



**AMENDMENT NO. 1**

**NOTICE TO:** Prospective Firms

**FROM:** Smithsonian Institution  
Center for Folklife and Cultural Heritage

**SUBJECT:** RFQ Titled: Archival Video Preservation Processing Services

**DATE:** Oct. 6, 2017

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The purpose of Amendment No. 1 is to extend the closing date. **All other documents contained in the original RFQ remain unchanged.** The revised information is explained in detail below.

Failure to respond to by the new date shall deem the prospective firm as non-responsive and not considered for further review, evaluation or possible award of contract.

**I. RFQ CLOSING DATE & TIME:**

A new, revised closing date is established.

DELETE: 5PM, on Wednesday, Oct 25, 2017; and

INSERT: 5PM on Wednesday, Nov. 8, 2017.

Prospective firms should email quote responses to:

Claudia Telliho [tellioc@si.edu](mailto:tellioc@si.edu)  
600 Maryland Ave. SW Suite 2001  
Washington, DC 20024.  
202-633-0639 ph 202-633-6475fax

Please note that when one company is a subcontractor of another company, we can accept only one quote in the name of the prime contractor.

# Archival Video Preservation Processing Services

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

## I. SUBMITTING YOUR QUOTE / PROPOSAL

Quotes/proposals to be submitted by close of business on Wednesday, October 25, 2017, via email or direct package delivery service to:

Smithsonian Institution  
Center for Folklife and Cultural Heritage  
Attn: Claudia Telliho  
600 Maryland Ave. SW, Suite 2001  
Washington, DC 20024  
[tellihoc@si.edu](mailto:tellihoc@si.edu)

U.S. Postal Service to Smithsonian organizations is received at a central sorting and distribution unit and isn't date stamped received until actually received and opened at the street address listed above. It is advisable that quotes and documents included as part of quote packages be sent via email, hand delivered or submitted via direct package delivery companies to the street address listed above.

## II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian Institution has a requirement for Archival Video Preservation Processing. A Fixed-Price, 18-month order will be awarded, not to exceed 3,120 hours.

The SI plans to award based on best value to the SI, considering the following factors: Relevant Experience, Résumé, and Price. The SI plans to award without discussion; however, it 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:

1. Relevant experience is that which has been obtained within the past 5 years providing or performing services of similar size, scope, complexity, and type of client that indicates your suitability for this project.

### B. Résumé

### C. Price

### **III. INSURANCE REQUIREMENTS**

Prospective contractors are required to have General Liability Insurance (minimum \$300,000) and/or a Fidelity Bond (minimum \$300,000). Auto insurance is required if the contractor will be required to bring a vehicle onto SI property or SI-leased property, and/or transport SI-owned property. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes.

### **IV. DUNS NUMBER**

A DUNS number is a unique nine-digit identification number available for each physical location of your business and is needed to register in the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) system (see Section VI of this RFQ). DUNS numbers are provided through Dun and Bradstreet (D&B) at no charge when you contact D&B toll-free at 1-866-705-5711 or online at <http://fedgov.dnb.com/webform>. Non-U.S. (international) vendors may also contact D&B via email at [help@dnb.com](mailto:help@dnb.com). Indicate that you are requesting a DUNS number to assist with eligibility for U.S. Government contracts. New DUNS numbers for U.S. vendors will be active and available for SAM registration within 1-2 business days of request; international vendors DUNS will be active and available normally within 2-5 days of request.

### **V. 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). 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](http://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.

### **VI. LEGISLATIVE AND/OR ADMINISTRATIVE REQUIREMENTS**

#### **A. Service Contract Act of 1965, as amended**

If services to be performed are covered by the Service Contract Act (SCA), as amended, the SCA shall apply to all work performed under the contract, purchase order, or GSA schedule task order to be issued. Individuals and companies submitting quotes are encouraged to verify the wages and fringe benefits determined by the U.S.

Department of Labor to be payable for the Labor Category and in within the location that work performance will occur as cited in the Statement of Work. The SCA wages and fringe benefits payable shall be part of the order award.

Individuals and companies awarded a contract, purchase order, or GSA schedule contract task order for SCA-covered services are responsible, and required by law, to deliver to its employee(s) or post a notice of the required compensation in a prominent place at the worksite. The SCA provides authority to contracting agencies to withhold contract funds to reimburse underpaid employees, terminate the contract, hold the contractor liable for associated costs to the government, and debar from future government contracts for a period of three (3) years any persons or firms who have violated the SCA. The contracting officer awarding this order, or the Smithsonian Inspector General, may periodically require contractors to provide information that verifies compliance with the SCA for services provided under the awarded contracts, purchase orders or GSA schedule contract task orders.

## **VII. 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, the 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, D.C., 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.

## **VIII. INFORMATION TO BE SUBMITTED WITH QUOTES**

Quotes/proposals 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.** Cover letter highlighting relevant experience
- E.** Résumé
- F.** Pricing
- G.** Date through which pricing submitted is valid

### **ATTACHMENT(S):**

- Statement of Work for Video Archival Services
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- Security & Privacy Clause
- Independent Contractor Clause

SMITHSONIAN INSTITUTION  
Center for Folklife and Cultural Heritage  
Ralph Rinzler Folklife Archives and Collections (RRFAC),  
**Statement of Work**  
**Archival Video Preservation Processing Services**  
October 2, 2017

***SUMMARY***

The Ralph Rinzler Folklife Archives and Collections (RRFAC), Center for Folklife and Cultural Heritage, Smithsonian Institution requires approximately 3,120 hours (approximately 18 months) of archival services to support the preservation processing of over 9,700 archival video recordings held in the RRFAC. The collection contains a wide variety of magnetic media formats including open reel video, ¾-inch U-matic cassettes, 8mm video, DV Cam, HDCam, and MiniDV (among others). The contract audiovisual archivist will create an item-level inventory and condition assessment, re-house assets, and implement a physical tracking method (barcoding). This collection of archival is a preservation priority because the physical assets are at high risk for total or partial loss due to the physical degradation and format obsolescence inherent to magnetic media.

***PROJECT DELIVERABLES***

Contractor shall:

- Assess all aspects of physical condition of magnetic media formats and provide condition reporting and re-housing of poorly housed carriers with proper cases and boxes, including creating custom housing as needed
- Create updated records and barcoding for all re-housed and inspected media formats in internal collection management tools, including notes on physical condition and physical location in both inventory spreadsheets and in EAD
- Update records in public-facing descriptive records including collection records and finding aids (where they exist) for each collection
- Submit a final report to Project Managers on the extent of the overall magnetic media video formats, a preservation priority list, an outline of the methodologies used during the project, and recommendations for next steps in preservation

***WORK LOCATION AND SPACE***

Smithsonian Center for Folklife and Cultural Heritage  
Ralph Rinzler Folklife Archives and Collections  
600 Maryland Ave. SW, Suite 2001  
Washington, D.C. 20024

Work will take place primarily in clean, well-lit, ventilated, modern storage areas and processing work areas typical for archival materials with adequate workspace and computer access. Some records are housed in cubic foot archival boxes that may weigh up to 40 lbs.

***PERIOD OF PERFORMANCE***

Work will commence in early November and shall be completed within 18 months of start date.

***PAYMENT SCHEDULE***

Payments shall be made bi-weekly following receipt of an invoice indicating the total number of hours worked and upon approval of work by the Project Manager. Payments will begin after the first month of work is completed and approved.

***OTHER***

The contractor will be provided with a temporary Smithsonian network account with access to an email account, SIRIS (Smithsonian Institution Research and Information System), and the Archivists' Toolkit database. Security procedures are in place at the Smithsonian to allow contractors to receive ID cards, and network and building access.

## INDEPENDENT CONTRACTOR CLAUSES

### INDEPENDENT CONTRACTOR NOT AN EMPLOYEE

A. It is understood that Contractor is undertaking the work hereunder as an independent contractor, not as an employee of the Smithsonian, and neither Contractor nor Contractor's employees are eligible for Smithsonian benefit, including coverage under FECA (workers compensation) and FTCA (Federal Tort Claims Act), or coverage under any Smithsonian workers compensation, medical, liability, or other insurance policy, or for legal protections afforded to employees under law applicable to employment relationships.

Contractor is responsible for providing, at Contractor's own expense and as necessary, disability, unemployment, workers compensation, and other insurance, including adequate liability and property insurance, training, permits, and licenses for Contractor and for Contractor's employees. Contractor is responsible for paying all taxes and income taxes, including estimated taxes, incurred as a result of the payments by Smithsonian to Contractor for performance of this Agreement.

B. The parties, by this Agreement, do not intend to create a partnership, principal/agent, master/servant, or joint venture relationship, and nothing in this Agreement shall be construed as creating such a relationship between the parties. Neither party may incur any obligation on behalf of the other.

C. Contractor agrees and acknowledges that Smithsonian assumes no responsibility whatsoever for the acts, errors, and/or omissions of Contractor beyond those which the Smithsonian is responsible for at law.

### WARRANTIES AND REPRESENTATIONS

Contractor warrants the following: (1) he or she has full right and authority to enter into this agreement; (2) he or she has full right and authority to grant all of the rights granted herein; (3) he or she is not under any obligation to any other party which may interfere with the performance of his or her obligations hereunder or conflict with or injure the work performed under this Agreement; and (4) he or she has not previously assigned, pledged, or otherwise encumbered any rights herein granted to Smithsonian. Contractor represents that he or she has diligently taken prudent, responsible, and customary measures to ensure that the use of materials provided by the Contractor contains no matter that is libelous or in violation of the copyright, patent right, or any property or personal right of any person or entity nor a violation of any statutory copyright, nor is otherwise contrary to law.

### RESPONSIBILITY FOR SMITHSONIAN PROPERTY

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



## RESPONSIBILITIES OF THE CONTRACTOR

Neither the Smithsonian's review, approval, acceptance of nor payment for the services required under this contract shall be construed to operate as a waiver of any cause of action arising out of the Contractor's performance of this contract.

## INDEMNIFICATION

Contractor shall defend, hold harmless, and indemnify Smithsonian Institution, its Regents, directors, officers, employees, volunteers, licensees, representatives and agents, and the Government of the United States, against any and all claims, loss, and expense (including attorney's fees and litigation expenses), from loss or liability or injury to any persons (including employees or agents of the Contractor or his subcontractors) and from loss of or damage to any property (including property owned by Smithsonian) arising out of any act or omission of the Contractor, his employees, agents, or subcontractors in the performance of this contract.