

Collections Care and Preservation Fund Contractor

This Request for Quote (RFQ) is issued by the National Air and Space Museum (NASM), Smithsonian Institution, for professional, technical, non-personal collection and preservation care services to support the 2013 Collections Care and Preservation Fund Conservation Assessment Survey Project (CCPF) of the National Collections from the Paul E. Garber Facility (Garber) in accordance with the Statement of Work.

1. Project Location:
 - a. Primary Location: Paul E. Garber Facility, 3904 Old Silver Hill Road, Suitland, MD 20746.
 - b. Secondary Location: Steve F. Udvar-Hazy Center, 14390 Air and Space Museum Parkway, Chantilly, VA 20151.

I. SUBMITTING YOUR QUOTE

A. Price quotes are to be submitted by email to snells@si.edu , Samantha Snell, Collections Project Specialist.

B. Quotes are to be delivered via email by **3:00 pm** Eastern Standard time on **Friday, June 13, 2014**.

C. Quotes shall remain viable for **six (6) months** from the date of submission **Friday, June 13, 2014**.

II. QUESTIONS

Questions will be accepted by email for any clarifications to the RFQ or the Statement of Work no later than **3:00 pm** Eastern Standard time on **Wednesday, June 4, 2014**.

Point of Contact for RFQ and SOW questions:

Samantha Snell
Smithsonian Institution, *National Air and Space Museum*
Paul E. Garber Facility
3904 Old Silver Hill Road
BLDG10
Suitland, MD 20746
Phone: 301-238-1647
FAX: 301-238-3783
e-mail: snells@si.edu

III. DESCRIPTION OF REQUIREMENT

The Smithsonian Institution has a requirement for the contracting of an individual to perform the duties of Contractor for the CCPF Conservation Assessment Survey of the artifacts from the Paul E. Garber Facility. This contract is designed not to exceed 1296 hours.

The responsibilities of this individual and expected deliverables are outlined in the attached Statement of Work.

IV. EVALUATION

The Smithsonian Institution plans to award based on best value. The Smithsonian Institution plans to award without requesting additional information, however, does reserve the right to request additional information if later determined by the Contracting Officer to be necessary.

The provided specifications will be used by NASM in determining a best value offer. The vendor is required to submit a written response, a resume citing this information is acceptable, to the three evaluation criteria listed below. The award will be made to the contractor whose offer best meets the NASM's requirements and provides the best value procurement to the Smithsonian Institution based on the evaluation criteria below.

- A. Past Performance**
- B. Technical Requirements**
- C. Price**

All of the factors are of equal importance.

A. PAST PERFORMANCE

1. At least two (2) years of direct experience handling and examining artifacts.
2. At least one (1) year of direct experience using The Museum System (collections database).

B. TECHNICAL REQUIREMENTS

1. A Masters Degree in Museum Studies, History, or the completion of Conservation coursework at an advanced level
2. Excellent oral and written communication skills.
3. Excellent organizational skills.
4. Ability to perform preventative conservation treatments.
5. Ability to work as a member of a team.
6. Ability to lift at least 50 lbs.

C. PRICE

Contractors are responsible for developing their own pricing information. Pricing shall be quoted as an hourly rate.

V. INSURANCE REQUIREMENTS

The contractor is required to enroll in the *Commercial General Liability Policy for Smithsonian Contractors*. This policy provides third party liability insurance coverage for small and individual independent contractors to the Smithsonian to cover third-party claims arising out of the work that they perform under contract to the Smithsonian.

In the response to this RFQ, the contractor should state that he agrees to enroll in the aforementioned liability policy.

VI. 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 with the System for Awards (SAM) system. DUNS numbers are provided through Dun and Bradstreet at no charge. You may contact Dun and Bradstreet to obtain DUNS numbers by toll free telephone call to 1-866-705-5711 or on the internet <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>.

VII. SYSTEM FOR AWARD MANAGEMENT (SAM)

It is a requirement that current and prospective recipients of contract and purchase orders awarded by the Smithsonian Institution must complete registration and maintain an active record in the System 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 Smithsonian Institution in complying with the Federal Debt Collection Improvement Act of 1996. You may complete or update your information in SAM online at <http://www.sam.gov>. Questions regarding the process may be directed to the SAM Customer Service Desk via toll free call to 1-866-606-8220.

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 Smithsonian Institution staff administering this procurement prior to contract or purchase order award, and any modifications or amendments to awards.

VIII. INFORMATION TO BE SUBMITTED WITH QUOTES

Proposal submittals must include the information below to be deemed responsive to this Request for Quote and accepted by the Smithsonian Institution.

- A. Project Title
- B. Business name, address, telephone number, and DUNS number
- C. Business point of contact name, telephone number and email address
- D. Cite the date through which pricing submitted is valid (at least six (6) months from the date of quote submittal).
- E. Acknowledgement of agreement to enroll in *Commercial General Liability Policy for Smithsonian Contractors*.
- F. All required documentation as stated in this RFQ.

IX. The Smithsonian may cancel this RFQ without prior notice.

ATTACHMENT(S):

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