

**Smithsonian Institution  
OCon 105  
Request for Quote (RFQ)  
Volunteer Coordination Services**

**Request for Quote: 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 volunteer coordination services in accordance with the Statement of Work (SOW).

**I. Submitting Your Quote**

Price quotes may be submitted by email. Quotes are due by Nov. 11, 2022, at 5 pm EST at:

Email to: [MarzecC@si.edu](mailto:MarzecC@si.edu)

**II. Description of Required Services**

Contractor will be responsible for providing NMNH with volunteer coordination services, as described in the Statement of Work (SOW).

The SI has a requirement for Volunteer Coordination Services from Dec. 15, 2022-Dec. 14, 2023

The SI has an option period of one year from Dec. 15, 2023-Dec. 14, 2023 and reserves the right to not exercise the option.

**III. Evaluation**

The SI plans to award based on best value to the SI considering the following factors.

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

**A. Relevant Experience/Past Performance**

1. 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
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.

**B. Qualifications/Technical Competence**

1. **Technical Information** - Technical information 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**

**D. Price**

**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. 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**

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). 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 electronic funds transfer data, 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://www.sam.gov/SAM/>. 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 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. 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. The contractor who is selected will receive a form OCon 520, Background Investigations and Credentials for Contractors' Personnel and will complete the process with guidance from the COTR.

### **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.
- 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.
- H.** Provide résumé.
- K.** Cite the date through which pricing submitted is valid.

#### **ATTACHMENT(S):**

- Statement of Work for Volunteer Coordination Services