

Smithsonian Institution  
National Museum of Natural History

Statement of Work  
Collections Data Management Support Services

## 1. Introduction

The Smithsonian Institution (SI) is a trust instrumentality of the United States founded in 1846 in response to the will of Englishman James Smithson “to found at Washington, under the name of the Smithsonian Institution, an Establishment for the increase and diffusion of knowledge.” In the 170+ years since that time, the Smithsonian has grown to include 19 museums, the National Zoological Park, and 9 research centers located in Washington, DC and its metropolitan area, New York City, Cambridge, MA, Fort Pierce, FL, and Panama. The Smithsonian employs approximately 6,300 staff, has over 155 million collections objects and specimens, 163 thousand cubic feet of materials in their archives and 2.2 million volumes in their libraries. In addition, in FY 2020 the Smithsonian Institution hosted over 7.7 million visitors at its core museum locations and about 178 million visitors to its public websites, plus over 18 million followers on various social media platforms.

### 1.1. Background

The National Museum of Natural History’s (NMNH) mission is to promote understanding of the natural world and our place in it. NMNH stewards a collection of 145 million specimens and artifacts and we strive for excellence, integrity, respect, diversity, intellectual freedom, and collaboration in all that we do. The museum’s exhibits, educational programs, staff and volunteers share our collections and the knowledge drawn from them with millions of visitors every year – deepening their appreciation for science, the natural and cultural world, and the challenges of our time.

### 1.2. Purpose

The NMNH is seeking data management support services to assist a museum-wide initiative to assess and document the current state of the Research & Collections Information System (RCIS). The data management support services will focus on the RCIS data, specifically the cleanup and enhancement of collections data and/or associated digital assets. NMNH ascribe to the FAIR data principles (Findable, Accessible, Interoperable, and Reusable) and Open Access as a default position for the majority of the data.

## 2. Scope of Work

The Contractor shall provide professional, technical, and non-personal services to the NMNH in support of efforts to implement quality control, management, and standardization of designated collections datasets and/or associated digital assets.

### 2.1. Collections

The Collections data include these departments: Anthropology, Botany, Entomology, Invertebrate Zoology, Mineral Sciences, Paleobiology, Vertebrate Zoology.

Work assignments can cover one or more of these department collections and can include one or more of the tasks listed below. Assignments are defined by the Contractor Officer Technical Representative (COTR) and/or the Technical Point of Contact (TPOC).

### 2.2. Tasks

- Data cleanup of collections database records to improve data consistency of and accuracy of collections information
- Follow established data cleaning protocols using various tools including scripts developed for quality checking and data parsing programs
- Review and organize associated digital assets, including application of standard metadata for import
- Attend meetings related to assignments as COTR and/or TPOC deems appropriate.

- As directed, document associated processes, workflow and standards
- Provide input for the museum-wide RCIS documentation and assessment initiative, including suggestions for data standardization and/or any process improvements that significantly reduce workloads or improve quality where necessary
- Work with Smithsonian staff and/or other contractors to fulfill assignments as COTR and/or TPOC deems appropriate

### 2.3. Deliverables

- Submit regular progress report, frequency and format to be determined by COTR and/or TPOC based on scope of assignment

## 3. Performance Standards

The Contractor shall complete tasks and deliverables as defined by the COTR and/or the TPOC. Any and all changes shall be communicated to the Contractor in writing from the COTR and/or TPOC(s). Contractor must notify the COTR and/or TPOC immediately of any problem or situation that impedes completion of any tasks.

### 3.1. Period of Performance

The Contractor is estimated to begin work as soon as possible after contract is awarded and after Smithsonian security clearance has completed satisfactorily.

- The project is expected to take 12 months to complete.
- The Contractor shall provide up to 35 hours of service on a weekly basis.
- Total number of hours shall not exceed 1750 hours during the performance period.
- Performance shall begin upon receipt of a "Notice to Proceed" from the Smithsonian unless a different date is agreed upon with the SI.

### 3.2. Required Skills

- Excellent written and verbal communication.
- Familiarity with museum cataloging standards.
- Familiarity with working with museum cataloging or collections management systems with a strong preference for experience with Axiell EMu.
- Skill in populating and advanced searching of relational databases, ideally within the context of museum collections systems.
- Skill with Microsoft Excel/Word including entering, sorting/filtering & exporting data and running reports.
- Experience working with people from a diverse background
- Comfortable performing work independently with minimal direction or as part of an integrated team.
- Organized with superior attention to detail.
- Proactive and self-motivated with ability to multi-task.
- Help establish new data collection, cleaning, and standardization protocols where necessary

### 3.3. Desired Skills

- Familiarity in cultural collections, geology, life sciences, paleontology, and/or museum studies
- Familiarity with libraries and/or archival collections, especially with data standards
- Familiarity with collections databases, digitization, and specimen imaging

- Familiarity with georeferencing
- Understanding of botanical and/or zoological nomenclature and taxonomic principles

### 3.4. Communication

The Contractor shall be in contact with the COTR and TPOC throughout all phases of the contract, meeting as needed by phone, video conference or email. The COTR is the primary point of contact for all communications, unless otherwise directed by the COTR. The COTR shall perform inspection and acceptance of all workmanship and work performed by the Contractor with acceptance in writing.

The Contracting Officer Technical Representative (COTR)

Rebecca Snyder  
Acting Informatics Branch Chief & Digital Media Specialist  
Informatics Office  
National Museum of Natural History  
10th Street and Constitution Ave, NW  
MRC 136  
Washington DC, 20560-0136  
W. 202.633.2293 E. [snyderr@si.edu](mailto:snyderr@si.edu)

### 3.5. Invoice and Payments

The Contractor shall invoice the Smithsonian on a monthly basis. Invoicing will only be considered, and payment made, after the work has been reviewed and accepted by the COTR. A proper invoice in PDF format (required) must include the following information:

- Name, address, phone number, email, URL and Contractor identification
- Unique invoice number
- Purchase Order Number/ Contract Number
- Performance period to be invoiced, including number of hours

## 4. General Conditions

### 4.1. Place of Performance

All work will be performed at the National Museum of Natural History, 10<sup>th</sup> Street and Constitution Ave, NW, Washington DC 20560, or at an NMNH approved telework location.

### 4.2. Contractor Hours and Availability

Defined under Performance Standards section.

### 4.3. Travel

Travel is not applicable under this contract.

### 4.4. Technical Training

NMNH will provide the following:

- Access to the RCIS and/or related datasets
- Information on NMNH department standards for field values and data entry

#### 4.5. Smithsonian and Contractor Provided Property

NMNH shall provide access to all software and application resources required to accomplish the tasks. NMNH is not responsible for providing equipment for work performed off-site.

#### 4.6. Access to SI's Computer / Data Network

If deemed appropriate by the Smithsonian, contractor personnel and/or representatives may be given a network logon account and access to the Smithsonian's computer / data network. In order to gain access to SI's computer network, contractor personnel will be required to read Smithsonian Directive 931 Use of Computers and Networks, and sign an affirmation that they agree to comply with the provisions of SD 931, to act in a responsible manner, and to respect and maintain the security of all systems to which they have access. All contractor personnel with network access are required to complete a short on-line computer security training program annually. Contractor personnel with SI network access are required to complete a background clearance and obtain an SI Security Credential (badge) if required.

#### 4.7. Insurance

The Contractor shall provide proof of Commercial General Liability Insurance.

#### 4.8. Data Use, Disclosure of Information, and Handling of Sensitive Information

The Contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The Contractor shall provide information only to employees, Contractors, and subcontractors having a need to know such information in the performance of their duties for this project. Information made available to the contractor by the Smithsonian for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

If public information is provided to the contractor for use in performance or administration of this effort, the contractor except with the written permission of the Contracting Officer may not use such information for any other purpose. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration, the contractor will consult with the COTR regarding use of that information for other purposes.

The contractor agrees to assume responsibility for protecting the confidentiality of Smithsonian records which are not public information. Each employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the Contractor to access and use data and information proprietary to a Smithsonian or Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be averse to the interests of the Smithsonian and/or others.

Contractor and/or Contractor personnel shall not divulge, or release data or information developed or obtained in performance of this effort, until made public by the Smithsonian, except to authorized Smithsonian personnel or upon written approval of the COTR. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner that provides for greater rights to the Contractor.

All data received, processed, evaluated, loaded, and/or created as a result of this statement of work shall remain the sole property of the Smithsonian unless specific exception is granted by the COTR.