

**Smithsonian Institution**  
OCon 105  
**Request for Quote (RFQ)**

**Technical or Professional, Non-personal Services**

This Request for Quote (RFQ) is issued by the Cooper Hewitt, Smithsonian Design Museum, Smithsonian Institution (SI), for technical professional, non-personal services to provide services in accordance with the Statement of Work (SOW).

**I. SUBMITTING YOUR QUOTE**

Price quotes may be submitted by **electronic mail (email)**. Quotes are due by 5:30 p.m. on Wednesday, December 4, 2024, at:

Smithsonian Institution  
Cooper Hewitt, Smithsonian Design Museum  
2 East 91st St.  
New York, NY 10128

Attn: Louisa Hartigan  
Email to: hartiganls@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**

The SI has a requirement for an educational contractor to serve as an educator for Design Field Trips at Cooper Hewitt, Smithsonian Design Museum in New York, NY. The award will be for eight months (January 2025 to August 2025) in the base year and for twelve months (September to August) in following years. A firm fixed price will be awarded. The award will be for a one-year basic period with four one-year options, to be exercised in the sole discretion of the Smithsonian by written amendment to the contract. This is in no way a guarantee that Smithsonian will exercise any option year.

The Smithsonian Institution reserves the sole option to extend this purchase order to engage the Contractor in providing similar services for four (4) optional one (1)-year 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 60 days in advance of expiration of the term of the basic year 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 two (2) awards based on best value to the SI considering the following factors here. 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/Past Performance**

1. 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. Provide demonstrated experience providing services as an educator delivering museum-based field trips (tour and workshop) focused on design to K-12 audiences. Identify a minimum of three (3) projects, customers, time frames, contract dollar values, locations of contract performance, and complexity of work to facilitate determination of capabilities to perform the work required as cited in the statement of work.
2. Past Performance should be indicated by a list of current or previous contracts with names of points of contact and their current telephone numbers or emails 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.

#### **B. Qualifications/Technical Competence**

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

#### **C. Résumés of potential contractor.**

#### **D. Price**

Please provide an hourly rate for trainings/meetings and a per field trip rate. Include the total estimated hours of service and overall cost. Provide this information for the base

year and all four option years. The price evaluation will cover pricing submitted for the base year plus all option years. Evaluation will be based on all 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. If you do not have an insurance, you must be enrolled in the Smithsonian Institution's independent contractor's enrollment system for a nominal fee when the purchase order is executed.

#### **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](http://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](http://E-Verify.gov).

*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.** Résumé
- I.** Letter of intent discussing qualifications and technical competence.
- J.** Cite the date through which pricing submitted is valid.

**ATTACHMENT(S):**

- Statement of Work, Design Field Trip Educator, November 20, 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 (SAM)