

Smithsonian Institution

Center for Folklife and Cultural Heritage

Request for Quote (RFQ)

Digital Asset Management Services (Folklife Festival 2022)

This Request for Quote (RFQ) is issued by the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI), for technical professional, non-personal services for digital asset management services related to the documentation of programming at the 2022 Smithsonian Folklife Festival in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes may be submitted by email. Quotes are due by **5 PM ET, June 10, 2022** to:

Attn: Cecilia Peterson and Dave Walker

Email to: petersonc@si.edu and walkerdm@si.edu

Questions or comments pertaining to the RFQ should be submitted via email to Cecilia Peterson and Dave Walker (petersonc@si.edu and walkerdm@si.edu) and no later than **5 PM ET on June 6, 2022**. All questions having impact on the RFQ will be issued to all vendors via email.

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian Center for Folklife & Cultural Heritage, Ralph Rinzler Folklife Archive & Collections (CFCH-SI) has a requirement for digital asset management services (approximately 480 hours) in accordance with the attached Statement of Work (SOW). A Firm Fixed Price, Requirements type award is contemplated.

III. EVALUATION

CFCH-SI plans to award based on Best Value. CFCH-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. Relevant experience is that 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. The contractor to perform the work shall provide a résumé highlighting education, work experience, qualifications, and technical competence demonstrating that the contractor meets the requirements of the SOW.
2. Past performance should be indicated by a list of two (2) current or previous 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 contacts and their current telephone numbers who can answer specific questions on quality, efficiency, and scheduling.

B. Price (hourly rate)

IV. 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.

V. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

Current and prospective recipients of contracts and purchase orders awarded by the SI are required to complete registration and maintain an active record in SAM throughout the period the SI award is 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. SI OCon&PPM has provided the preferred language for letters with form memo OCon 120 – Mandatory Registration in the System for Award Management (SAM) that accompanies this RFQ.

If yours is the accepted price quote and you are selected for award, your organization's active registration with SAM must be verifiable by SI staff administering this procurement, prior to the contract or purchase order award being executed, and at the time any modifications or amendments to the award might be required.

You may complete or update your SAM registration information anytime online at <https://sam.gov/content/home>. Questions regarding the process may be directed to the Federal Service Desk online at https://www.fsd.gov/gsafsd_sp, or via toll-free call to 1-888-606-8220. There is no charge for registering in SAM.

VI. 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 any time you make changes to your SAM registration information.

VII. 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. 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>.

C. 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)

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. Job Title (from RFQ): "Digital Asset Management Services (Folklife Festival 2022)"
- B. Business name, address, telephone number, and DUNS number
- C. Business point of contact name, telephone number and email address
- D. Relevant Experience - résumé highlighting education, work experience, qualifications, and technical competence
- E. 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.
- F. Pricing.

- G. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- H. Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- **Statement of Work** for Documentation Digital Asset Management Assistant (Folklife Festival 2022)
- **Form SI-147A**, Smithsonian Institution Purchase Order Terms and Conditions
- **Form SI-147B**, Smithsonian Institution Privacy and Security Clause