

Amendment No. 1 (one)
Request for Quotations
(RFQ)

**Technical, Professional, Non-personal Services -
Education Project Coordinator**

***“By The People: A Course for Teaching Artist and Classroom
Educators”***

OPEN: May 7, 2025

CLOSE: May 28, 2025

The purpose of this Amendment No. 1 is to accomplish the following:

1. Respond to Questions for the RFQ and SOW
 2. All other terms and conditions
 3. Contractor Acknowledgement and Signature
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1. RESPOND TO QUESTIONS FOR THE RFQ AND THE SOW

See Attachment

2. ALL OTHER TERMS AND CONDITIONS

All other terms, conditions, and specifications of the RFQ shall remain unchanged.

3. CONTRACTOR’S ACKNOWLEDGMENT AND SIGNATURE:

The Contractor’s authorized representative shall sign, date and return this document along with their proposal package by the date and time scheduled in the amended Request for Quotation (*Close: MAY 26, 2025*).

Smithsonian Institution
Center for Folklife and Cultural Heritage

Date Open May 7, 2025

By placement of signature below, the Contractor accepts receipt of this Amendment and all conditions herein.

Name of Contracting Firm: _____

Title of Authorized Representative: _____

Contractor's Representative: _____

Printed Name

Signature

Date

4. ATTACHMENT – Responses to Questions for the RFQ and SOW

ATTACHMENT

Responses to the Questions for the RFQ and SOW

(Pages 1 - 10)

Vendor Question #1

- Am I understanding right that the workshops will be geared at teaching artists and classroom educators working with a range of ages, or will it depend on the participants selected? Are you expecting mostly folks working with K-12?
- For Section II A, am I understanding right that there should be a list of projects of similar type with dates, dollar value, contact info of supervisor, and a brief description, separate from the resume? Or is this specifically if there are previously awarded federal contracts? (the wording of section VI and especially VI F made me a little unsure if this is federal specific or not)
- For the writing sample in Section II B (2), would a page with links to representative digital exhibits and media essays be acceptable? Or would you all prefer a series of screenshots in the pdf?

CFCH Response

The sessions will be geared toward teaching artists and classroom educators to introduce them to our content. Then the teaching artists and the classroom educators will work in cohorts to create activities for their learning environments. CFCH has not targeted a level yet. We have no expectation for folks working with a specific grade level at this time.

A list of projects of a similar type with dates, dollar value, contact info of supervisor, and a brief description, separate from the resume is the kind of information that we anticipate being submitted from vendors. The experience/information does not have to be obtained from previously awarded federal contracts.

Yes, a page with links to representative digital exhibits and media essays can be acceptable or a series of screenshots in the pdf would be acceptable.

Vendor Question #2

Can a person apply as an independent contractor (meaning if I don't have a business, can I still apply)?

CFCH Response

Yes, an independent contractor can apply. Having a business is not a requirement.

Vendor Question #3

Is there a specific format to submit the RFQ? I have never done one before. Thank you!

CFCH Response

No, there is not a specific format to respond to the RFQ. Please be sure to initiate the process for registering in SAM.

Vendor Question #4

Are the public-facing assets—including promotional materials to recruit participants, as well as the packaged and promoted materials of participant projects- designed internally by SI staff in consultation with the Education Project Coordinator, or should these assets be created as part of the contractor's responsibilities, and designed by the contracted firm?

I assume the course materials will be developed, designed and distributed by the Education Project Coordinator within the scope of the contract for internal use— but please feel free to clarify.

CFCH Response

It is anticipated that the team will create this together, and not solely left to the contractor to create alone.

Vendor Question #5

Documentation of SAM registration: My activation in SAM is currently underway but still pending - if I don't have the active registration in hand before the quote deadline, will this automatically disqualify me?

CFCH Response

As long as proof can be provided that the SAM registration has been started, it won't automatically disqualify a proposal/technical quote.

Vendor Question #6

Pricing: Does SI have a budget template that they prefer applicants use?

CFCH Response

No, a budget template does not exist.

Vendor Question #7

Past Performance information: I would be applying to this position as an individual or sole proprietor. I currently develop and run locally-oriented cultural workshops in Arlington and have coordinated large-scale educational programs at National Defense University as a federal employee. Would examples of my current/previous educational programming suffice for this requirement? (These are/were not contract work, which is why I ask.)

CFCH Response

The experience/information does not have to be obtained from previously awarded federal contracts. All experience will be considered.

For the record, this is a contract and not a "position" for hire.

Vendor Question #8

Insurance certification: I would like to acquire a liability policy through SI at the nominal cost mentioned, so would not have a certificate in hand - how could I best indicate this in the quote?

CFCH Response

Convey the information in reference to your insurance preference in your cover letter or on the price quote.

Vendor Question #9

I was wondering what kind of work you are expecting for the Writing Sample. Can it be a research paper?

CFCH Response

A writing sample(s) of your choice may be submitted.

Vendor Question #10

I understand that SI plans to award the contract based on best value. Do you have a budget estimate for this work or a range? Are there any budgetary constraints you can share?

CFCH Response

There is no budget estimate or budget constraints that can be disclosed.

Vendor Question #11

I have only ever held salaried positions and do not have any examples of past performance of previous contracts. Would it be acceptable for me to provide examples of past performance of previous work if it isn't contract-based and won't have the same required information, such as contract number and dollar value?

CFCH Response

All types of past performance submitted will be considered.

Vendor Question #12

I see that general liability insurance is required and that contractors can acquire a policy through SI. Given that proof of insurance is required to be submitted with the quote, where can I find more information about possibly obtaining a policy through SI?

CFCH Response #12

See Response to Question #8.

Vendor Question #13

I'm not familiar with the Service Contract Act. Are you able to point me in the right direction for where I can find more information about the information to be submitted with the quote mentioned in section VI H 1-6 of the RFQ?

CFCH Response

The Service Contract Act (SCA) is not applicable to this RFQ. If a Wage Determination would have been an attachment to the RFQ.

The language included in the RFQ referencing the SCA is required to be in solicitation.

Vendor Question #14

Section II.A. - appears to contain typos as it requests that offerors provide demonstrated experience providing "Security Guard Services" and asks offerors to "identify a minimum of three (5) projects..." Can you please review and update this section so we can ensure that we have the appropriate experience and/or past performance?

CFCH Response

Section II.A. does not contain a typo as written; the information written in the blue was merely an example.

1. Relevant experience is that obtained within the past 5 (five) years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project. Experience may include professional and or volunteer experience. *(NOTE: e.g., Provide demonstrated experience providing Security Guard Services of similar scope of services and to organizations of similar size to the SI. Identify a minimum of three (5) 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 statement of work.)*

The information in blue is hereby deleted in its entirety Section II.A. is revised to read as follows:

“Relevant experience is that obtained within the past 5 (five) years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project. Experience may include professional and or volunteer experience.”

Vendor Question #15

Section II.B.1. - Does the SI have a preferred format or template for the technical information?

CFCH Response

No.

Vendor Question #16

Section II.B2. - What is SI hoping to evaluate via the requested writing samples or work sample? Is there a preferred subject matter, format (memo, emails, etc.), or is this only used to evaluate offerors' ability to effectively communicate in writing?

CFCH Response

No, there is no preferred format for writing samples. Here again, the writing samples submitted are your choice. The writing samples will be reviewed and evaluated by the Technical Evaluation Committee and at this time there is no further information available that can be disclosed.

Vendor Question #17

Section IV.H.1-6 - Where can offerors find these rates? Are they available via the U.S. Dept of Labor and our state/jurisdiction's department of labor or somewhere else? What does IFF and G & A stand for?

CFCH Response #17

The Service Contract Act (SCA) is not applicable to this RFQ. (If a Wage Determination was needed for this contract, one would have been added as an attachment to the RFQ.)

The language included in the RFQ referencing the SCA is required to be in solicitation.

Vendor Question #18

Section B of the Scope of Work - How many hours of work are expected from participants, how much will each participant be paid, and who owns the artists final projects (to understand recruitment needs)?

CFCH Response

The Smithsonian and CFCH does not publicize the information being requested.

Vendor Question #19

Section B of the Scope of Work - Who pays the participants - the SI or the contractor from its contract budget?

CFCH Response

The SI pays the participants.

Vendor Question #20

Section D of the Scope of Work - Will the contractor attend the "2026 Summer Institute" for the entire week?

CFCH Response

Yes.

Vendor Question #21

Section G of the Scope of Work - Will these tasks require the use of a graphic designer for recruitment materials, visual aids for the online trainings, etc.? Will a videographer be required? Who pays for any advertising costs - the SI or the contractor?

CFCH Response

The SI pays for all of it.

Vendor Question #22

Contractor Hours - If offerors' estimate more than 1700 hours is required, will the SI accept and consider quotes that exceed 1700 hours?

CFCH Response

No.

Vendor Question #23

Contractor Hours - Will the Festival Director consider a different weekly schedule?

CFCH Response

No.

Vendor Question #24

Contractor Hours - What are the dates of the 2025 and 2026 Smithsonian Folklife Festivals? Is the contractor required to attend these? (They don't appear to be shown in the list of deliverables).

CFCH Response

2025 Smithsonian Folklife Festival is July 2-7
2026 Smithsonian Folklife Festival "By the People" Institute Dates have not been designated

Vendor Question #25

Reimbursable Expenses - Are there specific or unique work-related supplies that will be needed to fulfill this requirement?

CFCH Response

At this time specific supplies have not been identified for the project. However, any supplies being purchased by the Contractor for the project must be approved in advance by the Contracting Officer Technical Representative.

Vendor Question #26

Reimbursable Expenses - Does the travel reimbursement budget include the cost of lodging and meals? If not, does the SI or the contractor pay for lodging and meals?

CFCH Response

The travel reimbursement is \$6,000 total to cover all travel expenses including lodging and meals. See SOW – Smithsonian Institution Travel Reimbursement Clause for further guidance on authorized travel related expenses that can be reimbursed.

Vendor Question #27

Does the Fly America Act require contractors to fly rather than use another mode of travel (trains, etc.)?

CFCH Response

The Fly America Act does *not* require contractors to fly; it's requiring travelers flying to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. See – SOW Pg 8 *Fly America Act*.

Vendor Question #28

Contractor Invoices - If the contract lasts only 12 months, will there be 12 monthly payments?

CFCH Response #28

Per the SOW Contractor Invoices – “It anticipated that a total of 18 payments will be made on a monthly basis after receipt of the Contractor’s invoice starting June 2025 through November 2026.”

Vendor Question #29

Are subcontractors permitted to fulfill this requirement? If so, are offerors required to provide any documentation regarding subcontractors with their quotes?

CFCH Response

We are unable to provide guidance on the technical or price preparation of a prospective contractor proposal in response to the RFQ. It is your decision on how to prepare your quote for submission.

Vendor Question #30

Does the SI require a specific format/template for the quote (expense breakdown, justifications, etc.)?

CFCH Response

No, we do not require a specific format/template for the quote.