

**National Museum of Natural History
Division of Fishes
Smithsonian Institution
Request for Quote
Curation and Digitization Services for Division of Fishes Larval Fish Collection**

This Request for Quote (RFQ) is issued by the National Museum of Natural History, Smithsonian Institution (SI), for technical professional, non-personal services to provide the Division of Fishes support services in accordance with the Statement of Work (SOW). The Smithsonian Institution anticipates making two awards for this RFQ. The prospective contractor **MUST** be registered in the Federal System for Award Management (SAM.gov) and provide a DUNS number and the name under which the SAM registration was submitted with the quote to be considered. There is **NO** fee to register in SAM.

1 SUBMITTING YOUR QUOTE

Price quotes may be submitted by *email*, to Diane Pitassy. Quotes are due by 5:00 PM, on September 30, 2020:

ATTN: Diane Pitassy
Department of Vertebrate Zoology
Email: pitassyd@si.edu

2 DESCRIPTION OF REQUIRED SERVICES

The National Museum of Natural History Division of Fishes has a requirement for Support Services at the Museum Support Center in Suitland, MD. There are *physical demands* to the contract (**see details in Statement of Work**). A firm fixed price, requirements type award is contemplated. The award will be for up to one basic year and three up to one-year options (dependent upon future funding).

3 EVALUATION CRITERIA

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.

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 as described in the statement of work.
 - a. Include a brief summary of your training and experience working with museum collections

- b. Include a brief summary of your experience with fishes in natural history specimens
- c. Include a brief summary of your experience working as a self-employed individual

B. Past Performance

1. Past Performance 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.

C. Price.

1. Provide a firm fixed price for each deliverable for the basic year, plus all the option years. Evaluation of price shall be based on all years quoted.

D. Availability.

1. Provide your earliest available start date.

4 INFORMATION TO BE SUBMITTED WITH QUOTES

Quote packages submitted must include the following information and components to be deemed responsive to this Request for Quote (RFQ) and accepted by the SI:

- Project Title.
- Business name, name under which SAM registration was completed, address, telephone number, and DUNS number.
- Business point of contact name, telephone number, and email address.
- Three (3) examples of Relevant Experience obtained within the past five years. See Section 3A above for details to include.
- Three (3) professional references for Past Performance. See Section 3B above for details to include.
- Pricing. Ensure that base year and option year pricing is included.

Deliverable Pricing Grid

No.	Deliverable	Est. % work remaining	Est. time per unit	Pricing Unit	Price per Unit
1	Assessment, curation, digitization and installation	>99%	Variable	Per lot	
2	Monthly status report	<1%	1 hr	Per occurrence	

- Cite the date through which pricing submitted is valid.
- Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, or a statement of your intent to enroll in SI's general liability insurance program.

5 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. Independent contractors under this RFQ may request to purchase insurance through the Smithsonian Institution Commercial General Liability for contractors if selected for an award. *If you would like to purchase your insurance through the Smithsonian Institution policy, please indicate the information on your quote.*

The insurance premium fee for the short-term general liability insurance is made available for qualified, small independent vendors. Enrollment in this program is not guaranteed, and determination for eligibility is on a case-by-case basis, determined by number and value of previous awards. Upon determination of successful award, the contractor would be responsible for furnishing a check for payment of the insurance premium due. If the vendor is not eligible for this insurance, he/she/they will be required to purchase his/her/their own insurance. Failure to purchase his/her/their own insurance will be cause for cancelling the award.

6 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 6 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.

7 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.

For vendors who were registered in CCR prior to July 30, 2012, this means:

- All information in CCR was transferred to SAM and available for viewing and updating on July 30, 2012;
- Vendors will not have to re-register in SAM if their CCR was active and valid on July 30, 2012, however,
- They will have to set up a SAM user ID. Once this is done, the vendors will have access to all their information and may edit it as needed,
- They may set up an ID when they are notified by the SAM that it is time to renew registration.
- Vendors who attempted to access their information by going to the current CCR website on and after July 30, 2012, should have been automatically redirected to SAM.

For vendors who were not registered in CCR prior to July 30, 2012, this means:

- Vendors will need to obtain a DUNs number (see Part V. above) in order to register in SAM.
- Beginning on July 30, 2012, they must be directed to <http://sam.gov> to complete registration in SAM.
- The registration process via SAM has been changed for SAM, and is reported to be streamlined and much easier than the CCR process.

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.

8 LEGISLATIVE AND/OR ADMINISTRATIVE REQUIREMENTS:

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:

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.

Computer Security Training

The Smithsonian Institution also requires an hour-long Computer Security Awareness Training (CSAT) for new employees and affiliated staff who will be utilizing Smithsonian computers and networks. As such, the contractor shall complete the required CSAT after securing a network account.

9 ATTACHMENTS

- Statement of Work for professional curation and digitization services for Division of Fishes Larval collection
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI-147B, Smithsonian Institution Privacy and Security Clause
- Smithsonian Institution Independent Contractor Clauses

SMITHSONIAN INSTITUTION
STATEMENT OF WORK
Curation and Digitization Services for Division of Fishes Larval Fish Collection

TASKS

The contractor shall provide the following support services to the National Museum of Natural History (NMNH) Division of Fishes:

Task 1) Data and physical condition assessment –

- For each multi-lot larval fish box, determine if any specimens have been damaged due to evaporative dehydration, are missing specimens or lack sufficient locality or taxonomic data.
- Determine what samples can proceed to full curation and data capture.
- Partition lots with damaged specimens or incomplete data to a holding area where they can be assessed by Division of Fishes staff.

Task 2) Data Capture -

- Data to be captured includes all available data on specimen labels [including but not limited to: specimen(s) identification (family, genus, and/or species), number of specimens, accession number, collector, collection date, depth, ocean and/or country, additional locality data, oceanographic data (vessel, cruise, station number) if available, and geocoded locality.] If the label only includes oceanographic data, the contractor will look-up and capture the collection information from various departmental station data sources.
- Entry of Collection Event records for any locality not already present in Fishes database, EMu.
- Assign USNM number to each larval lot.
- Assign lot to available larval tank for that family number.
- Print USNM wet specimen label for inclusion with corresponding lot.

Task 3) Physical Curation -

- Determine appropriate borosilicate replacement vial size.
- Verify ethanol concentration or if still in formalin, transfer to ethanol storage using pre-determined Division of Fishes protocol.
- Transfer specimens to new vial without damage.
- Place printed polyester label in appropriate position, with additional labels behind the primary USNM label.
- Fill remaining volume of vial with proper ethanol concentration and seal vial with appropriate batting.
- Place vial in proper larval tank.
- Label each larval tank.

Task 4) Collection installation and organization-

- Add vials to each larval tank until requisite capacity is reached. Swing space may be utilized to temporarily organize completed tanks.
- Install completed larval tanks in designated larval tank collection area, organizing tanks by family number and then sequentially by tank number.

Task 5) Reporting-

- Maintain Excel file documenting progress by date, including any relevant notes as deemed appropriate.

DELIVERABLES

- 1) Lots assessed, curated, digitized and installed shall be considered deliverables.
- 2) A monthly report, in the form of a spreadsheet, indicating number of lots processed.

PERIOD OF PERFORMANCE

Due to COVID-19, the start date will be based upon the re-opening of the museum. Tentatively, the period of performance for this contract is scheduled to begin January 4, 2021 and will continue for no later than December 31, 2021.

PLACE OF PERFORMANCE

The majority of work must take place in the designated workspaces at the Museum Support Center during standard business hours, excluding federal holidays or emergency closures, Monday through Friday, between 8:30 am and 6:00 pm. Alternative work schedules and telework will be considered on a case by case basis.

The contractor will not receive paid holidays, vacations, sick days, travel time or other SI leave benefits.

PHYSICAL DEMANDS

The work varies from sedentary to standing for prolonged periods; some lifting, twisting and bending. Movement of vial boxes, small vials, fluid carboys and glassware supplies may be required. Good manual dexterity is required as objects and labels are small and difficult to handle.

SMITHSONIAN-FURNISHED FACILITIES AND MATERIALS

The Smithsonian will provide access to Smithsonian-owned computers for digital capture tasks, but should telework be required it is expected that the contractor will provide his/her own running the MS-Windows operating system and Microsoft Excel, must meet OCIO computer security standards (if connecting remotely to NMNH network) and will have an external or cloud storage to backup work . Training of contractors and quality control will be provided by the Division of Fishes collection management staff. All curation supplies, including archival label stock, vials, jars, ethanol, printers and network access will be provided by the Smithsonian. Smithsonian supplies and computers will be used for generating all labels.

SECURITY CONSIDERATIONS

The Smithsonian Institution requires background investigations and identification badges, also

called credentials, for new employees and affiliated staff. Staff-only areas in Smithsonian facilities are access-controlled, using these badges. The NMNH and MSC workspaces where the work defined in this statement will take place are in badge-access-controlled parts of Smithsonian facilities.

Therefore, working with the Contracting Officer's Technical Representative (COTR) for this contract, the contractor shall apply for a background investigation and SI credential through the Smithsonian Office of Protection Services (OPS) Personnel Security and ID Office (PSIO).

The Smithsonian Institution also requires an hour-long Computer Security Awareness Training (CSAT) for new employees and affiliated staff who will be utilizing Smithsonian computers and networks. As such, the contractor shall complete the required CSAT after securing a network account.

TRAVEL

Apart from the contractor's transportation to and from the worksite at NMNH if working onsite, no other travel is anticipated for the completion of this contract. The contractor is responsible for all contractor transportation to and from the NMNH worksite, including costs related to driving and parking or mass transit. The contractor is also responsible for any costs related to temporary re-location if the contractor is not local to the DC metropolitan area but intends to work onsite at NMNH.

INSURANCE REQUIREMENTS

Finally, the contractor is required to possess general liability insurance in the amount of \$1,000,000 per occurrence for liabilities arising out of the contractor's activities pertaining to this contract. This policy shall provide coverage for bodily injury, property damage, contractual liability, products and completed operations, and person and advertising injury. The Smithsonian must be listed as an additional insured for the contractor's General Liability Insurance, and proof of insurance must be submitted prior to start of work.

Alternatively, independent vendors are provided the opportunity to enroll in the Smithsonian's independent contractor insurance system, provided that the total contract value does not exceed the sum of \$75,000. The insurance premium fee for the short-term general liability insurance is made available for qualified, small independent vendors. Enrollment in this program is not guaranteed, and determination for eligibility is on a case-by-case basis, determined by number and value of previous awards. Upon determination of successful award, the contractor would be responsible for furnishing a check for payment of the insurance premium due. If the vendor is not eligible for this insurance, he will be required to purchase his own insurance.

Failure to purchase his own insurance will be cause for cancelling the award.

PAYMENT

The contractor shall invoice the Smithsonian Institution once per month, unless a different invoicing schedule is approved by both parties. The contractor will be paid based on the delivery of completed EMu catalog records and installation of fully curated larval fish lots.

Contractor to use OCON invoice vendor form (SI-3726).

CONTACT INFORMATION

The contractor may be in contact with the NMNH Department of Vertebrate Zoology and its personnel throughout the duration of the contract, meeting as needed in person at the NMNH worksites, or communicating via phone or email.

The [Contracting Officer's Technical Representative \(COTR\)](#) for this contract is:

Diane Pitassy, Museum Specialist
National Museum of Natural History Smithsonian Institution
Department of Vertebrate Zoology
pitassyd@si.edu