RFC Series Editor
STATEMENT OF WORK

PROJECT SUMMARY

The RFC Series Editor (RSE) has overall responsibility for the quality, continuity, and evolution of the Request for Comments (RFC) Series, the Internet's seminal technical standards and publications series as set forth in RFC 6635. The Series documents technical, operational, and organizational details about the Internet, covering many aspects of computer networking, including protocols, procedures, programs, and concepts. The RFC Series was created in 1969 and publishes over 350 new RFCs every year. The RFC Series Editor has both operational and policy development responsibilities, including the editorial management of the RFC Series and the development of policies for editing, publishing, archiving, and accessing RFCs. Editorial management includes supervising the RFC Production Center and the RFC Publisher contractors, which review, prepare, and publish RFC Series documents. This is an editorial management position, and does not have direct responsibility for editing RFC Series documents or document publication determinations.

A note about RFC6635: Section 2.1.5 (Workload) of RFC6635 is not applicable to this Statement of Work.

Contractor will also be required to attend three annual IETF meetings (one week in duration each) and up to two days attendance at the annual RSOC retreat.

For a detailed description of the RFC development and publication process, please see: <http://www.rfc-editor.org/pubprocess.html>. Additional information on the RFC Series Editor position and relationship with other entities can be found in RFC 6635 <http://www.rfc-editor.org/info/rfc6635>.

CONTRACT PERIOD:

    a. Term: The initial term of the Contract is two years beginning on the Effective Date.
    b. Extensions: The Contract may be extended twice by mutual written agreement of the parties with each Extension being for a period of up to two years.

    c. Effective Date: January 1, 2018

REPORTING RELATIONSHIPS

Reports to the RFC Series Oversight Committee (RSOC), a committee of the Internet Architecture Board (http://www.iab.org). Manages the RFC Production Center and the RFC Publisher function contractors.

SCOPE OF WORK-Primary

Operational Oversight Areas

- Develop the statements of work and performance level requirements for the Production Center and Publisher in consultation with the RFC Series Stream Managers, and the RSOC.
- Oversee and coordinate on-going Production Center and Publisher activities, resolve exceptional production or publication issues and other escalated issues, including guidance in the development

of action plans to address areas requiring improvement and ensuring compliance with service details.

- Conduct annual reviews of the Production Center and the Publisher service-providers as established within contracts. Chair the committee for the selection of the Production Center and Publisher vendors.
- Provide input into the budget development process for the Production Center and Publisher contracts,
- Monitor RFC review and publication process and pursue resolution of any issues.
- Ensure on-going utility and improvement of the rfc-editor.org technical infrastructure, which is operated and maintained by the RFC Publisher during the contract period.
- Create documentation and structures that will allow for the RFC Series' continuity in the face of changes in contracts and personnel.
- Develop and maintain, in consultation with the Production Center and Internet technical community, a Style Manual for the authoring and editing of RFCs.

Policy Development Areas

- Serve as the primary representative of the RFC Series and the RFC review and publication functions, within the IETF community and externally.
- Plan and see to the execution of improvements in the RFC review and publication process, including dimensions of document quality, timeliness of production, and accessibility of results, as well as issues raised by the Internet community and the content providers.
- Lead the IETF community in the development of improvements to and the long-term evolution of the RFC Series, and developing consensus versions of vision and policy documents, to be approved by the RSOC.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelors degree or equivalent experience required; Masters degree preferred.
- Leadership and management experience, including demonstrated success in managing a matrixed, multi-vendor operation.
- Significant editorial and publishing experience desired.
- Familiarity with a wide range of Internet technologies.
- Experience as an RFC author desired.

SKILLS AND ABILITIES REQUIRED:

- Excellent written and verbal communication skills in English and technical terminology related to the Internet; knowledge of additional languages desired.
- An ability to develop a solid understanding of the IETF, its culture, and the RFC process.
- Ability to fulfill scope of work independently, via email and teleconference, with strong time-management skills.
- Willingness and ability to travel internationally as required.
- Capable of effectively functioning in a multi-actor and matrixed environment with divided authority and responsibility for project success; ability to work with clarity and flexibility with different constituencies.