

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 professional, technical, non-personal services to the Secretariat Office of the Global Genome Biodiversity Network (GGBN), in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by **email**. Quotes are due by **8:00AM Monday, February 28th 2022**, at:

Smithsonian Institution
National Museum of Natural History

Attn: Katharine Barker
Email to: barkerk@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The Contractor shall provide administrative and project management support to the GGBN General Secretariat Office for all GGBN activities.

Qualified candidates must be able to work in a fast-paced highly charging work environment, flexibility a must and needs to be a self-starter who learns quickly. Must be able to demonstrate strong communication skills, an ability to successfully manage multiple deadlines, and superior organization skills.

III. EVALUATION

The SI plans to award based on best value. 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. The SI plans to make one award as a result of this RFQ. Evaluation factors are:

A. Relevant Experience

Relevant experience (preferably within the last three years) is that obtained 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, to be indicated by brief summaries of your training and/or experience in the following:

- Compiling, organizing, tracking, and maintaining files
- Updating and maintaining data
- Drafting PowerPoints, documents, marketing materials, and correspondence

- Organizing and compiling strategic information and details in spreadsheets and charts
- Gathering information and compiling reports
- Communicating with stakeholders on routine business
- Scheduling and staffing meetings

B. Past Performance

Past Performance should be indicated by the following:

- a. Provide a list of relevant current or previous contracts (or positions of employment), which includes a point of contact with a current email address and phone number, contract periods of performance dates, number of hours worked, dollar value, and brief description of the work performed.
- b. At least three references that can answer specific questions about the quality of your workmanship and your communication and organization skills. Each of the components under “Relevant Experience” should be able to be addressed by at least one of your references.

C. Résumé or CV. Submit a copy of your current resume, which should demonstrate your relevant experience related to the tasks outlined in the statement of work.

D. Price. *Provide a firm fixed price. This price shall include all costs.* We estimate that the work should take 12 months, with two six-month options to extend, working an average of 20 hours/week. Please generate your quote accordingly.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance for \$300,000. 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 elect purchase of Commercial General Liability coverage 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 \(SAM\)](#) system (see Section VI of this RFQ). DUNS numbers are provided through Dun and Bradstreet (D&B) at no charge at <https://www.dnb.com/duns-number.html>. Non-U.S. (international) vendors will be required to obtain an NCAGE Code at <https://eportal.nspa.nato.int/AC135Public/CageTool/home> before obtaining a DUNS number. 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 \(SAM\)](https://sam.gov/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/SAM/>. There is no charge for registering 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. BACKGROUND INVESTIGATION

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. As of January 30, 2020, any individual that requires access to the SI network shall also be required to have a favorable background investigation completed prior to an account being established.

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 or for those that require an SI network account. 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.** Name/Business name, address, telephone number, email address, and DUNS number
- B.** Business point of contact name, telephone number and email address, if not a self-employed individual or independent contractor.
- C.** Pricing. Include the date through which pricing submitted is valid.
- D.** Components under “Evaluation” section
- E.** Certificate of General Liability Insurance as required or request to obtain General Liability Insurance through Smithsonian Institution’s policy.

ATTACHMENT(S):

- Statement of Work for professional services for the Global Genome Biodiversity Network (GGBN)
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions (dated December 2016)
- Form SI-147B SI Privacy and Security Clause (dated June 2020)
- Smithsonian Institution Independent Contractor Clauses
- Form OCon 120, Notice to all current and prospective SI Contractors
- OCon 520, Background Investigations and Credentials for Contractors’ Personnel
- SI Rights in Data Clause