

## Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of Natural History's Department of Education and Outreach, Smithsonian Institution (SI), for technical professional, non-personal services to provide educational, administrative, and logistical 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 5:00 pm, on Monday, January 30, 2023 at:

Smithsonian Institution  
National Museum of Natural History  
Department of Education and Outreach

Attn: Efrain Tejada  
Email to: TejadaE@si.edu

### II. Description of Required Services

The Smithsonian's National Museum of Natural History (NMNH) seeks a contractor to work with the education team at NMNH to support educational programming for Q?rius, an innovative 10,000 square foot interactive space developed and operated by the NMNH Office of Education & Outreach. The Family Programs Coordinator contractor will provide educational, administrative and logistical services in support of the planning, coordination, delivery and evaluation of a regular series of family programs for multigenerational families in the DC-Maryland-Virginia region for the Office of Education and Outreach.

### III. Evaluation

The SI plans to award based on best value to the SI considering the following factors: relevant experience, technical competence, resume, and price. 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. **Relevant Experience** is that obtained within the past 3 years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project showing experience working with audio-visual equipment and specifically any of the equipment listed in the government-furnished property section of the SOW.
- B. **Technical Competence** should include a narrative discussion addressing the technical competence, the contractor's capabilities, qualifications, and approach to satisfy the requirements of the SOW.

C. **Résumé** of potential contractor assignees are requested. (*See Section VII for legislative and administrative requirements that may apply to successful bidders' employees.*)

D. **Price**

#### **IV. Insurance Requirements**

Prospective contractors are required to have *General Liability Insurance for (e.g. \$5,000,000 and/or a Fidelity Bond for \$1,000,000)*. 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. Unique Entity Identifier (UIE)**

A UIE number is a unique twelve-digit identification number available for each physical location of your business and is needed to register in the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) system.

UIE numbers are provided by GSA through SAM at no charge when you register in SAM. New UIE numbers for U.S. vendors will be active and available for SAM registration within 1-2 business days of request; international vendors' DUNS numbers 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 and prospective 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](http://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. 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:

<https://www.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. Project Title
- B. Business name, address, telephone number, and UIE number
- C. Business point of contact name, telephone number and email address
- D. Pricing. Ensure that base year and option year pricing is included, and specific prices are provided.
- E. 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.
- F. Relevant experience and Technical Competence as discussed in Section III above.
- 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):**

- Statement of Work for Q?rius Administrative Assistant, 1/2/2023
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions