BHL Developer's Statement of Work (SOW) for 2017

Overview

Missouri Botanical Garden (MOBOT) to administer the technical development and maintenance functions of the Biodiversity Heritage Library. This work is to be performed by Mike Lichtenberg, a subcontractor, who will be based at MOBOT in St. Louis, MO, and will send reports to the BHL Program Director. These services are needed for the ongoing maintenance of the BHL website and technical infrastructure as well as for new developments outlined in this Statement of Work.

In order to accomplish the Statement of Work, as outlined below, the technical development and maintenance functions, including specified deliverables, shall be carried out for the percentage of time indicated for each of the five periods of performance:

Deliverables /Payment Schedule

January - March 2017 (91% full time = 434.38 hours)
Deliverables include 3 monthly error resolution reports for any website downtime; 1 quarterly report on Admin and Gemini Tasks. 25% time on reviewing Gemini Tasks and implementing incremental changes. Complete website migration to SIL and run ongoing site stabilization work to confirm successful migration. Incremental implementation of KBART (Knowledge Bases and Related Tools) metadata standard (database and software changes for use in external discovery tools and develop JATS (Journal Article Tag Suite) feed for same, In Q1 includes KBART: Populate new fields by parsing data from existing volume field; Update data ingest to parse data from incoming volume data into new fields. Implement full text search in user interface. Work plan for April – June.

April - June 2017 (91% full time = 434.38 hours)
Deliverables include 3 monthly error resolution reports for any website downtime; 1 quarterly report on Admin and Gemini Tasks. 25% time on reviewing Gemini Tasks and implementing incremental changes. KBART: Update machine interfaces to use new volume fields; Remove 245c from Titles; Iterative improvements to full text search. Complete recommendation for incorporation of transcriptions into BHL. Work plan for July – September.

July - September 2017 (91% full time = 434.38 hours)
Deliverables include 3 monthly error resolution reports for any website downtime; 1 quarterly report on Admin and Gemini Tasks; 25% time on reviewing Gemini Tasks and implementing incremental changes. KBART: Create reporting for managing volume metadata cleanup; Add new fields to Item Edit Page; Create KBART Data export. Implement incorporation of transcriptions into BHL. Work plan for October – December.

October – December 2017 (91% full time = 434.38 hours)
Deliverables include 3 monthly error resolution reports for any website downtime; 1 quarterly report on Admin and Gemini Tasks. 25% time on reviewing Gemini Tasks and implementing incremental changes. KBART: Update BHL ingest to read new fields; Create gap filling report.

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Statement of Work

- BHL TECHNICAL SUPPORT / OPERATIONAL TASKS (enhancements, debugging, maintenance and testing)
  - Participate in weekly Tech Team meetings
  - Participate in monthly BHL staff calls
  - Attend BHL Tech and Staff meetings with a technical component

- DBA Tasks
  - General monitoring of database performance and health (ongoing)
  - Database troubleshooting (when necessary)

- IT Tasks
  - Monitoring of database, web, application, and file servers (ongoing, as needed)
  - Coordinate with IT staff on maintenance tasks related to BHL servers (as needed)

- Admin Tasks
  - Verify BioStor (weekly), Internet Archive (weekly), and OAI ingest (daily) processes
  - Verify data exports (monthly)
  - Correct errors, clean data, restart processes related to data ingest/export (as needed)

- Gemini Tasks (Tech-related)
  - Correct mis-aligned images/ocr/metadata (the result of page inserts)
  - Investigate and solve Bug fixes. Generally addressed ASAP.
  - Evaluate and sometimes develop mockups and beta implementations of Staff requests before implementing site modifications.

- Handle ad-hoc BHL staff requests (run a query, explain a behavior, make a change, etc)

- Internet Archive
  - Take necessary action if IA is down for an extended period

- User interface and system development
  - Redesign user interface to display collections
  - Incorporate transcriptions into BHL
  - Incorporate full text searching into the BHL website
  - Integrate global names improvements

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- o Incremental implementation of Knowledge Bases and Related Tools (KBART) metadata standard

Intent to Exercise Options:
- Option 2: January 1, 2018 - December 31, 2018