

TASK ORDER # I-7-06

CLIMATE DATABASE MODERNIZATION PROGRAM

March 15, 2006

TASK ORDER TITLE:

Historical Plankton Data Rescue

Task objective: To key historical plankton data from paper manuscripts or CDMP “Web Search Store Retrieve Display” (CDMP-WSSRD) system document images into standard-format text files. These files shall then be returned to task leader and made freely available online through the NMFS plankton database. (This task is a continuation of the 2005 Task Order # 05-14.)

Task details:

1. General Scope

The contractor shall key enter plankton tow data from paper media, including paper copies of select CDMP-WSSRD images, photocopies, and possibly some original manuscripts. The task leader will provide the contractor with multiple, task-leader prepared key-entry “packets”. Each “packet” will arrive in its own envelope or email attachment, and will include:

- A task-leader prepared and annotated copy of each plankton data document to be key-entered;
- A cover letter summarizing the packet’s contents and noting any additional key-entering notes not already annotated on the paper copy itself.

The in-copy annotations and cover letter instruction will guide the contractor in the assignment of correct keying categories, variables, and units. These will be used in preparing the key entering interface for each paper document; here-after called the “document keying template”.

A collection of standard document keying templates has already been established during the 2005 period of this project. When possible, these existing templates are re-used “as-is” or with minor modifications. To help this process, the task leader tries to identify new data with a comparison to any previous work (e.g., “*these data can probably use the standard Russian Format template*”).

2. Quality

The keying shall be done using blind key verification technique where one keyer shall key in the information and the second keyer shall key in the same information. If the keyed information is the same, the second keyer shall continue, if the keyed information is different, the keyer will be notified and the information shall be corrected before continuing to the next session.

It is understood that the original information in some paper documents may be non-readable or ambiguous. In these cases, the contractor shall enter a pound sign (#) before entering their best guess on any questionable entries. For example: If the keyer is uncertain if latitude value is a '27' or '21'; the keyer would enter #21 or #27 depending on which value they had most confidence in entering

3. **Data Transmission**

A single copy of each "final" text file per cruise shall be emailed as an attachment to the task leader **as soon as they are available**. Upon completion of an entire packet, the contractor shall then return all of the paper documents associated with that packet and shall include a CD-ROM containing a (safety) copy of each of the final text files associated with that packet. In cases where only a digital document was provided for keying, a paper copy will not be returned as it does not exist). If multiple packets are returned at the same time, a single CD-ROM containing all the text files is sufficient. The contractor shall also maintain a backup copy of all keyed data shipped to the task leader until the project is completed. Upon completion of the task the task leader will make the determination as to the final disposition of the backup copies.

4. **Work in Process**

The task leader will continue to provide new data packets for key-entry throughout the duration of the project, maintaining at least a one week of work buffer onsite at the contractor. The progress of the contractor shall be tracked as each packet is completed and returned to the task leader. The task leader will be available to answer any questions concerning the data to be keyed by the contractor. The quality of the data entry must be maintained at or above the minimum level specified in the statement of Work for the overall contract.