

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of African American History and Culture Smithsonian Institution (SI), for technical professional, non-personal program support in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by **electronic mail (email)**. Quotes are due before 5:00 PM in the vendor's time zone on **Monday, March 27, 2023**. Offerors will be expected to provide a proposal in its entirety, via email to Michelle Edwards, Supervisory Volunteer Manager at NMAAHCVolunteers@si.edu. At the minimum, offerors need to demonstrate that they meet the acceptability standards, including that they have the ability to perform the requirements in a timely manner.

II. DESCRIPTION OF REQUIRED SERVICES

The NMAAHC seeks a contractor to assist the Supervisory Volunteer Coordinator primarily in implementing the Museum's docent and volunteer programs managed within the Audience Engagement Unit. The Assistant Docent Coordinator supports daily volunteer operations in the public areas of the museum. All project activities and deliverables will begin no later than April 5, 2023 and be completed no later than April 5, 2024

Firm Fixed Priced Contract.

INTENT TO EXERCISE OPTIONS:

The Smithsonian Institution reserves the sole option to extend this purchase order to engage the contractor in providing similar services for five (5) optional twelve (12) month option periods.

These option periods are subject to: 1) acceptance and approval by the Contracting Officer's Technical Representative during the respective contract period, 2) availability of appropriated funds from which payment for contract purposes can be made and 3) receipt of competitive pricing furnished to the Smithsonian Institution at least 30 days in advance of expiration of the term of the basic period of this Purchase Order.

The opportunity to enter into an option extension is not automatic; however, may be determined in the best interest of the parties upon demonstrated past performance, receipt of favorable pricing and contractor's willingness to enter into a bilateral written agreement prior to expiration of contract performance. In the event the Smithsonian exercises its right to extend the period of performance under this contract, all other terms and conditions hereunder shall remain unchanged.

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. The following factors are of equal importance.

Evaluation factors are:

A. Relevant Experience/Past Performance

- a. Relevant experience is that obtained within the past 3 years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project. This will be determined based on past programs.

The bidder will demonstrate relevant experience:

- Working in learning environments with adult audiences.
 - Developing and leading education programs and/or activities for museum audiences.
 - Applying feedback, observation, and evaluation to implement improvements to educational programs and/or materials.
 - Coordinating project / program logistics such as managing a calendar, scheduling programs and/or meetings, communicating with program participants and/or project stakeholders, and managing shared document libraries.
- b. Past Performance should be indicated by a resume listing current or previous projects and work experience with names of references and their current telephone numbers and email addresses who can answer specific questions on quality, workmanship, and scheduling. Provide project performance dates and brief description of the work performed.

B. Qualifications/Technical Competence

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

C. Price

1. Please submit the price, this should include all direct and indirect costs necessary to complete the requirements as outlined in the SOW. Include all costs associated with program development and travel.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance including coverage for bodily injury and property damage in the minimum amount of \$300,000. The SI must be listed as additional insured for the General Liability insurance. Contractors will be eligible to enroll in the

Smithsonian's General Liability insurance policy. Proof of insurance or agreement to enroll in the Smithsonian's General Liability insurance policy must be submitted with quotes.

V. DUNS NUMBER

A DUNS number is a unique nine digit identification number available for each physical location of your business and is needed to register in the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) system (see Section VI of this RFQ). DUNS numbers are provided through Dun and Bradstreet (D&B) at no charge when you contact D&B via toll free telephone call to 1-866-705-5711, or on the internet at <http://fedgov.dnb.com/webform>. Non-U.S. (international) vendors may also contact D&B via email at help@dnb.com. Indicate that you are requesting a DUNS number to assist with eligibility for U.S. Government contracts. New DUNS numbers for U.S. vendors will be active and available for SAM registration within 1-2 business days of request; international vendors DUNS will be active and available normally within 2-5 days of request.

I. System for Award Management (SAM) registration (formerly CCR)

It is a requirement that current and prospective recipients of contract and purchase orders awarded by the SI must complete registration and maintain an active record in the System for Award Management (SAM). 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 in paying your invoices and complying with the Federal Debt Collection Improvement Act of 1996.

You may complete or update your information in SAM 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.

If yours is the acceptable price quote and you are selected for award, your organization's valid and active registration with SAM must be verifiable by SI staff administering this procurement prior to contract or purchase order award, and at the time any modifications or amendments to awards might be required.

It is strongly encouraged that prospective contractors enroll in SAM in parallel with responding to this RFQ: while not an evaluation criterion, delays in obtaining proof of an active SAM enrollment from the selected contractor may necessitate having to adjust this RFQ and solicit new quotes. NMAAHC staff are not authorized to assist prospective contractors in completing SAM enrollment. Prospective contractors should seek the assistance of regional help bureaus at <http://www.aptac-us.org/contracting-assistance/>

II. 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)

III. 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, address, telephone number, and DUNS number (if available)
- C. Business point of contact name, telephone number and email address
- D. Pricing
- E. Certificates or other documentation confirmation that appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- F. Brief narrative detailing past relevant experience and technical competence.
- G. The prospective contractor may also provide acknowledgement of his/her agreement to enroll in a Commercial General Liability Policy for Smithsonian Contractors.
- H. Cite the date through which pricing submitted is valid.

PROPOSAL CHECKLIST:

- Contact Information: Full Name, Street Address, Telephone Number
- Schedule: Acknowledgement of your availability to work a Sunday-Thursday schedule as well as required holidays
- Resume(s): Include your resume and references
- Capability to Perform: 1-2 paragraphs about your ability to perform the work required, in terms of current skills and ability
- Experience: Provide 3- 5 examples of specialized experience and demonstrated technical

competence in performing similar work as requested here, preferably completed within the last five years

Cost: Desired salary for base year and 4 option years

