

**Smithsonian Institution**  
OCon 105  
**Request for Quote (RFQ)**

**Technical 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 summative evaluation services in accordance with the Statement of Work (SOW).

**I. SUBMITTING YOUR QUOTE**

Price quotes should be submitted by **email**. Quotes are due by 5 p.m. (Eastern time), on July 14, 2025, to:

Attn: Stephanie Cuevas, Executive Assistant to the Deputy Director  
Email to: [CuevasSL@si.edu](mailto:CuevasSL@si.edu)

Smithsonian Institution  
National Museum of Natural History  
10<sup>th</sup> Street and Constitution Avenue, NW  
Washington, DC 20013

**II. DESCRIPTION OF REQUIRED SERVICES**

The Office of Education, Outreach & Visitor Experience at the National Museum of Natural History (NMNH) has a requirement for a summative evaluation of a multi-year project that was funded by an internal education grant. The project is titled, “A Community-Based Approach to Culturally Responsive Science Education.” The duration of the award will be seven months.

**III. EVALUATION OF QUOTES**

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

All of the following factors are of equal importance. Evaluation factors are:

**A. Plan of Accomplishment**

1. A plan of accomplishment should demonstrate the Offeror’s technical understanding of the requirements and the overall capability and experience in providing the requirements specific to meet the needs. Offerors must provide a detailed plan that includes a description of the proposed approach and a detailed draft project plan outlining the requirements in the statement of work. Describe what events/activities are envisioned, milestones, and contacts and resources

proposed to accomplish the tasks, and demonstrate how the proposed approach will accomplish the objectives specified.

## **B. Capability to Perform**

1. Offeror should submit a narrative that addresses Offeror's overall capability to manage the work required. Technical information should include a narrative discussion addressing the technical competence, the firm's capabilities, qualifications, and approach to satisfy the requirements of the SOW. Please include an organization chart with named personnel that demonstrate reporting lines and areas of responsibility.
2. Résumés shall be provided in an appendix for the named key personnel and demonstrate experience in similar positions on prior projects/contracts that are similar and relevant to the scope and complexity contemplated. Personnel proposed must demonstrate core expertise in the tasks anticipated. If the use of subcontractors is proposed, clearly articulate their roles and demonstrate their relevant experience. The management plan shall describe the overall plan for organizing, staffing, and managing the tasks; how organization roles and responsibilities will be divided; decisions made, and work monitored; and assurance of quality and timeliness to meet the Museum's requirements.

## **C. Relevant Experience/Past Performance**

1. The Offeror's proposal should demonstrate relevant experience obtained within the past 5 years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project.
  - a. Program evaluation design, development, and implementation
  - b. Experience working with informal science and cultural institutions
  - c. Experience designing and implementing program evaluations and evaluation processes that consider, accommodate, and respect different cultural norms and expectations
  - d. Experience collaborating with project teams and collaboratively synthesizing patterns and findings.
2. Past Performance should be indicated by a list of current or previous contracts with names of points of contact and their current telephone numbers who can answer specific questions on quality, workmanship, and scheduling. Please provide contract periods of performance dates, dollar value, and brief description of the work performed.

## **D. Price**

1. When evaluating the price proposal, a determination shall be made as to its reasonableness and completeness.
2. The Offeror shall provide a firm-fixed price proposal that includes all direct labor, materials, communication, production and other direct costs as well as all indirect costs for which the Offeror expects payment.

3. Offeror's firm-fixed price shall include and itemize transportation costs and travel allowances (per diem) of personnel authorized to undertake out-of-town, overnight travel under this contract, if applicable.
4. If Offeror has GSA contract, please provide your GSA number and rates.

#### **IV. INSURANCE REQUIREMENTS**

Prospective contractors are required to have General Liability Insurance. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes.

Prospective independent vendors are provided opportunity to enroll in the Smithsonian's independent contractor insurance system, provided that the total contract value does not exceed the sum of \$75,000. The insurance premium-fee for the short-term general liability insurance is made available for qualified, small independent vendors. Enrollment 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, he will be required to purchase his own insurance. Failure to purchase his own insurance will be cause for cancelling the award.

#### **V. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**

It is a requirement that current and prospective recipients of contracts and purchase orders awarded by the SI must have an active SAM registration to be eligible for awards, and maintain an active record in SAM throughout the period of time the SI award will be in effect. 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 with correctly directing payments on your invoices and complying with the Federal Debt Collection Improvement Act of 1996.

Within thirty (30) calendar days after your SAM registration is activated you must mail a notarized letter to SAM. You will receive guidance on this procedure throughout the SAM registration process and again after your SAM registration is activated. Federal agencies, including SI, have been assured that once an entity's SAM registration is activated, agencies may engage that entity. Notarized letters from registered entities will need to contain specific language. OCon&PPM has provided the preferred language for letters with our form memo OCon 120 – Mandatory Registration in the System for Award Management (SAM) that accompanies this RFQ.

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

You may complete or update your SAM registration information anytime online at <https://sam.gov>. Questions regarding the process may be directed to the Federal Service Desk online at [www.fsd.gov](http://www.fsd.gov) or via toll free call to 1-888-606-8220. There is no charge for registering in SAM.

## **VI. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER**

A UEI number is a unique twelve-digit alpha-numeric identifier that will be assigned to you when your SAM registration is completed. A UEI is available for each physical location of your business (see Section V. of this RFQ). You will need to maintain your assigned UEI(s) in a safe location where they may be easily accessed. Your UEI will be required whenever you need to annually update your SAM registration or make changes to your SAM registration information at any time.

## **VII. LEGISLATIVE AND/OR ADMINISTRATIVE REQUIREMENTS**

### **A. Service Contract Act of 1965, as amended**

If services to be performed are covered by the Service Contract Act (SCA), as amended, the SCA shall apply to all work performed under the contract, purchase order, or GSA schedule task order to be issued. Individuals and companies submitting quotes are encouraged to verify the wages and fringe benefits determined by the U.S. Department of Labor to be payable for the Labor Category and in within the location that work performance will occur as cited in the Statement of Work. The SCA wages and fringe benefits payable shall be part of the order award.

Individuals and companies awarded a contract, purchase order or GSA schedule contract task order for SCA covered services are responsible, and required by law, to deliver to its employee(s) or post a notice of the required compensation in a prominent place at the worksite. The SCA provides authority to contracting agencies to withhold contract funds to reimburse underpaid employees, terminate the contract, hold the contractor liable for associated costs to the government, and debar from future government contracts for a period of three (3) years any persons or firms who have violated the SCA. The contracting officer awarding this order, or the Smithsonian Inspector General, may periodically require contractors to provide information that verifies compliance with the SCA for services provided under the awarded contracts, purchase orders or GSA schedule contract task orders.

### **B. E-Verify**

If at award, or anytime during contract performance, the dollar amount of the contract award exceeds \$150,000 or \$5,000,000 under GSA Schedule, with a period of performance over 120 days, the successful bidder is required to register in the E-Verify System and verify that all individuals to be hired under the contract award are eligible for employment within the U.S. This requirement is not applicable to work that will be performed outside the U.S. or for Commercial Off the Shelf (COTS) items.

E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS). It allows employers to verify the employment eligibility of their employees, regardless of citizenship. For more information on e-verify and when, why and how to register and use the system please go to the USCIS site on the World Wide Web at: [E-Verify.gov](https://e-verify.gov).

*Executive Order 13465 and Homeland Security Policy Directive 12 (HSPD-12)*

### **C. Background Investigations**

If a contractor employee assigned to the SI under this contract will have an association with SI that will be greater than thirty (30) days, determined either at time of contract award or anytime during contract performance, and will need access to staff-only areas of SI controlled facilities and leased spaces, the employee shall be required to receive an SI Credential. Contractor employees who require an SI Credential shall be required to undergo and pass an appropriate background investigation and complete security awareness training before an SI Credential is issued. Employees whose associations with the SI will be less than 30 days shall not receive a background investigation or SI Credential, however, they must be escorted by Credentialed personnel at all times when in staff-only areas of SI facilities. If relevant to this RFQ, a form OCon 520, Background Investigations and Credentials for Contractors' Personnel, is included. The following actions shall be required to be completed by the SI Contracting Officer's Technical Representative (COTR) and successful vendor:

1. The COTR shall provide an OF-306, Declaration for Federal Employment form, for each of the Contractor's employees who will be assigned to the SI for 30 days or longer. The OF-306 forms must be completed by each person and returned by the Contractor to the COTR, or other designated SI employee, within ten (10) workdays from receipt of the forms by the Contractor.
2. For contractors to SI organizations outside the Washington DC and New York City areas, forms SF-87, Fingerprint Cards, shall be provided to the Contractor by the COTR or other designated SI employee. Each form SF-87 must be returned to the COTR, or other designated SI employee, within ten (10) workdays from receipt of the forms by the Contractor. When necessary, the forms SF-87 shall be submitted by the Contractor with the OF-306.

*Homeland Security Policy Directive 12 (HSPD-12)*

## **VIII. 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:

- A. Documentation of your current active SAM registration with the date it will expire
- B. Project Title
- C. Business name, address, telephone number, and UEI number

- D.** Business point of contact name, telephone number and email address
- E.** A Plan of Accomplishment, including a timetable for completing the project
- F.** Capability to Perform and résumés of personnel that may be assigned to perform work under the anticipated award.
- G.** Relevant Experience and Past Performance information should include the contract number, contact person with telephone number and other relevant information for at least 3 recent relevant contracts for the same or similar goods and/or services.
- H.** Price, including estimated hours and an hourly rate. Any proposed travel costs should be itemized.
- I.** Cite the date through which pricing submitted is valid.

**ATTACHMENT(S):**

- Statement of Work for “Summative Evaluation of ‘A Community-Based Approach to Culturally Responsive Science Education’.” Services, June 16, 2025
- Form SI 147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI 147B, Smithsonian Institution Privacy and Security Clause
- OCon 120, Mandatory Registration in the System for Award Management (SAM)