**Department of Vertebrate Zoology**

**Request for Quote**

**Histology Slide Inventory Contractor**

**Date of Issue: 01 August 2022**

**Purchase Order No: XX-PO-331-0000XXXXXX**

**Project Title**

***Inventory of Histological Glass Slides and Associated Tissue Blocks***

**DESCRIPTION OF REQUIRED SERVICES**

This Request for Quote is issued by the National Museum of Natural History (NMNH) for professional, technical, non-personal, work-for-hire services, in support of the Museum's mission. NMNH seeks a request for quote for a Contractor who serves as the **Department of Vertebrate Zoology Histology Inventory Contractor** (herein referred to as Contractor).The Contractor shall perform up to 2,080 hours to provide onsite collections accountability and accessibility support by inventorying histological slides and associated tissue blocks in the Division of Amphibians & Reptiles and the Division of Fishes into an Excel spreadsheet or Access Form. There are approximately 120,000 individual histological slides in the Division of Amphibians and Reptiles and 35,000 in the Division of Fishes.

The Contractor will support the following overall collections goals:

1. facilitate accountability for collection items.
2. facilitate collections management activities for collections items.
3. ensure legal, physical, and intellectual control over collection items; and
4. facilitate staff and public access to collection items.

To support the overall goals, the Contractor shall undertake the specified tasks as listed in the Statement of Work. Please see the accompanying zip file: the SOW is found within. The Smithsonian Institution reserves the right to award multiple contracts resulting from this RFQ.

1. **SUBMITTING YOUR QUOTE**

Price quote must be submitted by e-mail to Lisa Palmer, Museum Specialist at [palmerl@si.edu](mailto:gormanj@si.edu) by 12:00pm (EST) Wednesday August 24, 2022. Your quote and supporting documentation must be submitted by electronic mail in a format acceptable to the Smithsonian. Acceptable formats include Microsoft Office (Word, Excel, or PowerPoint) and/or PDF (preferred). Quotes shall be concise and shall not exceed 2 pages in length, excluding resumes and supporting documentation. The Smithsonian’s email system will not accept emails greater than 20 MB in size and blocks attachments with a “.zip” file extension. A zip file can be renamed “.zi1” to get around this restriction.

1. **WORK LOCATION**

All work will be performed at the Museum Support Center (MSC) in Suitland, Maryland.

1. **WORK HOURS**

The Contractor will be required to work normal business hours from Monday through Friday. The MSC facility normally is open from 6am to 6pm weekdays. The Contractor shall be in contact with the COTR throughout all phases of the contract, meeting as needed via onsite or by phone, video conference or email. Meeting times will be at the discretion of the COTR and will generally fall from Monday through Friday from 8am to 4pm. Work will not be conducted on Federal Holidays or days when SI offices are closed due to weather or other emergency closures.

1. **SMITHSONIAN FURNISHED ITEMS**

NMNH will provide access to collections spaces as well as electronic files via network drives and other platforms after the potential Contractor has successfully passed the background check. The Smithsonian will provide a laptop, camera, scanner and nitrile gloves.

The Contracting Officer Technical Representative (COTR) will determine if any offsite work can be performed at his/her discretion. The Smithsonian Institution is not responsible for providing equipment for any potential work performed off-site. If allowances are made to work offsite, the Contractor must have an up-to-date computer with secure software with the ability to work remotely using Smithsonian system and the Contractor’s system must have stable access to the Internet.

1. **DELIVERABLES AND BILLING SCHEDULE**

The Contractor shall deliver to NMNH biweekly the submission of the Excel spreadsheet containing all up-to-date inventoried data with a written report that summarizes accomplishments to date.

The Contractor shall submit approximately monthly invoice. For example:

1. Due on or before Oct 31, 2022: Invoice for the period Sep 30-Oct 30, 2022
2. Due on or before Nov 30, 2022: Invoice for the period Oct 31-Nov 29, 2022
3. Due on or before Dec 31, 2022: Invoice for the period Nov 30, 2022-Dec 30, 2022
4. Due on or before Jan 31, 2023: Invoice for the period Dec 31, 2022-Jan 30, 2023
5. Due on or before Feb 28, 2023: Invoice for the period Jan 31-Feb 27, 2023
6. Due on or before Mar 31, 2023: Invoice for the period Feb 28-Mar 30, 2023
7. Due on or before Apr 30, 2023: Invoice for the period Mar 31-Apr 29, 2023
8. Due on or before May 31, 2023: Invoice for the period Apr 30- May 30, 2023
9. Due on or before Jun 30, 2023: Invoice for the period May 31-Jun 29, 2023
10. Due on or before Jul 31, 2023: Invoice for the period Jun 30-Jul 30, 2023
11. Due on or before Aug 31, 2023: Invoice for the period Jul 31-Aug 30, 2023
12. Due on or before Sept 30, 2023: Invoice for the period Aug 31-Sept 30, 2023

A proper invoice in PDF format (required unless using an SI-3726, see paragraph below) must include the following information:

* Name, address, phone number, email, URL and Contractor identification
* Unique invoice number
* Purchase Order Number/ Contract Number
* Performance period to be invoiced, including number of hours.

In lieu of own invoice, Contractor may request payment for services by completing Smithsonian invoice form SI-3726. (COTR will provide to the Contractor upon request.) Forward it to the address in the “Client Contact Information and Billing Information” section below.

1. **CLIENT CONTACT AND BILLING INFORMATION**

Inquiries, acknowledgements, and correspondence pertinent to this order should be directed to:

Smithsonian Institution

National Museum of Natural History

PO Box 37012

Division of Fishes MRC 159

Washington, DC 20013-7013

Attn: Lisa Palmer, Museum Specialist

Phone: 202.633.4725

Email: [PalmerL@si.edu](mailto:PalmerL@si.edu)

1. **PERIOD OF PERFORMANCE**

The period of performance is anticipated to begin on or around **30 September 2022** and proceed for 12 months.

1. **OPTIONS**

A. The Smithsonian Institution (Smithsonian) reserves the sole option to extend this contract to engage the Contractor in providing similar services for two optional periods of 12 months each. The option to extend depends on the following conditions:

1. COTR accepts and approves the option to extend.

2. Funds are available for payments.

3. Services remain the same.

4. Contractor’s base period bid includes bids for the optional periods.

B. Written modifications to the contract will be issued to exercise any of the options, listed below. If the Smithsonian exercises its right to extend the period of performance under this contract, the exact number of hours will be determined based on the available funding, and all other terms and conditions shall remain unchanged.

1. Option period 1: twelve months – **late Sep 2023 – late Sep 2024** – 2,080 hours
2. Option period 2: twelve months – **late Sep 2024 – late Sep 2025** – 2,080 hours
3. **EVALUATION OF PROPOSALS**

The Smithsonian Institution plans to award without discussion, however, does reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary.

A prospective Contractor is encouraged not to develop overly elaborate written technical material. The technical material should be written so that the prospective Contractor’s understanding of the Statement of Work may be evaluated. It must disclose the Contractor’s technical competency, qualifications, and past performance/prior experience in sufficient detail to provide a clear and concise statement.

The SI plans to award based on best value to the SI considering: Education; Relevant Experience/Past Performance; Qualifications/Technical Competence; and Price. **The offeror shall submit a resume; a narrative statement that identifies his/her education, relevant experience/past performance; and qualifications/technical competence.**

1. **Education**

The Contractor must have a graduate degree in museum studies with course in collections management, or in a related field, such as library sciences, with relevant training in data management.

1. **Relevant Experience/Past Performance**
2. Provide detailed information about experience obtained within the past three (3) years providing or performing services of similar size, scope, complexity.
3. Include a summary of your training and experience in data management.
4. Ability to catalog and inventory at the collection item level.
5. Ability to record data accurately and precisely with high accuracy.
6. Ability to use archival preservation practices and standards to handle fragile collections items.
7. Experience working both on a team and individually.
8. Ability to follow both verbal and written instructions.
9. **Qualifications/Technical Competence**
10. Provide a narrative describing your technical qualifications that can meet the requirements as described in the SOW to include, but not limited to:
    1. Ability to use network and drive systems and other platforms as needed.
    2. Proficiency to accurately transcribe and interpret handwritten or typed data with an error rate not to exceed 2%. This includes ability to proof one’s work.
    3. Familiarity with museum cataloging and inventory standards and using templates.
    4. Excellent written and verbal communication.
    5. Skills with Microsoft Excel/Word including entering, and sorting/filtering data.
    6. Skills with museum collection information systems such as EMu
    7. Ability to work in cool environments for extended periods of time (65-70°F)
    8. Experience working with people from diverse backgrounds.
    9. Ability to follow both verbal and written instructions.
    10. Comfortable performing work independently with minimal direction or as part of an integrated team.
    11. Proficiency in using software platforms to communicate with a wide variety of collaborators on complex projects.
    12. Proactive and self-motivated with ability to multi-task.
    13. Organized with superior attention to detail.
    14. Ability to establish new data collection procedures and standardization protocols where necessary as approved by the COTR.
11. **Price**
12. Provide hourly rate for the base year plus two 12-month options.
13. **INSURANCE REQUIREMENTS**

Prospective Contractors are required to have General Liability Insurance for $1,000,000. The Smithsonian Institution must be listed as additional insured for the General Liability insurance.

1. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBERS IN THE SYSTEM FOR AWARD MANAGEMENT (SAM)**

As of April 4, 2022, the Unique Entity ID (UEI) is the official identifier for doing business with the U.S. Government. 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. 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.

1. **SYSTEM FOR AWARD MANAGEMENT (SAM) CONTRACTOR REGISTRATION**

It is a requirement that current and prospective recipients of contract and purchase orders awarded by the Smithsonian Institution register and maintain an active record in the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA and EPLS. SAM requires a one-time business registration, with annual updates, and allows vendors to control the accuracy of the business information they enter. You may complete or update your information in SAM online at <https://sam.gov>. Questions regarding the process may be directed to the SAM Service Desk at <https://www.FSD.gov> or via a toll-free call to 866-606-8220.

If yours is the acceptable 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. **The potential contractor must submit proof of his/her active System for Award (SAM) registration within 48hrs of the offer. If the potential contractor is unable to submit proof of active SAM within 48hrs of the offer, then Smithsonian will withdraw the offer.**

1. **LEGISLATIVE and/or ADMINISTRATIVE REQUIREMENTS**
2. 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.

1. E-VerifyIf 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.
2. 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 OR access to Smithsonian networks and other online platforms, the employee shall be required to receive a background clearance and/or an SI Credential. Contractor employees who require background clearance and/or an SI Credential shall be required to undergo and pass an appropriate background investigation and complete security awareness training before an SI Credential or access to Smithsonian online platforms are 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 always escorted by Credentialed personnel when in staff-only areas of SI facilities. If relevant to this RFQ, a form OCon520, 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)*
3. **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 SI:

* 1. Project Title.
  2. Business name, address, and telephone number.
  3. Business point of contact name, telephone number, and email address.
  4. Pricing for base period and option periods if applicable.
  5. Documentation of relevant experience and technical qualifications in response to the evaluation factors
  6. References and past examples of similar work performed for other cultural heritage, including natural history museums.
  7. Cite the date through which pricing submitted is valid.
  8. 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.

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).

**ATTACHMENTS:**

This RFQ includes the following Smithsonian statements of work, standards, directives, terms & conditions, and clauses. They are found in the accompanying zip file:

1. 20220801\_StatementofWork\_NMHHVZHistoInventory (Aug 2022)
2. Background Investigations and Credentials for Contractors Personnel (OCon 520)
3. Notice of Mandatory Registration in the System for Award Management (OCon 120)
4. Smithsonian Confidentiality and Disclosure Clauses (OCon 140)
5. Smithsonian Directive 931 Use of Computers and Networks
6. Smithsonian Independent Contractor Not Employee (2003)
7. Smithsonian Institution COTR Delegation Clause (OCon\_102) NMNHVZFishes
8. Smithsonian Institution PO Terms and Conditions (SI\_147A)
9. Smithsonian Institution Privacy and Security Clauses (SI\_147B)
10. Smithsonian Institution Rights-in-Data Clause. (June 2001)
11. SCA Wage Determination No: 15-4281 (provided as web link herein: <http://www.wdol.gov/wdol/scafiles/std/15-4281.txt?v=3> )