



Smithsonian  
*National Museum of African Art*

## **1. Project Identification**

Project Title & Location: TMS Database Consultant  
National Museum of African Art  
950 Independence Avenue SW  
Washington, DC 20013-7012

Point of Contact: MJ Hagan, Head Registrar, NMAfA

Date Prepared: June 8, 2023

Date(s) Revised: n/a

## **2. Background and Description**

The Smithsonian Institution; National Museum of African Art (NMAfA) located at 950 Independence Ave SW are seeking to contract a TMS Database Consultant.

## **3. Scope of Work**

The Contractor shall provide 80 hours of professional, technical non-personal expert TMS database consulting services to Office of the Registrar at the Smithsonian Institution (SI), National Museum of African Art.

## **4. Statement of Work**

All work is to be completed in accordance with national and international laws, Smithsonian directives, best practices, the museum's Collections Management Policy and procedures, and instructions or guidance from the Head Registrar and/or Conservator(s). Work will take place remotely.

Tasks include:

1. Providing expert consulting services as requested by the Head Registrar on TMS modules, features, and best practices.
2. Advising the Head Registrar on solutions for importing and exporting TMS data including via reports and assisting with their implementation. Creating new reports or editing existing reports as requested using Crystal Reports, creating custom list views and data views.
3. Assisting the Head Registrar in reviewing and preparing collections data for the Smithsonian's annual collections reporting, CDRS. Including reviewing current procedures, use of fields, and data extraction.
4. Working with the Head Registrar and OCIO, provide guidance for implementing barcoding for the permanent collection.
5. Working with the Head Registrar and OCIO, assist NMAfA in preparing for and implementing TMS Conservation Studio.
6. Assist the Head Registrar to review collections digitization policies and procedures, particularly as it relates to publishing collections to the web via the Smithsonian DAMS.

7. Other database consulting tasks as assigned in order to fill or complete all contract hours.

**5. PERIOD OF PERFORMANCE:**

All work under this purchase order shall begin effective on or about August 1, 2023 and be completed by November 30, 2023.

**WORK HOURS:**

Contractor shall work remotely on an as needed basis, approximately 8-10 hours per week, for a total of 65 hours.

**CORRESPONDENCE:**

Inquiries, acknowledgements, and correspondence pertinent to this order should be directed to:  
Smithsonian Institution National Museum of African Art  
PO Box 37012 MRC 708  
950 Independence Avenue SW  
Washington, DC 20013-7012  
Attn: MJ Hagan

Phone: 202 633 4692

Email: [haganm@si.edu](mailto:haganm@si.edu)