This Request for Quote (RFQ) is issued by the National Portrait Gallery, Smithsonian Institution (SI), for technical professional, non-personal services to process archival collections totaling Approximately 1,100 linear feet, in accordance with the Statement of Work (SOW). The contract will be awarded for an hourly rate after selection on a best value basis.

I. Description of Required Services

The National Portrait Gallery requires professional, technical, non-personal services to assess the Catalog of American Portraits (CAP). The CAP is an active archival collection documenting more than 200,000 historically significant portraits in public and private collections in the United States and abroad.

See attached Statement of Work for more detailed description of tasks.

Location of Work and Work Hours

All work shall be performed in the CAP File Room located in the Victor Building Concourse, 750 9th St NW, Washington DC 20013; and remotely, in a home office, or at local research libraries. Contractor must provide their own computer and maintain a reliable internet connection to perform services remotely. NPG shall provide Smithsonian network and email access. NPG will need to verify a secure external connection to the Smithsonian networks.

II. 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 unless otherwise stated.

Evaluation factors are:
1) Relevant Experience
   a) Relevant experience is that obtained within the past five years performing professional archival processing, preservation, or assessment services of similar scope to the work required as cited in the statement of work.

2) Past Performance
   a) Past performance should be indicated by a list of a minimum of three (3) projects, time frames/performance dates, locations of performance, and a brief concise description of the complexity and scope of the work performed. The information provided should facilitate determination of capabilities to perform the work required as cited in the Statement of Work. Also provide a list of current or previous points of contact and their current telephone numbers who can answer specific questions on quality, workmanship and scheduling.
3) Qualifications/Technical Competence  
a) Technical Information - Technical information should include a narrative discussion addressing the technical competence, capabilities, qualifications, and approach to satisfy the requirements of the SOW.  
b) Résumés – Provide a copy of your resume.

4) Price  
a) Provide an hourly rate and firm fixed price for 650 hours of technical archival services as outlined in the attached Statement of Work.

III. INSURANCE REQUIREMENTS  
Prospective contractors are required to have Commercial General Liability Insurance of at least $1,000,000. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes. Contractors who do not maintain such a CGLI policy should state in their quote materials they wish to enroll in the Smithsonian’s general liability insurance policy, paying a premium for such coverage. Contractor quotations that do not include evidence of CGLI are not penalized in the evaluation of the award criteria.

IV. 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](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.

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V. 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.

VI. 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. 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)*
VII. INFORMATION TO BE SUBMITTED WITH QUOTES
Prospective Contractors should state what price per hour would be required for the services. Qualifications will be compared to the tasks in the Statement of Work to determine how well Contractors will support NPG needs.

Please submit your written quote, via email, by 5pm ET April 4, 2023 to the attention of

Michael Hussey
Senior Historian
National Portrait Gallery
Email: HusseyM@si.edu

Quotes submitted must include the following information to be deemed responsive to this Request for Quote and accepted by the Smithsonian Institution:

1. Business name, address, telephone number, and DUNS number
2. Business point of contact name, telephone number and email address
3. Pricing, i.e. the hourly rate Contractor charges. The quoted hourly rate should be fully burdened, i.e. after the award of the contract no direct expenses such as phone calls or messenger service, or any indirect or overhead expenses will be approved.
4. Description of prior relevant experience (resume)
5. If the experience occurred in the performance of a Federal contract, please include the contract number, contact person with telephone number and other relevant information.
6. Two to three references, i.e. names and contact information of people who could verify and/or evaluate your performance.
7. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
8. Cite the date through which pricing submitted is valid.

ATTACHMENT(S):
• Statement of Work
• Smithsonian Institution Purchase Order Terms and Conditions (February 2018 SI-147A)
• Smithsonian Privacy and Security Clauses (June 2020 SI-147B)
• Smithsonian Confidentiality Clauses
• Smithsonian Rights in Data Clauses
• Smithsonian Institution Independent Contractor Clauses