

**Smithsonian Institution
National Museum of Natural History (NMNH)
Department of Vertebrate Zoology**

Bird and Mammal Type Specimen Imaging Project

Statement of Work

INTRODUCTION

The National Museum of Natural History, Department of Vertebrate Zoology, is initiating a contract for photographic services to create and deliver high-quality, digital still images of dry Type specimens (study skins and bones). The digital image files created during the course of this contract will be the property of NMNH, but will be made publically available via our online NMNH catalog portal. The proper archiving of these files will create a record of the integrity of our dry Types prior to any approved destructive sampling.

PURPOSE

In offering this contract, the Department of Vertebrate Zoology (VZ) seeks to contribute to the Institutional priorities of broadening public access and strengthening collections by finishing the digitization of valuable Type specimens in the Divisions of Mammals and Birds.

SCOPE OF WORK

The National Museum of Natural History Department of Vertebrate Zoology issues this statement of work for professional photographic services to create and deliver publication-quality digital still images (saved as .tiff files) using the imaging equipment and software provided. Images are to be taken using the highest possible resolution on the camera provided for approximately 2100 bird type specimens approximately 2500 mammal type specimens. These services will be carried out within the NMNH during regular weekday work hours, and within the period of performance stipulated in this statement of work. The Bird and Mammal Collection Managers (CM's) will establish priorities pertaining to the scheduling and completion of photographic assignments undertaken by the contractor. The CM's and data managers will provide technical advice on taking and delivering suitable digital image files by the contractor.

Work for the duration of this contract will involve the fulfillment of assigned orders for new photography of dry Type bird and mammal specimens and their associated labels using the equipment provided, and the delivery of these digital images as publication quality .tiff files with descriptive metadata and file names per unit specifications.

TASKS

The contractor will perform the following services:

- Photographing dry Type specimens of birds and mammals from standard orientations (dorsal, ventral, lateral) as well as the front and backs of specimen labels for a minimum of five images per bird, and ten images per mammal specimen. The NMNH will provide appropriate photographic and imaging equipment, supplies, and capture software (including digital cameras, scanners, tripods, lights, stands, *etc.*) to create raw digital image files that support the photographic documentation of NMNH collections. The contractor shall select the best image files from those created to process into publication-ready and archive-ready files.
- Processing all created image files. Processing tasks will include file naming and metadata enrichment.
- As needed, remove specimen labels (from birds only) and then retie them to the specimen with new thread for photography.
- Mammal Type specimens are to be photographed with any affixed tags remaining attached.
- Assigning file names to the selected/best image files created and update metadata as needed. The assigned file names will meet NMNH Department of Vertebrate Zoology standards for incorporation into the EMu database. Files will be delivered to Department of Vertebrate Zoology data managers for archiving through the appropriate file sharing service or via NMNH network drive or external hard drive.

DELIVERABLES

The digital image files created, processed, and delivered during the course of this contract shall be considered deliverables. All delivered digital image files shall have appropriate file names assigned to them that comply with existing NMNH-VZ file naming standards. The contractor shall use a reporting form and spreadsheet, provided by NMNH-VZ to track, and report the number of digital image files created, processed, delivered monthly. The contractor shall deliver a project report at the contract's end. This report will include the total number of work orders and digital image files created, processed, delivered, and archived during the course of the contract. Any adjustments to the deliverables and any changes shall be mutually agreed upon between the contractor and the COTR.

PERIOD OF PERFORMANCE

The Contractor is estimated to begin work as soon as possible after the contract is awarded and after Smithsonian security clearance has been satisfactorily completed. The contract is estimated to begin around September 6, 2022. Performance shall begin upon receipt of a "Notice to Proceed" from the Smithsonian unless a different date is agreed upon with the SI.

COMMUNICATION OF PERFORMANCE STANDARDS

The Contractor shall be in contact with the Technical Points of Contact or COTR throughout all phases of the contract, meeting as needed by phone, video conference or email.

The contractor shall provide a written status report to the COTR on the last business day of each month. The report shall include a listing of all deliverables and updates and status on all efforts.

The COTR shall perform inspection and acceptance of all work performed by the Contractor, with acceptance in writing. The COTR has the right to reject any work considered unacceptable.

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.

PLACE OF PERFORMANCE

Due to the nature of the work and the collections, the contractor will be required to work at the Natural History Museum at 1000 Constitution Ave., NW, Washington DC.

Contractor will be expected to abide by all COVID-19 protocols in place at Smithsonian facilities, on the days that they are on site.

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 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.

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.

All data received, processed, evaluated, and/or created as a result of this statement of work shall remain the sole property of the Smithsonian.