

This Request for Quote (RFQ) is issued by the National Museum of Natural History, Smithsonian Institution (SI), for technical professional, non-personal services to provide Biorepository support services in accordance with the Statement of Work (SOW). The Smithsonian Institution anticipates making one award for this RFQ. The prospective contractor **MUST** be registered in the Federal System for Award Management (SAM.gov) and the name under which the SAM registration was submitted with the quote to be considered. There is NO fee to register in SAM.

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by **electronic mail (email) only**. Quotes are due by 5 pm, on Wednesday, May 29, 2024, at:

Email to: Chris Huddleston, huddlestonc@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The National Museum of Natural History Biorepository has a requirement for Support Services at the Museum Support Center in Suitland, MD. There are *physical demands* to the contract (see details in Statement of Work). A firm, fixed-price type award is contemplated. The award will be for up to one basic year and three up to one-year options (dependent upon future funding).

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 the following factors are of equal importance. You must respond to all factors for your offer to be considered. Evaluation factors are:

- A. Technical Approach.** Offeror shall include a technical approach narrative that details the Offeror's approach toward performing the required services under this requirement, clearly demonstrating the Offeror's understanding of and capability to meet all Government requirements and goals. This narrative should include the following specifics:
 - 1. Include a summary of your training and experience working with museum collections.
 - 2. Include a summary of your training and experience working with frozen tissue samples, DNA, RNA and/or Protein.
 - 3. How you will meet (if necessary) the after-hours emergency requirement as described in the Statement of Work. Please reference transportation you will use (e.g., "I have a car, or I will take public transportation.").
- B. Past Performance:**

Provide a list of your references for the past three years, that provide similar product or services in size, scope and complexity as requested in the RFQ. Past performance references are to include but not limited to the following:

Agency Name, address, or employer

Contract number (if applicable)

Contract type (if applicable)

Period of performance

Total contract value (if applicable)

Work performed (a brief description of the purpose of the employment or contract)

Contracting Officer Name or supervisor name (if not government), telephone number and e-mail address.

- C. **Price.** Provide a firm fixed price for each deliverable for the basic year plus all the option years. Evaluation of price shall be based on all years quoted.

Deliverables

Due monthly within two weeks after the end of each month, invoice, and a synopsis of activities, including numbers and species of samples rehoused, sampled for loans, labeled, etc., as mutually agreed upon by the contractor and COTR. Invoice shall be pro-rated by the contractor for any missed days of work (does not include federal holidays or other closures).

- A. Due on or before Month Day, Year: Invoice and written report for {the prior} Month Year.
- B. Due on or before Month Day, Year: Invoice and written report for {the prior} Month Year.
- C. Due on or before Month Day, Year: Invoice and written report for {the prior} Month Year.
- D. And so on for each month and all option years.

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 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. 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.

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, name under which SAM registration was completed, address, and telephone number.
- C.** Business point of contact name, telephone number and email address.
- D.** Pricing. Ensure that base year and option year pricing is included. Format pricing as shown in the following example: \$XXXX for Monthly Deliverable, Year 1; \$XXXX for Monthly Deliverable, Year 2; \$XXXX for Monthly Deliverable, Year 3; \$XXXX for Monthly Deliverable, Year 4.
- E.** Past Performance information should include the contract number, contact person with telephone number, email address, and other relevant information for relevant contracts or employment for the same or similar goods and/or services in the past 3 years.
- F.** Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested. Or if you desire to purchase insurance from the Smithsonian.
- G.** Cite the date through which pricing submitted is valid and earliest date service could start.

ATTACHMENT(S):

- Statement of Work for Biorepository support services, May 10, 2024
- 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

STATEMENT OF WORK May 10, 2024

The contractor shall provide the following support services to the National Museum of Natural History (NMNH) Biorepository:

1. Migrate the contents of specified NMNH freezers into the NMNH Biorepository freezers as assigned by the Biorepository Manager. This includes conducting physical inventories of samples and boxes, wrapping inventoried materials, and packing/unpacking of coolers. In addition, help with the transfer of specimen data from collecting units. Data can be in the form of full relational databases down to hand-written ledgers.
2. As necessary, operate, monitor, and assist users on key pieces of equipment (automated tube sorter, label machines, barcode scanners, RFID coding printers, biorepository software, etc.) and databases. Additionally, the contractor will query the NMNH EMu system and use the NMNH FreezerPro system. Training is available for both systems.
3. Work closely with the NMNH Biorepository to incorporate tissues, DNA extracts and all metadata into a new database as efficiently as possible, and to advise, based on experience, better workflows. In addition, help with the installation of small equipment in the Biorepository, assist with maintenance activities (e.g., freezer defrosting), and help store/organize supplies.
4. Produce barcode labels and/or RFID tags for samples and apply them to storage containers. As necessary, transfer materials from non-cryogenic containers to suitable vials or other packaging while maintaining cold chain.
5. Assist with sub-sampling specimens for loans (intramural and extramural). This includes labeling tubes, generating pick lists, cutting samples, making preservative solutions, generating invoices, and delivering prepared loans to the shipping offices of MSC and NMNH.
6. As requested, check quality and/or concentration of DNA samples using spectrophotometers and other devices/methods. Afterward, calculate DNA mass in samples of known volume.
7. On-call for emergencies at least one week per month. During this on-call period, the contractor shall be the primary contact person for the Biorepository alarm system and shall respond appropriately as needed to any emergency messages. Responses could include the need to come to the Biorepository and move collections from a failing freezer to a back-up freezer at any point in a 24-hour period. The ability to manage situations and operate during an emergency impacting frozen collections is required. Personal transportation is required to drive to and from the MSC when responding to an after-hours emergency.
8. Provide a written record of activities monthly to the COTR. Following COTR approval, provide annual report information and photos to Pan Smithsonian Cryo Initiative (PSCI)

Coordinator. In addition, attend monthly meetings (if scheduled) with other PSCI contractors to report on progress.

Physical Demands: The work varies from sedentary to standing for prolonged periods; The ability to bend, twist, and lift, up to 50 pounds (sometimes above the head) is required; movement of samples, racks, small vials, or other storage units is required; the use of mechanical equipment (such as a rack hoist) may be required. Collections are stored and used at cold temperatures ranging from plus 4°C to minus 196°C, so personal protective equipment such as insulated gloves and aprons, laboratory coats, face shield, closed-toed shoes and gloves is required. Good manual dexterity is required as objects and labels are small and difficult to handle.

The Contractor shall be paid for each deliverable and may submit invoices monthly. Invoice shall be pro-rated by the contractor for any missed days of work (does not include federal holidays or other closures). This work (except emergencies) is to be accomplished during normal working hours, 7 am to 6 pm, Monday-Friday, except Federal holidays or other shutdowns (such as weather emergencies).