Smithsonian Institution
OCon 105
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 facilitation and consulting services in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by email. Quotes are due by 5 p.m. (EDT) on Tuesday, September 12, 2023, at:

Smithsonian Institution
National Museum of Natural History
Office of Education, Outreach, and Visitor Experience
1000 Constitution Ave., NW Washington, DC 20056

Attn: Colleen Marzec, Chief of Content Development and Science Learning
Email to: marzec@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The Office of Education, Outreach, and Visitor Experience (EOVE) requires the services of a facilitator and management specialist to assist EOVE in the next phase of the department’s work to clarify its vision and decision-making. The department recently engaged the services of an evaluator to review and assess our current educational activities and envision how we might enhance our educational offerings to our audiences and operationalize and sustain an educational strategy.

The primary deliverable of this project is to assist NMNH in addressing the first three recommended actions, namely to 1) More clearly articulate a vision for the work of EOVE and its overarching intended outcomes with priority audiences 2) Ground EOVE’s decision-making process for audiences, activities, and programs in a strategic or guiding framework and 3) Scale the programs and activities to varying levels of departmental capacity. Work shall begin no later than Feb. 15, 2024, and be completed by June 30, 2024.

III. EVALUATION

The SI plans to base the award on best value to the SI considering the factors described below and without discussions; however, it 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 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. Relevant Experience/Past Performance

1. Relevant experience is that obtained within the past 5 years providing or performing services of similar size, scope, complexity and type to museums and similar informal-learning centers.

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. Provide contract periods of performance dates, dollar value, and brief description of the work performed.

C. Qualifications/Technical Competence

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.

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, subcontractor costs, commissions, and any other profit and expenses for which the Offeror expects payment.

3. Offeror should 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.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance for the duration of the contract period. The SI must be listed as additional insured for the General Liability insurance. Proof of existing insurance can be submitted with quote or purchased through the Smithsonian group insurer during the contract award process.

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 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.

Executive Order 13465 and 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. Pricing.
F. 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.
G. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
H. If services are subject to the requirements of the Service Contract Act provide with your quote:
   1. U.S. Department of Labor wage determination hourly rate payable within the location of work performance
   2. Health and Welfare hourly rate payable within the location of work performance
   3. IFF hourly rate payable within the location of work performance
   4. G & A hourly rate payable (e.g., markup, overhead, etc.) within the location of work performance
   5. Vacation hourly rate payable within the location of work performance
   6. Holiday hourly rate payable within the location of work performance
I. If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
J. When prices quoted are in accordance with the terms of a General Services Administration (GSA) schedule contract, provide the following information: your GSA contract number, SIN, goods and/or services pricing.
K. Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
L. Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- 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)