Smithsonian Institution
Smithsonian American Art Museum

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the Smithsonian American Art Museum and Renwick Gallery, Smithsonian Institution (SI), for technical professional, non-personal services to provide development and support for digital and in-person heritage month public programs in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by electronic mail (email) only to Gloria Kenyon KenyonGE@si.edu. Quotes are due by 5 p.m. ET, Friday, July 30, 2021.

II. DESCRIPTION OF REQUIRED SERVICES

The SI has a requirement for a Public Programs Assistant at the Smithsonian American Art Museum in Washington, DC. The Contractor shall provide professional, technical, non-personal public programs services to the Smithsonian American Art Museum (SAAM) to assist in the development and production of a series of programs related to SAAM’s work to present more inclusive stories of the American experience. The contractor will work in a team-based, online environment and assist SAAM personnel with tasks in support of online public programs. A labor-hour, firm fixed price contract will be awarded. The award will be for 18 months with no additional options.

See attached Statement of Work (SOW, 2 pages)

III. EVALUATION

The SI plans to award based on best value. The SI plans to award without discussions; however, SI does reserve the right to conduct discussions if later determined to be necessary by the Contracting Officer.

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

A. Relevant Experience/Past Performance

1. Relevant experience 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 using Zoom as a host of both meetings and webinars, including screen sharing, managing chat and Q&A, troubleshooting for presenters and attendees, and other Zoom functionalities
   • Bachelor’s degree in Museum studies, art history, or a related field, or equivalent experience, with a focus in museum education, outreach, or public programs.
   • Customer service experience, including working with vendors, internal customers, and external customers.
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- Knowledge of educational and programmatic museum trends and ability to incorporate them when presenting to the public.

2. Past Performance should be indicated by a list of current or previous contracts, including contact names 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.

C. Résumés of potential contractor must be included.

D. Price: Not to exceed $75,000 for 18 months of work.

IV. INSURANCE REQUIREMENTS

This is a fully remote position and no insurance coverage is required.

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.

VI. 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.

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:

http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=cb2a535e0869d110VgnVCM100004718190aRCRD&vgnextchannel=75bce2e261405110VgnVCM100004718190aRCRD

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 Credentialled personnel at all times when in staff-only areas of SI facilities. As it is relevant to this RFQ, a form OF-306, 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. Project Title
B. Contractor name, address, telephone number, email address, and DUNS number
C. Pricing. Ensure that base year and option year pricing is included for a total of 18 months.
D. Past Performance information should include the contact person with telephone number, email, and other relevant information for at least 3 recent relevant contracts or former employers or university instructors who can verify the contractor’s ability to deliver the goods and/or services.
E. 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

F. Provide résumés of personnel that may be assigned to perform work under the anticipated award.

G. 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.

H. Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).

I. Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for Inclusive Stories Digital Programs Assistant, July 1, 2021
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
Statement of Work for Inclusive Stories Digital Programs Assistant

Introduction

The Smithsonian American Art Museum (SAAM) is the nation’s first collection of American art and is home to one of the largest and most inclusive collections of American art in the world. SAAM is dedicated to collecting, understanding, and enjoying American art. The Museum celebrates the extraordinary creativity of artists whose works reflect the American experience and global connections.

Scope of Work

The Contractor shall provide professional, technical, non-personal public programs services to SAAM to assist in the development and production of a series of online public programs related to SAAM’s work to present more inclusive stories of the American experience.

Statement of Work

The Contractor will work in consultation with the Contracting officer’s technical representative (COTR). The contractor will work 100% remotely in a team-based, online environment and assist SAAM personnel with tasks in support of producing and executing online public programs for both adult and family audiences. The Contractor may also work in collaboration with identified staff from other departments at SAAM as well as outside vendors as needed to coordinate work schedules for the SOW. The Contractor will provide staffing support for online heritage month programs and programs that highlight traditionally under-represented or unrepresented communities, including Hispanic Heritage Month, Native American Heritage Month, Lunar New Year, Black History Month, Women’s History Month, Asian American and Pacific Islander Heritage Month Heritage Month, and Pride Month. The Contractor will develop and support programs with the above-listed themes, in line with SAAM’s digital engagement audience goals.

Specific Tasks

1. Contact vendors for videos, performances, conversations, presentations, and other inclusive digital programs
2. Research crafts and develop new crafting activities for the museum’s online “Family Zone” web pages
3. Plan run of show for respective programs
4. Serve as point of contact for programs
5. Research artworks to turn into coloring pages, and then follow the museum’s protocols for converting them to coloring pages and publishing them on SAAM’s website
6. Research videos and multimedia content for respective “Family Zone” pages
7. Write the text copy for Family Zone pages
8. Write promotional online calendar text copy for inclusive digital programs and identify appropriate images and media to be included
9. Liaise between SAAM curators and the public programs team for heritage month-specific programs, such as the Women’s Film Festival

Deliverables
1. Planning and staffing virtual public programs associated with respective heritage months and underrepresented audiences listed below:
   a. Día de los Muertos/Hispanic Heritage Month (Oct. 2021)
   b. Lunar New Year (Jan. 2022)
   c. Black History Month (Feb. 2022)
   d. Women’s History Month (March 2022)
   e. Asian American and Pacific Islander Heritage Month (May 2022)
   f. Pride Month (June 2022)
   g. SAAM Arcade (Aug. 2022)
   h. Día de los Muertos/Hispanic Heritage Month (Oct. 2022)
   i. Lunar New Year (Jan. 2023)
   j. Black History Month (Feb. 2023)
   k. Women’s History Month (March 2023)

2. Assisting with virtual program planning and development for FY22 and FY23, related to inclusive programs
3. Written copy for “Family Zone” programs and web pages as noted above
4. Calendar text for programs as noted above

**Performance Standards**

The contractor shall complete all documentation under review and acceptance of the Gloria Kenyon, acting head of public programs and COTR.

The COTR will monitor the contractor’s progress. Issues that require urgent attention will be discussed and documented in written form with contractor; including expectations for resolving such issues and expected deadlines for compliance.

**Payment**

Payment shall be made bi-weekly upon the completion and acceptance of deliverables as specified in invoices.

Payment requests are to be sumitted in writing to the COTR and administrative assistant, with supporting invoice referencing the purchase order number and all related materials as outlined above.

**Work Location and Schedule**

Work shall take place entirely remotely and online, using digital collaboration tools. The specific work schedule will consist of 40 hours per week, with the specific daily schedule to be determined by mutual agreement between the COTR and the contractor.

**Period of Performance**

All work under this purchase order shall begin after Sept. 1, 2021, and be completed on or before May 31, 2023, at 40 hours a week, for a total of 2,880 hours.

**Equipment**
Contractor must supply and maintain their own personal computer, either Mac or PC. The Mac or PC must be equipped with a video camera, microphone, anti-virus software, and be connected to a reliable, high-speed Internet connection with a speed of at least 25 Mbps.

Invoices

Invoices must be presented on contractor business letterhead, addressed to the buyer with identification of this Purchase Order #0000 and include the vendor name; invoice number, date, taxpayer identification number, payment address, payment terms, point of contact name, title, and telephone number. Omitted invoice details may cause delay and/or rejection for re submission.

Contact Information

Inquiries, acknowledgements, and correspondence pertinent to this order should be directed to:

Smithsonian American Art Museum
PO Box 37012
MRC 970
Washington DC 20013-7012
Attn: Gloria Kenyon
Phone: (202) 633-8526
Email: KenyonGE@si.edu