

Smithsonian Institution
OCon 105
Request for Quote (RFQ)
Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of Natural History (NMNH), Department of Anthropology, Smithsonian Institution (SI), for technical professional, non-personal services to provide collections management services in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by email only. Quotes are due by **5:00pm, on Wednesday, July 6, 2022** at:

Smithsonian Institution
National Museum of Natural History
Department of Anthropology
Attn: Torben Rick
Email to: rickt@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The National Museum of Natural History has a need to procure approximately 2,000 hours of professional, non-personal collections management services. This project will improve the care and management of the Archaeobiology Collection with the Department of Anthropology. The award will be for a one-year basic period.

The contractor should plan to start work on or about August 8, 2022.

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.

All of the following factors are of equal importance. Evaluation factors are:

A. Relevant Experience/Past Performance

1. Provide a brief narrative describing demonstrated experience conducting collections management tasks of similar scope of services and to organizations of similar size to the SI. Relevant experience is that obtained within the past 3 years. Identify a minimum of one project, customer, timeframe or performance dates, contract dollar value, location or contract performance, and complexity of work to facilitate

determination of capabilities to perform the work required as cited in the statement of work.

2. Provide information on Past Performance by including a list of professional references for current or previous work similar to that described in the attached SOW. Provide a minimum of three professional points of contact, including names and current telephone numbers and email addresses, who can answer specific questions about the quality and scope of your collections management work. For each supplied reference, provide a description of the projects, timeframe or performance dates, contract dollar value, location of contract performance, and complexity and scope of the work performed.

B. Qualifications/Technical Competence

Technical information should include a narrative discussion addressing the technical competence, the firm's capabilities, qualifications, and approach to satisfy the requirements of the statement of work.

C. Résumés

Submit your professional résumé, including a list of past and current work experience: educational degrees, certificates, and trainings.

D. Price

Provide your hourly rate and your total price for 2,000 hours.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance for a minimum amount of \$1,000,000 occurrence for liabilities arising out of the prospective contractors' activities pertaining to this contract. This policy shall provide coverage for bodily injury, property damage, contractual liability, products and completed operations, and person and advertising injury. The SI must be listed as additional insured for the General Liability Insurance. Proof of insurance must be submitted with quotes.

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 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.

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 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. 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.

Homeland Security Policy Directive 12 (HSPD-12)

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 UEI 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 Archaeobiology Collections Services, June 8, 2022.
- Form SI 147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI 147B, Smithsonian Institution Privacy and Security Clause
- OCon 120, Mandatory Registration in the System for Award Management (SAM)

Archaeobiology Collections Services: Statement of Work

National Museum of Natural History Department of Anthropology

Introduction

The collections from Santa Cruz Island, built by Dr. Jeanne Arnold from UCLA, are world class and will continue to attract researchers and students. These materials closely align with other collections held by the Department of Anthropology's Archaeobiology Collection and significantly enhance New World coastal archaeological collections. The collection is currently stored in bankers boxes and the specimens are housed in plastic bags with printed labels and are minimally organized by site number. Processing this collection will fill an important gap along the Pacific Coast of North America that will make the NMNH the world's leader in Pacific Coast zooarchaeological collections.

Scope of Work

The contractor shall provide professional, technical, non-personal services to the Smithsonian Institution, NMNH Department of Anthropology. Duties involve processing the Santa Cruz Island collection including unpacking boxes, rehousing objects using archival materials, separating material types, and maintaining an inventory of all materials including their storage location. This contract includes all costs and is based on working a 5 day per week (40 hours) work schedule with the expectation of unpacking approximately 31,700 objects during the contract period. The work shall be completed within twelve months of the contract start date.

This contract must be performed onsite at NMNH. Onsite access at NMNH will depend on the agreed timeframe of the contract and return to work status for NMNH Staff in response to COVID 19 new normal policies.

Specific Task

Contractor will partner with a second contractor to complete all tasks. Each contractor will have the same statement of work. Contractor will follow curation protocols set forth by the NMNH Department of Anthropology's Curator of North American Archaeology, who will serve as the Contractor Officer's Technical Representative (COTR), and in collaboration with other collections management staff the contractor will:

- Unpack objects: Remove boxes from pallets (approximately 750 bankers boxes) and organize box contents.
- Rehousing: Contain all objects within archival trays and bags. All material will be provided by the Department of Anthropology.
- Separate material types: Work with the Curator of North American Archaeology to identify material type. Move all archaeological material to POD 2 and all faunal and botanical material to POD 3.
- Inventory: Record all box and label information within a provided spreadsheet and record specific case and drawer location for each object.

Equipment (computer, external drive, etc.) will be provided to the contractor by the Department of Anthropology as needed.

Deliverables:

At least twice a month, Contractor shall provide the COTR with an update on progress toward completing the tasks listed above. Contractor will return completed spreadsheets to the COTR for acceptance and approval, as they are completed and no later than the end of the contract period.

Performance Standards

The work will be performance in a timely manner and meet agreed project schedule and milestones. The Contractor shall submit all work required to the COTR for acceptance and approval. The COTR has the right to reject any work considered unacceptable.

Period of Performance:

August 8, 2022- August 4, 2023

Billing Schedule

The Contractor shall be paid as invoiced according to the quote. Payments shall be made in installments upon completion and acceptance of each biweekly period of work and receipt of a proper invoice referencing this purchase order number

Travel

There will be no travel/travel cost related to this purchase order.