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Statement of Work

Gelman Library – the China Security Documentation Center 16 April 2004

1.0 Background

During FY 2003, the National Intelligence Council (NIC) contracted with the Gellman Library at The George Washington University to establish a “China Security Documentation Center” to support the collection, cataloging, and storage of Chinese-language books, articles, academic journals and other open source materials related to issues associated with the People’s Liberation Army (PLA) and China’s national security strategy. The excellent progress made toward this end during FY03 warrants the continuation of this program. This effort supports a one-of-a-kind program benefiting the Intelligence Community and US academics in the growing field of Chinese national security studies. The National Intelligence Officers for Conventional Military Issues and the NIO for East Asia cosponsor this project.

2.0 Tasks

To accomplish the objectives of the NIC, the Gellman Library shall:

- 2.1 Enlarge the Collection:** During FY 2003, the Gellman Library compiled an initial collection of Chinese-language books and journals from the personal collections of academic specialists identified by the NIOs for CMI and East Asia and from other public and private collections. The NIOs will continue to encourage similar donations for FY 04 and the Gellman Library similarly will continue to work through its contacts to enlarge voluntarily the collection. All items provided to the Gellman library shall become the property of the University absent agreement to the contrary with respect to specific items.
- 2.2 House the Collection:** Provide space for the China Security Documentation Center collection within the Gellman Library as currently provided. Changes to the current location for the collection will not be made unless prior coordination and approval from the NIOs is received.
- 2.3 Catalogue the Assembled Material:** The library shall catalogue, and translate into English, the titles and publication data of all materials provided to the China Security Documentation Center. Bi-annually, the library shall provide to the NIO-CMI and NIO-East Asia an updated list of the holdings in the collection.

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2.4 Maintain the Collection: The Gellman Library shall shelve, manage, and maintain the China Security Documentation Center in a manner that will facilitate their access by researchers and preserve the materials in accordance with standard library practices with respect to like collections.

2.5 Provide Access to the Collection: The collection will be made available to the public and to members of the Intelligence Community during normal library hours.

3.0 Security

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4.0 Travel

The contractor is responsible for covering the travel costs incurred by the contract staff, subcontractors and consultants.

5.0 Place of Performance

The place of performance will be the Contractor's facility.

6.0 Period of Performance

The period of performance shall be for twelve (12) months from the date of contract award with two twelve (12) month options.

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