**Smithsonian Institution**

**Request for Quote (RFQ)**

**10/21/2019**

**Paleobiology fossil collections: specimen handling and data management services**

**Technical or 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 fossil collection handling and data management services in accordance with the Statement of Work (SOW). The Smithsonian Institution anticipates making two awards for this RFQ. The prospective contractor must be registered in the Federal System for Award Management (SAM.gov) and provide a DUNS number and the name under which the SAM registration was submitted with the quote to be considered. There is no fee to register in SAM.

The Smithsonian Institution National Museum of Natural History Department of Paleobiology is seeking contractors to assist with moving collections, specimen rehousing, and specimen data collection and quality control in the Cenozoic marine invertebrate collections. These collections are being digitized as part of a multi-institution, multi-year project to digitize and web-mobilize 1.6 million fossil specimens to document ecological and evolutionary change in Eastern Pacific Invertebrate Cenozoic Communities. Project leaders are seeking contractors to perform the following tasks (see Statement of Work for details):

* Researching and recording data from specimen labels and archival materials according to established protocols.
* Identifying key information necessary for photography for specimen trays according to established protocols.
* Transcription of related archival materials for the creation of digital datasets.
* Data quality control services of designated spreadsheets created through the mass digitization process.
* Moving specimen drawers from the collections storage area to a cleaning station.
* Providing light cleaning and rehousing in preparation for digitization.
* Staging at least three cases of cleaned/rehoused drawers in the mass digitization area before the start of mass digitization work each day.
* Putting away specimen drawers from the mass digitization area to collections storage.

Work will be performed primarily at the Smithsonian Institution National Museum of Natural History in Washington, D.C. Regular work must be performed between 8:00 – 6:00, Monday – Friday. Work cannot be performed on Federal holidays or whenever the Federal government shuts down (such as weather emergencies).

Proposals will be accepted until 5:00 p.m. EDT, Friday November 8, 2019. Proposals will be reviewed on the basis of best value for the money. Send proposals to Kathy Hollis via e-mail at [hollisk@si.edu](mailto:hollisk@si.edu).  Follow the format set forth in section VIII of the RFQ (below) "Information to be submitted with quotes."

**I. SUBMITTING YOUR QUOTE**

Price quotes may be submitted by **electronic mail (email) only**. Quotes are due by 5 pm, on Friday November 8, 2019, at:

Attn: Kathy Hollis

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

**II.** **DESCRIPTION OF REQUIRED SERVICES**

The National Museum of Natural History Department of Paleobiology has a requirement for fossil collection and data support services at the Natural History Museum in Washington, DC. A Labor-Hour order will be awarded. The award will be for up to eight months.

**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. Total price must be capped at a total of $38,208 for full performance of the proposal.

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 as described in the statement of work.
   1. Include a brief summary of your training and experience working with natural history collections.
   2. Include a brief summary of your training and experience working data standards, data cleaning cools (e.g. OpenRefine, Python)
   3. Include a brief summary of your training and experience working with marine invertebrate specimens (modern or fossil)

2. Past Performance of contract work 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.** **Résumés** or ***curriculum vitae*** of potential contractor assignees are required.

**C.** **Availability**. Provide earliest available start date.

**D. Price.** Provide a firm fixed price for the hourly rate for the basic year plus all the option years. Evaluation of price shall be based on all years quoted. Total price must be capped at a total of $38,208 for full performance of the proposal.

**IV. INSURANCE REQUIREMENTS**

Prospective contractors are required to have General Liability Insurance 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.  Independent contractors under this RFQ may request to purchase insurance through the Smithsonian Institution Commercial General Liability for contractors if selected for an award.  If you would like to purchase your insurance through the Smithsonian Institution policy, please indicate this information on your quote.

**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 <http://fedgov.dnb.com/webform>. Non-U.S. (international) vendors may also contact D&B via email at [help@dnb.com](mailto: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**

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).TheSAM 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](https://urldefense.proofpoint.com/v2/url?u=http-3A__sam.gov&d=CwMF-g&c=-dg2m7zWuuDZ0MUcV7Sdqw&r=CLFZJ3fvGSmDp7xK1dNZfh6uGV_h-8NVlo3fXNoRNzI&m=tXd52gBFvFR0CPhmrnB-0t9p7-_NPfcRrHkQgTjo618&s=smi5siUKISsF9j4EmY_AI3IaaxzOvS0jBuID-NN6fA8&e=). Questions regarding the process may be directed to the Federal Service Desk online at [www.fsd.gov](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.fsd.gov&d=CwMF-g&c=-dg2m7zWuuDZ0MUcV7Sdqw&r=CLFZJ3fvGSmDp7xK1dNZfh6uGV_h-8NVlo3fXNoRNzI&m=tXd52gBFvFR0CPhmrnB-0t9p7-_NPfcRrHkQgTjo618&s=rvM7XE18c8UrJtMvYQyD_r3YiVCEMbHREyRm-d4oqsQ&e=) 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.
* Beginning on July 30, 2012, they must be directed to [http://sam.gov](https://urldefense.proofpoint.com/v2/url?u=http-3A__sam.gov&d=CwMF-g&c=-dg2m7zWuuDZ0MUcV7Sdqw&r=CLFZJ3fvGSmDp7xK1dNZfh6uGV_h-8NVlo3fXNoRNzI&m=tXd52gBFvFR0CPhmrnB-0t9p7-_NPfcRrHkQgTjo618&s=smi5siUKISsF9j4EmY_AI3IaaxzOvS0jBuID-NN6fA8&e=) to complete registration 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. 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:

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.

**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:

* 1. Project Title
  2. Business name, name under which SAM registration was completed, address, telephone number, and DUNS number
  3. Business point of contact name, telephone number and email address
  4. Pricing. Price must be capped at a total of $38,208 for full performance of the proposal.
  5. Past Performance information should include the contract number, contact person with telephone number and other relevant information for at least 1 recent relevant contract for the same or similar goods and/or services.
  6. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.

**G.** Provide résumés or *curriculum vitae* of personnel that may be assigned to perform work under the anticipated award.

**H.** Cite the date through which pricing submitted is valid.

**I.** Availability.

**ATTACHMENT(S):**

* Statement of Work for specimen handling and data management services, November 5, 2018
* Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
* Form SI-147B, Smithsonian Institution Privacy and Security Clause

**Paleobiology fossil collections: specimen handling and data management services**

**STATEMENT OF WORK October 21, 2019**

**Brief Description:**

Services for collection moves, specimen cleaning and rehousing, and specimen data collection and quality control.

**Scope of work**

Contractor shall provide technical, professional, non-personal services to the Department of Paleobiology collection moves, specimen cleaning and rehousing and specimen data collection and quality control in the Cenozoic marine invertebrate collections.

**Statement of work**

Contractor will perform specimen moves, cleaning, and pre-curation procedures as defined by the mass digitization project for the Eastern Pacific Cenozoic marine invertebrates. This work includes:

1. Researching and recording data from specimen labels and archival materials according to established protocols.
2. Identifying key information necessary for photography for specimen trays according to established protocols.
3. Transcription of related archival materials for the creation of digital datasets.
4. Moving specimen drawers from the collections storage area to a cleaning station.
5. Providing light cleaning (brushing and hepa vacuuming) and rehousing in preparation for digitization.
6. Staging at least three cases of cleaned/rehoused drawers in the mass digitization area before the start of mass digitization work each day.
7. Putting away specimen drawers from the mass digitization area to collections storage.

Contractor will perform data quality control services of designated spreadsheets created through the mass digitization process. The quality control work includes:

1. Follow established data cleaning protocols including quality check scripts and data parsing tools developed for this project.
2. Map standardized and parsed transcription data to matching data fields for catalog and locality records from the collections information system (EMu) and generate correctly formatted data for import.
3. Enhance records through use of supporting archival materials and external authority sources for paleo context and taxonomic information
4. Assign higher level identifications based off an image key
5. Validate new locality and collecting event data from this project against previously recorded collecting events records in EMu
6. Perform georeferencing of new locality records as needed.
7. Make counts of specimens per tray from the images
8. Help establish new data collection, cleaning, and standardization protocols where necessary

Contractor shall work 8 hours a day between the hours of 8:00 am and 6:00 pm.

Smithsonian Institution shall provide the supplies, equipment, and work space to complete the project. Contractor shall provide any respirator or other personal safety equipment needed.

**Period of Performance**

Contract shall begin once the contract has been awarded and all work shall be completed no more than eight (8) months after the start date.

**Contract Price**

The cost to the Smithsonian for the work shown above in the scope of work shall be a firm fixed price of $38,208. This contract price includes communications, travel, per diem, and other related expenses.

**Delegation of authority for contract administration**

1. Kathy Hollis, Museum Specialist, Department of Paleobiology, National Museum of Natural History, or her designee, shall and for and on behalf of the Contracting Officer in the administration of this contract with respect to:
2. Resolution of issues that may arise between the Contractor and the Smithsonian in connection with such matters as acceptability of reports and other technical matters;
3. Evaluation on an overall basis of the acceptability of the Contractor’s compliance with the contract;
4. The acceptance of all work performed under the contract and approval of invoices;
5. This designation does not authorize the modification of any of the contract clauses, provisions, terms, or conditions. All authorities not herein delegated are reserved to the Contracting Officer.

**Deliverables/payment schedule**

Eight (8) payments shall be made upon completion of specified work by the Contractor and acceptance by Kathy Hollis, Museum Specialist, Department of Paleobiology, National Museum of Natural History, or her designee. Contractor shall submit proper invoices for payment in accordance with the following deliverables:

Deliverables will include:

* Specimen data collection required prior to imaging
* Daily movement and cleaning of specimens for digitization staging
* Finalized datasets with fully documented locality, stratigraphy, and taxonomic information
* A monthly written status report detailing progress made in the work outlined in the Statement of Work for each dataset assigned.