

Facing History Curriculum Guide Researcher/Writer Contract

This Request for Quote (RFQ) is issued by the National Portrait Gallery, Smithsonian Institution (SI), for technical professional, non-personal services to provide research and writing 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 **5:00pm Eastern time, on Friday, November 20, 2020**, at:

Smithsonian Institution
National Portrait Gallery
PO Box 37012
750 9th Street, NW
Victor Building, Suite 410
Washington, DC 20013

Attn: Briana Zavadil White
Email to: **whitebz@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 submitted electronically at the email address listed above.

II. DESCRIPTION OF REQUIRED SERVICES

The National Portrait Gallery requires professional, technical, non-personal services to research and write a curriculum guide for the Audience Engagement Department at the National Portrait Gallery. Contractor shall assist with the first theme in the Facing History project: Suffragists, Socialites, and Trailblazers Curriculum Guide, including but not limited to researching and writing content for the guide, teaching posters, and videos.

Elements of the Curriculum Guide

- Reading Portraiture 101: How to Look Closely, which includes:
- Timeline: 1600-1900
- Associated National Curriculum Standards for Social Studies and College, Career, and Civic Life Framework for Social Studies State Standards

- Historical Content and Associated Portraits
- Ideas for Teaching
- Primary Sources (primary source texts related to portrait subject)
- Bibliography
- Creation of associated Learning Lab Collections
- Teaching Posters and Videos and Student Resources

NPG anticipates the services commencing early January 2021 and running through late May 2021. From January through March, NPG anticipates the selected contractor will provide between 20-30 hours of services per week. There will be approximately an additional 10 hours per week in April and May that will be needed for revising content after the editor edits. NPG may request additional hours, based on factors such as available project funds or project progress.

III. EVALUATION

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. Experience researching and writing historical and biographical content, preferably at least two (2) years.
2. Experience creating inquiry and object-based lessons, preferably at least two (2) years.
2. Past Performance should be indicated by a list of at least two (2) references who can answer specific questions on quality of work similar to that described in the SOW. Provide points of contact and their current telephone numbers, dates for periods of performance or employment and brief descriptions of the work performed with each reference.

B. Résumé

Submit a cover letter and a résumé outlining your experience as it relates to this project, and the following competencies or qualifications:

1. BA in Art History, History, Museum Studies, Art Education or related subject required; MA preferred, but not required
2. Excellent oral and written communication skills
3. Excellent organizational skills
4. Biographical and historical research skills
5. Familiarity with Microsoft Word and Excel
6. Writing Sample required

C. Price

Contractor shall submit a fully burdened hourly rate (i.e. no indirect charges such as FedExing will be accepted or approved during the period of performance) to perform the services described above.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance including coverage for bodily injury and property damage in the minimum amount of \$300,000. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance or agreement to enroll in the Smithsonian's General Liability insurance policy must be submitted with quotes.

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.

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. BACKGROUND INVESTIGATION

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.** Project Title.
- B.** Business name, address, telephone number, and DUNS number.
- C.** Business point of contact name, telephone number and email address.
- D.** Pricing.
- E.** Past Performance information should be indicated by two (2) references including points of contact and their current telephone numbers, dates for periods of performance or employment and brief descriptions of the work performed with each reference.
- F.** Cover letter and résumé detailing past experience; writing sample.
- G.** Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested. Or acknowledgement of agreement to enroll in Commercial General Liability Policy for Smithsonian Contractors.
- H.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for Facing History Researcher Writer, 10/28/20
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI-147B, Smithsonian Institution Privacy and Security Clause
- Smithsonian Institution Confidentiality Clause