

**Smithsonian Institution
OCon 105
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 technical professional, non-personal services to provide contractor support of NMNH's Osteology Preparation Laboratory in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by email. Quotes are due by 5pm on Friday December 2, 2022, at:

Smithsonian Institution
National Museum of Natural History

Attn: JR Smith
Email to: SmithJR@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian Institution has a requirement for contract preparation services at NMNH's Osteo-Prep Lab. The SI anticipates making one Firm Fixed Price (FFP), Requirements type award for this RFQ. The award will be for a one-year basic period with two (2) one-year options to extend. Prospective contractor MUST be registered in the Federal System for Award Management (SAM.gov) and provide a UEI number and the name under which the SAM registration was submitted with the quote. There is NO fee to register in SAM.

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 they are later determined by the Contracting Officer to be necessary. All of the following factors are of equal importance. Evaluation factors are:

A. Relevant Experience

1. Relevant experience is that obtained within the past 5 years providing or performing osteo prep services of similar size, scope, complexity and type of client that indicates your suitability for this project as described in the statement of work.
 - a. Include a brief summary of your training and experience with the collection of tissues, flensing, and osteological preparation of large vertebrate specimens.

- b. Include a brief summary of your experience working as an independent contractor or self-employed individual.

B. Past Performance

1. Past Performance should be indicated by a list of current or previous contracts or positions with names of points of contact and their current telephone numbers and e-mail addresses who can answer specific questions on quality, workmanship, and scheduling. Provide contract periods of performance dates, dollar value, and brief description of the work performed. Include at least two references.

C. Resumes

1. Submit a copy of your current resume or c.v., which should demonstrate your relevant experience related to the tasks outlined in the statement of work.

D. Price

1. Provide a firm fixed price for volume of work completed. This price shall include all costs.

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 would like to purchase your insurance 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 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

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:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=cb2a535e0869d110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>.

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.** 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.
- G.** Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- H.** 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.** 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 Osteo Preparation Lab Technician Contract
- 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)

**National Museum of Natural History
Statement of Work (SOW)
Osteo-Preparation Lab Technician Contract
November 10, 2022**

SCOPE OF WORK

Contractor shall provide technical, professional, and non-personal services for the Osteo Prep Lab (OPL) at the National Museum of Natural History, Smithsonian Institution (SI) to provide specimen processing and maintenance of dermestid colonies for all activities involved in the processing of vertebrate specimens accepted into the laboratory.

A Firm Fixed Price (FFP), Requirements type award is contemplated. The award will be for a one-year basic period with two (1) one-year options to extend.

STATEMENT OF WORK

Contractor shall coordinate with Department of Vertebrate Zoology (VZ) staff and Lab Manager concerning activities related to specimens coming into and out of the OPL. This shall include inventory, specimen preparation and cleaning, preserving tissue samples, specimen fixation (via formalin), and integrated pest management (IPM) treatment for approximately 4000 – 4500 specimens. The contractor shall maintain the dermestid beetle colony used for specimen processing as well. The work shall take place at the Museum Support Center Osteo Prep Lab (OPL) at: 4210 Silver Hill Rd, Suitland, MD, 20746.

The contractor shall prepare specimens for each lab user from intake through boxing and freezing. These processes shall include the de-fleshing of specimens, water maceration, composting, and the use and maintenance of the dermestid colony; additionally, specified birds specimens require further drilling, soaking, and degreasing. There may be up to 125-150 specimens entering the lab per month. Each specimen shall be carefully labeled and tracked according to established protocol. The contractor's specimen preparation work shall include the following:

- 1) Inventorying each specimen as it is received and entering the specimen into a vouchersing system as determined by COTR.
- 2) Tracking each specimen throughout the processing via accurate and complete records which can be produced upon request; updating status in the vouchersing system within three (3) days.
- 3) Collecting tissue samples from specimens as needed. Protocol for collecting tissue shall be reviewed with the COTR and designated department prior to work. Tissue sample shall be stored in designated area (upright freezer in rm. 104). The contractor shall abide by the lab safety plan (attachment A) and job hazard analysis (attachment B) for work with tissues.
- 4) Preparing specimens for the dermestid beetles; processing through the colony.

- 5) Remove beetles from specimens and return to colonies; specimens will be inspected for any beetle prior to removal from the OPL
- 6) Soaking, cleaning, and degreasing materials as agreed upon with COTR. No changes to chemical processes shall be permitted without approval from COTR/Lab Manager. Coordinate with Lab Manager for supply of ammonia solution due to respirator requirements and chemical safety.
- 7) All specimens shall be treated according to established pest management protocol provided by COTR. Any issues concerning pest management shall be reported to the COTR and Lab Manager immediately.
- 8) All waste materials shall be properly disposed of via designated offal waste areas - collection (rm. 102) or chemical/hazardous materials collection (rm. 128). The contractor shall notify the Lab Manager prior to use of chemicals at least 24 hours in advance.
- 9) Communicating the completion to departments via e-mail with COTR/Lab Manager CC'ed within 24 hours so they may retrieve their specimens.
- 10) Coordinating the pick-up of specimens (including use of the weekly collections shuttle) and closing out the transaction in the vouchering system which shall be accurate and all designated fields will be filled out.
- 11) Contractor may be required to check freezers in alarm and inform staff if they are out of range, as well as relocate objects currently stored in the malfunctioning freezer. Contractor will be provided a 4-digit personal code to acknowledge alarm calls. Contractor shall maintain a suitable vehicle to respond to alarm calls and must respond within 1-2 hours of such calls.
 - a. **Directions for Centron Alarm System:** The Centron Alarm system will call from number **301-238-3019**. Contractor may be responsible for answering calls. To answer, accept the call and listen for information pertaining to which freezer(s) is/are malfunctioning. Press zero (0) to acknowledge the call.
 - i. To check on temperatures press 2.
 - ii. To inhibit an alarm press 3 and enter the number of hours you wish to inhibit the alarm followed by the pound (#) sign.
 - iii. To un-inhibit an alarm, press 4.
 - iv. To end the call, press 5.

Prior to treatment, all specimens shall have an initial examination with appointed staff members to determine appropriate levels of preparation and processing. Processing methods, required ammonia solutions, or other cleaning methods shall be agreed upon before work commences. Each specimen shall be treated within parameters set by the department staff and within the Standard Operating Procedures for the OPL.

The contractor shall maintain the dermestid colonies. Contractor is responsible for the daily maintenance and care for the beetle colony. Contractor's duties shall include the following:

- 1) Ensuring the temperature is properly maintained for the colonies. Thermostat controlled temperatures shall be maintained at 80°F to 85°F (26.6-29.4°C).

- 2) Colonies shall get a light water mist (no more than 1-2 seconds) every normal workday.
- 3) Monitoring the population, ensuring all beetles are removed from specimens and returned to the colony. Monitoring shall also include routine cleanup and/or clear-out of tanks and chambers.
- 4) Reporting any issues with the beetle colony or equipment to the Lab Manager immediately via a phone call (8-1008) and/or written email (haiglerd@si.edu). The contractor shall alert the Lab Manager of any problems or emergencies concerning the environmental chambers in a timely manner.

The contractor shall provide an inventory and status for each specimen in process to the COTR monthly. It shall be provided electronically in an agreed upon format and may be informal (i.e. "running logs"). The contractor shall ensure all specimens are properly processed following documented standard procedures. The contractor shall contact the COTR or designated collections staff if there is any issue or problem with a specimen via e-mail within 24 hours and the staff shall respond in writing within two business days.

The contractor shall provide a list of supplies required to the COTR at least two weeks in advance, including all pricing and ordering information. Supplies may be selected from approved vendors only (i.e. GSA, Amazon Business, Wayfair Professional, etc.). New vendors require written justification.

All work shall be performed at the Smithsonian Institution using institutional equipment and supplies. Contractor shall be based in the Osteo Prep Lab (OPL), located at the Museum Support Center of the Natural History Museum, and shall work with the guidance of the Lab Manager and Vertebrate Zoology staff and in full accordance with OPL policies and procedures. The Smithsonian shall provide the contractor with the following:

- 1) The Smithsonian shall supply the space and equipment in the OPL as collections shall not be removed from the premises, excepting the collections shuttle. The Smithsonian staff shall be responsible for ensuring equipment is functioning. The contractor shall inform the Lab Manager and COTR immediately if equipment is not functioning.
- 2) The Smithsonian shall provide safety and processing supplies as requested within the designated timeframe.
- 3) The Smithsonian shall be responsible for ensuring biological and hazardous waste is disposed of properly on schedule.
- 4) The COTR shall ensure the contractor receives clarification and responses to questions in the designated timeframe.
- 5) The Lab Manager/COTR shall be responsible for chemical dilution and handling hazardous substances due to respirator and training requirements.

Period Of Performance: The contractor shall complete the processing of a pre-determined and mutually agreed upon number of specimens by the date specified. The Vertebrate Zoology staff shall determine the level of processing and tissue collection necessary for each specimen.

The twelve-month period of performance for this contract is scheduled to begin on or about January 26, 2023 and will continue no later than January 25, 2024. The Smithsonian reserves the option to extend this contract and engage the contractor's osteo preparation services for two additional one-year periods.

- Base Year Period of Performance: January 26, 2023, through January 25, 2024
- Option 1 Period of Performance: January 26, 2024, through January 23, 2025
- Option 2 Period of Performance: January 24, 2025, through January 26, 2026

Hours of Operation: Work at MSC is regular business hours, 8:30 - 5:00 Monday through Friday. Contractor may work other hours by agreement with the Lab Manager and COTR. Work may be suspended due to equipment maintenance or repairs, inclement weather, or government shut down.

The work includes the use of personal protective equipment (PPE) which shall be worn as appropriate. This shall include nitrile gloves, goggles, face masks and a respirator as determined in consultation with the Smithsonian Museum Support Center safety coordinator. The contractor shall follow all safety requirements set out in the Lab Safety Plan for the OPL.

Travel:

The contractor is responsible for all contractor transportation to and from the NMNH, MSC, or other local Washington, D.C., metropolitan assignment sites, including costs related to driving and parking or mass transit. With their Smithsonian credentials, the contractor may make use of the free shuttle service that operates between NMNH and MSC when required to complete assignments at MSC.

The contractor is also responsible for any re-location costs if the contractor is not local to the Washington, D.C., metropolitan area.

DELIVERABLES

At the conclusion of the contract, all specimens shall have been properly tracked and inventoried in error-free reports.

Contractor shall communicate regularly with the COTR, at a mutually agreed time during normal business hours, to review work progress to determine and adjust the level of preparation in order to complete the project.

A written monthly report, including work completed during each month, shall be submitted for approval to the COTR. The COTR shall approve the monthly report submitted prior to approval of the contractor's monthly invoice. This detailed monthly report shall be considered the monthly deliverable, and shall include the following elements: 1) the status of specimen processing, 2)

inventory of specimens and list of recently completed specimens, 3) recorded emergency situations, and 4) status of supply requests.

Monthly deliverables shall be submitted no later than the 25th day of each month.

CONTACT INFORMATION

The contractor shall be in contact with NMNH/MSM personnel throughout the duration of the contract, meeting as needed in person at the NMNH worksites, or communicating via phone, email, Zoom or Microsoft Teams.

The Contracting Officer's Technical Representative (COTR) for this contract is:

Daniella Haigler
Osteo Prep Lab Manager/Museum Specialist
Smithsonian Institution, National Museum of Natural History
haiglerd@si.edu
W: 301-238-1008 C: 570-228-6784

The Technical Points of Contact (TPOC) for this contract are:

Darrin Lunde
Supervisory Museum Specialist
Smithsonian Institution, National Museum of Natural History
LundeD@si.edu
202-633-1253

Chris Milensky
Supervisory Museum Specialist
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