



---

Making the Internet work better

# IETF Temporary RFC Series Project Manager RFP

2019-10-04

IETF Executive Director  
[Exec-director@ietf.org](mailto:Exec-director@ietf.org)

[www.ietf.org](http://www.ietf.org)

## Overview

The IETF Administration LLC (IETF LLC) is soliciting proposals ("Proposals") for the Temporary RFC Series Project Manager (PM).

## Timeline

04 Oct 19:	RFP Issued
14 Oct 19:	Questions and Inquiries deadline
25 Oct 19:	Answers to questions issued, RFP Addenda and Update issued
11 Nov 19:	Proposals due
22 Nov 19:	Selection made, negotiations begin
09 Dec 19:	Contract execution
01 Jan 20:	Work begins

## Specifications

The services are described in the Statement of Work.

The closing date for submission of proposals is Monday, November 11, 2019 not later than 5:00 P.M. UTC.

## Proposal Format

1. Executive Summary
2. Experience, Qualifications and Accomplishments in this area
3. Project Approach & Plan
4. Implementation and transition plan to assume responsibilities by January 1, 2020, including barriers and risks to Offeror achieving success.
5. References (Three references, where possible, attesting to performance in a similar function.)
6. Cost & Payment Schedule
7. Miscellaneous

Please reply with questions, if any, and a bid if you are interested in pursuing this opportunity to [exec-director@ietf.org](mailto:exec-director@ietf.org).

Thanks in advance.

Portia Wenzel-Danley



## Temporary RFC Series Project Manager: Statement of Work

### Project Summary

The Temporary RFC Series Project Manager (PM) will assume responsibility for a subset of the tasks that are normally performed by the RFC Series Editor (RSE) role during the term of the contract, outlined below. As this is a temporary position, the PM shall not be responsible for the evolution of the RFC series. Instead the PM shall shepherd changes already planned or in progress, and such incremental changes as are necessary to meet those goals. The general responsibilities of the RSE are laid out in RFC 6635, but that document should only be understood to apply to this project to the extent it, or parts of it, is incorporated by reference into the actual contract. The scope of responsibilities and goals of the PM role are outlined below.

For the purposes of this document, the Temporary RFC Series Project Manager will be denoted as PM.

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

The PM shall provide periodic reports on the state of their goals, and the RPC, and provide these reports to the RFC Series Oversight Committee (RSOC). (See "Deliverables" below.) In addition to any duties and deliverables described below, the PM shall be annually required to attend three IETF meetings of a week each and an RSOC retreat of up to two days.

### Contract Period

- a) Term: The initial term of the contract is 18 months, beginning on the effective date of the contract. (Projected effective date is 1 January 2020, but subject to adjustment during contract negotiation).
- b) Extension: The Contract may be extended once for a period of up to 12 months by mutual written agreement.

Note: This position is intentionally defined as temporary. The term plus extension, if any, are meant to cover the period in which the community completes a discussion on the evolution of the RFC series and the RSE role and relationship to the Internet Engineering Task Force (IETF).

## Reporting Relationships

The PM will initially report to the RSOC, a committee of the Internet Architecture Board (IAB) (<https://www.iab.org>). This relationship is subject to later reorganization. The PM will manage the RFC Production Center and the RFC Publisher function contractors.

## Education and Experience Requirements

- Significant editing and publishing experience required; prior positions as editor and/or publisher of a technical document or document series highly desired
- Leadership and management experience
- Bachelor's degree or equivalent in an applicable field (Internet technology, Journalism, Publishing) required; Master's degree or equivalent desired
- Familiarity with technical standards publication desired
- Broad familiarity with Internet technology desired

## Skills and Abilities

- Excellent written and verbal communication skills in English and familiarity with technical terminology related to the Internet required
- An ability to develop an understanding of the IETF, the broader Internet community, their cultures, and the RFC process
- Ability to fulfill the scope of work independently, via email and teleconference
- Strong time-management skills
- Willingness and ability to travel internationally as required to accomplish the deliverables
- Ability to work with clarity, flexibility, candor and diplomacy with different constituencies

## Typical Deliverables

(Actual deliverables to be negotiated. Either the PM or the RSOC can propose goals; both parties shall work together to agree on those goals and deliverables.)

## One-Time Deliverables

- Develop statements of work for the Production Center and Publisher in consultation with the RFC stream managers and the RSOC
- Provide input into the budget development process for the Production Center and Publisher contracts.

## Recurring Deliverables

- Conduct and document a review of the Production Center and the Publisher service-provider contracts
  - The first review should take place approximately 6 months after this contract inception and shall be repeated every 12 months thereafter
- At the IETF meetings (3/year); report on the state of the RFC process, series and editorial environment
- Attend RSOC retreat (up to 1/year)

## Continuing or Level of Effort Deliverables

The rough LOE required by these deliverables is thought to be approximately 15 hours/week on the average; it could be more or it could be less. During the 3 IETF meetings, hours typically range between 40-50 for the week.

- Oversee and coordinate the transition to the new RFC format. Oversee and guide the transition to the toolset for the new format. (See <https://www.rfc-editor.org/rse/format-faq>)
- Chair the selection panel for the Production Center and Publisher contracts
- Oversee and coordinate on-going Production Center and Publisher activities
  - Resolve production or publication and other escalation issues
- Monitor the RFC review and publication process and pursue resolution of any issues
- Work with the RFC Publisher to ensure on-going utility of the <https://rfc-editor.org> technical infrastructure. This is operated and maintained by the RFC Publisher during the term of this contract