

**Smithsonian Institution**  
**OCon 105**  
**Request for Quote (RFQ)**  
**Technical or Professional, Non-personal Services**

This Request for Quote (RFQ) is issued by the Smithsonian Marine Station (SMS), for technical professional, non-personal services to provide educational support in accordance with the Statement of Work (SOW).

**I. SUBMITTING YOUR QUOTE**

Quotes are due no later than 5pm Monday, July 7, 2025, and may be submitted via email to: [hoffman@si.edu](mailto:hoffman@si.edu), subject: **SMEE Educational Services Contract**

or mailed to:

Bill Hoffman  
Smithsonian Marine Station  
701 Seaway Drive, Fort Pierce, FL 34949

**II. DESCRIPTION OF REQUIRED SERVICES**

The SMS has a requirement for educational services on Saturdays at the Smithsonian Marine Ecosystems Exhibit (SMEE). The award will be for one year with the option to extend. Estimated start date is Late-September 2025.

**III. EVALUATION**

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

All 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 position. Provide demonstrated experience executing informal educational activities and implementing established programs for broad audiences, including seniors, students, interns and volunteers. Provide demonstrated experience executing educational services in a museum or other related work environment. Identify projects (paid or unpaid), clients, time frames, locations of performance, and complexity of work to facilitate determination of capabilities to perform the work required as cited in the statement of work.

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/emails who can answer specific questions on quality, communication, and organizational skills as well as ability to work on a team. Provide contract periods of performance, dates and a 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 applicant's capabilities, qualifications, and approach to satisfy the requirements of the SOW.
2. **Awards subject to the Service Contract Act** -The requirement is in accordance with GSA Schedule.

**C. Résumé**

- D. Price** evaluation will cover pricing submitted for the base year.

**IV. INSURANCE REQUIREMENTS**

The Smithsonian requires independent vendors to carry short term general liability insurance. Vendors have the 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 (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.

**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). 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.

Vendors will need to obtain a DUNS number (see Part V. above) in order to register 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/>

### **C. Background Investigations**

If a contractor's 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's 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. Contractor's 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.
- C. Business point of contact name, telephone number and email address
- D. Pricing to cover the 12-month base contract, including date through which pricing is valid.
- E. Past Performance information should include contact person(s) with telephone numbers and other relevant information and experiences for the same or similar educational services.
- F. Resume.

**ATTACHMENT(S):**

- Statement of Work (SOW) for Education services at the SMEE, May 29<sup>th</sup>, 2024
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions