

SMITHSONIAN INSTITUTION
NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE
STATEMENT OF WORK: Cataloging and Record Enhancement Services

Updated: 4/2023

INTRODUCTION

The Smithsonian's National Museum of African American History and Culture (NMAAHC) needs professional, non-personal, work-for-hire services, to catalog collection items; to create, enhance, and correct existing records in the museum's collection information system, The Museum System (TMS); to teach other contractors and staff how to catalog collection items and create, enhance, and correct TMS records; to assist staff and other contractors with access to TMS records; and to assist with a variety of collection digitization projects and initiatives.

Background and Purpose: The NMAAHC is building its collection of artifacts that relates to the African American experience. The collection includes about 40,000 artifacts and several archival collections and is growing rapidly. The purpose of this contract is to increase the number of cataloged collection objects and high quality TMS records and to improve access to TMS records.

SCOPE OF WORK

The Smithsonian's National Museum of African American History & Culture (NMAAHC) needs professional, non-personal, work-for-hire services, to provide cataloging of collection items; to create, enhance, and correct records for the Museum's collection information system, The Museum System (TMS); to train other contractors and staff how to create and enhance TMS records; to assist contractors and staff with access to TMS records; and to assist with a variety of digitization projects.

In our mission to adhere to a transformative cataloging practice and a culturally responsive collections database and to publicly highlight the depth of the collection, the contractor will work with the full-time collection information specialist and other catalogers to ensure the quality of subject tags, identity language, and constituent information recorded in TMS and assist with cataloging related to African American art, history, and culture. This contractor will aid the ongoing work between curators and catalogers to counter biases inherent in most existing cataloging schemas and to ensure that we are respectful of identity and inclusive in our cataloging.

PERIOD OF PERFORMANCE

This project will take place over the period of performance from about from August 14, 2023 through August 13, 2024.

WORK HOURS AND PLACE OF PERFORMANCE

The project will take place as a hybrid work schedule using the NMAAHC offices, the NMAAHC Collection Management facility, and remote work using the Smithsonian's telework network. The NMAAHC (Capital Gallery) offices are located at 600 Maryland Avenue, SW, Washington, DC and the NMAAHC Collection Management Facility (Pennsy) is located at 3400 Pennsy Drive, Landover, Maryland. The Smithsonian will provide remote access to the museum's collection information system and relevant folders on the museum's shared network drives. The contractor will be expected to work and attend mutually scheduled meetings or work sessions virtually or onsite as agreed upon with the Contracting Officer's Technical

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Representative (COTR). The contractor may park for free at Pennsy. Both locations are accessible by public transportation. Work will be scheduled at mutually convenient times for the contractor and the COTR between the hours of about 8:00am and 6:00pm.

Federal Holidays, weekends and specific office closure notices are excepted. The work schedule may be subject to adjustment, upon mutual agreement of the parties. All matters related to time and attendance shall be reported to the COTR for recordkeeping relative to payment.

SPECIFIC TASKS

The contractor shall:

- Follow NMAAHC guidelines provided by the COTR to document and catalog collection items, ascertaining data for objects and collections of objects, including, but not limited to reference numbers, object titles, object names, accession and constituent data, materials, dimensions, and dates of production or use
- Follow the technical direction of the TPOC, Collection Information Specialist.
- Record collection information on Excel Collection Intake Forms provided by the COTR and/or enter or transfer the information into TMS and create related media records and image links in TMS and in the museum's Digital Asset Management System (DAMS)
- Measure objects and record measurements on Excel Collection Intake Form and/or enter or transfer the information into TMS
- Enter the Subject Types, Object Types, and Medium/Material into new, outdated, or incomplete TMS records using the thesaurus functions in TMS and the guidelines provided by the COTR
- Write a brief physical description of the object or collection for the Description field of the TMS record; write contextual notes for the Notes field of the TMS record; record bibliographic references in TMS; and perform other tasks associated with completing a standard NMAAHC TMS object record
- Create and update TMS Constituent Records
- Research constituents (people and organizations), collection items, and content related to African American, African diaspora, and art, history, and culture and record this information and enter and/or transfer information into TMS to create and enhance catalog records
- Perform additional research on collection items to verify and/or augment cataloging information
- Work with collection materials as necessary, following NMAAHC protocols and standards for object handling, assessment, and rehousing
- Create or compile reference images and create media records and image links related to Object Records in both TMS and in the museum's Digital Asset Management System (DAMS), following NMAAHC guidelines and procedures provided by the COTR
- Work with NMAAHC Collections staff, curatorial staff, and anyone relevant to research the object, including but not limited to donors, family members, sellers, galleries, artists,

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researchers, and community members to fulfill his or her assignments, as the COTR deems appropriate

- Maintain knowledge of internal subject and constituent cataloging metadata standards
- Assist in the continued development of cataloging guidelines and vocabularies to enhance cataloging of objects
- Provide knowledge and make suggestions to COTR and/or TPOC for digital initiatives based on research and knowledge of collection
- Assist with re-housing of collection materials
- Photograph or scan objects and name image files according to guidelines provided by the COTR
- Assist in training other contractors and NMAAHC staff in how to document and catalog objects and how to create and enhance TMS records according to NMAAHC guidelines.
- Assist with digitization projects and team initiatives
- Attend regular team meetings, meetings for cataloging related projects, and other meetings requested by the COTR
- Assist other contractors and staff with TMS, including but not limited to assistance with searching for objects, creating Object Packages, and printing and saving object lists, and reports
- Check in regularly with the COTR to obtain assignments
- Check in regularly with the TPOC
- Notify the COTR of any problem or situation that impedes completion of any assignment
- Notify COTR when not available for work or with changes in schedule
- Maintain professional attitude when communicating and working with Smithsonian staff. Respond to emails, team's messages promptly and let COTR know if there are any issues with ability to communicate or respond in a timely manner
- Be diligent, thorough, meticulous, and consistent in following object handling, cataloging, and data entry guidelines

DELIVERABLES AND PAYMENT SCHEDULE

The contractor shall deliver to the NMAAHC the following:

***See Statement of Work (Scheduled Deliverables)**

The contractor shall invoice the Smithsonian on a prorated, hourly basis derived from the firm-fixed price award every two weeks until the award is used up or until the end of the period of performance, whichever comes first. With the invoice, the contractor will submit a written progress report summarizing services performed during the billing period and a listing of the hours worked during the billing period. The contractor shall submit the invoice, progress report, and listing of hours worked to the Contracting Officer's Technical Representative (COTR). The COTR will provide templates for the invoice and progress report. Payment will be made upon completion and acceptance of work and receipt of proper invoice referencing the purchase order number.

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ACCEPTANCE CRITERIA

Within 30 business days following the delivery of the deliverables to the Contracting Officer's Technical Representative (COTR) for this contract, the COTR will:

- a) review and evaluate the deliverables to ensure that the deliverables are of satisfactory quality, within the proposed timetable, and meet NMAAHC's and SI's current digitization standards.
- b) notify the contractor in writing of such review, providing full details of any non-compliance with the Acceptance Criteria

If the COTR does not give a notice of Section 7b, then the deliverables shall be deemed to meet the Acceptance Criteria.

If the COTR does give a notice of Section 7b, and the COTR notifies the contractor of non-compliance with the Acceptance Criteria, the contractor will have a further reasonable period agreed by the parties (of no less than 5 business days and no more than 20 business days) to remedy the non-compliance, following which the COTR, with the assistance of the TPOC, will repeat the review.

If the deliverables do not meet the Acceptance Criteria at the time of a second (or subsequent) acceptance review as outlined in Section 7a, then the contractor shall be deemed in breach of the contract.

Once the COTR has accepted the deliverables, or there is deemed acceptance of the deliverables by the COTR, the assignment deliverables will be considered completed, unless the COTR could not reasonably have been expected to have identified non-compliance during the review period.

TRAVEL

The contractor may be required to travel around the continental United States in performance of services under this contract. Travel is cost reimbursable and the contractor will be reimbursed for travel pre-approved by the COTR according to GSA scheduled rates. The Smithsonian Institution Travel Reimbursement Clause applies to all travel under this contract.

COSTS INCURRED

Any costs incurred to perform the services under this Statement of Work, including transportation, equipment, software, hardware, internet access, cellular phone access, parking, meals, tips, and other incidentals, are the responsibility of the Contractor and will not be reimbursed, except where stated otherwise.

SMITHSONIAN-FURNISHED ITEMS

The NMAAHC will supply the contractor with Smithsonian furnished equipment including: computer hardware and software, accessories, and tools supplied. The Museum is not liable for any loss or damage to the Contractor's personal property for the duration of this contract. Further, for the duration of this contract, the contractor will be responsible for the proper care,

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storage, and maintenance of all Smithsonian furnished equipment. The contractor will also be responsible for any loss of, or damage to, all Smithsonian furnished equipment.

For communication purposes and intranet access, NMAAHC will secure a Smithsonian network account for the contractor for the duration of this contract, for which the contractor shall complete the hour-long Smithsonian Institution's Computer Security Awareness Training (CSAT), administered by the Smithsonian Office of the Chief Information Officer (OCIO). The contractor shall comply with the guidelines outlined in Smithsonian Directive 931, Use of Computers, Telecommunications Devices, and Networks.

CONTACT INFORMATION

The contractor shall be in contact with the NMAAHC Digi Team and its personnel throughout the duration of the contract, meeting as needed in person and virtually at the NMAAHC worksites, or communicating via phone or email.