

**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 Office of the Associate Director for Science (ADS), in accordance with the Statement of Work (SOW).

**I. SUBMITTING YOUR QUOTE**

Price quotes may be submitted by **email**. Quotes are due by **5:00pm Friday, June 3, 2022**, at:

Smithsonian Institution  
National Museum of Natural History

Attn: Katharine Barker  
Email to: [\*\*barkerk@si.edu\*\*](mailto:barkerk@si.edu)

**II. DESCRIPTION OF REQUIRED SERVICES**

The individual will assist with the creation of a new NMNH Genomics SharePoint website including content research, organization and coordination.

Qualified candidates must have a familiarity with genomics, have excellent communication and organizational skills, have an ability to manage data and be skilled with web content management systems and content migration strategies, and have familiarity with user-focused website navigation and content organization. Experience in complex higher education or a large cultural or environmental organization is preferred.

**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:

- *Familiarity with genomics*
- *Excellent communication and organizational skills*
- *Ability to manage data and come up with standardized responses*
- *Good interpersonal skills*

- *Ability to motivate the community to participate*
  - *Skilled with web content management systems and content migration strategies*
  - *Familiar with user-focused website navigation and content organization*
- a. experience working as an independent contractor or self-employed individual (if applying as an independent contractor or self-employed individual)

## **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 8-9 months, working an average of 30 hours/week. Please generate your quote accordingly.

## **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 elect purchase of Commercial General Liability coverage through the Smithsonian Institution policy, please indicate this information on your quote.

## **V. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**

It is a requirement that current and prospective recipients of contracts and purchase orders awarded by the SI must complete registration in SAM and maintain an active record in SAM throughout the period the SI award is in effect. 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 with correctly directing payments on your invoices and complying with the Federal Debt Collection Improvement Act of 1996.

Within thirty (30) calendar days after your SAM registration is activated you must mail a notarized letter to SAM. You will receive guidance on this procedure throughout the SAM registration process and again after your SAM registration is activated. Federal agencies, including SI, has been assured that once an entity's SAM registration is activated, agencies may engage that entity. Notarized letters from registered entities will need to contain specific language. OCon&PPM has provided the preferred language for letters with our form memo OCon 120 – Mandatory Registration in the System for Award Management (SAM) that accompanies this RFQ.

If yours is the acceptable price quote and you are selected for award, your organization's active registration with SAM must be verifiable by SI staff managing this procurement prior to contract or purchase order award being executed, and at the time any modifications or amendments to awards might be required.

You may complete or update your SAM registration information anytime online at <http://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.

## **VI. 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.

## **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:  
[E-Verify.gov](http://E-Verify.gov).

*Executive Order 13465 and Homeland Security Policy Directive 12 (HSPD-12)*

## **C. 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 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.

## **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, and DUNS number
- C. Business point of contact name, telephone number and email address
- D. Pricing. Ensure that base year and option year pricing is included.
- E. Past Performance information should include the contract number, contact person with telephone number and other relevant information for at least 3 recent relevant contracts for the same or similar goods and/or services.
- F. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- G. If services are subject to the requirements of the Service Contract Act provide with your quote:
  1. U.S. Department of Labor wage determination hourly rate payable within the location of work performance
  2. Health and Welfare hourly rate payable within the location of work performance
  3. IFF hourly rate payable within the location of work performance
  4. G & A hourly rate payable (e.g., markup, overhead, etc.) within the location of work performance
  5. Vacation hourly rate payable within the location of work performance
  6. Holiday hourly rate payable within the location of work performance
- H. If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
- I. When prices quoted are in accordance with the terms of a General Services Administration (GSA) schedule contract, provide the following information: your GSA contract number, SIN, goods and/or services pricing.
- J. Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
- K. Cite the date through which pricing submitted is valid.

**ATTACHMENT(S):**

- Statement of Work for professional services for the office of the Associate Director of Science (ADS)
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions (dated February 2018)
- 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