

Arts and Industries Building

Scope of Work

Scope of Work:

The Contractor shall provide professional, technical, non-personal website development and support services for the Arts and Industries Building (AIB).

Statement of work:

The Contractor shall provide development and support services for the AIB Wordpress website.

Pre-Production:

The Contractor will meet at least one time in advance of starting work with AIB's Director of Marketing to prioritize website updates and discuss tasks.

Production:

The contractor will be responsible for website development and support services for the AIB website under the guidance of the AIB Leadership team and the Director of Marketing in particular. The contractor will meet as needed with the Director of Marketing to discuss progress and any challenges to complete the work required. This work will include, but is not limited to, the following:

- Updating the AIB Wordpress theme as requested, including minor design changes (resizing elements, spacing, etc.)
- Setting up The Events Calendar plug-in
- Setting up multiple language translations (exact languages TBD) using the Translate Press plug-in and Google translate
- Inserting code so Google Business listing will pick up on AIB's social profiles
- Inserting code for Facebook Pixel
- Setting up a search bar
- Optimize webpage loading
- Setting up Etix for ticketing (TBD per central Smithsonian requirements)
- Advising on accessibility projects
- Installing plug-ins as needed
- Training staff on plug-in use

Additional website development and support tasks may be required by the Arts and Industries Building Leadership Team as the work progresses, not to exceed XXX hours worth of work for the project.

Post-Production:

The Arts and Industries Leadership Team and Contractor will review all work to ensure that it has been completed in accordance with the terms of this contract. The contractor will also work closely with the Office of the Chief Information Officer (OCIO) to ensure that work is performed according to SI regulations.

Period of Performance:

All work under this purchase order shall begin upon signature and be completed by August 1, 2022.