

**Technical or Professional, Non-personal Services: Cataloging Technician for NMNH inventory project
“The David Clague Collection of Sub-marine Volcanic Glasses”**

I. SUBMITTING YOUR QUOTE

Price quotes must be submitted by electronic mail (email) to Leslie Hale (halel@si.edu) and must be given as the total cost to provide the required services described in Part II. Quotes are due by **5:00 PM (EDT) on Friday, August 30, 2019.**

II. DESCRIPTION OF REQUIRED SERVICES

SCOPE OF WORK

Contractor shall provide professional, technical, non-personal services to the Smithsonian’s National Museum of Natural History, Department of Mineral Sciences, Division of Petrology and Volcanology, National Rock and Ore Collections. Contractor will organize, catalog and capture specimen data for approximately **one half** of the research collections of Dr. David Clague, a gift from the Monterey Bay Aquatic Research Institute (MBARI). The collection currently resides in 138 drawers at MSC, and consists of approximately 3860 specimen lots of volcanic submarine rock samples collected either as dredge samples or dive samples from Hawaii, the Hawaiian Ridge and Emperor Seamounts, Juan de Fuca Ridge, Gorda Ridge, Blanco Fracture Zone, California Seamounts, Iceland, Reunion Island, Socorro Island, and the Gulf of Alaska, and includes not only hand samples but grain mounts, thin sections, and other associated preparations. The work to complete 69 drawers (the first half of the collection) is estimated to take 10 months to complete.

STATEMENT OF WORK

1. Contractor shall organize the specimens and/or specimen lots by collectors’ field number in appropriately sized archival quality trays.
2. Contractor shall collate together by field number all preparation types (such as thin sections and powders) with the corresponding hand sample.
3. Contractor shall perform a literature search for all published papers relevant to the specimens not already provided by the donor and print hard copies when possible.
4. Contractor shall perform preliminary identification of the lithology of each specimen, when it is not available in the literature and/or field notebooks.
5. Contractor shall apply appropriately sized paint stripe to each specimen larger than a golf ball, and shall place smaller specimens in clear, plastic ‘ziploc’ style bags as appropriate.
6. Contractor shall develop an appropriate numbering scheme, in consultation with the collection manager, and shall assign sequential, unique museum catalog numbers to each specimen or specimen lot according to the established field number order. Museum numbers shall be written directly onto the rock specimens, bags, thin sections and thin section holders, as well as any other preparations, using archival quality pens.

7. Contractor shall capture all relevant specimen data including (but not limited to) collectors (field) number, museum catalog number and suffix, quantity, the storage location, all known collecting locality information, preparation(s), reference(s) in the literature, lithology (identification), description (texture, structure), and metadata concerning the acquisition (donor, accession number).
8. Contractor shall create digital records for specimens, using batch-import spreadsheets and/or the Axiell EMu client.
9. Contractor shall follow departmental data standards and best practices when completing the above tasks. Contractor shall be provided with task-specific training, but will mostly be expected to work with limited supervision.

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, 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. Qualifications/Technical Competence

1. Education – A bachelor's degree in earth science or a related field is preferred.

B. Relevant Experience

1. Relevant experience is that obtained within the past 3 years by providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project as described in the statement of work.
 - a. Include a brief summary of your training and experience working with museum collections.
 - b. Include a brief summary of your training and experience working with geological materials.
 - c. Include a brief summary of your experience working with Axiell EMu or similar collection management software.
 - d. Include a brief summary of your experience working with Excel spreadsheets.
 - e. Include a brief summary of your experience working as an independent contractor or self-employed individual.

C. Past Performance

1. If you have contracted with the Smithsonian before: past performance should be indicated by the following:
 - a. Provide 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.
 - b. Provide contract periods of performance dates, dollar value, and brief description of the work performed.
 - c. Include at least one reference for each area of experience specified above: working with museum collections, working with geological specimens, and working as an independent contractor.

D. Résumés. Submit a copy of your current resume, which should demonstrate your relevant experience related to the tasks outlined in the statement of work. Please include contact information for two references, unless they have already been provided in section C.1.c. above.

E. Price. Provide a firm fixed price. This price shall include all costs.

IV. INSURANCE REQUIREMENTS

Prospective Contractors are required to have Commercial General Liability coverage for (a) bodily injury and property damage; and (b) advertising injury and personal injury pertaining to all activities under this contract with a minimum limit of \$300,000. Prospective Contractors with existing Commercial General Liability coverage must list the SI as additional insured for the General Liability insurance and submit proof of insurance with quotes. Prospective Contractors without their own Commercial General Liability coverage must enroll in the Commercial General Liability Policy for Smithsonian Contractors upon acceptance of the contract, for which the Smithsonian shall bill the Contractor \$160.00.

V. DUNS NUMBER

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), formerly the Central Contractor Registration (CCR) system (see Section VI of this RFQ). 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 on the internet at Smithsonian Institution <http://fedgov.dnb.com/webform>. Non-U.S. (international) vendors may also contact D&B via email at help@dnb.com. 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 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 <http://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.

For vendors who were registered in CCR prior to July 30, 2012, this means:

- All information in CCR was transferred to SAM and available for viewing and updating on July 30, 2012;
- Vendors will not have to re-register in SAM if their CCR was active and valid on July 30, 2012, however,
- They will have to set up a SAM user ID. Once this is done, the vendors will have access to all their information and may edit it as needed, • They may set up an ID when they are notified by the SAM that it is time to renew registration. • Vendors who attempted to access their information by going to the current CCR website on and after July 30, 2012, should have been automatically redirected to SAM.

For vendors who were not registered in CCR prior to July 30, 2012, this means:

- Vendors will need to obtain a DUNS number (see Part V. above) in order to register in SAM. • Beginning on July 30, 2012, they must be directed to <http://sam.gov> to complete registration in SAM. •

The registration process via SAM has been changed for SAM, and is reported to be streamlined and much easier than the CCR process.

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. 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.

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 DUNS 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 up to 3 recent relevant contracts for the same or similar goods and/or services.
- F. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.