

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of African Art (NMAfA), Smithsonian Institution (SI), for technical professional, non-personal services to provide TMS Database Specialist 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 12pm EST, on Friday, June 23, 2023, at:

Smithsonian Institution
National Museum of African Art
950 Independence Avenue SW
Washington, DC 20013-7012

Attn: MJ Hagan, Head Registrar, NMAfA
Email to: haganm@si.edu
Email Cc to: NMAFA-Procurement@si.edu

II. DESCRIPTION OF REQUIRED SERVICES

The SI has a requirement for TMS Database Services at the National Museum of African Art (NMAfA) located at 950 Independence Ave SW. A Labor-Hour, Firm fixed Price will be awarded. The award shall not exceed 384 hours— to be performed on or about August 1, 2023 to January 31, 2023— of professional, technical non-personal services to the Office of the Registrar and provide to enter data and provide support in the museum's collections management system, The Museum System (TMS).

STATEMENT OF WORK

All work is to be completed in accordance with Smithsonian directives, best practices, the museum's Collections Management Policy and procedures, and instructions or guidance from the Head Registrar and/or Conservator(s). Work will take place primarily remotely and at the site address listed above if required.

Performance Tasks include:

1. Providing data entry in accordance with NMAfA's established TMS standards and guidelines, including entering results of a recent inventory and records for new acquisitions.
2. Providing informal training to new TMS users and TMS assistance to existing users.
3. Conducting searches and pulling data requested by users including curatorial, conservation, exhibitions, and collections.
4. Preparing digital images and importing them into the Smithsonian DAMS. Ensuring images are correctly linked from the DAMS to TMS.
5. Entering object location movements.

6. Other database management tasks as assigned in order to fill or complete all contract hours.

PERIOD OF PERFORMANCE:

All work under this purchase order shall begin effective on or about August 1, 2023 and be completed by January 31, 2023.

WORK HOURS:

Contractor shall work approximately 8-16 hours per week, for a total of 384 hours. The hours per week will be determined by the COTR and will vary depending on priorities.

CONTRACTOR EXPENSES:

Contractor shall work remotely on an as needed basis and is responsible for all commuting travel with the execution and completion of this contract.

III. EVALUATION

The SI plans to award this Labor-Hour, Firm fixed Price contract 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.

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 5 years providing or performing services of similar size, scope, complexity, and type of client that indicates your suitability for this project. 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. Three Past Performance examples should be indicated by a list of current or previous contracts with names of points of contact and their current telephone numbers 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 Contractor's capabilities, qualifications, and approach to satisfy the requirements of the SOW.

The experience below must be communicated in response to be considered qualified:

- Demonstrated experience with TMS including data entry, reports, searches and creating new records.

- Familiarity with art museum collections including data standards.
 - Professional verbal and written communication skills.
 - Experience collaborating with museum departments that use collection information from TMS and providing data and TMS assistance to end users.
- C. **Résumé** - Highlighting work experience, qualifications, and technical competence that demonstrates the contractor meets the requirements of the SOW
- D. **Price** - Labor-Hour, Firm fixed Price. This contract has two options to add a total of 768 hours.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have *General Liability Insurance for (e.g. \$5,000,000 and/or a Fidelity Bond for \$1,000,000) and/or (auto insurance is required if the contractor will be required to bring a vehicle onto SI property or SI leased property, and/or transport SI-owned property)*. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes.

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. 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.** If services are subject to the requirements of the Service Contract Act provide with your quote:
1. U.S. Department of Labor wage determination hourly rate payable within the location of work performance
 2. Health and Welfare hourly rate payable within the location of work performance
 3. IFF hourly rate payable within the location of work performance
 4. G & A hourly rate payable (e.g., markup, overhead, etc.) within the location of work performance
 5. Vacation hourly rate payable within the location of work performance
 6. Holiday hourly rate payable within the location of work performance
- I.** If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
- J.** When prices quoted are in accordance with the terms of a General Services Administration (GSA) schedule contract, provide the following information: your GSA contract number, SIN, goods and/or services pricing.
- K.** Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
- L.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for TMS Database Specialist, June 9, 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)