

Request for Quote / Statement of Work

September 4, 2013

This request for quotes is being revised to clarify the basis for award.

The Smithsonian Institution is seeking a contractor to assist staff with reviewing the documentation that accompanies an in-coming collection of 100,000+ frozen non-human animal tissues. The documentation is in both hard copy and electronic form, and comprises printed data sheets, collecting and shipping permits, correspondence, spreadsheets and database records that correspond to approximately 26,000 separate animals and 200 research projects. Review of the documentation should result in the association of permits, database records, and correspondence with specific tissue samples.

This review is being led by Smithsonian staff from the National Museum of Natural History (NMNH) and the National Zoological Park (NZIP). Project leaders are seeking a contractor to perform the following tasks:

- Compare paper documentation with electronic files, making note of sample entries that do not contain essential information
- Revise and enhance the database or spreadsheet with additional information from the review process, including but not limited to CITES listing, source of tissue, presence of documents, and other information
- Organize paper documentation by schema provided
- Identify USFWS declaration forms (3-177s) in each project file
- Identify collecting permits in each project file
- Create surrogates of paper documentation as directed
- May require review of associated documentation and files based at the NZIP
- May be required to contact other organizations for information
- Will be required to interact with SI staff and provide information and findings orally and in writing.

Skills required:

- Ability to use Excel and pivot tables
- Ability to use Access and Filemaker Pro
- Ability to organize and review data
- Familiarity with biological nomenclature or taxonomy
- Experience with wildlife regulations and museum registration a plus

Work will be performed primarily at the NMNH building, but some work may need to be done at the NZIP's Rock Creek facilities. Work must be performed between 8:30 – 5:00, Monday – Friday. Work cannot be performed on federal holidays.

All work must be completed and accepted by the Smithsonian no later than 12 months from contract initiation.

Deliverables

Acceptable work will include labeled and organized paper documentation with essential documents such as permits and declarations flagged and reproduced, and updated spreadsheets and/or database. Work will be reviewed for acceptance on a weekly basis. Contractor should be able to review and complete tasks for a minimum of 7 research project files or 1000 animals' files in one 40 hour work.

Proposals will be accepted until 5:00 p.m. EDT, September 11, 2013. Proposals will be reviewed on the basis best value. Send proposals to Piper Mullins at MullinsP@si.edu.