

Smithsonian Institution Request for Quote (RFQ)

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of Natural History, Smithsonian Institution (SI), for technical professional, non-personal services to provide education coordination services in accordance with the Statement of Work (SOW).

I. Submitting Your Quote

Price quotes may be submitted by **electronic mail (email)**. Quotes are due by 5pm ET, on Friday, April 17th, 2020 at:

Email to: SouLL@si.edu

II. Description of Required Services

The SI has a requirement for education coordination services for the Deep Time initiative in the Paleobiology department, and Office of education, outreach and visitor services of the National Museum of Natural History. A firm fixed price will be awarded for a 12 month period.

III. Evaluation

The SI plans to award based on *best value to the SI considering the following factors*. The SI plans to award without discussions, however, it does reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary.

Evaluation factors are:

A. Relevant Experience/Past Performance

1. Relevant experience is that obtained by providing or performing services of similar size, scope and complexity that indicates your suitability for this project, given the tasks outlined in the attached statement of work. e.g. provide demonstrated experience in science communication, public education and outreach in paleobiology, or education activity development and evaluation.
2. Past Performance should be supported by a list of two current or previous positions with names of points of contact and their current telephone numbers, who can answer specific questions on quality of work.

B. Qualifications/Technical Competence

1. **Technical Information** - Technical information should include a narrative discussion addressing the technical competence, the applicant's capabilities,

qualifications, and approach the applicant would take to complete the deliverables in the SOW.

C. Résumé of potential contractor

D. Pricing

IV. Insurance Requirements

Contractors are required to have General Liability Insurance. The SI must be listed as additional insured for the General Liability insurance.

If the contractor does not have insurance, they will be provided the opportunity to enrol in the Smithsonian's independent contractor insurance system. The insurance premium-fee for the short term general liability insurance is made available for qualified, small independent vendors. Enrolment in this program is not guaranteed and determination for eligibility is on a case by case basis determined by number and value of previous awards. Upon determination of successful award, the contractor would be responsible to furnish a check for payment of the insurance premium due. If the vendor is not eligible for this insurance, they will be required to purchase their own insurance. Failure to purchase their own insurance will be cause for cancelling the award.

V. DUNS Number

A DUNS number will be required and can be obtained once a contractor has been selected or before. A DUNS number is a unique nine digit identification number available for each physical location of your business and is needed to register in the System for Award Management (SAM). DUNS numbers are provided through Dun and Bradstreet (D&B) at no charge when you contact D&B via toll free telephone call to 1-866-705-5711, or at <http://fedgov.dnb.com/webform>. Indicate that you are requesting a DUNS number to assist with eligibility for U.S. Government contracts. New DUNS numbers for U.S. vendors will be active and available for SAM registration within 1-2 business days of request; international vendors DUNS will be active and available normally within 2-5 days of request.

VI. System for Award Management (SAM) registration (formerly CCR)

It is a requirement that current recipients of contract and purchase orders awarded by the SI must complete registration and maintain an active record in the System for Award Management (SAM). The SAM requires a one-time business registration, with annual updates, and allows vendors to control the accuracy of the business information they enter. The financial data you enter, which includes the electronic funds transfer (EFT) data collected by SAM, will assist the SI in paying your invoices and complying with the Federal Debt Collection Improvement Act of 1996. You may complete or update your information in SAM online at <https://sam.gov/>. Questions regarding the process may be directed to the Federal Service Desk online at www.fsd.gov or via toll free call to 1-888-606-8220. There is no charge for registering in SAM.

If yours is the acceptable price quote and you are selected for award, your organization's valid and active registration with SAM must be verifiable by SI staff administering this procurement prior to contract or purchase order award, and at the time any modifications or amendments to awards might be required.

VII. Information to be Submitted with Quotes

Quotes submitted must include the following information to be deemed responsive to this Request for Quote and accepted by the SI:

1. Project Title (from SOW)
2. Name, email, address, telephone number
3. Proposed price for completing contract deliverables and tasks
4. Past Performance information
5. Technical information
6. Resume