

Technical or Professional, Non-personal Services
Smithsonian Institution
Request for Quote (RFQ)
Audio Systems Design + Coordination Services

This Request for Quote (RFQ) is issued by the **Center for Folklife & Cultural Heritage**, Smithsonian Institution (SI), for technical professional, non-personal services to provide audio systems design and coordination services in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes should be submitted by **delivery service** or **email**. Quotes are due by **5pm on Friday, March 15, 2024**, at:

Smithsonian Institution

Center for Folklife & Cultural Heritage

P.O. Box 37012, MRC 520

Washington, D.C. 20013-7012

Attn: S. Roffman

Email to: roffmans@si.edu Subject: **Audio Systems Design + Coordination**

Please direct all questions regarding this RFQ to S. Roffman above.

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian Center for Folklife & Cultural Heritage has a requirement for **Audio Systems Design + Coordination** for the 2024 Smithsonian Folklife Festival, held on the National Mall from June 26-30, and July 3-7, 2024. A firm fixed price order will be awarded.

III. TERM

The vendor selected by the Smithsonian to provide the Services must enter into a written contract. The contract will begin when executed by the Smithsonian and end on July 12, 2024. Thereafter, the Smithsonian reserves the right, in its sole discretion, to extend the term of this contract by exercising up to three (3) one-year options for similar work and services. Any extension of the term (including the exercise of any and all options) must be set forth in an amendment to this contract.

IV. EVALUATION

The SI plans to award based on best value to the SI considering the following factors here. 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. 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. Resume may be submitted to show relevant experience.
2. Past Performance should be indicated by a list of current or previous contracts with names of points of contact and their current telephone numbers who can answer specific questions on quality, workmanship and scheduling. Provide contract periods of performance dates, dollar value, and brief description of the work performed.

- B. Price** - Cost for requested services. Although approximate, hours are listed per phase. SI is not looking for a per hour rate. SI is looking for a per phase project fee for each of the 3 phases, and a total project fee.

An estimate of required services is provided, however it is only an estimate to give prospective bidders an idea of the Festival needs.

Contractor shall submit prices for the following services:

Design, assemble, install, implement, operate, and troubleshoot a coherent, reliable, fully functional, and high-quality sound plan for the Festival utilizing Festival-owned equipment, loaned equipment, and rental equipment. All selected equipment shall meet the needs of the individual Festival venue, musical groups, and program teams. See attached Statement of Work for full description.

V. INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance in the amount of \$1,000,000. SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes.

VI. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

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). In order to register in SAM, you will need to obtain a Unique Entity ID (generated by SAM.gov). This takes the place of the DUNS Number, which has been removed from SAM.gov. 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. Registration in SAM may take up to 1 month.

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>.

Executive Order 13465 and Homeland Security Policy Directive 12 (HSPD-12)

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.** Project Title
- B.** Business name, address, telephone number, and DUNS number
- C.** Business point of contact name, telephone number and email address
- D.** Relevant Experience/Past Performance
- E.** If services are subject to the requirements of the Service Contract Act provide with your quote:
 - 1. U.S. Department of Labor wage determination hourly rate payable within the location of work performance
 - 2. Health and Welfare hourly rate payable within the location of work performance
 - 3. IFF hourly rate payable within the location of work performance
 - 4. G & A hourly rate payable (e.g., markup, overhead, etc.) within the location of work performance
 - 5. Vacation hourly rate payable within the location of work performance
 - 6. Holiday hourly rate payable within the location of work performance
- F.** If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
- G.** When prices quoted are in accordance with the terms of a General Services Administration (GSA) schedule contract, provide the following information: your GSA contract number, SIN, goods and/or services pricing.
- H.** Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
- I.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- SI Privacy & Security Clause

**STATEMENT OF WORK
CENTER FOR FOLKLIFE & CULTURAL HERITAGE
2024 SMITHSONIAN FOLKLIFE FESTIVAL
FESTIVAL SOUND DESIGNER / COORDINATOR**

PROJECT OVERVIEW:

The Smithsonian Institution Center for Folklife and Cultural Heritage (CFCH) is preparing and producing the 2024 Smithsonian Folklife Festival (Festival) on June 26-30, and July 3-7, 2024. The work outlined below is in support of these objectives and must be performed in a manner consistent with CFCH's current strategic goals and the mission, vision, and values of the Smithsonian Institution.

SCOPE OF WORK:

The Sound Designer and Coordinator (Contractor) shall provide professional, technical, non-personal audio design, stage management, and audio personnel management services for the Smithsonian Institution, Center for Folklife Cultural and Heritage (CFCH). Contractor will be responsible for coordinating and/or performing the inspection, maintenance, and repair of Smithsonian owned audio equipment. Contractor will work in consultation with the Technical Director, Production Manager, and, secondarily, the Festival Director.

STATEMENT OF WORK:

The Contractor will be chosen for their knowledge of reinforced sound design, stage operations, and their understanding of CFCH's audio equipment, and the unique production requirements needs of the Festival. The contractor's duties are listed below.

Contractor shall:

Phase 1: INVENTORY, TESTING, MAINTAINANCE, & REPAIR APRIL 1-26, 2024

SI estimates this phase will take approximately 40 hours

1. Ensure that the inventory of all sound and related equipment owned by, loaned to, and warehoused by the Festival ***intended for use in the 2024 Festival is up to date.***
2. Shall provide one ***qualified audio technician*** to serve as the primary point of contact for the following coordination, inventory, logistical, service, repair, and storage tasks.
This individual will work in conjunction with the Festival Warehouse Coordinator to facilitate.
 - a. Update the inventory into a Microsoft Excel document containing the following:
 - i. Description of equipment as to type or function
 - ii. Brand name
 - iii. Serial number as available
 - iv. Location in numbered rack, case, or shelf
 - v. Weight
 - vi. Designation of ownership
 - vii. Quantity, length, type, and color-coding of all cables.
 - viii. ***Note: this inventory sheet is already created, reflecting accurate inventory as of 2019, vendor is only responsible for including any new information/updates that need to be added.***

- b. Inspect and test for functionality of CFCH owned equipment **only to be used in 2024 Festival** as specified by Technical Director and individual components in each piece of gear, such as inputs, outputs, speaker horns, mixing board, circuits, cables, and other elements.
 - c. **Advise warehouse coordinator as to which** equipment, racks, and equipment components **need to be labeled** accordingly: “Functional/rolling stock”, “needs repair/maintenance”, “beyond repair/spare parts”.
 - d. **Advise warehouse coordinator as to which** equipment is CFCH owned equipment so **that it may be stenciled** with Festival branding. Any equipment on loan to the Festival must be **identified so that warehouse coordinator can** label so that ownership is accurately and readily identifiable.
 - e. In coordination with the Technical Director, and Warehouse Coordinator, follow or update the organized inventory storage and control system that seamlessly integrates within the existing pallet rack shelving structure that adheres to the following criteria:
 - i. Must utilize existing pallet rack numbering system
 - 1. (i.e. 1.2.2.P22.B32 = Pallet Rack Section 1, Level 2, Bay 2, Pallet #22, Box #32)
 - ii. Must utilize CFCH provided storage boxes, bins, pallets, skids, audio racks or cases
 - iii. Similar items must be grouped together according to function
 - iv. Where possible, rolling stock should be stacked and remain on the ground level
 - v. The inventory should be updated to reflect the actual physical storage location of each piece of equipment
 - vi. The system should be well-organized and easy to understand so that any member of the Festival logistics team easily locate and identify any piece of equipment on the inventory.
 - f. Attend occasional meetings with Technical Director as needed to receive pertinent information, updates, and feedback.
3. Consult with Technical Director upon completion of the inspection and testing, to determine whether non-functional equipment should be repaired, decommissioned for spare parts, or deemed surplus.
 4. Source all components and materials needed to repair the equipment as directed and approved by Technical Director and Festival Director and submit documents outlining these needs prior to any repairs being made. Contractor shall coordinate authorized repairs only. Based on available resources, the Festival will fund purchase of all components and materials needed to repair **ONLY** Festival owned equipment. **Loaned equipment may be repaired only if it was damaged during the course of the 2024 Festival and was a part of the audio coordinator’s picklist/venue manifest. All damage must be documented outlining how and when the equipment was damaged.**

All work within this portion of the purchase order shall take place at the CFCH facility at 5000 Philadelphia Way, Suite E, Lanham, MD 20706 and must be completed no later than **April 26, 2024**.

PHASES 2-3 PLANNING/IMPLEMENTATION and OPERATION OF FESTIVAL AUDIO EQUIPMENT, STAGE MANAGEMENT, & MANAGEMENT OF PRODUCTION CREW.

The Contractor shall plan, implement, and operate all audio equipment in support of the 2024 Festival, in addition to supporting and acting as liaison to the stage management and audio personnel (Production Crew). The duties outlined below. Contractor shall:

Phase 2: APRIL 15 - JUNE 14, 2024

SI estimates this phase will take approximately 120 hours

1. Meet with Festival Director, Technical Director, curators, program directors and their assistants to acquire a full understanding of the Festival's audio and related production needs.
2. Consult with Technical Director and Production Manager, and staff to review the Festival site as it relates to venue layout and overall design of the audio systems.
3. Attend scheduled meetings as to understand program audio needs.
4. Communicate with artists and/or artists' representatives as needed to ascertain specific technical requirements or "riders"; design sound systems for venues and any other audio needs.
5. Design, assemble, build, install, implement, operate, and troubleshoot a coherent, reliable, fully functional, and high quality sound plan for the Festival utilizing Festival-owned equipment, loaned equipment, and rental equipment. All selected equipment shall meet the needs of the individual Festival venue, musical groups, and program teams. *Note: Contractor should be capable of operating all equipment, but actual operators during the Festival will be the audio engineers and technicians (Production Crew) that the Contractor will support.*
6. Attend pre-Festival productions meetings in person or by phone to gather information, stay up-to-date on any changes, and to coordinate with other Festival staff.
7. All audio needs and artist riders will have been submitted to the Contractor by the Festival curators or Technical Director by **early June**. Thus, the contractor must provide comprehensive equipment lists (owned, loaned, and rented), and production personnel requirements, per venue, according to the Contractor's design, to the Festival Production Manager, **by June 07, 2024** so that the Production Manager may compile all information for the following purposes:
 - a. Creation of several discrete venue documents (**pick lists/venue manifests**) outlining the audio equipment slated for use in **each** venue. Must include the following information:
 - i. Equipment purpose, function, and quantity (includes FOH and stage mix positions)
 - ii. Ownership of equipment (CFCH, loaned, or rental)
 - iii. Location number of equipment in CFCH warehouse (*if owned or loaned, see Section I.2.e.i.1*)
 - iv. Cable needs
 - v. Power requirements
 - vi. Date to be delivered and installed
 - b. Creation of **master logistics and audio production schedule**. Must include the following:
 - i. Venue names

- ii. Stage, FOH, and mix position specifications
 - iii. Attached venue pick list/ venue manifest (*see Section II.6.a*)
 - iv. Attached riders and other relevant artist information
 - v. Back line equipment needed per venue
 - vi. Production personnel needs and assignments, per Festival production schedule (stage managers and audio engineers)
 - vii. System installation load-in date
 - viii. System removal date
 - c. **Submit** to Festival Director, Technical Director, and Production Manager, the aforementioned documents outlining the overall audio plan for the 2024 Festival by **June 7, 2024**
8. Coordinate the organization, testing, and integration of existing Festival-owned or loaned audio equipment, **per Phase I** of this purchase order, at CFCH warehouse for Festival use. All equipment must be prepared and labeled for transport to designated venues in accordance
 9. Generate a document outlining the rental sound systems and backline equipment needed to supplement Festival-owned equipment and participant owned instruments and equipment.
 - a. In keeping with Smithsonian contracting policy, the contractor may, in coordination with Technical Director, identify prospective rental vendors, but shall not directly solicit pricing or quotations from prospective rental vendors. All contracting inquiries must be initiated and facilitated by the Technical Director, Production Manager, or other SI employee as delegated by the Technical Director.
 - b. The contractor may not make any guarantees or promises to potential vendors leading them to believe that they have been awarded a contract. All rental and service contracts may be subject to a formal bidding process.
 10. Review all **pick lists/venue manifests** and the **master logistics and audio production schedule** as provided by the **Festival Production Manager** to check for ensure that the provided information is in keeping with the needs of each artist, band, and venue. Any revisions or additions to the documents must be submitted and approved by **June 14, 2024**. The contractor will not be held accountable for documentation of any changes made by the Festival staff made after this date.
 11. Recommend qualified candidates to serve as sound engineers, stage managers, and other event audio related positions (stage & sound crew), and refer potential candidates to Production Manager for interviewing, approval, and contracting.
 12. Coordinate directly with appointed **Festival Production Manager** to ensure that all **pick lists/venue manifests** have been submitted to Folklife Festival Warehouse Coordinator. Contractor must provide one additional point of contact, other than him/herself, to facilitate, alongside Festival warehouse staff, the packing and staging of the equipment as outlined in the **pick lists/venue manifests** to ensure that all equipment is staged and ready to be shipped on the prescribed date(s) of delivery.

Phase 3. JUNE 15 – JULY 12, 2024

SI estimates this phase will take approximately 220 hours

13. Support and coordinate the work of all stage & sound crew during preparation, delivery, and operation of all audio equipment during the Festival. Contractor is responsible for ensuring that the audio and stage management staff are matched with duties appropriate to their skillset, experience level, and needs of the individual Festival venues and in keeping with the Festival production schedule.
14. Attend all on-site production meetings to gather information, provide feedback, stay up-to-date of schedule changes, and any other pertinent information regarding daily Festival programming.
15. Assist Folkways, Archives, and Accessibility personnel to interface sound systems with recording media and assisted listening devices. Contractor must ensure that each venue be furnished with equipment capable of transmitting a clean, uninterrupted mono output signal, or stereo output with advanced notice, to the aforementioned teams for their documentation, recording and accessibility needs. Technical Director will identify which venues or performances require a stereo output and a stereo mixing engineer.
16. Shall provide one-time instructional training and create a "how-to" guide for all documentation and accessibility teams to ensure that their personnel are properly trained to operate and interface with the documentation and accessibility outputs.
17. Shall provide one audio staff member for one day to assist accessibility team in set up of assisted listening devices, CART systems, and other accessibility equipment. This set up includes fully testing all related equipment. This testing shall be at a scheduled time with the Accessibility Coordinator (or Accessibility Team representative) present, so that all parties can ensure the equipment is functioning properly.
18. Shall troubleshoot any issues with the accessibility and/or documentation equipment, understand each element carries equal priority as the main PA. Continuing a performance without the access or documentation equipment functioning shall fall to the discretion of the respective coordinators. That is, the Accessibility Coordinator may choose to allow the performance to continue with the accessibility gear not functioning, but the sound engineer at that venue may not make that decision independently. (This decision shall also be communicated to the Stage Manager.)
19. Shall ensure each venue sound engineer rings out entire system including all access and documentation equipment. This includes making time to test that assistive listening device receivers are functioning with the Accessibility Team.
20. Shall ensure that all audio and stage management crew behave in a respectful, courteous, accommodating and otherwise professional manner when working in CFCH facilities or on the National Mall. Non-compliance by individual audio and/or stage management crew may result in immediate removal from her/his post.
21. Shall instruct all production crew to securely tarp audio, accessibility, and documentation equipment at the end of each Festival day and in the event of severe weather.
22. Shall ensure proper procedure by the audio crew in the evacuation of all venues and abide by all emergency radio commands as instructed by Festival staff, during severe weather conditions.
23. Working in conjunction with Technical Director and Warehouse Coordinator, the contractor must coordinate and facilitate the removal of all owned, loaned, and rental equipment. They must provide one additional point of contact, other than themselves, to facilitate the orderly packing and transportation of the equipment to a predetermined on-site distribution hub to ensure that all equipment is staged, ready to be loaded on to trucks and shipped back to CFCH warehouse by Festival staff on the prescribed date(s) of return. The Technical Director will provide a forklift driver as needed to transport the equipment to the on-site distribution hub, but all equipment must be palletized or packed by the audio team. Audio Coordinator must

adhere to Festival load-in and load-out production timeline as directed by Festival Technical Director and Festival Director.

24. The contractor must ensure that all rental equipment is returned to the sound rental company(s).

PERIOD OF PERFORMANCE:

All work under this purchase order shall begin on April 1, 2024, and be completed by July 12, 2024.

WORK LOCATION:

Vendor shall carry out the duties listed above according to their own means while utilizing existing Festival resources. Dependent on stage of project, all work of the vendor will be completed at one of the following locations, at the direction of Smithsonian staff, and adhere to directives issued by the COVID-19 Committee:

Center for Folklife and Cultural Heritage
600 Maryland Avenue SW, Suite 2001
Washington, DC 20024

Smithsonian Folklife Festival Site
National Mall
Between 3rd and 14th Streets
Washington, DC

Folklife Festival Warehouse
5000 Philadelphia Way
Suite E
Lanham, MD 20706

Smithsonian Institution

Privacy and Security Clause

1. Smithsonian Data: (a) The Smithsonian Institution (“Smithsonian”) retains sole ownership of, and unrestricted rights to, any and all physical or electronic information collected, processed, or stored by or on behalf of the Smithsonian (“Smithsonian Data”), which is defined to include personal information, also referred to as personally identifiable information (PII), *i.e.*, information about individuals, which may or may not be publicly available, that can be used to distinguish or indicate an individual’s identity, and any other information that is linked or linkable to an individual, such as medical, educational, financial or employment information, online identifiers such as IP address, device IDs, and cookie data, and any other information defined as “personal information,” “personal data” (or other analogous variations of such terms) under the applicable privacy, security and data protection laws (“PII”). (b) Contractor shall maintain, transmit, and retain in strictest confidence, and prevent the unauthorized duplication, use and disclosure of Smithsonian Data. (i) Contractor shall only access, maintain, use, and disclose Smithsonian Data to the extent necessary to carry out the requirements of this contract, and shall not use Smithsonian Data for any other purposes, including testing or training purposes. (ii) Contractor shall only provide Smithsonian Data to its authorized employees, contractors, and subcontractors and those Smithsonian employees, contractors, and subcontractors who have a valid business need to know such information in order to perform duties consistent with this contract. (iii) Contractor shall ensure that all Smithsonian Data is protected from unauthorized access, disclosure, modification, theft, loss, and destruction. (iv) Contractor shall not disclose Smithsonian Data without the Smithsonian’s advance written authorization. If Contractor receives a legal request (such as a subpoena), or becomes subject to a legal requirement or order to disclose Smithsonian Data, Contractor shall (1) immediately notify the Contracting Officer’s Technical Representative (“COTR”) of it and afford the Smithsonian the opportunity to contest such disclosure, (2) assert the confidential nature of the Smithsonian Data, and (3) cooperate with the Smithsonian’s reasonable requirements to protect the confidential and proprietary nature of Smithsonian Data. (v) Contractor shall not transfer access to any Smithsonian Data in the event of a Contractor merger, acquisition, or other transaction, including sale in bankruptcy, without the prior written approval of the Contracting Officer. (c) Contractor shall provide the Smithsonian reasonable access to Contractor facilities, installations, technical capabilities, operations, documentation, records, databases, and personnel, and shall otherwise cooperate with the Smithsonian to the extent required to carry out an audit for compliance with the requirements in this contract. Contractor shall, as requested by the COTR, complete, or assist Smithsonian staff with the completion of, a privacy and/or security review which might include providing requested information and documentation about how Smithsonian Data is used, collected, maintained, stored, or

shared. (d) Contractor shall make any Smithsonian Data accessible to the COTR as soon as possible, but no later than ten calendar days of receiving a request from the COTR, and shall transfer all Smithsonian Data to the COTR no later than thirty calendar days from the date of such request from the COTR. Contractor shall, when required to transfer Smithsonian Data to the COTR under the terms of this contract, provide that Smithsonian Data in one or more commonly used file or database formats as the COTR deems appropriate. (e) Unless otherwise specified in this contract, Contractor shall purge any Smithsonian Data from its files and shall provide the COTR a Certificate of Destruction confirming the purging of the Smithsonian Data within forty-five calendar days of receiving a request from the COTR or at the expiry of this contract. (f) Contractor shall only be permitted to use non-Smithsonian provided information technology resources to access or maintain Smithsonian Data if Contractor provides, and the COTR approves, the following written certifications about the non-Smithsonian provided information technology resources: (i) Contractor shall maintain an accurate inventory of the information technology resources; (ii) Contractor shall keep all software installed on the information technology resources, especially software used to protect the security of the information technology resources, current and free of significant vulnerabilities; (iii) Contractor shall encrypt all Smithsonian Data stored or accessed on a non-Smithsonian provided mobile device (*e.g.*, phone, laptop, tablet, or removable media) using a Federal Information Processing Standards 140-2 certified encryption method; (iv) Contractor shall utilize anti-viral software on all non-SI information technology resources used under this contract; and (v) Contractor shall encrypt all transmissions of PII using Transport Layer Security 1.2 or higher with secure cyphers. Secure Sockets Layer shall not be used. (g) Unless more substantial requirements are provided for herein, Contractor is responsible for, at a minimum, applying industry best practice background screening, security and privacy training, and other appropriate personnel security safeguards to the services performed under this contract. (h) Contractor shall, if requested by the COTR, require its employees to sign a nondisclosure agreement, sign a conflict of interest agreement, and/or sign an acknowledgement of the requirements in this contract.

2. Privacy Breach or IT Security Incident: In the event of (i) any action that threatens or is likely to threaten the confidentiality, integrity, or availability of Smithsonian IT resources (including computer hardware and software, data, communication links, mobile devices, digitized assets, automated processes, physical computing environments, and associated personnel, whether located inside or outside of the Smithsonian); (ii) any activity that violates Smithsonian IT Security policies provided by the COTR; (iii) any suspected or confirmed loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or situation where persons other than authorized users or for an

Smithsonian Institution Privacy and Security Clause

other than authorized purpose have access or potential access to Smithsonian Data or PII in a usable form, whether physical or electronic; or (iv) any suspected loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or situation where persons other than authorized users or for an other than authorized purpose have access or potential access to PII in a usable form, whether physical or electronic (collectively, "Incident"), Contractor shall: (a) Immediately, but no later than twenty- four hours after discovery, report the Incident to the Smithsonian Office of the Chief Information Officer ("OCIO") Help Desk by calling 202-633-4000 and, if the OCIO Help Desk does not answer the telephone, leaving a voicemail which includes the name of Contractor, a brief summary of the Incident, and a return telephone number; (b) The Contractor shall cooperate with Smithsonian investigations and response activities for breaches or incidents that include the Contractor's IT resources or personnel. (c) Follow industry standard best practices to correct and mitigate any damages resulting from the Incident; and (d) Indemnify and hold the Smithsonian harmless from any costs incurred by the Smithsonian in connection with such Incident.

3. Public-Facing Software: (a) Any application, system, software, or website used to fulfill the terms of this contract, which can be accessed by members of the public ("Public-Facing Software") shall comply with Smithsonian's Privacy Statement (located at [Smithsonian Institution's Privacy Statement | Smithsonian Institution \(si.edu\)](#) and the Smithsonian Kids Online Privacy ("SKOP") Statement (located at <http://www.si.edu/privacy/kids>), and such Public-Facing Software shall provide the public with privacy notices in locations that are acceptable in accordance with these policies. (b) For kiosks and interactives developed by Contractor, the Contractor shall take all reasonably necessary steps to ensure they will be maintained with antivirus software and routine patching. (c) If Contractor discovers that information was collected from someone under the age of 13 in violation of the SKOP's parental permission requirements, Contractor shall provide notice to the Smithsonian Privacy Office as soon as possible, but no later than 24 hours after discovery, and delete that information as soon as possible, but no later than 24 hours after discovery. (d) Any Public-Facing Software that employs tracking technology (such as a cookie, pixel, web bug, or web beacon) or collects contact information shall provide all users with legally-compliant notice of its data collection and tracking practices, and any required consumer choices (including the opportunity to opt-in or opt-out, as required), as well as: (i) for those who opt-out or decline the "opt-in," reasonable access to the Public-Facing Software; and (ii) for those who "opt-in", a subsequent and accessible opportunity to request that the tracking or communications cease (*i.e.*, "opt-out").

4. Cardholder Data and PCI Sensitive Authentication Data: (a) Any Contractor that collects, processes, stores, transmits, or affects the security of cardholder data or Payment Card Industry ("PCI") sensitive authentication data, either directly or through a third party, in order to carry out the requirements of this contract shall provide the COTR: (i) before this contract begins and annually thereafter, for Contractor and for any third party vendor that processes, stores, transmits, or affects the security of cardholder data or PCI sensitive authentication data, a current, complete, comprehensive, and signed PCI Data Security Standard ("DSS") Attestation of Compliance (AOC), a template for which may be accessible in the online document library of the PCI Security Standards Council ("SSC"); (ii) the *PCI DSS Requirement Management Form* provided by the COTR, which asks whether Contractor or a third party shall be responsible for ensuring that certain key DSS requirements are met; (iii) for each Payment Application, *i.e.*, application, system, software, or website used to electronically process, store, or transmit cardholder data or PCI sensitive authentication data as defined by the SSC, the listing from the SSC website's List of Validated Payment Applications; (iv) for each payment device, the listing from the SSC website's Approved Personal Identification Number Transaction Security ("PTS") Devices list; (v) for each system used to process Point of Sale card-present transactions, the listing from the SSC website's Point-to-Point Encryption Solutions list; and (vi) if requested, any additional evidence needed to determine the PCI compliance of activities related to this contract. (b) All credit card-present transactions at the Smithsonian must be processed through a PCI SSC P2PE solution and be EMV compatible. (c) Contractor shall provide the documents and listings identified in Paragraph 4(a) before it shall be permitted to use the relevant technology, and shall provide updated documents and listings to the COTR for review and approval before a system change results in one or more of the required documents or listings becoming inaccurate. (d) Each payment device that collects, processes, stores, transmits, or affects the security of cardholder data or PCI sensitive authentication data, either directly or through a third party, must adhere to the current PTS standard maintained by the SSC. (e) Each system used to process Point of Sale card-present transactions must comply with the Smithsonian Office of the Chief Information Officer ("OCIO") standards provided by the COTR, to include the Technical Note IT-930-TN99, *Implementation of P2PE Devices and TransArmor Services*, or its successor. (f) Contractor shall be responsible for securing cardholder data or PCI sensitive authentication data any time Contractor possesses or otherwise stores, processes or transmits on behalf of the Smithsonian, or to the extent that Contractor could impact the security of the Smithsonian's cardholder data environment, *i.e.*, the people, processes and technologies that store, process, or transmit cardholder data or PCI sensitive authentication data by, or on behalf of, the Smithsonian. (g)

Smithsonian Institution

Privacy and Security Clause

Additional requirement for service providers only: Service providers acknowledge in writing to customers that they are responsible for the security of cardholder data the service provider possesses or otherwise stores, processes, or transmits on behalf of the customer, or to the extent that they can impact the security of the customer's cardholder data environment.

5. IT Systems and Cloud Services: (a) For any Cloud System (i.e., computing service provided on-demand via a shared pool of configurable resources instead of via separate dedicated computing resources or information technology system) Contractor develops, operates, or maintains on behalf of the Smithsonian, Contractor shall provide the necessary documentation, security control evidence, and other information needed to complete federal security Assessment and Authorization activities in accordance with the National Institute of Standards and Technology Risk Management Framework. (b) For Cloud Systems that have been Federal Risk and Authorization Management Program ("FedRAMP") certified, Contractor shall provide FedRAMP documentation to the Smithsonian for review and shall cooperate with Smithsonian requests for clarification or further evidence. (c) For Cloud Systems which are not FedRAMP certified, and all other Contractor-hosted systems and websites, Contractor shall complete all requested Smithsonian Assessment and Authorization documentation and shall fully cooperate with the Smithsonian's security assessment process, including providing requested security control evidence and access to interview appropriate Contractor personnel about security controls. (d) For websites or web servers hosted outside of the Smithsonian Herndon Data Center, the Contractor must allow OCIO to perform vulnerability scanning and penetration testing. Website owners should consult with information technology security staff to determine specific needs for their environment. (e) The Contractor shall maintain all Smithsonian Data inside the United States. (f) For Contractor custom developed (non- COTS) systems and websites to be hosted at the Smithsonian, Contractor shall complete all requested Smithsonian Assessment and Authorization documentation for the components/aspects of the system provided by Contractor, and shall fully cooperate with the Smithsonian's security assessment process, including providing requested security control evidence and access to interview appropriate Contractor personnel about security controls. (g) For Contractor developed applications or Contractor built interactive systems (e.g., public-facing exhibit technology incorporated through digital signage, custom interactives, content players, media players, audio streaming devices, lighting or control automation systems), Contractor shall not circumvent the security of system (e.g., the use of backdoor or maintenance hook provisions are prohibited). (h) Contractor shall not implement into live production or use any system or website operated for the Smithsonian or containing Smithsonian Data until security and privacy authorization has been granted in writing by the Smithsonian Office of the Chief Information Officer ("OCIO") and the Smithsonian Privacy

Officer via the COTR. Contractor will resolve security deficiencies in order to successfully meet the applicable requirements of this section.

6. Credentials and Network Access: (a) Contractor and Contractor's employees who have access to Smithsonian network/systems shall, when requested by the COTR, complete Smithsonian-provided privacy and security training course(s), sign a nondisclosure agreement, sign a conflict of interest agreement, sign an acknowledgement of the requirements in this contract, provide fingerprints, pass a Smithsonian background check, and/or provide notice of the results of that background check to the COTR. The content and timing of the course(s), agreement, or background check shall be substantially similar to one that would be required of a Smithsonian employee with access to similar Smithsonian networks/systems. (b) Contractor shall notify the COTR at least two weeks before any of Contractor's employee requiring a Smithsonian credential, network account or other access, or other Smithsonian-furnished equipment stops supporting the work of this contract. In the event that Contractor is not provided two weeks' notice by its employee, Contractor will notify the COTR as soon as Contractor becomes aware of the employee's departure from the contracted work. (c) Contractor shall, when any employee requiring a Smithsonian credential, network account or other access, or other Smithsonian furnished equipment stop supporting the work of this contract, provide such employee's Smithsonian credential and any Smithsonian furnished equipment to the COTR within three business days.

7. California Consumer Privacy Act: (a) The California Consumer Privacy Act, including any regulations and amendments implemented thereto ("CCPA") shall apply to any information collected from California residents on behalf of the Smithsonian. (b) For purposes of the CCPA, Contractor shall be considered a service provider and the Smithsonian is a business. (c) Contractor shall not collect, maintain, store, use, disclose, or share PII for a commercial purpose other than providing the services or performing its obligations to the Smithsonian. (d) Without limiting the foregoing, Contractor: (i) will not sell PII (as "sell" or "sale" is defined by the CCPA); (ii) will not retain, use, or disclose Personal Information outside of the direct business relationship between Contractor and the Smithsonian; and (iii) certifies that it understands the restrictions in this section and will comply with them. (e) Upon request by the Smithsonian, Contractor will assist the Smithsonian in the Smithsonian's fulfillment of any individual's request to access, delete, or correct PII. (f) Contractor will promptly notify the Smithsonian following Contractor's receipt of any request or complaint relating to any PII (unless applicable law prohibits such notification). Contractor will not respond to any such request or complaint, other than to redirect to the Smithsonian, unless expressly authorized to respond by the Smithsonian.

Smithsonian Institution Privacy and Security Clause

8. European Economic Area. This contract does not include the collection or processing of Personal Information relating to individuals located in the European Economic Area.

9. Terms: The bolded headings at the start of each section of this Smithsonian Institution Privacy and Security Clause are included only to assist the reader in navigating this Smithsonian Institution Privacy and Security Clause. The Parties intend the bolded headings to have no legal effect, and agree that the bolded headings are not intended to limit or modify any other language in this Smithsonian Institution Privacy and Security Clause.

SMITHSONIAN INSTITUTION

PURCHASE ORDER TERMS AND CONDITIONS

1. COMPLETE AGREEMENT - The purchase order and all documents attached represent the entire agreement between the Smithsonian Institution (SI) and the Contractor. Any modification, alteration or amendment to this purchase order must be in writing and signed by an authorized agent of the SI.

2. INSPECTION AND ACCEPTANCE - The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The SI reserves the right to inspect, test or evaluate any supplies or services that have been tendered for acceptance. The SI may require repair or replacement of nonconforming supplies or performances of nonconforming services at the Contractors expense. The SI must exercise its post acceptance rights- **(a)** Within a reasonable period of time after the defect was discovered or should have been discovered; and **(b)** Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item. Inspection and acceptance will be at destination, unless otherwise provided in writing. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the SI. Final acceptance by the SI will be conditional upon fulfillment of the above requirements.

3. OVERPAYMENT - If the Contractor becomes aware of a duplicate invoice payment or that the SI has otherwise overpaid on an invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

4. USE OF SMITHSONIAN NAME or LOGO PROHIBITED - The SI owns, controls and/or has registered the trademarks /service marks "Smithsonian," "Smithsonian Institution" and the Smithsonian sunburst logo. Except as may be otherwise provided herein, the Contractor shall not refer to the SI or to any of its museums, organizations, or facilities in any manner or through any medium, whether written, oral, or visual, for any purpose whatsoever, including, but not limited to, advertising, marketing, promotion, publicity, or solicitation without written consent.

5. WARRANTY - The Contractor warrants and implies that the goods and services furnished hereunder are merchantable, fully conform to the SI's specifications, drawings, designs, and are fit for intended use described in this contract. The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to all customers for such supplies or services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract. Contractor agrees to pass through all warranties from other manufacturers.

6. TITLE - Unless otherwise specified in this contract, title to items furnished under this contract shall pass to the SI upon acceptance, regardless of when or where the SI takes physical possession.

7. EXCUSABLE DELAYS - The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the SI, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

8. DISPUTES - Any dispute arising under this contract that the parties are unable to resolve shall be decided by the Contracting Officer. All disputes must be submitted to the Contracting Officer in

the form of a written claim supported by evidence within twelve (12) months following accrual of the claim. The Contracting Officer will provide a written decision to the Contractor, and that decision is the final and conclusive decision of the Smithsonian Institution, which is effective on the date the Contractor receives the decision. The Contractor retains all rights to subsequent judicial review to which it is entitled under federal law. The Contractor shall comply with any decision of the Contracting Officer and otherwise proceed diligently with performance of this contract pending final resolution of any request for relief, claim, or action arising under the contract.

9. TERMINATION FOR CAUSE - The SI may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the SI, upon request, with adequate assurances of future performance. In the event of termination for cause, the SI shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the SI for any and all rights and remedies provided by law. If it is determined that the SI improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

10. TERMINATION FOR THE SMITHSONIAN'S

CONVENIENCE - The SI reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the SI, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the SI any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

11. CHANGES - The SI may at any time, in writing, make changes within the general scope of this purchase order to include: **(a)** Technical requirements and descriptions, specifications, statements of work, drawings or designs; **(b)** Shipment or packing methods; **(c)** Place of delivery, inspection or acceptance; **(d)** Reasonable adjustments in quantities or delivery schedules or both; and, **(e)** SI-furnished property, if any. If any such change causes an increase or decrease in the cost of or the time required for performance of this purchase order, the Contractor shall inform the SI in writing within thirty (30) days after receipt of change request. Any additional charges must be approved in writing by the SI authorized procurement officer executing this purchase order. Contractor shall not make any changes without the written consent of the SI authority executing this purchase order.

12. CONFIDENTIALITY and DISCLOSURE - Confidential Information. Confidential Information consists of trade secrets, product concepts, customer information, marketing communication material, marketing strategies, and other commercial or financial information that if affirmatively used by a competitor of the disclosing party would cause the disclosing party substantial competitive harm or information the release of which would violate the privacy rights of a third party with no overriding public interest. If Confidential Information is disclosed in tangible form, it shall be

clearly designated in writing as such by the disclosing party. If Confidential Information is disclosed other than in writing, the information deemed to be Confidential Information shall be confirmed in writing as such within thirty days of such disclosure.

Limited Disclosure -- Each party agrees that it will not disclose Confidential Information provided to it by the other party to others except to the extent that it is necessary to disclose such Confidential Information to its directors, officers, representatives, legal and financial consultants, and employees having a need to know such Confidential Information ("authorized parties") for the purpose of pursuing a business and contractual relationship between the parties. The parties shall use at least the same degree of care that each party uses to protect its own Confidential Information of similar importance, but no less than a reasonable degree of care. Further, the parties may disclose Confidential Information if required by law, subpoena, order or request of a federal governmental authority or court of competent jurisdiction, and further, provided that the party obligated to disclose such Confidential Information shall (a) assert the confidential nature of the Confidential Information to be disclosed, (b) use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed, and (c) immediately notify the other party of the requirement, order, or request to disclose in advance of such disclosure in order to afford the other party the opportunity to contest disclosure. No other use or disclosure of Confidential Information may be made by any party without the prior written consent of the disclosing party.

13. INDEMNITY - The Contractor shall defend, indemnify, and hold harmless the SI, its Regents, directors, officers, employees, volunteers, licensees, representatives, agents and the United States Government (hereinafter referred to as "Indemnitees") from and against all actions, causes of action, losses, liabilities, damages, suits, judgments, liens, awards, claims, expenses and costs including without limitation costs of litigation and counsel fees related thereto, or incident to establishing the right to indemnification, arising out of or in any way related to:

Any breach of this Agreement, Terms and Conditions, and the performance thereof by Contractor, Subcontractor, other third parties, or any activities of Indemnitees, including, without limitation, the provision of services, personnel, facilities, equipment, support, supervision, or review; any claims of any kind and nature whatsoever for property damage, personal injury, illness or death (including, without limitation, injury to, or death of employees or agents of Contractor or any Subcontractor).

Any claims by a third party of actual or alleged direct or contributory infringement, or inducement to infringe any United States or foreign patent, trademark, copyright, common law literary rights, right of privacy or publicity, arising out of the creation, delivery, publication or use of any data furnished under this contract or any libelous or other unlawful matter contained in such data or other intellectual property rights and damages. The contractor shall notify the SI immediately upon receiving any notice or claim related to this contract.

14. HAZARDOUS MATERIAL - The Contractor shall inform the SI in writing at the correspondence address listed on the purchase order prior to shipment and delivery of any hazardous material. Any materials required by this purchase order that are hazardous under federal, state or local statute, ordinance, regulation, or agency order shall be packaged, labeled, marked and shipped by the Contractor to comply with all federal, state and local regulations then in effect.

15. OTHER COMPLIANCES - The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

16. SECURITY CONSIDERATION - OPS, OCon 520 Contractor's conducting work on the SI premises are required to obtain a temporary or

long-term identification badge. Contractor's employee (s) requiring a long-term identification badge is subject to a fingerprint review. An adverse finding during the fingerprint review may prohibit a contractor's employee (s) from working on the contract. The SI will inform the contractor if a long-term identification badge is required.

17. INSURANCE and BONDS - Contractor shall maintain at all times during the performance of this contract Commercial General Liability Insurance. Contractor shall maintain Worker's Compensation Insurance in accordance with statutory requirements and limits. If during the performance of this contract, a vehicle is required, contractor shall maintain business automobile insurance. If this contract relates to any type of media exposure, then Contractor is required to have professional errors and omissions coverage. If this contract requires Contractor to handle Smithsonian funds or guard or protect Smithsonian artifacts, Contractor will also be required to obtain a fidelity bond or crime insurance. Limits of such bonds or insurance policies are to be determined. SI shall be listed as an "additional insured" under the comprehensive general liability and business automobile policies. Proof of insurance shall be in the form of a binder, policy, or certificate of insurance and this is to be submitted to the SI's Procurement Officer prior to work being initiated.

18. INVOICE INSTRUCTIONS - Invoices shall be submitted to the bill to address on the face of the purchase order after delivery of supplies and/or services, and shall contain the following information:

(a) Contractor's name, address, and taxpayer identification number (TIN). (b) Invoice date and number. (c) Purchase order number including contract line item number. (d) Item description, quantity, unit of measure, unit price, and extended price. (e) Name, title, telephone and fax number, and mailing address of point of contact in the event of an invoice discrepancy. (f) Invoice total, payment discount terms and remittance address. (g) Shipping and payment terms (e.g. shipment number, date of shipment, and discount terms). Bill of lading number and weight of shipment should be included when using Smithsonian Institution bills of lading. Prepaid shipping costs shall be indicated as a separate item on the invoice. (h) Any other information or documentation required by other provisions of the contract.

19. Travel - (a) If travel is specified under this purchase order; it must be pre-authorized by the Contracting Officer's Technical representative (COTR) prior to occurrence. The Contractor shall be reimbursed for such travel upon receipt of documentation that the expenses were incurred. (b) Rail or air transportation costs shall not be reimbursed in an amount greater than the cost of economy class rail or air travel unless the economy rates are not available and the Contractor certified to this fact in vouchers or other documents submitted for reimbursement. (c) Room and meals (per diem travel allowance) shall be reimbursed in accordance with the Contractor's established policy, but in no event shall such allowances exceed the rates Contractor's established in the Federal Travel Regulations. (d) The contractor shall be reimbursed for the cost of the out-of-town travel performed by its personnel in their privately owned automobiles at the rates established in the Federal Travel Regulations, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in the same automobile, the Contractor for such travel shall incur no duplication of or otherwise additional charges. (e) The Contractor shall be reimbursed upon receipt of appropriate documentation that the expenses were incurred. Total travel cost will not be reimbursed for an amount that exceeds the estimated amount stated in this purchase order.

20. RESPONSIBILITY OF SMITHSONIAN PROPERTY - Contractor assumes full responsibility for and shall reimburse and indemnify the SI for any and all loss or damage whatsoever kind and nature to any and all **SI property**, including any equipment, supplies, accessories, or parts furnished, while in the Contractor's custody and care, or resulting in whole or in part from the negligent acts, omissions of the Contractor, any subcontractor, or any employee, agent, or representative of the Contractor or subcontractor.

21. INTERNET PROTOCOL VERSION 6 (IPv6)

COMPLIANCE - In the event that the Contractor will be developing, acquiring, and/or producing products and/or systems pursuant to this Contract that will be connected to a network or that will interface with the World Wide Web, the following provisions shall apply: [OMB Memo M-05-22](#), dated August 2, 2005, and OMB guidance, dated July 2012 September 28, 2010, that requires procurements of networked IT comply with the [USGv6 Profile and Test Program](#) for the completeness and quality of SI IPv6 capabilities. The Contractor hereby warrants and represents that such products and/or systems to be developed, acquired, and/or produced pursuant to this Contract will be IPv6 compliant. These products and/or systems must be able to receive, process, and transmit or forward (as appropriate) IPv6 packets and must be able to interoperate with other systems and protocols in both IPv4 and IPv6 modes of operation. If the product or system will not be IPv6 compliant initially, the Contractor will provide a migration path and express commitment to upgrade to IPv6 for all application and product features. Any such migration path and commitment shall be included in the Contract price. In addition, the Contractor will have available contractor/vendor IPv6 technical support for development and implementation and fielded product management.

- 52.239-1 Privacy or Security Safeguards (see form SI 147B)
- 52.233-3 Protest After Award
- 52.244-6 Subcontracts for Commercial Items

Additional FAR clauses that apply when applicable:

- 52.204-6 Universal Numbering System (DUNS)
Number/Unique Entity Identifier
- 52.204-7 System for Award Management
- 52.208-4 Vehicle Lease Payments
- 52.208-5 Condition of Leased Vehicle
- 52.208-6 Marking of Leased Vehicles
- 52.208-7 Tagging of Leased Vehicle
- 52.211-6 Brand Name or Equal
- 52.211-17 Delivery of Excess Quantities
- 52.222-54 Employment Eligibility Verification (E-Verify)
- 52.228-8 Liability and Insurance Leased Motor Vehicles
- 52.233-4 Applicable Law for Breach of Contract Claim
- 52.236-5 Material and Workmanship
- 52.247-29 F.o.b. Origin
- 52.247-34 F.o.b. Destination

CLAUSES INCORPORATED BY REFERENCE -This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. The applicability of these clauses is effective upon the date of the actual contract award. Upon request the Contracting Official will make the full text available. The full text of the following FAR clauses may be viewed at the [Federal Acquisition Regulation \(FAR\) website](#). For the full text of Smithsonian Institution clauses contact the procurement official. The Contractor shall comply with the FAR clauses incorporated by reference, unless the circumstances do not apply: References herein to the "Government" shall be deemed to mean the Smithsonian Institution.

SMITHSONIAN Clauses

- Minimum Insurance
- Smithsonian Institution Privacy and Security Clause
(form SI 147B, SI Privacy and Security Clause)

FAR Clauses

- 52.222-3 Convict Labor
- 52.222-19 Child Labor - Cooperation with Authorities and Remedies
- 52.222-20 Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000
- 52.222-21 Prohibition of Segregated Facilities
- 52.222-26 Equal Opportunity
- 52.222-35 Equal Opportunity for Veterans
- 52.222-36 Equal Opportunity for Workers with Disabilities
- 52.222-41 Service Contract Labor Standards
- 52.222-50 Combating Trafficking in Persons. (non-commercial services awards that do not exceed \$500,000)
- 52.222-56 Certification Regarding Trafficking In Persons Compliance Plan (when applicable)
- 52.223-1 thru 4 Bio-based Product Certification/Affirmative Procurement of Biobased Products Under Service and Construction Contracts/Hazardous Material Identification and Material Safety Data/Recovered Material Certification
- 52.223-5 Pollution Prevention and Right-to-Know Information
- 52.224-1 Privacy Act Notification
- 52.225-1 Buy American Supplies
- 52.225-13 Restrictions on Certain Foreign Purchases
- 52.232-11 Extras