

REISSUANCE
REQUEST FOR QUOTE (RFQ)
Technical or Professional, Non-personal Services
Arts Program Educator

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 services to provide content development and program facilitation services in accordance with the Statement of Work (SOW). Multiple awards will be offered from this request for quote.

I. SUBMITTING YOUR QUOTE

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 services to provide content development and program facilitation services in accordance with the Statement of Work (SOW). This is a Multiple Award Request.

Price quotes may be submitted by **electronic mail (email)**. Quotes are due by 11:59 p.m. on Friday, March 24, 2023, at:

Smithsonian Institution
NMAAHC
1400 Constitution Ave, NW
MRC 1406
Washington, DC 20013

Attn: Candra Flanagan
Email to: cflanagan@si.edu

You are hereby informed that mail via U.S. Postal Service to Smithsonian organizations is received at a central sorting and distribution unit and isn't date stamped received until actually received and opened at the street address listed above. It is advisable that quotes and documents included as part of quote packages be hand delivered or submitted via direct package delivery companies to the street address listed above.

II. DESCRIPTION OF REQUIRED SERVICES

A. Description

Teaching and Learning Unit is seeking a contractor to serve as a content developer and program facilitation responsible to create art-based resources and programs, inclusive of historical content, image and object selection and pedagogical strategies such as thinking routines and discussion questions. These digital resources will be primarily hosted on the Smithsonian Learning Lab platform and programs will be primarily virtual with some print and in person components. All program schedules will be made in concert with the COTR.

The goal is the creation of a set of resources and programs that will highlight stories and objects around art which are related to African Americans, upon which to create and disseminate engaging curriculum connections. The Contractor will assist in the following tasks:

- Creation of digital learning and print resources based on the NMAAHC art collection for students and teachers
- Research into African American-related collections objects and narratives within the vast Smithsonian holdings
- Virtual program series offered to classroom educators everywhere

B. Type of Award

Smithsonian Institution, National Museum African American History and Culture (NMAAHC) has requirement for the North Star Program Digital Content Development and Program Facilitation services, the award is a firm fixed price (fully burden) all-inclusive award, and a multiple award request.

C. Period of Performance

The Period of Performance is anticipated to begin somewhere around April 17, 2023, and to end December 31, 2023, an approximate 8 months-time period. The estimated number of hours required for these services ranges from a minimum of up to 1,280 hours (based upon 160 hours monthly (40 hours weekly), to 1,792 hours (based upon 224 hours monthly (56 hours weekly), to a maximum not to exceed amount of 1,824 hours (based upon 228 hours monthly (57 hours weekly).

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 of the following factors are of equal importance. Evaluation factors are:

A. Relevant Experience

1. Relevant experience is that obtained within the past 3 years providing or performing services of similar size, scope, complexity.

B. Qualifications/Technical Competence

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

2. **Product Samples** – A recently developed lesson plan *should be delivered with quotes and will not be accepted after the time specified for receipt of quotes. Product samples shall be submitted at no expense to the SI and will be returned at the sender's request and expense, unless they are destroyed during pre-award testing. Lesson plans should demonstrate a strong knowledge of African American history, expertise in teaching art and history/social studies, and sensitivity to teaching/discussing complex historical themes, including race/racism.*

C. Résumé

- D. Price:** Please provide a quote based upon a firm-fixed all-inclusive hourly rate, and the number of hours available /or/ may be available in total to provide services (taking into consideration the minimum to maximum number of hours permitted for performance in services for this RFQ).

IV. INSURANCE REQUIREMENTS

1. GENERAL LIABILITY COVERAGE

Contractor shall maintain commercial general liability coverage. This policy shall provide coverage for bodily injury, property damage, contractual liability, products and completed operations, and person and advertising injury. The Smithsonian shall be listed as an “additional insured” under this policy. Contractor shall provide a certificate of insurance evidencing the required coverage prior to commencing under the contract.

2. SMITHSONIAN INSTITUTION COMMERCIAL GENERAL LIABILITY INSURANCE:

Contractor elect's enrollment in the commercial general liability policy for Smithsonian contractors and hereby agrees to pay to SI CGL pricing in the range of \$50.00-\$150.00 to the Smithsonian Institution by check or money order to facilitate enrollment in this policy. Insurance coverage is only for the duration of this contract and covers the contractor only for work performed for the Smithsonian Institution.

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: [E-Verify.gov](https://www.dhs.gov/e-verify).

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.
- F.** Requested Lesson Plan Sample
- G.** Resume
- H.** 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.
- I.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for North Star Content Development and Program Facilitation services, March 15, 2023
- 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)