

Technical or Professional, Non-personal Services
Gardens Coordinator

This Request for Quote (RFQ) is issued by the Center for Folklife and Cultural Heritage at the Smithsonian Institution (SI), for technical professional, non-personal services to provide Gardens Coordination in accordance with the Statement of Work (SOW) attached.

I. SUBMITTING YOUR QUOTE

Price quotes should be submitted by **email**. Quotes are **due by 6pm ET on Monday April 15, 2024** as follows:

Email to: fentonr@si.edu

Subject: **Gardens Coordinator, 2024 Smithsonian Folklife Festival**

Please direct all questions regarding this RFQ to Rebecca Fenton at the email addresses noted above.

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian Center for Folklife & Cultural Heritage has a requirement for a **Gardens Coordinator** to support the planning and installation of an educational garden for the 2024 Smithsonian Folklife Festival program *[Indigenous Voices of the Americas](#)*. The ideal candidate will have experience with gardening or agriculture, and public or community-based programs or events. Connection to or knowledge of Indigenous communities desirable but not required.

The Festival will be held on the National Mall in Washington, D.C. from June 26 – July 1, 2024.

All work under this requirement shall begin after May 1, 2024 and be completed by August 31, 2024.

A firm fixed price order will be awarded.

III. EVALUATION

The SI plans to award based on **best value** to the SI considering the factors described below. 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. This is a full and open competition.

All of the following factors are of equal importance in evaluation.

A. Relevant Experience and Past Performance

Relevant experience is volunteer or professional 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. Resume and cover letter or statement must be included to show relevant experience.

Past Performance should be indicated by a list of current or previous contracts/jobs including at least two references listing names and current phone numbers and/or email addresses of the project points of contact who can answer specific reference questions on skills, work quality, and cultural competency. Provide contract periods and a brief description of work performed.

B. Cost for Requested Services

An estimate of hours required is listed in the SOW, however SI is not looking for a per hour rate. Proposals should include a total project fee.

IV. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance in the amount of \$1,000,000 per occurrence for liabilities arising out of the prospective contractors' 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. The SI must be listed as additional insured for the General Liability Insurance.
Independent contractors can acquire a liability policy through SI at a nominal cost.

V. 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 complete registration in SAM and maintain an active record in SAM throughout the period the SI award is in effect. 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 quote and you are selected for award, you/your organization's active registration with SAM must be verifiable by SI staff managing this procurement prior to the contract or purchase order award being executed, and at the time any modifications or amendments to awards might be required. When your SAM registration is completed, you will be assigned a Unique Entity Identifier (UEI) number, which is a unique twelve-digit alphanumeric identifier that must be reported to SI staff.

You may complete or update your SAM registration information anytime 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.

VI. ADMINISTRATIVE REQUIREMENTS

A. 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.

Homeland Security Policy Directive 12 (HSPD-12)

VII. 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 SI. Please submit these items as **one PDF file named "LAST NAME_SFF24 Community Engagement"**:

1. A letter of interest that highlights your qualifications aligned with the tasks and deliverables described in the relevant Statement of Work.
2. A current resume
3. Contact information for three references
4. Price quotation (for performing the tasks outlined in the SOW)
5. Evidence of SAM registration and your Unique Entity Identifier, if available. If you are not registered in SAM, you can start the process using the information provided in the RFQ and attachments. This is not required for your quote to be considered, but will expedite the process should your quote be selected.

Please email these materials to Rebecca Fenton fentonr@si.edu using the subject “Gardens Coordinator, 2024 Smithsonian Folklife Festival” by **6pm ET, on Monday, April 15, 2024.**

ATTACHMENT(S):

- Statement of Work for Gardens Coordinator
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI-147B, Smithsonian Institution Privacy & Security Clause
- OCon 120, Mandatory Registration in the System for Award Management (SAM)
- OCon 520, Background Investigations and Credentials for Contractors’ Personnel