

Statement of Work Design and Implement a Digital Research Collection

1. General Description

The Office of History (CEHO) maintains a rich collection of documents and photographs that chronicle the history of the U.S. Army Corps of Engineers. In the past the majority of the new material accessioned into the office's Research Collection consisted of textual records—primarily documents, photographs and maps—that needed to be integrated into the office's existing collection.

Over the last decade the U.S. Army Corps of Engineers had undergone a pronounced shift. Now majority of its records are created and transmitted electronically. Moreover, in a bid to make its historical content available to a wider audience, the office is digitizing significant portions of its holdings. Consequently, CEHO requires the services of a support contractor to help the office design and implement a Digital Research Collection (DRC) to arrange and store a wide variety of digital content.

2. Statement of Work

Establishing the DRC will require a systemic development, appraisal, and accession effort for both "legacy data" (historic material digitized and accessioned into the DRC) and born digital content. The steps for designing, establishing, populating, and maintaining the DRC are outlined below.

Working closely with the CEHO staff, the contractor will help the office determine the scope and content of the DRC. That plan will contain legacy data and born digital content. After the Contracting Office's Representative (COR), Dr. John Lonquest, approves the outline for scope and content statement, the contractor will prepare a formal scope and content plan.

Based on the parameters established in the scope and content plan, the contractor will then work with the CEHO staff to establish the hierarchy and organization of the digital collection. Once the hierarchy and organization of the DRC are established, the contractor will develop a Windows file structure that mirrors the scope and content plan.

The contractor will then assist CEHO identify the legacy data, currently contained in CEHO's Research Collection, or born digital content that currently resides on the office's shared drive, that needs to be transitioned into the DRC. Once that step is complete the contractor will work with the CEHO staff to develop a process plan to transfer digital content into the DRC. A key element of the process plan is developing a list of the digital formats (Word documents, PowerPoint, TIF, jpeg etc, files) that may be accessioned into the DRC as well as a listing of digital file requirements for all file types per the National Archives and Records Administration. Another key element of the process plan is establishing and implementing DRC security standards including who has access to the collection and what CEHO staff members are authorized to modify the digital research collections architecture of contents.

After the legacy and born digital content in CEHO's holdings are identified the contractor will be responsible for moving or copying that content into the DRC. After the digital material has been accessioned into the DRC the contractor will create a summary content list that describes the contents of the collection. The content list should also provide a brief statement addressing the provenance of the material in the DRC as well as the highlights and limitations of the collection.

At the conclusion of the data migration effort the contractor work with the CEHO staff to define what types of digital material the office wants to collect in the future and prepare a process plan for accessioning that material into the collection on a regular basis.

3. Contractor qualifications and experience

- a) All personnel working on the subject contract must demonstrate that they have at least a master's degree in history or a related subject. They must also have at least one year of graduate course work in library information science and two years of experience in digital archival technology including developing document and metadata standards

4. Final Products

All deliverables will be submitted to the government in writing in MS Word.

- a) Formal DRC scope and content plan
- b) Hierarchy and organization plan with matching Windows file architecture created on CEHO's shared drive.
- c) Process plan for transfer content into the DRC.
- d) Security standards for the newly established collection.
- e) A fully populated DRC in accordance with the SOW.
- f) DRC summary content list.
- g) Process plan for accessioning future content into the DRC.

5. Schedule

- a. Within five days of award, the contractor will meet with the COR at the Office of History, HQ, U.S. Army Corps of Engineers to receive additional guidance. All telephone calls and meetings are considered part of the contract and no additional payment will be provided for participating in them.
- b. Within 30 days of award the contractor will prepare a scope and content plan
- c. Within 60 days of award the contractor will complete the hierarchy and organization plan with matching Windows file architecture.
- d. Within 180 of award the contractor will complete a report listing the data identified for inclusion into the DRC; the process plan for to transfer that content; and develop security standards governing access to the material.
- e. Within 300 days of award the contractor will complete moving the identified digital material into the DRC.

- f. Within 330 days of award the contractor will prepare a summary content list of the DRC and develop procedures and a methodology for accessioning future material into the collection on a regular basis.

6. Period of Performance

All work under this contract is to be completed within twelve months of the date of award.

7. Location

The work will be completed at the CEHO facility at 7701 Telegraph Road, Alexandria, Virginia.

8. Access to the Government Computer Network

The contractor will be required to complete the required computer training and the necessary background screening to gain access to the government's non-classified computer network as a condition completing this contract.

9. Equipment

The government will supply the contractor a computer, access to the government's computer network, and office space.

10. Use of Information

The contractor will not release any of CEHO historic material without the prior written consent of the Contracting Officer's Representative.

11. Payments

Monthly progress payments are authorized.

Please submit your quotes to:

Shaquanda Williams
703-428-7081
Shaquanda.c.williams@usace.army.mil

NLT 12 September 2014. All responsible sources must submit a response which if timely received will be considered by the agency.