



Example Text Scope of Work for Arctos Contracts

Description of the work to be completed.

Ongoing maintenance and support for the Arctos Collection Management Information System (CMIS). Arctos is the CMIS used by the *[institution name]*, Museum of Vertebrate Zoology (MVZ, UC Berkeley), University of Alaska Museum (Fairbanks), Museum of Southwestern Biology (University of New Mexico, Albuquerque), Denver Museum of Natural Science, and numerous other institutions. It is the system by which the *[institution name]* manages data and transactions (e.g., loans, accessions) for all of its collections and media.

Specific tasks for the contract work include:

- Assist with user roles and permissions
- Maintain data structure and code table authorities
- Assist with migration or management of data as needed
- Develop new tools, interfaces, forms, or reports for day-to-day operations of collections; test new developments
- Troubleshoot problems with interfaces or data, fix bugs
- Work with the Texas Advanced Computing Center to ensure that data backups, and performance standards are met
- Work with the Texas Advanced Computing Center to monitor security
- Work with collections and the Texas Advanced Computing Center (TACC) to ensure that media stored at TACC are properly linked to data in Arctos
- Work with GenBank to ensure reciprocal linkages between voucher specimen data in Arctos and genetic records in GenBank
- Manage GitHub sites for Arctos code and documentation
- Manage Arctos emails and Google groups
- Discuss ideas for new features or data types with collection curators and staff
- Provide input into grant proposals that include funding for Arctos development
- Present Arctos to potential new collections and users

Identify the location where the work will be performed.

Location is not critical to project. Work done at various locations.

Name the company and /or the individual(s) with the specific expertise required for this project.

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State the required completion date.

Ongoing, as long as the *[institution name]* uses Arctos as its primary Collection Management Information System.

Describe the method in which the results of the work are to be communicated and provided to the university.

Work is communicated via regular Arctos code updates, Issue and project tracking, emails to the Arctos user discussion group and Arctos Working Group, and regular meetings via Google Hangout.

Describe the key components of the deliverables to be evaluated to insure satisfactory compliance with the identified scope of work stated in section A.

Main deliverable is that Arctos continues to be a functional Collection Management Information System for the *[institution name]*. New functions will be tested as they are developed.

State the total estimated cost for this proposal. Include the detail of the components utilized in this estimate.

[cost variable]. Amount is based on Arctos charges for using the system, and depends partly on the number of specimens in the *[institution name]* collections.

Provide timing and amounts of payments to be made upon the successful completion of each deliverable.

One payment will be made annually for work done to maintain and support Arctos during each fiscal year.