# IETF®

## Statement of Work # 2

This Statement of Work #2 ("**SOW**") is entered into effective as of this 5 day of July 2021 (the "**Effective Date**") by and between Ribose Limited ("**Developer**") and IETF Administration LLC ("**IETF LLC**"). This SOW is incorporated into, and forms a part of, the Developer Services Agreement, dated 28 June, 2021 by and between the parties (the "**Agreement**"). Any term not defined herein shall have the meaning ascribed to it in the Agreement. This SOW must be signed by both parties to be effective.

**1. Description of Services.** Developer agrees to provide software development and support services described below (collectively, the "**Services**") to IETF LLC.

A. **Software Development Services**. The software development services Developer agrees to provide include but are not limited to the requirements and deliverables set forth in the Trac and Subversion Migration to GitHub RFP ("**RFP**"), such as:

**Deliverables**

1. A new GitHub repository for the Datatracker correctly populated with migrated data from Trac and Subversion.

2. A new GitHub repository for Mailarchive correctly populated with migrated data from Trac and Subversion.

3. A new GitHub repository for Mailreplay correctly populated with migrated data from Trac and Subversion.

4. A new GitHub repository for Postconfirm correctly populated with migrated data from Trac and Subversion.

5. A new GitHub repository for Postfind correctly populated with migrated data from Trac and Subversion.

6. A new GitHub repository for xml2rfc correctly populated with migrated data from Trac and Subversion.

7. A new GitHub repository for the xml2rfc web service correctly populated with migrated data from Trac and Subversion.

8. A new GitHub repository for the BibXML generators correctly populated with migrated data from Trac and Subversion.

9. A new GitHub organisation and repository for the DMARC Working Group correctly populated with migrated data from Trac.

10. A new GitHub organisation and repository for the EMAILCORE Working Group correctly populated with migrated data from Trac.

11. A new GitHub organisation and repository for the TSVWG Working Group correctly populated with migrated data from Trac.

12. Full documentation, including:

    a. List of all page redirects that are required to ensure that external references to the existing Trac wikis are still functional.

    b. List of every page migrated and its new target

    c. List of every page not migrated and why it was not moved.

    d. Mappings from Subversion revision numbers to git commit ids

    e. Mappings from Trac ticket numbers to github issue numbers.

**Requirements**

1. For Datatracker, Mailreplay, Mailarchive, Postconfirm, Postfind, xml2rfc, xml2rfc web service and BibXML generators  the following information needs to be migrated and mapped:

    a. Trac tickets -> GitHub issues
    b. Trac wiki pages  -> GitHub pages
    c. Subversion source code -> GitHub Git repositories
    d. Subversion source code commits -> GitHub pull requests and commits
    e. Trac releases -> GitHub releases
    f. Trac/Subversion users -> GitHub users

2. For the dmarc, emailcore and tsvwg installations, the following information needs to be migrated and mapped:

    a. Trac tickets -> GitHub issues
    b. Trac users -> GitHub users

3. To aid with the migration of users, a list of Trac/Subversion user IDs must be provided and the IETF will endeavour to map those to GitHub IDs.  This may take a number of weeks.  Where a mapping is not possible then anonymous user details are to be used.

4. The migration should exclude the template pages that are [automatically generated]() when a new Trac instance is created.

5. Wherever possible, the history of commits, issues, users, releases etc, and the linkages between them should be preserved by the migration. In particular,

enough information must be preserved to allow the links in pages like https://datatracker.ietf.org/release/ to resolve to the correct git commit and github issue.

6. All page links that exist in Trac, including between Trac instances, must be migrated to GitHub pages and must point to the correct new pages in GitHub.

7. Any links to existing Trac instances that appear in the RFC series, the Internet Draft database or the IETF website, must be identified and documented. The documentation must include where the target of each link has moved to. The documentation must be provided, in a format that can easily be used to generate a list of server redirections.

8. Any links to existing Subversion instances that appear in the RFC series, the Internet Draft database or the IETF website, must be identified and documented. The documentation must include where the target of each link has moved to. The documentation must be provided, in a format that can easily be used to generate a list of server redirections.

9. The new repositories created for Datatracker, Mailreplay, Mailarchive, Postconfirm, Postfind, xml2rfc, xml2rfc web service and BibXML must be public GitHub repositories under the IETF Tools Organisation[1].

10. The new repositories created for dmarc, emailcore and tsvwg must be public GitHub repositories each under a new GitHub organisation named after the relevant working group and with the GitHub user ietf-secretariat set as an owner.


B. **Support Services**. Developer further agrees to provide related support services by Developer key personnel who will be available to IETF LLC designees through phone, XMPP and email during business days. Urgent support requests will be addressed within 1 day and routine support requests will be addressed within 3 days.

Developer agrees to provide these support Services to IETF LLC at no additional cost. To the extent Developer finds IETF LLC's support requests exceed reasonable expectations, Developer and IETF LLC designees shall work together in good faith to determine an appropriate remedy.

2. **Practices.** Developer agrees that all code and documentation it develops in connection with the Services will meet a reasonable commercial standard of quality, including but not limited to the following attributes of quality:
- fully maintained version repository with consistent increments of design documents and working code;
- a full automated test suite including unit tests and integration tests;
- common/known security flaws eliminated;
- high quality documentation;
- clean, readable code.

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[1] https://github.com/ietf-tools/

Developer agrees to use the version repository specified by IETF LLC and the issues tracking system specified by IETF LLC. Developer further agrees to adhere to the instructions and practices described in "Instructions for IETF Software Development Contractors" located at https://trac.tools.ietf.org/tools/ietfdb/wiki/ContractorInstructions unless otherwise authorized by IETF LLC.

**3. Acceptance.** Developer will promptly provide IETF LLC with the most recent version of a deliverable upon completion. IETF LLC will test and evaluate the deliverable to determine whether it conforms to the agreed upon specifications and requirements and will provide a written notice to Developer of its acceptance or of the deliverable's nonconformity specifying why and how the deliverable is not acceptable to IETF LLC. If Developer receives a notice of a nonconformity from IETF LLC, it will promptly and at no expense IETF LLC remedy the error or deficiency to ensure that the deliverable does conform to the applicable description and criteria and submit a revised deliverable to IETF LLC. IETF LLC will conduct such further tests and evaluations on the deliverable as it deems necessary and either accept or reject deliverable. If the deliverable is not accepted, Developer will at its own expense take whatever steps are required to ensure that the deliverable is acceptable to IETF LLC. If Developer fails to remedy the error or deficiency within thirty (30) days of initial receipt of a notice of nonconformity from IETF LLC, IETF LLC may hire a third party to remedy the error or deficiency at Developer's expense.

**4. Management.** Developer's primary technical contact at the IETF LLC for this SOW will be: Robert Sparks, Tools Team Project Manager. The IETF LLC primary technical contact will be generally responsible for overseeing Developer's performance under this SOW and providing related instructions and feedback to the Developer.

Contractor may refer to certain RFC documents published by the IETF Community as a reference and guide to the intended nature of certain Services where relevant, but any instructions, interpretations or directions provided by the IETF LLC primary contact to Contractor shall supersede the content of RFCs and control for purposes of Contractor's performance of the Services under this SOW.

While Developer will work with the IETF LLC primary technical contact in the ordinary course of the Services, the IETF Executive Director shall at all times have the authority to provide additional instructions, feedback and other direction to Developer. In the event of a conflict between the direction received from the IETF LLC's primary contact and the IETF Executive Director, Developer will provide written notice of the conflict and ask for clarification, provided that instructions received from the IETF Executive Director shall supersede those received from any other IETF LLC contacts.

During the term of this SOW, Developer shall keep IETF Executive Director, and the IETF LLC primary technical contact informed of the status of the development and Services. Notwithstanding the foregoing, Developer is solely responsible for fulfilling its obligations under this SOW, and the IETF LLC designees will not be responsible for completing any work hereunder or for checking, debugging or validating Developer's work.

**5. Key Personnel**. The following individuals are Key Personnel as described in the Agreement for purposes of the Services described in this SOW:

Koon Wa Kwan, Operations Lead

**6. Fees**:   The Agreement and IETF LLC policies shall dictate the terms of payment and reimbursement for expenses.

Developer will perform the Services for the following fixed fee. IETF LLC will be responsible for the following payments after IETF LLC's acceptance of each deliverable, as set forth below.

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Fees will be invoiced according to the following schedule unless agreed otherwise:

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In the case of late or non-delivery, the following fee reduction schedule applies.  If fees paid exceeds the total amount of fees post-reduction, the difference will be refunded.

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To the extent IETF LLC and Developer wish to change the scope of the Services and deliverables, the parties will agree in advance to such changes in scope and any additional fees payable for such Services or deliverables, if applicable.

**7. Term:** This SOW shall be effective as of 5 July 2021 and shall remain in effect until 31 December 2021, after which IETF LLC and Developer may agree in writing (email to suffice) to extend the term of this SOW for an additional period. In the event the term of this SOW extends beyond the term of the Agreement, the terms and conditions of the Agreement will remain in effect for the benefit of this SOW only.

<u>Estimated schedule</u>**:**

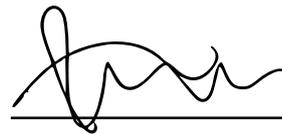| | | |
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All of the terms, covenants and conditions set forth in the Agreement are incorporated herein by reference as if the same had been set forth herein in full.

**IETF ADMINISTRATION LLC**

By:  Jay Daley
Title: IETF Executive Director
Email: exec-director@ietf.org

**RIBOSE LIMITED**

By: Ronald Tse
Title: Director
Email: tse@ribose.com