



## **STATEMENT OF WORK #1**

This Statement of Work #1 (“**SOW**”) is entered into effective as of this 1 day of December, 2022 (the “**Effective Date**”) by and between Torchbox Inc (“**Contractor**”) and IETF Administration LLC (“**IETF LLC**”). This SOW is incorporated into, and forms a part of, the Contracted Services Agreement, dated 22 September 2022 by and between the Parties (the “**Agreement**”). Any term not defined herein will have the meaning ascribed to it in the Agreement. This SOW must be signed by both Parties to be effective.

**1. Description of Services:** Contractor agrees to provide an initial Discovery phase to understand the RFC Editor website (collectively, the “**Services**”) on an hourly basis to IETF. Such Services may include but are not limited to:

- Stakeholder interviews with representatives from RFC Editor
- Workshops with client team to map digital ecosystem and audience groups
- Roadmap for subsequent phases of the project, including objectives and key results

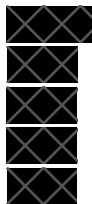
Contractor may, as part of the Services, be expected to participate in various meetings, and will perform other activities as mutually agreed by Contractor and IETF.

**2. Fees:** The fees shall be calculated using the following rate card, valid until 30th April 2023:

### **UX/Design**

Director  
Lead  
UX/Designer  
Content Strategist  
UX/Design Practitioner

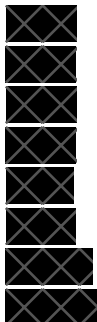
### **Daily**



### **Digital Marketing**

Data & Analytics Consultant  
Data Analyst  
SEO Consultant  
SEO Analyst  
Digital Marketing Account Manager  
Digital Marketing Executive  
Digital Marketing Consultancy  
Training

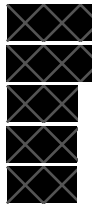
### **Daily**



**Technical Development**

CTO  
Technical Architect  
Senior Developer  
Developer  
Junior Developer

**Daily**



**Delivery**

Product Director  
Delivery Manager  
Sys Admin  
QA

**Daily**



The total amount billable for this SOW shall not exceed [REDACTED] (excluding VAT). The Agreement shall dictate the terms of payment and reimbursement for expenses.

**3. Term:** This SOW shall remain in effect until 30th April 2023, after which the Company and Contractor 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.

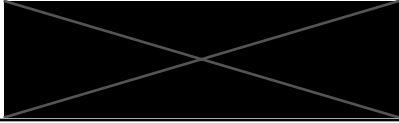
**4. Key Personnel.** The following individuals are Key Personnel as described in the Agreement for purposes of the Services described in this SOW:

**5. Management.** Contractor's primary contact at the IETF LLC for this SOW will be: RFC Series Consulting Editor. The IETF LLC primary contact will be generally responsible for overseeing Contractor's performance under this SOW and providing related instructions and feedback to the Contractor. 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 Contractor will work with the IETF LLC primary 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 Contractor. In the event of a conflict between the direction received from the IETF LLC's primary contact and the IETF Executive Director, Contractor 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.

**6. Changes in Scope.** To the extent the Parties agree to make any changes to the scope of Services described in this SOW, they will also agree in good faith to any appropriate adjustments (if applicable) to the fees set forth in this SOW.

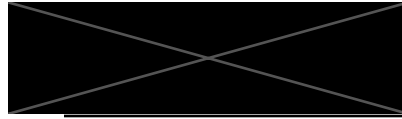
**7. Agreement.** All of the terms, covenants and conditions set forth in the Agreement are incorporated herein by reference as if the same had been set forth herein in full.

**IETF ADMINISTRATION LLC**



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

**TORCHBOX INC**



By: James Leavesley  
Title: CEO  
Email: James.Leavesley@torchbox.com