

I. Projected Schedule of Events

The IASA intends to process this RFP in accordance with the following schedule:

RFC Editor RFP Projected Schedule of Events	
Date	Action
July 31, 2006	RFP Issued
August 14	Questions and Inquiries deadline
August 21	Answers to questions deadline
August 21	Addenda & Corrigenda deadline
September 1	Proposals due
September 4 – 8	Initial Proposal Evaluation Period
September 11- 29	Negotiations
September 25	MoU(s), if necessary
September 29	Contract Award(s)
October - December	Vendor transition
January 1, 2007	Contract(s) commence

Section II Specifications

This section provides details about the proposal submission, contract terms and contractor requirements.

- A. Term of Contract
- B. Closing Date & Submittal Requirements
- C. Duration of Proposal Offer
- D. IASA Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification
- E. Public Information
- F. Subcontractors
- G. Incurred Expenses
- H. Type of Contract(s)
- I. General Contractual Conditions
- J. Offeror Affidavit
- K. Experience
- L. Key Personnel

A. Term of Contract

1. The initial contract term will be for two years, commencing on January 1, 2007, with an option on the part of the parties for a renewal term of one (1) year upon the same terms and conditions.
2. The renewal of the Agreement should not be presumed, as it will be based on each party's sole discretion, the needs of the IETF Community and performance under the contract.

B. Closing Date & Submittal Requirements

1. One (1) original and five (5) copies of the proposal shall arrive at the Procurement Office Mailing Address on or before Friday, September 1, 2006 not later than 5:00 P.M. EDT, in order to be considered. Offerors should allow sufficient mail delivery time to ensure timely receipt.
2. Proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered.
3. Proposals containing the original signatures shall be marked "Original".
4. A PDF copy of the "Original" proposal must also be submitted by email to the IAD at iad@ietf.org by the closing date and time.

C. Duration of Proposal Offer

1. Proposals shall be valid and irrevocable for 180 days following the closing date for this RFP.
2. This period may be extended by written agreement between an Offeror and the IAD.

D. IASA Discretion; Cancellation, Negotiation, Contracting, Rejection, Clarification

1. The IASA may cancel this RFP, in whole or in part, at any time.
2. The IASA may obtain the assistance of others in fulfillment of its responsibilities.
3. The IASA may contract with one or more Offerors to accomplish the tasks reflected in the Statement of Work.
4. The IASA may disqualify proposals which it deems to be non-responsive.
5. The IASA may reject an Offeror's proposal if the Offeror:
 - a. Fails to submit by the deadline
 - b. Fails to submit the information required

- c. Fails to submit a proposal in accordance with the required format
 - d. Fails to submit a costs quotation response
 - e. Fails to respond to requests for clarification or to make an oral presentation, if requested
 - f. Fails to complete the Offeror Affidavit
 - g. For any other reason that the IASA deems to be reasonable
6. The IASA may seek clarification of any element of an Offeror's proposal.
 7. The IASA may require Offerors to make oral presentations in person at the ISOC's offices in Reston, Virginia, USA. Each Offeror will be responsible for its own expenses associated with such presentations.
 8. The IASA may select one or more Offerors for contract negotiations on the basis of the strength, viability and financial terms of their proposals and presentations, their known track records for similar functions, and the credentials and experience presented in their proposals. The IASA does not make any commitment regarding the outcome of these negotiations.
 9. The IASA will seek to enter into contract(s) with an Offeror or Offerors that IASA deems, in its sole discretion, to represent the best value combination of performance and cost, not necessarily the low bidder.
 10. Following the successful negotiation of the principal financial and performance terms with an Offeror, ISOC may enter into a Memorandum of Understanding with such Offeror prior to negotiating and executing definitive service agreement. A contract shall not be deemed to be awarded hereunder unless and until the execution of a definitive agreement with the Offeror.
 11. All proposals shall become the property of the IASA.

E. Public Information

The IETF is a community committed to transparency in the manner in which it conducts its operations. Accordingly, the following will apply to the contract, proposal, and negotiations:

1. The contract, including cost, but not individual salaries, will be made public upon execution.
2. The Offerors' names will be announced on September 5, 2006.
3. The Offeror's proposal will NOT be released during negotiations.
4. Negotiations are private among the Offeror, and the IAD, the IAB, the IAOC, and ISOC leadership.
5. All proposals submitted by an Offeror shall become the property of the IASA.

F. Subcontractors

1. The Internet Society will enter into agreements with selected Offeror(s) only, not the Offeror's subcontractors.
2. The selected Offerors(s) shall be responsible for all products and services as required by this RFP.
3. Subcontractors, if any, shall be identified with a complete description of qualifications and roles relative to this proposal, and shall be included at the time of proposal submission.
4. Subcontractors may not be placed under contract in any way that obligates the IASA or that delegates work that the proposal indicates will be performed by Offeror personnel without the written approval of the IAD.

G. Incurred Expenses

1. The Offeror shall be responsible for any cost incurred in the preparation and submission of a proposal, oral presentations in support of such proposal, and negotiation of a Memorandum of Understanding, if any, and a definitive services agreement.

H. Nature of Contract(s)

1. The RFC Editor performs many functions. IASA is willing to entertain bids for the entire RFC Editor set of services, as well as bids for discrete subsets of those services.

2. Those proposing to bid discrete subsets must explain how they propose to integrate those services with other vendors and the IETF.

I. Type of Contract(s)

1. The contract(s) will be a fixed-price contract, except as noted under 'Pre-Approval Editing'.

J. General Contractual Conditions

1. Any contract will contain the general provisions included in this RFP.

2. This RFP, including the Statement of Work (to be aligned with references: draft-mankin-pub-req, draft-iab-rfc-editor), and the successful Offeror(s)' proposal(s) will be incorporated by reference and made a part of the contract. Certain IETF process documents (Best Current Practices) define rules that affect the performance of the work and shall also be incorporated by reference.

K. Offeror Affidavit

1. Each proposal shall include a completed Offeror Affidavit, a copy of which is included in Appendix 2.

L. Experience

1. Offeror must have experience in editing, technical writing and/or on-line publishing, technical materials, and such technical expertise as appropriate to the proposal.

M. Key Personnel

1. Offeror shall identify and provide the resumes of key personnel.

2. Key personnel shall include the proposed RFC Editor if applicable to the nature of the bid.

3. The contract may be adjusted or terminated if key personnel are identified but cannot be supplied by Offeror at contract execution or within sixty days thereafter, at the discretion of IASA.

N. Contractor Obligations

1. Offeror shall provide for and pay the compensation of its personnel, including Subcontractors, and shall pay all taxes, contributions and benefits (such as, but not limited to, workers' compensation benefits) which an employer is required to pay relating to the employment of employees.

2. The ISOC and IAOC will not be responsible for providing any compensation, insurance, medical, disability or other benefits to Offeror's personnel or subcontractors.

Section III Summary of Work Statement

The RFC Editor performs the following functions for the “Request for Comment” (RFC) document series:

1. Editorial management and publication of RFCs from the IETF community;
2. Editorial management and publication of RFCs from Independent Submissions;
3. Maintenance of archives, indices, errata and lists associated with RFCs;
4. Communication of relevant RFC and processing information online; and
5. Liaison with and training of IETF community.

See Appendix I for the specific Statement of Work.

Section IV Service Levels

Introduction

- A. General
- B. Historical and Estimated Workload and Pattern
- C. Service Levels
- D. Third Party Interaction

Introduction

The RFC publication process includes the activities of the RFC Editor, for which the RFC Editor is responsible and accountable, and those of third parties, for which the RFC Editor is not directly responsible and accountable. These third parties include, among others, the IAB, IESG, IRSG, IANA, and authors. While not directly responsible for third party actions the RFC Editor does have obligations to interact, initiate contact, maintain contact, escalate matters when appropriate, and generally keep the publication process moving in a timely and efficient manner.

A. General

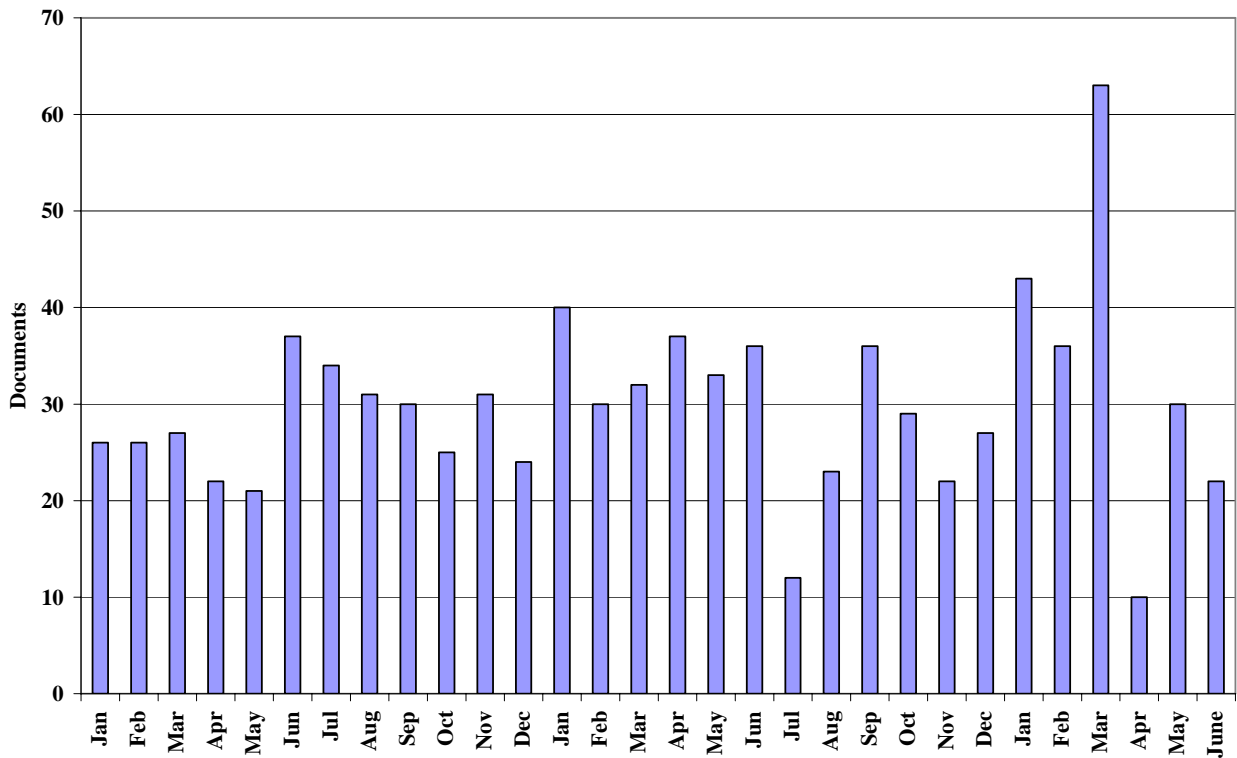
1. The RFC Editor shall perform its responsibilities in an efficient, timely and professional manner.
2. The RFC Editor shall interact with third parties to maintain an efficient and timely publication process.
3. Service level requirements are based upon calendar days.
4. The RFC Editor is to maintain data and report on the calendar days in third party states, reference states and RFC Editor states for each document.

B. Historical and Estimated Workload and Pattern

1. Historical Workload and Pattern
 - a. The average monthly submissions from the IETF community streams
 1. 2003: 25
 2. 2004: 28
 3. 2005: 30
 4. 2006: 34 (Through June)
 - b. Pattern
 1. Submissions grew 7% from 2004 to 2005 and 13% from 2005 to an extrapolated 2006.
 2. IETF meetings appear to have an impact on submissions activity. IETF meetings are typically conducted in March, July and November and there is usually an increase in activity in preparation for the meetings.
 3. The pattern in March and April of 2006 is unusual. Submissions in March and April of 2006 reflect transitional IESG activity from an old board to a new board.

c. IETF Community Stream Submissions 2004 – 2006

IETF Community Submissions 2004 - 2006

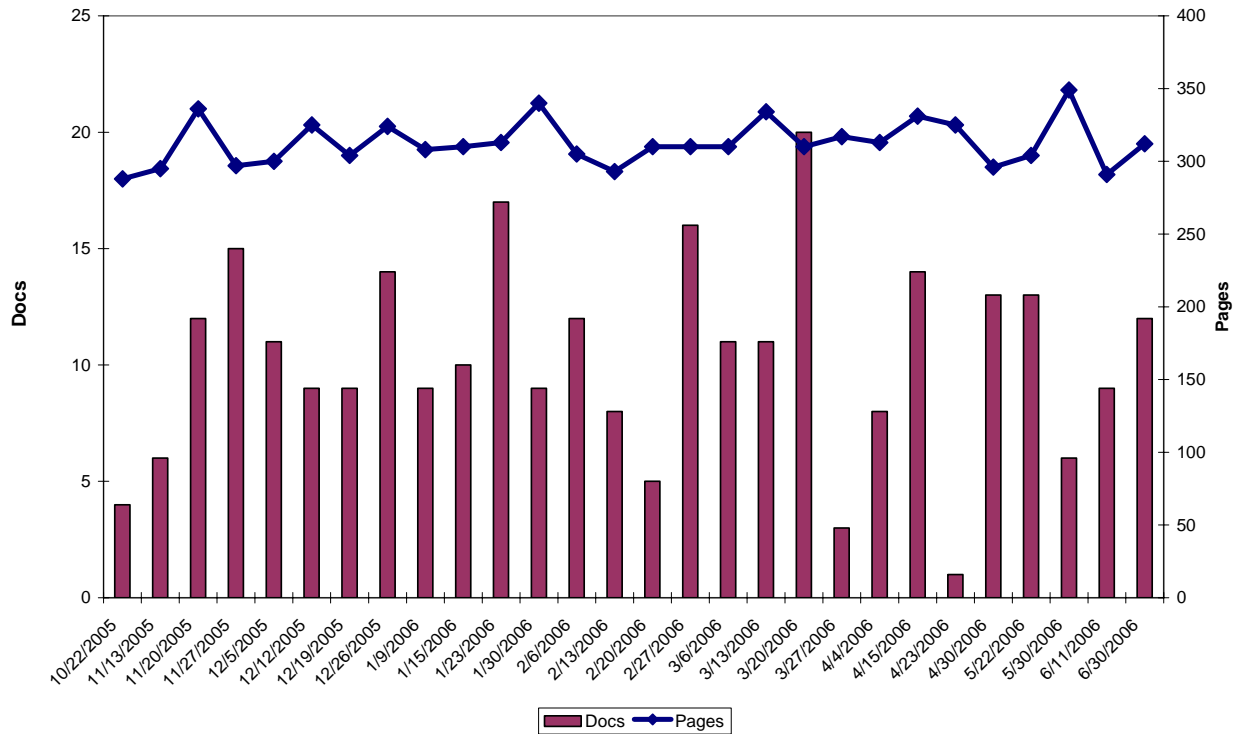


d. Page length of published documents historical data

1. Available data for 2004 and 2005 suggests an average page length of 26 pages.
2. Document page length data for 2006:
 - a) Low: 4 pages
 - b) Average: 30 pages
 - c) High: 325 pages
 - d) Median (est. from copy-edit contractor 305 docs): 21 pages

e. The following chart reflects the weekly output in number of pages and documents of one outsourced copy-editor from October 2005 through April 2006, and biweekly from May through June 2006. It is not intended as a guide to copy-editing productivity, but as an indication of the relationship between documents and document lengths. The copy-editor processed 287 documents, totaling 8,750 pages, for an average document length of 30 pages.

One Copy-Editor Documents and Pages: October 2005 - June 2006



2. Estimated Workload and Pattern

- a. Based upon historical data and growth, the RFC Editor may expect to process approximately 440 document submissions from the IETF community in 2007 and 480 documents in 2008.
- b. Thirty pages is the estimated average length in 2007; thirty-three, in 2008.
- c. It is anticipated that submissions will follow the historical pattern reflected in the 2004 – 2006 IETF Community Submissions chart above.
- d. Independent submissions fluctuate year to year, but the RFC Editor may expect up to thirty-five (35) submissions in each of 2007 and 2008.

3. Document Queue

- a. The document queue represents the backlog of the RFC Editor; documents in work, documents awaiting work, documents delayed awaiting arrival of referenced documents, and documents in the hands of third parties, such as authors, and IANA.
- b. Historically this queue averaged 189 documents per month in 2004; 260, in 2005; and 222, through June 2006.
- c. The queue as of July 24, 2006 has 211 document, including Independent Submissions, averaging 35 pages.

d. The queue has documents in the following states:

RFC Editor Queue 7-24-06							
211 Documents: 7469 Pages							
RFC Editor						Independent	
IETF In Work		Awaiting 3rd Party Action				Submissions	
States/Pages		States/Pages				States/Pages	
Edit/1,435	42	Auth 48/641	21	Ref/1,117	38	ISR/1,279	26
RFC Editor/1,847	53	Author/69	1			ISR-Auth/123	9
Unknown/109	4	Time Out/162	4				
		IANA/687	13				
Totals/3,391	99	1,559	39	1,117	38	1,402	35

States:

Edit – Approved IETF community documents awaiting processing/in edit

RFC Editor – Pending RFC Editor final review before AUTH 48 state

Unknown – State undetermined

Auth 48 – Awaiting Author Final Review

Author – Awaiting Author Action

Time Out – IESG review for conflict/concurrence with other IETF work

IANA – IANA registration

Ref – Holding for normative referenced document(s)

ISR – Independent Submission review by RFC Editor

ISR-AUTH – Awaiting author update/response

C. Document Processing Service Levels

1. Publication Processing

a. A document is “received” by the RFC Editor on the date of the Protocol/Document Action email.

b. A document is “published” when it is announced by the RFC Editor.

c. A document is in an RFC Editor state when the work of the RFC Editor is not being delayed by the actions of a third party. For example, IANA actions and RFC Editor activity can often be accomplished in parallel, in which case it remains in an RFC Editor state. Also, RFC Editor activity can take place while a document is awaiting normative reference documents to process.

2. Publication Processing Times

a. Processing times per document are from receipt date to publication date in calendar days.

b. The total publication processing time goal for each document from receipt to publication is thirty (30) days.

c. The RFC Editor total processing time (i.e., time in Edit and RFC Editor states, not third party action states, which, by definition, delay RFC Editor processing) goal for each document is twenty (20) days.

d. By July 1, 2007, 60% of the published documents shall have an RFC Editor processing time of 20 days or fewer.

e. By October 1, 2007, 75% of the published documents shall have an RFC Editor processing time of 20 days or fewer.

f. By January 1, 2008, 90% of the published documents shall have an RFC Editor processing time of 20 days or fewer.

g. Total publication processing time goals include RFC Editor states and third party action states. The RFC Editor shall interact with third parties to maintain an efficient and timely publication process, using escalation methods when appropriate.

h. By July 1, 2007, 50% of the published documents shall have a publication processing time of 30 days.

i. By January 1, 2008, 75% of the published documents shall have a publication processing time of 30 days.

j. The RFC Editor shall commit to continuous process improvement leading to the reduction of outliers in RFC Editor and publication processing times.

k. There shall be no long term growth trend in the length of the publication queue.

3. Document Quality

a. Document quality shall be consistent with the RFC series historically.

4. Pre-Approval Editing

a. Pre-approval editing is not authorized at this time.

b. When authorized, the pre-approval editing, i.e., early copy-editing while still in a Working Group state, processing goal is under ten (10) days.

c. Offeror shall include a price per page cost quote for pre-approval editing in its cost quotation.

5. Coordination of Services

a. Publication will generally be on a first-in, first-out order. Coordination with and prioritization of document streams will be worked out between the IAB and the RFC Editor, but historically have favored IETF community submissions. Some stream process definitions may include provision for expedited publishing (within the stream). For example, the IESG is authorized to request expedited publishing in special circumstances. Publication may be delayed by external dependencies.

6. Other Service Levels

a. Service levels for other tasks will be established during the negotiation phase.

D. Third Party Interaction

1. The Editor will interact with IANA, authors, reviewers, the IESG and others in the proper performance of its responsibilities. It will be responsible for managing those relationships, including the establishment of due dates when appropriate, follow-up notices, and escalation to maintain the publication process in a timely fashion.

Section V Proposal Format

- A. Proposals
- B. Preparation
- C. Costs
- D. Proposal Format

A. Proposals

1. Proposals shall be submitted in the proposal format to facilitate proposal review.
2. Failure to submit the proposal in the format may be grounds for proposal rejection.
3. The successful Offeror will define their proposed methodology and why the approach is the preferred approach.

B. Preparation

1. Proposals should be prepared simply and economically, providing a concise and straightforward, but provide a complete and detailed, description of the Offeror's abilities and methodologies to meet the requirements set forth in the RFP.

C. Costs

1. Offeror shall identify all project-related costs included directly in the proposed budget.
2. In cases where institutional overhead is commonly represented as an indirect rate or shared F&A, the Offeror will provide explicit back-up documentation for both the rate and items and services covered.
3. Indirect costs in excess of 35% of direct expenses will be considered excessive.
4. Offerors shall include a quote for pre-approval editing, discussed herein.
5. In addition to 1 and 4, Offerorss may also bid a range of prices linked to a range of performance levels. For example it would be acceptable to bid one price for complete adherence to performance targets and another price for adherence to the targets for 90% of the year. The exact price and performance level will be subject to final negotiations.

D. Proposal Format

1. Transmittal letter with signature of authorized representative
2. Executive Summary
3. Table of Contents
4. Experience, Qualifications and Accomplishments in this area
5. Key Personnel
6. Commitment to meet functional requirement and service levels
7. Methodologies for meeting functional requirements and service levels
8. References (Three references attesting to performance in similar publishing function)
9. Cost Quotation including quotation for pre-approval editing.
10. Resumes of Key Personnel
11. Subcontractor Information
12. Assumptions
13. Exceptions to any specifications, terms, conditions, service levels
14. Offeror Affidavit
15. Annual Reports of Business
16. Miscellaneous Information
17. Signature Page

Section VI Selection

- A. Selection Procedure
- B. Selection Criteria
- C. Negotiation Stage
- D. Award

A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of all proposals to determine if they are qualified.
2. Oral presentations may be conducted by the IAOC.
3. Requests for clarity may be made of the Offeror.
3. Offerors will be notified by September 8th if their proposal has been disqualified or rejected, the reasons for the disqualification and their rights to appeal within seven (7) days in writing.
4. Qualified Offerors will be notified of their selection for advancement to the negotiation phase on September 11, 2006.

B. Selection Criteria

- a. Vendor Qualifications and Experience performing similar services
- b. Key Personnel
- c. Vendor Ability to Meet Requirements
- d. Proposal as a reflection of Offeror's understanding of scope of work and methodologies
- e. Oral presentation, if conducted
- f. Cost to furnish the services (Note: The lowest cost offer will not necessarily be awarded a contract.)

C. Negotiation Phase

1. ISOC may enter into contract(s) with an Offeror or Offerors that represents the best value combination of performance and cost, not necessarily the low bidder.
2. The IAD will submit questions to each Offeror seeking clarification of any element of their proposal, if needed.
3. Negotiations will be undertaken in accordance with the timetable in Section I.
4. Negotiations may include face to face sessions. Offerors are responsible for their own expenses associated therewith.
5. The IASA reserves the right to solicit a best and final offer from each remaining Offeror.

D. Award

1. The Contract(s) is/are expected to be concluded by September 29, 2006, however, if it appears that date will not be met, the essential terms of an agreement may be concluded in an MoU by September 25, 2006.
2. The Contract is not awarded until a definitive contract is executed by the parties.
3. The Contract term begins January 1, 2007.

Section VII Other Terms and Conditions

A. Intellectual Property Rights

A. Intellectual Property Rights

1. All work performed by the RFC Editor shall be “work for hire” and the RFC Editor shall obtain no rights there from.

Section VIII Offeror Checklist

Offeror Checklist				
	Subject	Section	Reference	
1	Questions/Inquiries	I	C2	
2	Addenda to RFP	I	D4	
3	Closing Date/Submittal Requirements	II	B	
4	Public Information	II	E6	
5	Subcontractors	II	F3	
6	Offeror Affidavit	II	K1 App 1	
7	Key Personnel	II	M1	
8	Pre-Approval Editing	IV	C4c	
9	Proposal	V	A1	
10	Preparation	V	B1	
11	Costs	V	C1	
12	Signature Page	IX		

Section IX
Signature Page

Date Proposal Submitted: _____

Offeror: _____

Name/Title of Offeror Representative:

Address of Offeror:

Telephone: _____ Facsimile: _____

Offeror Representative Email Address:

Signature of Offeror Representative:

Date: _____

Appendix I Statement of Work

Reference: This Statement of Work was prepared based on “Requirements for IETF Technical Publication Service”, draft-mankin-pub-req, and the framework for the RFC Editor function expressed in draft-iab-rfc-editor. The Statement of Work in any eventual contract will be adjusted to reflect circumstances of the specific contract as well as any changes made to the final (approved) version of those documents. Additionally, various IETF process documents and operational procedures affect the work of the RFC Editor.

A. RFC Editor Functions

The RFC Editor will perform the following functions pertaining to the “Request for Comment” (RFC) document series:

1. Editorial management and publication of documents in the RFC streams for the Internet Engineering Task Force (IETF), the Internet Research Task Force (IRTF), and the Internet Architecture Board (IAB), collectively referred to as “the IETF community”. The IETF and the IRTF are managed respectively by the Internet Engineering Steering Group (IESG) and the Internet Research Steering Group (IRSG). The members of the IESG are known as Area Directors (ADs).

Documents from the IETF community may be generated from several streams, including IETF working groups and individual submissions through Area Directors, the IAB, and the IRTF. The following tasks apply to documents from any party in the IETF community.

Where reference is made to IETF individuals who may authorize certain actions, these individuals will be identified from time to time by the IAB, IESG and IRSG.

a. Copy-Editing

1) Review and edit the document for grammar, spelling, formatting, alignment with boilerplate, document structure, etc. The review should strive to maintain consistency of style, consistency in appearance with previously published documents, editorial standards, and clarity.

2) Maintain a tracking system for copy-edits, and ensure that changes are signed off by all authors, and approved by an authorized IETF individual.

3) Exercise restraint in copy-edits. The predominant goal is technical accuracy and clarity.

4) The RFC Editor should be capable of performing an editorial review of documents upon request early enough to allow any changes to be reviewed within the technical review process. This is an optional service that may or may not be required and hence it must be separately priced. This review should strive to maintain consistency in appearance with previously published documents. For the IETF standards process stream this review is expected to be performed before WG last call and provide feedback to the authors to improve quality of the documents. For the IETF standards process stream the publisher should not perform a technical review of the document.

5) In rare cases, where some or all document text is the result of a careful negotiation of contributions, accept text which is to be published nearly verbatim (there may be spelling and minimal formatting edits). In the IETF standards stream, verbatim publication may be requested by the IESG. Any document may contain computer code, formal languages, or similar material in which no changes must be made except when technical errors are detected.

b. Validation of references

1) Ensure that references within specifications are available and that referenced IETF documents (RFCs and Internet Drafts) are latest versions available. Also, match citations and references for consistency. In the IETF standards stream, specific rules on the suitability and availability of references apply, documented in various IETF process documents, as interpreted by the IESG. IETF documents may be delayed waiting for normative references to become available.

c. Validation of formal languages

1) The RFC Editor should validate the syntax of sections of documents containing formal languages. In particular ASN.1, ABNF, and XML should be verified using appropriate tools.

d. Insertion of Parameter Values

1) Review documents for required IANA actions and work with IANA (or possibly other organizations maintaining registries) to populate protocol parameters into documents when required prior to publication.

e. Pre-Publication Technical Corrections

1) Incorporate technical changes for an IETF community document when required
2) Ensure that any available source documents associated with a publication are also updated in concert with their associated specifications.

f. Allocation of Permanent Stable Identifiers for Reference Purposes

1) Allocate stable identifiers such as RFC numbers.
2) Assign additional permanent identifiers associated with various classes of documents as directed by the IETF

g. Document Format Conversions

1) Accept as input ASCII text files and publish documents as ASCII text files, and PDF files
2) When mutually convenient accept document source files of value in the publishing process.
3) Accept supplemental files that may contain information such as: code, formal descriptions (XML, ASN.1, etc.), graphics, data files, etc.
4) Supplemental files may also include enhanced versions of the document containing graphics or sections not presentable in text format. Any supplemental files, barring any changes or, potentially even experiments, with the IETF process rules, will be associated with the published IETF documents, but may not be editable by the publisher.

h. Language Translation

1) Documents are published only in English.

i. Exception Handling

1) Permit documents to be withdrawn from or put on hold prior to publication.

j. Notification of publication

1) Announce the availability of published documents. The document is “published” on the date of announcement.

k. Expedited Handling

1) Expedite the processing of specific documents within a given document stream at the request of the appropriate IETF community party, i.e., IESG, IRSG or IAB.

l. Process and Document Evolution

1) Participate in the discussions of changes to author guidelines and publication process changes

2) Participate in and support process experiments involving the technical publication process

2. Editorial management and publication of RFCs from Independent Submissions;

Documents may be submitted independent of the IETF community directly to the RFC Editor and are referred to as Independent Submissions. The review and approval process for independent submissions is, although not totally, largely independent of the IETF community. However, the process contains many of the same tasks, including 1 a – 1 j above, as appropriate. The following RFC Editor tasks apply to Independent Submissions.

a. Perform Initial Review

1) Review document to determine whether there is high likelihood of conflicts or other interactions with IETF efforts (including whether the document is one that the IESG should probably process), and, if so, forward the document to the IESG, or relevant ADs, for preliminary evaluation and comment. See e. below.

b. Document Rejection

1) Reject a submitted document at any point in the process if it does not appear publishable, i.e., the submission does not meet the technical or editorial standards of the RFC Series or is not relevant to the areas that the series covers

c. Document Iteration

1) Iterate with the author on the document to improve its quality

d. Review and Evaluation

1) Arrange for one or more reviews of the document by Editorial Board; reviews or evaluation of reviews by others

2) Unsolicited reviews may be received from parties independent of the author

3) The author may request that the RFC Editor solicit additional reviews

4) In exceptional cases the author may request the IAB review the document(s)

e. IETF Interaction

1) Submit document to IESG for its review in accordance with applicable RFCs.

2) Delay publication of a document upon the request of the IESG for a period up to 18 months

3) Consider a request by the IESG to not publish a document as part of the RFC series

4) Review and address, if necessary, comments posted by the IESG as individual comments in the ID tracker.

f. Decision

1) Make the final decision whether to publish the document

g. Final Editing and Publication

1) Edit and publish in a fashion similar to other RFCs, with principles about priorities worked out with out with the IAB as appropriate.

h. Coordination with Other Document Streams

1) Coordination and prioritization relative to other document streams will be worked out between the IAB and the RFC Editor.

3. Maintenance of archives, indices, errata and lists associated with RFCs

a. Indexing: Maintenance of the Catalog

1) Maintain the index of all published documents in human and machine readable (.txt, html and .xml) forms

2) Provide the permanent archive for published documents

3) Store and update meta information associated with a published document as its status changes

4) Secure the archive to prevent the modification of published documents by external parties

5) Provide the permanent archive of any source documents associated with a published specification

6) Change the status of an IETF community document in the index (e.g., to Historic) at the direction of the relevant IETF party (IAB, IESG, IRSG)

7) Support IETF, IASA, IAB or ISOC as requested with respect to responding to legal requests, subpoenas or other legal processes that implicate the RFC series of documents and/or particular documents published by the RFC Editor either prior to or during the term of the contract.

b. Post Publication Corrections

1) Maintain errata for published documents using specific procedures for errata evaluation and approval. which policies, form, presentation and priority regarding the same will be determined by the IETF/IESG or IAB as appropriate

2) Provide information on relevant errata as part of the information associated with an RFC

c. Access to Published Documents

1) Provide search tools for finding published documents and relevant meta information associated with a published document such as, category of document, type of standard (if standards track), obsoleted by or updated by information, and associated errata

2) Integrate search tools with the IETF search tools

3) Provide direct access to documents, by generally used methods such as, ftp, http and rsynch access

4. Communication of relevant RFC and processing information online

The RFC Editor shall maintain a website with the following information:

a. Publication Status Tracking

1) Provide state information for each document in the publication process

2) Integrate its state information with the IETF tools to provide end-to-end status tracking of documents

3) Provide external visibility of not only the fact that a document is in an extended waiting period, but also the token-holder and circumstances of the wait

b. Providing Publication Statistics and Status Reports

- 1) Provide monthly reports reflecting service level compliance data for RFC Editor states (Edit and RFC Editor), publication, third party and normative reference processing
- 2) Provide monthly statistics on average queue times and documents processed sorted by document stream. The presentation should provide a historical context to identify trends
- 3) Provide periodic status reports to the IETF meetings to apprise the community of their work and performance
- 4) Provide a histogram report of performance per document state
- 5) Provide monthly reports giving RFC queue arrivals, completions, and documents on the queue sorted by document stream
- 6) Indicate the number of documents in each state at the end of each month sorted by document stream
- 7) Provide monthly statistics on the types of editorial corrections being found during reviews as well as the percent of corrections which are rejected by the authors
- 8) Provide monthly statistics on author (or other persons outside of the RFC Editor empowered to make changes) requested changes to documents under publication

5. Liaison with and training of IETF community

a. Tutorial and Help Services

- 1) Provide and maintain documentation giving guidance to authors on the layout, structure, expectations, etc. required to develop documents suitable for publication
- 2) For the IETF standards process stream, the RFC Editor should follow IETF guidance in specifying documentation guidelines
- 3) Provide tutorials to the IETF community to educate authors on the processes and expectations of the IETF technical publisher
- 4) Provide a contact e-mail address and correspond as required to progress the publication work, and address queries from both inside and outside of the IETF community
- 5) Provide a help desk at IETF meetings.

B. Management Responsibility

The Editor will interact with IANA, authors, reviewers, the IESG and others in the proper performance of its responsibilities. It will be responsible for managing those relationships, including the establishment of due dates, follow-up notices, and escalation to maintain the publication process in a timely fashion.

C. Collaboration

1. The RFC Editor shall work with the appropriate parties to integrate its document tracking system with the IETF ID Tracker and the IANA tracking system by July 1, 2007.

D. Liaison and Communication Support

1. Through liaison participants, the RFC Editor should take part in IESG and IAB formal meetings, usually telechats, and may participate in IESG and IAB face-to-face activities at IETF meetings, and other activities such as retreats when requested.

Appendix II
Offeror's Affidavit

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

I FURTHER AFFIRM THAT:

1. The Offeror 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 Offeror has been in business for _____ years and _____ months.
3. The Offeror'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)