

**Smithsonian Institution
National Museum of Natural History
Department of Vertebrate Zoology**

Request for Quote (RFQ): [Date]

Bird and Mammal Type Specimen Imaging

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

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by **email**. Quotes are due by 5:00 PM EST on Friday July 22, 2022, at:

Smithsonian Institution
National Museum of Natural History

Attn: Darrin Lunde
Email to: LundeD@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The contractor shall provide technical, non-personal services to digitally photograph and produce digital files of bird and mammal type specimens. Qualified candidates must have experience and demonstrate strong technical skill with digital photography and digital image file management. The award will be for a 6-month base plus two 6-month renewals.

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. Evaluation factors are:

A. Relevant Experience/Past Performance

1. Provide a brief narrative describing relevant experience providing image capture and image file management services of similar size, scope and complexity that indicates your suitability for this project. Provide details on any past projects that would facilitate determination of capabilities to perform the work required as cited in the SOW.
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2. Provide information on past performance including any professional references for current or previous work similar to that described in the attached SOW. Provide 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 work. For each supplied reference, provide a description of the project, timeframe or performance dates, contract dollar value, location of contract performance, and complexity and scope of the work performed.

B. Qualifications/Technical Competence

1. **Technical Information** - Technical information should include a narrative discussion addressing the technical competence, the firm's capabilities, qualifications, and approach to satisfy the requirements of the SOW.

- C. Price:** Provide a per-image fee and total price for the duration of the project, approximately 18 months, full time.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have general liability coverage in the minimum amount of \$1,000,000 per occurrence for liabilities arising out of the prospective contractor's 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. Independent contractors can acquire a liability policy through the Smithsonian at a nominal cost.

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 have an active SAM registration to be eligible for awards and maintain an active record in SAM throughout the period of time the SI award will be 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, have 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

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. 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 another 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.** Documentation of your current active SAM registration with the date it will expire
- B.** Project Title
- C.** Business name, address, telephone number, and UEI number
- D.** Business point of contact name, telephone number and email address
- E.** Pricing. Ensure that base year and option year pricing is included.
- F.** 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. Provide samples or links to them.
- G.** Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- I.** If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
- J.** 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.

- K.** Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
- L.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for Bird and Mammal Type Specimen Imaging, [DATE]
- 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)