

**National Museum of Natural History
Smithsonian Institution**

**Request for Quote
8/23/2021**

**Paleobiology Collections Defragmentation Project:
Collections packing, moving, and organization services
Technical or Professional, Non-personal Services**

This Request for Quote (RFQ) is issued by the National Museum of Natural History (NMNH), Smithsonian Institution (SI), for **five (5) individuals** for technical professional, non-personal services for a 12-month project to pack, stage, move, and organize fossil collections and associated material within and between NMNH facilities in support of the Paleobiology Collections Defragmentation Project (Defrag Project) as in accordance with the attached Statement of Work (SOW). Material handling equipment and supplies will be provided by NMNH.

Due to the requirement of 5 individuals, it is likely that **multiple awards will be made from this Request for Quotes (RFQ)**.

I. SUBMITTING YOUR QUOTE

Price quotes must be submitted by **email**. Quotes are due by 12pm EST September 17, 2021 at:

Attn: Kathy Hollis, Paleobiology Collections Manager

Email to: hollisk@si.edu

Phone: 202-633-1357

Information to be Submitted with Quote

Quotes submitted must include the following information to be deemed responsive to this Request for Quote and accepted by the Smithsonian Institution:

- A. Name, address, telephone number, email address and DUNS number
- B. Résumé with the following information:
 - i. Description of relevant experience and/or past performance prior relevant experience (see Evaluation factors below)
 - ii. Qualifications (see Evaluation factors below)
- C. Pricing (see Evaluation factors below)
- D. Availability for proposed contract
- E. The date through which pricing submitted is valid

II. DESCRIPTION OF REQUIRED SERVICES

The SI has a requirement for fossil collection packing, staging, moving, and organization services for 12 months, **which requires five individuals to work together and concurrently**. Refer to the Statement of Work (SOW) for work tasks. A Firm Fixed Price contract will be awarded. The award will be for one basic year (12 consecutive months) and four one-year options. Execution of the renewal options is at the sole discretion of the Smithsonian.

III. EVALUATION

The SI plans to award based on best value to the SI considering the following factors. All the following evaluation factors are of equal importance. 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.

Evaluation factors are:

A. Relevant Experience/Past Performance

1. Submit a description of current or previous work with names of points of contact and their current telephone numbers who can answer specific questions on quality, workmanship and scheduling. Provide periods of performance dates, dollar value, and brief description of the work performed

B. Qualifications

1. Submit a résumé outlining your qualifications as they relate to this project and the qualifications listed in the Statement of Work.

C. Price

1. Provide a firm fixed price for as an hourly rate and indicate total the number of hours not to exceed 2080 hours. This price shall include all costs.

IV. INDEPENDENT CONTRACTOR RESPONSIBILITIES

- A. Contractor is responsible for providing, at Contractor's own expense and as necessary, disability, unemployment, workers compensation and other insurance, including adequate liability and property insurance, training, permits, and licenses for Contractor and for Contractor's employees.
- B. Contractor is responsible for paying all taxes and income taxes, including estimated taxes, incurred as a result of payments by the Smithsonian to the Contractor for performance of this contract.

V. INSURANCE REQUIREMENTS

Contractors working on Smithsonian property, or working with sensitive objects or data, must provide proof of adequate professional insurance. Prospective Contractors for the services described above are required to have Commercial General Liability Insurance including coverage for bodily injury and property damage. The Smithsonian Institution must be listed as additional insured under this policy. Proof of insurance must be submitted with quotes.

Contractors with questions about meeting insurance requirements should contact:

Carol Youmans, Management and Program Analyst
Office of Planning, Management & Budget
Email: YoumansC@si.edu
Phone:(202) 633-5164.

VI. 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 with the Central Contractor Registration (CCR) system. DUNS numbers are provided through Dun and Bradstreet at no charge. You may contact Dun and Bradstreet to obtain DUNS numbers by toll free telephone call to 1-866-705-5711 or on the internet at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

VII. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

It is a requirement that current and prospective recipients of contract and purchase orders awarded by the Smithsonian Institution 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 Smithsonian Institution in complying with the Federal Debt Collection Improvement Act of 1996. You may complete or update your information (if you were registered within CCR) in SAM online at <http://www.sam.gov>. Questions regarding the process may be directed to the SAM. Note: You may want to use a different browser than Internet Explorer to accomplish this task.

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 Smithsonian Institution staff administering this procurement prior to contract or purchase order award, and any modifications or amendments to awards.

It is strongly encouraged that prospective contractors enroll in SAM in parallel with responding to this RFQ: while not an evaluation criterion, delays in obtaining proof of an active SAM enrollment from the selected contractor may necessitate having to adjust this RFQ and solicit new quotes.

Smithsonian staff are not authorized to assist prospective contractors in completing SAM enrollment. Prospective contractors should seek the assistance of regional help bureaus at <http://www.aptac-us.org/contracting-assistance/>

ATTACHMENTS:

- Attachment 1. Statement of Work for *Paleobiology Collections Defragmentation Project: Collections packing, moving, and organization services*
- Attachment 2. Smithsonian Terms and Clauses
 - Smithsonian Institution Purchase Order Terms and Conditions (December 2016 SI-147A)
 - Smithsonian Institution Privacy and Security Clauses (December 2016 SI-147B)
 - Smithsonian Confidentiality Clauses (January 2020 SI OCON-140)
 - Background Investigations and Credentials for Contractors Personnel (OCON-520)
 - Smithsonian Rights-in-Data Clause (June 2001)
 - Smithsonian Independent Contractor Clauses (May 2003)