



Statement of Work: CDL Journal Publishing Data Portability

This Statement of Work ("SOW") is effective as of October 1, 2021 and is between Cast Iron Coding, Inc. ("CIC" or "us" and "we") and the California Digital Library ("Client" or "you"). The dates of service for this SOW are from October 1, 2021 through June 30, 2022. This SOW is subject to the Master Services Agreement between Client and CIC effective as of October 1, 2021 (the "MSA"). Capitalized terms not defined in this SOW have the meanings given in the MSA.

Background

The goal of this project is to enable a Journal Publishing Platform Administrator or Journal Manage, both non-technical roles, to freely move content between OJS and Janeway (journal workflow platforms). CDL is planning on migrating 85 eScholarship journals from OJS to Janeway, and the primary purpose of this tool will be to significantly reduce the time and labor involved in that migration.

Project Description

CIC proposes building an open-source application to facilitate migration between the two platforms. While the exact technologies will be determined during discovery, we expect that approach this as a Rails application. With this tool, a relatively non-technical user could initiate a migration from one system to the other, monitor the migration progress, and see detailed reporting on the migration results.

Moving data and assets between systems is complex, especially when neither system has particularly robust or well documented APIs, as is the case with OJS and Janeway. For data to migrate cleanly between the two systems, the data needs to be storable in both systems. We believe that it's likely that there is likely data in OJS that can't be easily stored in Janeway and vice versa, and that some data will likely be lost in the translation.

Before we start building the application, we'll want to work through a focused discovery phase. We'll use the scope document provided by CDL as a starting point, analyze both platforms' databases, internal APIs, and external APIs and propose data mappings between the two systems. Once the mappings are clear, we will propose an architecture for our application. One approach could involve building import/export

extensions in each of the two applications and creating a standardized intermediate format for content in each system. That approach may be cost prohibitive, however, as it would likely involve building user interfaces in both tools to manage the import/export process. Another approach might involve building a standalone application that accesses data in the two systems via APIs or that directly accesses the filesystem and database of both applications. We'd prefer to use APIs but suspect that much of the data CDL wants to migrate won't be exposed in APIs and will therefore require low-level access. These sorts of questions are what we'll focus on addressing during discovery.

When discovery is complete and we have a clear path forward, we'll work through the following high-level functional requirements in the order listed below. The goal will be to make sure that we solve the immediate CDL need—migrating content from OJS 2.3.6 to Janeway 1.4—before moving on to more abstract requirements. We envision the following high-level functional requirements (from most to least critical):

- The application can migrate essential publication workflow data from OJS 2.3.6 to Janeway 1.4, including user data, item data, user/item associations, item states, peer review data, editorial decisions, core issue configuration, core journal configuration.
- The application provides a user interface for non-technical users to initiate migrations and see detailed outcome reporting.
- Secondary data—email history, logs, copyediting history, layout, proofreading history, etc.—can be migrated from OJS to Janeway
- The application can migrate data in the other direction, from Janeway to OJS
- The application can support additional versions of OJS and Janeway. Realistically, given the widely documented difficulties updating OJS, we expect that our tool will necessarily be tightly coupled to version 2.3.
- The application can migrate templates from one platform to the other.

We have a relatively high degree of confidence that the first two bullets above can be completed within the project budget. Subsequent requirements may also be achievable, but we'll need to do billable discovery before we can be certain.

Services and Deliverables

Included Work. CIC's services and Deliverables include:

- 2-3 Week focused discovery of each application's architecture, data schema, file storage convention, public APIs, extension interface, and other private interfaces.
- Following discovery, we will deliver an updated cost proposal based on our findings, a detailed timeline, sprint plans, and documented application architecture.
- A reliable, scalable, user-friendly, open source, and performant tool for migrating data from OJS to Janeway and, possibly, from Janeway to OJS. This tool could be stand-alone, or it could be composed of extensions within Janeway and OJS, depending on the proposed application architecture.
- Thorough quality assurance and testing.
- Assistance with successfully migrating eScholarship content from OJS to Janeway.

Excluded Work. CIC's services and Deliverables only include the items listed above. All other work is excluded, including the following:

- There's been discussion around implementing single sign-on in OJS and Janeway. We can assist with this to some extent, but we see single sign-on as a separate and distinct project with a different scope than what we're proposing here. To that end, it's our hope that CDL development can take the lead on that work.
- Copywriting and copyediting
- Creation of photographs, illustrations, icons, or graphic designs for the site
- Trademark, patent, or copyright clearances
- Maintenance of website, plug-ins, or social media tools after launch
- Application technical support after completion of quality assurance testing (can be included in a separate SOW)
- Hosting, email service, domain, or similar services
- Regulatory compliance, e.g., privacy, security, accessibility, disclosures, financial, etc.

Work provided by CIC beyond the included services and Deliverables will be billed at CIC's current hourly rate for such services.

Specifications

CIC's work will be prepared to the following specifications:

- The application will render with substantial consistency across the latest (non-beta) desktop and mobile versions of major browsers at the time of launch
- Responsive to mobile, tablet, and desktop breakpoints.
- Client and server-side code will be linted according to established best practices.
- Test coverage will be included for critical paths and core functionality as budget permits.

Client Obligations

In addition to Client's obligations described in Section 3 of the MSA, CIC's obligations under the agreement are subject to the following:

- To begin discovery, CIC will need a full archive of CDLs OJS instance including 1) a full database dump, 2) a full backup of filesystem content, and 3) a complete copy of the instance's source code.
- Client's stakeholder group and decision-makers will not materially change during the project
- The information provided by Client to CIC is accurate and complete
- Client's data handling practices comply with all applicable laws
- No personally identifiable information will be provided by Client to CIC
- All requested approvals and feedback within 5 business days of request

Schedule

During discovery, we will break the project down into issues and sprints, which will lead to a detailed schedule. We'll kick off the project with a dedicated 2-to-3-week discovery sprint, and then we'll organize the work into ongoing 2 week sprint cycles. We will complete the work no later than June 2022.

Fees, Expenses, and Payment

The total fee for this project is \$95,000. 25% of the fee (\$23,750) is due on the signing of this agreement. The next 25% of the fee (\$23,750) is due when the discovery phase has been completed. The next 25% of the fee (\$23,750) is due when transferable publication workflow data has been migrated from OJS 2.3.6 to Janeway 1.4. The exact specification for what data can be successfully transferred will be articulated during discovery, but we anticipate that this will include user data, item data, user/item associations, item states, peer review data, editorial decisions, core issues configuration, and core journal configuration. The balance 25% (\$23,750) is due on CIC's substantial completion of its work. Invoices are due within 30 days of receipt.

This fee does not include any expenses or other costs that may be required to complete your project. Examples of expenses include licensing fees, stock or original photography, font or media licensing, online services, and similar costs. CIC will obtain your consent before incurring costs on your behalf. Once approved, CIC may advance such costs on your behalf and include the amount on your invoice. Alternatively, CIC may require that you advance such costs before they are incurred or that you contract directly with the vendor.

[signature page follows]


AGREED as of the date first written above.

CIC

Cast Iron Coding, Inc.

CLIENT

California Digital Library

By: 
Zach Davis, President

By: _____




Date: 10 / 06 / 2021

Date: _____

Signature Certificate

Document Ref.: MUIK4-5EXMK-TDQFN-Q2I8Y

Document signed by:

| | | |
|---|---|--|
|  | <p>Zach Davis E-mail: zach@castironcoding.com Signed via link</p> |   |
| IP: 71.36.96.95 | Date: 06 Oct 2021 15:40:00 UTC | |

Document completed by all parties on:
06 Oct 2021 15:40:00 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is a document workflow and certified eSignature solution trusted by 25,000+ companies worldwide.

