



SMITHSONIAN INSTITUTION
NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE
REQUEST FOR QUOTE
DIGITAL ARCHIVES MICROSERVICE SCRIPTING CONTRACTOR

This Request for Quote (RFQ) is issued by the National Museum of African American History and Culture (NMAAHC) at the Smithsonian Institution (SI), for technical professional, non-personal, work-for-hire services to design, write, test and deploy microservice processing scripts, in accordance with the Statement of Work (SOW). Additionally, expert input may be requested on other pan-unit Smithsonian projects that relate directly to NMAAHC's work with microservices for processing digital archive files.

The Smithsonian Institution plans to award based on Best Value. The Procurement Official intends to award without discussion. However, the Procurement Official reserves the right to seek clarifications if determined necessary.

The Smithsonian does NOT encourage overly elaborate written technical materials. The technical quote should be written so that the Offeror's understanding of the Statement of Work may be evaluated. It must disclose the contractor's technical approach in sufficient enough detail to provide a clear and concise presentation that includes but is not limited to the requirement of the technical proposal criteria/instructions.

The period of performance will be on or about May 1, 2023 through April 30, 2024.

1. SUBMITTING YOUR QUOTE

Price quotes may be submitted by electronic mail (email). Quotes are due by 5:00 pm (EST) on Wednesday, April 5, 2023 to:

Bleakley McDowell

Email to: mcdowellh@si.edu

Questions or comments pertaining to the RFQ should be submitted via email to Bleakley McDowell (mcdowellh@si.edu) no later than **5:00 pm, Monday, April 3, 2023**. All questions having impact on the RFQ will be issued to all vendors via email.

2. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian's National Museum of African American History and Culture (NMAAHC) needs 200 hours of professional, non-personal, work-for-hire services to design, write, test and deploy microservice scripts for processing both born-digital archive files and digital archive files derived from analog film, video, audio, and other time-based media formats. Additionally, expert input may be requested on other pan-unit Smithsonian projects that relate directly to NMAAHC's work with microservices for processing digital archive files.

3. TYPE OF CONTRACT

The award will be a Best Value contract and may be awarded to multiple vendors. This firm-fixed price shall include all direct and indirect costs necessary to complete the requirements as outlined in the SOW for 200 hours of creating microservice processing scripts to be completed by or about April 30, 2024. All services must be coordinated directly with the Smithsonian Institution's Contracting Officer's Technical Representative (COTR), including mutual approval of all contractor proposed plans of action.

4. INTENT TO EXERCISE OPTIONS

All work shall begin approximately May 1, 2023 and be completed on April 30, 2024.

The Smithsonian Institution reserves the sole option to extend this purchase order to engage the Contractor in providing similar services for additional 12-month periods as stated below. These option periods are



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subject to: 1) acceptance and approval by the Contracting Officer's Technical Representative during the respective contract period, 2) availability of funds from which payment for contract purposes can be made, and 3) the contract price for services to be provided under the optional periods shall be as stated in contractor's amendment.

A written modification will be issued to exercise any options. 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.

Base (200 hours) – The period of performance for the base effort shall be from about May 1, 2023, to April 30, 2024.

Option 1 (200 hours) – If exercised, the period of performance for this effort shall be from about May 1, 2024 to April 30, 2025.

Using the attached quote form, bidders are requested to submit quotes for:

- One price for the base period for 200 hours of services (May 1, 2023 to April 30, 2024)
- One price for option 1 to extend for 200 hours of services (May 1, 2023 to April 30, 2024)

5. EVALUATION

The Smithsonian National Museum of African American History & Culture will evaluate offers in response to this RFQ and award a contract to the responsive and responsible contractor whose combined Relevant Experience/Past Performance and Price are determined to be the most advantageous (**best value**) and in the best interest of the Smithsonian. Since Price will represent a portion of the total evaluation, it is possible that a contractor may not be selected for award because of unreasonable, incomplete, inaccurate, or outdated Price information. NMAAHC plans to award without discussions, however, it does reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary.

Failure to furnish complete information requested in the RFQ may cause the Offeror to be judged non-responsive and immediately be removed from further consideration for this award.

Evaluation factors (**a** and **b**) are:

(a) Relevant Experience/Past Performance (75%)

The contractor to perform the work will provide a brief narrative summary (NTE 250 words) of his/her educational training in and knowledge of writing microservice scripts in bash scripting language and work with digital and analog archives. The summary will include a minimum of two (2) and a maximum of three (3) past projects with locations of performance, and complexity of work. The relevant experience of the contractor to perform the work will be used to facilitate the determination of the capabilities of the contractor to perform the work required in the SOW.

The contractor shall also identify a minimum of two (2) 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 SOW (NTE 250 words). Provide the names of points of contact and their current telephone numbers who can answer specific questions on quality, efficiency, and scheduling.



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(b) Price (25%)

The price evaluation shall cover the pricing for the completion of 200 hours of services in accordance with the SOW.

6. INSURANCE REQUIREMENTS

Prospective contractors are required to have *General Liability Insurance* coverage in the minimum 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. 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. **Proof of insurance must be submitted with quotes.**

Contractor may have the option to enroll in the commercial general liability policy for Smithsonian contractors and agree to pay the enrollment cost of the amendatory endorsement (estimated cost: \$160.00). Insurance coverage would only be for the duration of this contract and would cover the contractor only for work performed for the Smithsonian Institution.

7. SAM UNIQUE ID

A SAM Unique ID number is a unique 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 VII of this RFQ).

8. 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.



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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.

9. LEGISLATIVE AND/OR ADMINISTRATIVE REQUIREMENTS

- **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.

- **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=cb2a535e0869d110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>.

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Executive Order 13465 and Homeland Security Policy Directive 12 (HSPD-12)

- **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.
- 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 another 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)

10. 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 Smithsonian Institution:

- Job Title (from RFQ)
- Business name, address, telephone number, and SAM Unique ID number
- Business point of contact name, telephone number and email address
- Pricing
- Past Performance information should include (if available) the cost, project description and period of performance.
- Contact person with telephone number and other relevant information for at least two (2) recent and relevant contracts for the same or similar goods and/or services, that is, a reference contact for similar work performed in the past.
- Current résumé of contractor should be provided.
- Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- Cite the date through which pricing submitted is valid.



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ATTACHMENT(S):

- **Statement of Work** for Digital Archives Microservice Scripting Contractor
- **Form SI-147A**, Smithsonian Institution Purchase Order Terms and Conditions
- **Form SI-147B**, Smithsonian Institution Privacy and Security Clause
- **Rights-in-Data Clause**, Smithsonian Institution
- **Form OCon 140**, Confidentiality and Disclosure
- **Quote Form**