RFQ/P ArchivesSpace Data Cleanup and Migration | Smith College

Statement of Purpose

Smith College Special Collections (Smith SC) seeks a library information systems professional to assist in the cleanup and migration of its archival description and collections management data, moving from proprietary databases and stand-in tools to ArchivesSpace. The Consultant will be expected to develop a tool chain, in order to implement data cleanup and scrubbing for migration, and provide documentation of the process. Additionally, the Consultant will be expected to conduct training with members of the Smith SC and the Libraries' Digital Strategies and Services staff of the methods employed during cleanup and migration. The project will start in early April 2017 with the target date of migration to production being June 2017.

Background

Smith SC is comprised of three unique repositories: Mortimer Rare Book Room (MRBR), Smith College Archives (SCA), and the Sophia Smith Collection (SSC). These three units largely functioned as separate entities, until they were brought under the umbrella of Smith SC approximately three years ago. While the three units shared between one another a few of their respective workflows and processes for collection management, their collection management data was created, managed, and stored in widely varied ways.

As you will see in the document linked under Data Storage and Management, there is lack of consistency in the types of databases each collection oversees. For example, while the SCA boasts of 7 databases, the MRBR has a mere 1 for digital reproductions. While SCA and the SSC both have accessions databases, the fields differ in both. There is lack of consistency, too, in the kinds of content that are entered into the fields. In consideration of this, Smith SC staff have created metadata mappings from our existing tools to ArchivesSpace and the transformations that the data must undergo to ensure conformance to metadata standards. Some of these transformations must be undertaken prior to migration and are detailed under the section, Scope of Work.

The sole exception is the three collections' EAD finding aids, for which there is one guiding document for the three collections. And, until recently, one individual has overseen the encoding of finding aids, which has provided some level of consistency in how finding aids have been encoded. However, the flexibility of the local implementation of EAD and lack of conformance to description standards has led to errors on ingest to ArchivesSpace, as well as the need to automate mass cleanup of EAD, prior to migration.

Data Storage and Management

Smith SC currently utilizes a proprietary databases (InMagic DB/Textworks) to manage the majority of its collections and collections-related data. Smith SC also uses stand-in tools, such as spreadsheets and Microsoft Word documents, and local files stores for metadata

management and storage. [The document linked here](#) provides an overview of Smith SC's tools for creating, managing, and storing collections data and number of existing records for each.

<u>ArchivesSpace at Smith</u>
Smith SC currently has test instance of ArchivesSpace (version 1.5.1) installed on a Smith College ITS-hosted, Smith Libraries-managed server. This summer Smith SC will be contracting out with Lyrasis to provide a hosted production instance of ArchivesSpace.

Qualifications
- Expert knowledge of and experience with archival description and encoding standards
- Experience with archival collection management tools, with experience with ArchivesSpace and its API being a plus
- Experience with automated data clean-up and manipulation tools and techniques
- Knowledge of software versioning technologies Git

Scope of work
The following duties reflect the scope of work the Consultant will be expected to perform.

<u>Data Cleanup and Transformation</u>
The Consultant will be expected to develop a tool chain, either built specifically for the transformation of Smith SC's data or leveraging existing tools, to execute cleanup and transformation of data in preparation of migration to ArchivesSpace. The Consultant must document the tool chain and work in collaboration with Smith SC's ArchivesSpace project sponsor to also document the process of cleanup and transformation.

Single-level Resource Records
- Reconcile information in single-level and multi-level resource records

Multi-level Resource Records
- EAD schema validation; ArchivesSpace import schematron validation and remediation
- Fix elements with known EAD import issues
- Eliminate superfluous elements and perform batch updates to data, where conformation with DACS may be automated
- Determine solutions for local practices, such as tables

Name Records
- Merge name records imported as part of EAD import with existing name records

Top Containers
- Identify multi-level resources that re-number at each series

Other
- ○ Normalization of dates
- ○ Reconciliation of subjects (topical) to LCSH
- ○ Reconciliation of subjects (form/genre) to AAT
- ○ Reconciliation of subjects (geographic) to TGN
- ○ Reconciliation of names to LCNAF
- ○ Merge duplicate names and subjects
- ○ Update conditions governing access with machine-actionable restriction information

A more detailed list of items to resolve with Smith SC's data is provided on the [Smith SC ArchivesSpace migration Github repository](), as are samples of Smith SC's data.

Migration

Prior to migration, the Consultant will review and provide feedback, including verification that the mapped source data meet the requirements for mandatory fields in ArchivesSpace. The Consultant will conduct test migration of Smith SC's data to its test instance of ArchivesSpace. They will remediate after quality assurance is conducted on the data by Smith SC. Finally, the Consultant will migrate production-ready data to Smith SC's hosted production instance of ArchivesSpace. The Consultant must work in collaboration with Smith SC's ArchivesSpace project sponsor to document the process of migration.

Single-level Resource Records
- ○ Post single-level records to ArchivesSpace

Multi-level Resource Records
- ○ Post multi-level records to ArchivesSpace

Accession Records
- ○ Post accession records to ArchivesSpace
- ○ Link accession records to appropriate resource records in ArchivesSpace.

Name Records
- ○ Post name records to ArchivesSpace

Container Profiles
- ○ Post container profiles to ArchivesSpace

Other
- ○ Determine solutions for posting records (image, AV, and objects) which are not described as part of multi-level description

Communication and Training

The Consultant will also be expected to meet with the Smith SC ArchivesSpace project sponsor for an hour-long launch meeting, as well a 15-minute weekly standups. Meetings may occasionally include other members of the Smith SC staff and the Libraries' Digital Strategies and Services staff. Other meetings will be scheduled as needed.

Smith SC desires a partner that can not only carry out cleanup and migration, but is open to sharing and discussing the strategies and targeted solutions to Smith SC's data challenges, as well as providing walkthroughs and some level of training on the implementation of solutions and working with the ArchivesSpace API. Types of training sessions will be discussed between the Consultant and the Smith SC ArchivesSpace project sponsor and will be provided as deemed appropriate by both parties. Other members of the Smith SC staff and the Libraries' Digital Strategies and Services (DSS) staff may also partake in these sessions.

Client-Provided Deliverables
- Project charter and timeline
- Data exported as XML from InMagic databases
  - (If Consultant requires data from InMagic database in a different form, Smith SC is open to discussing another accommodation.)
- Copies of EAD XML and data from stand-in tools
- Specifications for metadata cleanup
- Mappings of data from InMagic databases and other tools to ArchivesSpace schema
- Quality control and QC feedback on post-processing, pre-migration data

Smith SC will also provide Consultant with collaborator access to the [Smith SC ArchivesSpace migration Github repository](), as well as access to the Smith SC test instance of ArchivesSpace.

Consultant Deliverables

- Data, which is transformed, validated, and normalized according to specifications defined by Smith SC and can undergo successful migration into ArchivesSpace
- Test migrations of Smith SC collections and collections-related data from InMagic and other Smith SC tools to locally-hosted test instance of ArchivesSpace
- Migration of Smith SC collections and collections-related data from InMagic and other Smith SC tools to Lyrasis-hosted production instance of ArchivesSpace
- Documentation of tool chain and cleanup and migration processes posted to Smith SC's ArchivesSpace migration repository on Github
- Evaluation of the process and challenges faced
- Training with Smith SC and DSS staff, as deemed appropriate

Timeline

The timeline provides a baseline of activities over the course of the project. This project requires an iterative approach to processing and migrating data, so some activities may bleed over from one phase to another.

Phase I April 2017	○ Launch Meeting: review of existing databases and tools, data, issues to resolve, timeline, and discussion of technical workflow ○ Smith SC provides specifications for data cleanup and mappings of data from InMagic databases and other Smith SC tools to ArchivesSpace schema; feedback and revisions to mappings occur ○ Consultant, if needed, conducts further analysis of data to determine solutions for cleanup and consults with Smith SC ArchivesSpace project sponsor, who will provide decisions about metadata policies ○ Consultant tests and implements said solutions
Phase II May - June 2017	○ Consultant continues to test and implement solutions for data cleanup ○ Consultant conducts test migrations to Smith SC test instance of ArchivesSpace ○ Smith SC and Consultant discuss strategies to mitigate data loss and maintain data integrity during migration ○ Consultant documents strategies and solutions to Smith SC Github repository ○ Smith SC conducts quality control on data ○ Consultant provides training for Smith SC and DSS staff
Phase III June 2017	○ Consultant implements migration on Lyrasis-hosted production instance of Archives Space ○ Consultant provides Smith SC with an evaluation of the process and challenges faced

Term of Contract

The contract is expected to start in April 2017. The term of contract is dependent on the completion of the scope of work, but is not expected to continue beyond July 2017.

RFP Terms and Conditions

Consultant agrees to keep confidential and not to disclose to third parties any information provided by College pursuant to or learned by Consultant during the course of this RFQ/P unless Consultant has received the prior written consent of College to make such disclosure.This obligation of confidentiality does not extend to any information that: 1) Was in the possession of Consultant at the time of disclosure by College, directly or indirectly; 2) Is or shall become, through no fault of Consultant, available to the general public; or 3) Is

independently developed and hereafter supplied to Consultant by a third party without restriction or disclosure.

Contractual Terms and Conditions

As an attachment of this RFQ/P, we have included our template Consultant agreement for your review. If you wish to make any modifications to this agreement, please submit your desired changes at the time of proposal. If you do not make any modifications, you are hereby accepting the terms as we are presenting them.

Submission of Proposal and Estimate

We look forward to receiving a proposal and estimate for your services. If you are interested in bidding on the project, please provide the requested information and responses:

1. References from similarly completed projects
2. Link to Github repository
3. If any, proposed modifications to the template Consultant agreement.
4. Schedule of rates for services
5. What is your process for achieving the objectives laid out?
6. Based on your experiences, describe how the integrity and quality of the data will be maintained in the cleanup and migration process.
7. Describe your proposed method for training.

Proposals should be emailed to:

Jasmine Jones
Metadata and Technical Services Archivist
Smith College Special Collections
jjones@smith.edu

Questions or requests for additional information should be sent to the above email address.

Process Schedule

Release of RFQ/P	March 7, 2017
Deadline for submission of proposals and estimate	**March 17, 2017**
Evaluation period	March 21, 2017
Notice of intent to award	March 24, 2017
Contract commencement	April 2017

Consulting Agreement

      This Agreement is made between the Trustees of the Smith College (College) and **_____**with a principal place of business in **_____** ("Consultant").

Whereas the College desires to obtain the services of Consultant and Consultant represents it has expertise and experience to provide the services described herein for the benefit of the College therefore the parties agree as follows:

1.0 Scope of Services
1.1 Consultant agrees to perform such professional services as are set forth in Appendix A to this Agreement which is incorporated herein by this reference. Consultant will perform such services with the standard of professional care and skill customarily provided in the performance of such services. Consultant agrees to perform as set forth in Appendix A to the satisfaction of College.

1.2 The parties may from time-to-time extend the scope of services and deliverables or omit services and deliverables previously agreed to, and the provisions of this Agreement shall apply to all such additions and omissions. All such additions and omissions must be in a writing executed by both parties in order to be effective.

1.3 Any discrepancy or conflict between the terms or conditions in Appendix A and the terms of this Agreement shall be decided in favor of this Agreement.

2.0 Fees and Expenses.
2.1 College agrees to pay a maximum fee of **_____dollars and 00/100 ($____)** for services and deliverables rendered by Consultant hereunder, including all amounts already paid.

2.1 Consultant agrees that Consultant is solely responsible for payment of income, social security, and other employment taxes due to the proper taxing authorities, and that College will not deduct such taxes from any payments to Consultant hereunder. Consultant agrees to indemnify, defend, and hold harmless the College and its governing board, officers, employees, and agents from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, relating to the payment of income, social security, and other employment taxes.

2.2 Fees and any reimbursement for incidental out-of-pocket expense will be charged as outlined in Appendix A. Any travel or lodging must be approved by Smith College prior to incurring the expense. In order to adhere to the College's goal of sustainability try to utilize technology, at no cost to Smith. Utilization of technology such as digital file transfer will reduce the need for printing, postage and courier costs.

3.0 Term. The services to be rendered by Consultant under this Agreement shall be completed by **_____, 2017.** Time is of the essence of this Agreement. This term may be extended beyond such completion date if College agrees to the extension in writing.

4.0 Contractor's Capacity and Responsibilities.
4.1 It is expressly understood that Consultant is an independent contractor and not the agent, partner, or employee of College. Consultant and Consultant's workers are not employees of College and are not entitled to tax withholding, Workers' Compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

4.2 Consultant shall not have the authority to enter into any contract or agreement to bind College and shall not represent to anyone that Consultant has such authority.

4.3 Consultant represents and warrants to College that in performing the services called for hereunder Consultant will not be in breach of any agreement with a third party.

5.0 Confidentiality of Information.

5.1 Consultant agrees to keep confidential and not to disclose to third parties any information provided by College pursuant to or learned by Consultant during the course of this Agreement unless Consultant has received the prior written consent of College to make such disclosure. This provision shall survive expiration and termination of this Agreement. This obligation of confidentiality does not extend to any information that: 1) Was in the possession of Consultant at the time of disclosure by College, directly or indirectly; 2) Is or shall become, through no fault of Consultant, available to the general public; or 3) Is independently developed and hereafter supplied to Consultant by a third party without restriction or disclosure.

6.0 Property Rights and Reports.

6.1 Consultant agrees that any intellectual property including but not limited to computer programs, software, documentation, copyrightable work, discoveries, inventions, or improvements developed by Consultant solely, or with others, resulting from the performance of services pursuant to this Agreement is the property of College, and Consultant hereby agrees to assign all rights therein to College. Consultant further agrees to provide College with any assistance which College may require to obtain patents or copyright registrations, including the execution of any documents submitted by College.

6.2 Consultant shall provide deliverables per Appendix A under this Agreement on or before **_____, 2017**. College shall be considered the author thereof, and the sole and exclusive owner throughout the world forever of all rights existing therein, including all manuscripts, reports, sketches, drafts, notes, maps, memoranda, etc., relating to the work, and all revisions, editions, and versions thereof in all languages, forms, and media now or hereafter known and developed.

6.3 This provision shall survive expiration and termination of this Agreement.

7.0 Suspension or Termination of Contract. College reserves the right to suspend indefinitely or terminate the contract and the services to be rendered by Consultant for any reason upon seven (7) days' prior written notice. In the event of termination prior to completion of all work described in Section 1.0, the amount of the total fee to be paid Consultant shall be determined by College on the basis of the portion of the total work actually completed up to the time of such termination.

8.0 Insurance.

8.1 All Insurance requirements are waived. This waiver shall not be construed as limiting in any way the extent to which the Consultant may be held responsible for the payment of damages to any persons resulting from its operations or the activities of any person or persons for whom it is liable.

9.0 Indemnification and Hold Harmless.

9.1 Consultant agrees that any damage to property owned by the consultant or personal or bodily injury to Consultant incurred in the course of performance of the Consulting Services shall be the sole responsibility of Consultant and the Consultant holds the College harmless from any such loss or damage.

9.2 Consultant agrees to indemnify, defend, and hold harmless the College and its trustees, officers, employees, and agents from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of Consultant's performance of the Consulting Services, except to the extent such are caused by the negligence of College.

10.0 Notice.

Any notice under this Agreement shall be in writing and be delivered in person or by public or private courier service (including U.S. Postal Service Express Mail) or certified mail with return receipt requested or by facsimile. All notices shall be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

the College:
Smith College
Attn:
Address:

City, State Zip Code
Email@smith.edu

the Consultant:
Attn:
Address:
City, State Zip Code
Email:

Any notice shall be deemed to have been given on the earlier of: (a) actual delivery or refusal to accept delivery, (b) the date of mailing by certified mail, or (c) the day facsimile delivery is verified. Actual notice, however and from whomever received, shall always be effective.

11.0 Entire Agreement; Modification. This Agreement (and its attachments, if any) constitutes the entire understanding between the parties with respect to the subject matter hereof and may not be amended except by an agreement signed by Consultant and an authorized representative of College.

12.0 Severability. The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

13.0 Governing Law. The laws of the Commonwealth of Massachusetts shall govern the validity, construction and effect of this Agreement. All lawsuits arising out of this agreement, wherever derived, shall be resolved in Hampshire County in the Commonwealth of Massachusetts.

14.0 Assignment. Consultant may not assign the rights or delegate the obligations under this Agreement without College's prior written consent.

15.0 Representations and Warranties. Consultant represents and warrants the following: (a) that it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to provide the equipment and goods, complete the services, and perform its obligations hereunder; (b) that it is able to furnish any of the plant, tools, materials, supplies, equipment, and labor required to complete the services required and perform all of its obligations hereunder and has sufficient experience and competence to do so; (c) that it is authorized to do business in Massachusetts, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services, equipment, and goods required hereunder, and has or will obtain all licenses and permits required by law; and (d) that it has familiarized itself with the local conditions under which this agreement is to be performed.

16.0 Compliance with Rules, Regulations, and Instructions. Consultant shall follow and comply with all rules and regulations of the College and the reasonable instructions of College personnel. The College reserves the right to require the removal of any worker it deems unsatisfactory for any reason.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement:

CONSULTANT: COLLEGE:
Vendor   **The Trustees of the Smith College**

Signature: _____   Signature: _____

Printed Name: _____   Printed Name: _____

Title: _____   Title: _____

Date: _____   Date: _____