Request for Proposals for Collections-Related Permits Training and Materials
National Museum of Natural History, Smithsonian Institution

The Smithsonian Institution is updating its collections related permits training and associated training materials. We are seeking a contractor to provide the Smithsonian Institution with professional, technical, non-personal services that result in 1) revised training materials to be used across SI collections units regarding the legal acquisition, importation, and exportation of objects and specimens across the breadth of SI’s collections interests, and 2) delivery of four (4) one to one and one half hour (1-1.5) training sessions at various Smithsonian facilities. Smithsonian collections include living plants and animals, viable biological materials such as eggs and sperm, biological tissues for molecular analysis, preserved biological and geological specimens, archaeological and ethnographic objects, works of art, and cultural objects, some of which are made of biological materials. These items can be of great antiquity, such as meteorites that are billions of years old, to items created yesterday. They may originate in any country, and some originate in space and are recovered from the Earth’s surface.

Work to be performed under this contract includes

- A review of all the relevant training materials and permits or authorizations for living and non-living collections currently in place at the National Zoological Park and the National Museum of Natural History, both of which are Smithsonian units.
- Revision and development of training materials including a presentation, manual and checklist, appropriate for acquisition and management of relevant collections
- Delivery of four training sessions to Smithsonian staff at three facilities based in the Washington DC area and Front Royal, Virginia.

Relevant laws and regulations include but are not limited to the UNESCO Convention, Antiquities Act, Archeological Resources Protection Act, CITES, ESA, Lacey Act, USDA plant pest regulations, the CBD Nagoya Protocol, etc.

Smithsonian will provide existing training materials for contractor’s review, access to staff and files holding existing permits, and access to the Office of General Counsel and the National Collections Program staff. Contractor will provide all products in printed and digital form.

**Deliverables** are:

1. Delivery of training materials including a presentation, manual and checklist, relevant for all of Smithsonian’s collections for review and approval by Smithsonian
2. Delivery of a training session to Contracting Officer’s Technical Representative and a limited number of staff for approval
3. Delivery of four training sessions to Smithsonian staff.
Schedule: work is to commence upon execution of contract and to be completed no later than 12 calendar months from execution.

Interested persons should send a brief review of qualifications and proposal including price to Ms. Carol Butler at butlercr@si.edu.

Proposals must be received by August 31, 2012 to be considered.