

Smithsonian Institution
OCon 105
Request for Quote (RFQ)

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Air and Space Museum Smithsonian Institution (SI), for technical professional, non-personal services to provide condition assessments, and stabilizing triage conservation treatments services in accordance with the attached Statement of Work (SOW). This requirement is being issued on an open market basis.

I. SUBMITTING YOUR QUOTE

Quotes may be submitted by electronic mail (email). Quotes are due by 5:30pm EST on Friday November 22, 2024.

Smithsonian Institution
National Air and Space Museum
Steven F. Udvar Hazy Center
14390 Air and Space Museum Pkwy. MCR 326
Attn: Lauren Horelick
Email to: Horelickl@si.edu

All questions regarding this solicitation shall be emailed to Lauren Horelick (Horelickl@si.edu) no later than 5:30pm EST on Tuesday, November 19th, 2024, and responses to all questions will be provided by COB November 21st.

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian's National Air and Space Museum (NASM) has a requirement for objects conservation services to document the condition of artifacts and carry out stabilizing treatments. The development of strategic conservation treatment plans will be carried out in conjunction with Lauren Horelick, project Contracting Officer's Technical Representative (COTR) and Technical Point of Contact (TPOC) and with input from curatorial staff. The expected services and deliverables are described in the attached Statement of Work (SOW).

The Smithsonian Institution anticipates awarding multiple unit blanket purchase agreements (UBPA). Each UBPA is anticipated to be for a basic 12-month period and four (4) one-year optional periods.

See additional terms and conditions, attached.

III. EVALUATION

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. The SI plans to award based on best value to the SI considering the following factors. Evaluation factors are:

1. Technical Approach:

Offeror shall include information regarding the offeror's background and experience providing the services described in the SOW. In addition, the technical approach narrative shall detail the offeror's approach toward performing the required service under this requirement, clearly demonstrating the offeror's understanding of and capability to meet all Government requirements and goals. Contractor must have a MA or MS in conservation; please include a copy of the resume/CV for any staff proposed to provide services under this requirement.

2. Past Performance:

Provide a list of at least three (3) references for services provided within the past three years or are currently in process that provides similar product or services in size, scope, and complexity to this requirement. Past Performance references are to include but not be limited to the following:

Agency Name, address
Contract number
Contract type
Period of Performance
Total contract value
Contract work (a brief description of the purpose of the contract)
Contracting Officer Name or contact name (if not government), telephone number, address, and **e-mail address**.

The point of contact for these contracts should be able to answer specific questions on quality, workmanship (writing and treatment), ability to work in a team environment, total contract dollar values, locations of contract performance, and complexity of the work to facilitate determination of capability to perform the work required as cited in the statement of work. Contracts listed may include those entered into by the Federal Government, agencies of the State and local governments, and commercial customers.

3. Price Quote:

For evaluation purposes, price quotes must include the fully burdened firm fixed hourly rate for 1,700 hours of services for the base year and up to four option years.

In the event that the offeror is unable to provide 1,700 hours of services per period, the offeror may submit a quote to include the fully burdened firm fixed hourly rate and the total number of hours per period. Minimum number of hours quoted must meet 1,220 hours to be considered. The requested amount under this requirement is **1,700 hours**.

IV. INSURANCE REQUIREMENTS

Commercial General Liability:

Contractor shall maintain commercial general liability coverage in the minimum amount of \$1,000,000.00 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.

If a vehicle is used in the performance of this service, contractor shall maintain business automobile insurance.

Automobile Liability:

Contractor shall maintain Business Automobile Liability in the minimum amount of \$1,000,000.00 per occurrence with coverage for "any auto" including standard (ISO Form) coverage for (1) bodily injury, (2) property damage, and (3) uninsured motorists as part of this contract. 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.

V. SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

It is a requirement that current and prospective recipients of contracts and purchase orders awarded by the SI must have an active SAM registration to be eligible for awards and maintain an active record in SAM throughout the period of time the SI award will be 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.

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

See attached OCon 120.

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 make changes to your SAM registration information at any time.

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: E-Verify.gov.

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 should include the following information:

- A. Documentation of your current active SAM registration with the date it will expire
- B. Project Title- Triage Project
- C. Business name, address, telephone number, and UEI number
- D. Business point of contact name, telephone number and email address
- E. Pricing. (Base and option years)
- F. Past Performance information should include the contract number, contact person with telephone number and other relevant information for at least 3 recent relevant contracts for the same or similar goods and/or services.
- G. Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.
- H. Résumé(s) of personnel that may be assigned to perform work under the anticipated award.
- I. Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

THE FOLLOWING ARE ATTACHED AND MADE PART OF THIS ORDER:

- Smithsonian Institution UBPA Additional Terms and Conditions dated October 2024
- Smithsonian Institution Statement of Work for "Triage Project", dated October 10th 2024
- Smithsonian Institution Purchase Order Terms and Conditions – SI-147A dated February 2018 revised
- Smithsonian Institution Privacy and Security Clause – SI-147B – August 2021 revised
- Smithsonian Institution OCon 120, Mandatory Registration in the System for Award Management (SAM)

- Smithsonian Institution OCon 520 Background Investigations & Credentials for Contractor Personnel October 2009
- Smithsonian Institution OCon 140 Confidentiality & Disclosure Clause January 2020 revised
- Smithsonian Institution Rights in Data Clause (2001)
- Smithsonian Institution Smithsonian Directive SD 931 Use of Computers, Telecommunications Devices, and Networks September 2020 revised
- Smithsonian Institution Contracting Officer's Technical Representative Clause (March 2010 rev.)

Statement of Work: 10.10.2024
Conservation Triage Project

Introduction and Objective

The National Air and Space Museum (NASM) has been in the process of relocating its artifact collections from the Paul E. Garber Facility in Suitland, MD to the Udvar-Hazy Center in Chantilly VA where the Conservation lab is located. Artifacts from the Space History and Aeronautics collections identified as unstable are brought to the lab where they are thoroughly examined and treated before movement to storage. The specific goals of the project are to address treatment concerns for paper, textiles and composite objects materials made from wood, metal alloys, and plastics.

Tasks

- The contractor shall assess, document, and stabilize a variety of artifacts in need of treatment. The COTR will notify the contractor which artifacts will need to be treated.
- The contractor shall write conservation condition reports utilizing NASM's standard form. Condition reports will include:
 - Remarks concerning the artifact's stability, material composition, and construction.
 - Proposals for treatment.
 - Recommendations for special handling or storage requirements.
 - Photographic documentation (see below).
- The contractor shall provide digital photography to include before and after treatment for each artifact, which will be included in the reports. All images will have descriptive captions. The number of photographs may vary by object.
- The contractor's reports and treatment proposals will be reviewed by the project's Contracting Official Technical Representative (COTR). Once approved by the COTR, the contractor will submit to curators and enter into NASM's The Museum System (TMS) database.
- The contractor will ensure that all assigned reports and applicable documentation are completed and entered into the TMS database within the required time (see Deliverables section). The contractor must follow NASM's guidelines for documentation to ensure consistency in TMS.
- The contractor will perform treatments only after consultation with appropriate curators and after approval by the COTR.
- The contractor will work with a variety of chemicals and equipment commonly found in a conservation lab. As part of this conservation requirement, contractor may work with hazardous materials. The contractor is responsible for ensuring completion of all unit training (to include safety training and working with hazardous chemicals) and follow all internal procedures.
- Safety equipment and supplies, except for respirators, are provided by NASM to ensure a safe working environment, but contractors are responsible for the care of NASM materials and the acquisition and maintenance of their own respirators. Contractor shall ensure proper use of all safety equipment and supplies while providing services under this requirement. See below for SI furnished equipment and materials.

Statement of Work: 10.10.2024
Conservation Triage Project

- Contractors must comply with all NASM safety protocols and Standard Operating Procedures. A copy will be made available at the start of the period of performance.

Deliverables:

- After artifacts are assigned and available for examination, the contractor will assess them and submit condition reports to COTR for review within 3 working days. At the completion of each treatment, the final report and photography will be completed and submitted for review within 3 working days and uploaded to the TMS database within two days of approval.
- Once treatments are completed, the contractor will document them in the condition report and enter the final report into NASM's The Museum System (TMS) database. The contractor will also update a project tracker spreadsheet.
- The Contractor must take all steps necessary to ensure that all artifact movements are in accordance with acceptable and current professional museum/conservation standards.

Performance Standards

- Throughout the project, the contractor must maintain contact, by phone, mail, or in person, with the COTR to discuss schedules and report progress/delays.
- Conservators must be professionally trained and possess an Master's degree in Conservation.

Schedule and location

- The contractor will work between 7:00am -5:30pm, Monday through Friday. Weekends and evenings are not available.
- The number of days worked per week can vary. Work schedules will be coordinated and confirmed at least one week in advance.
- The work location for services is the Emil Buehler Conservation Laboratory, Steven F. Udvar Hazy Center, 14390 Air and Space Museum Pkwy., Chantilly, VA 20151.

Smithsonian-Furnished Materials

The Smithsonian will make the following property available to the Contractor at the Udvar-Hazy Center. The Contractor shall identify, use, and protect such property in accordance with the Smithsonian-furnished property clause of this contract. The contractor will return all property to the Smithsonian upon completion of the work and prior to final payment. This equipment may include:

- Photographic equipment and software
- A desktop computer and Smithsonian network account
- Consumable materials, supplies, and chemicals for conservation treatment
- Conservation tools and equipment, including safety equipment such as fume hood
- Disposable gloves

Please note: Contractors are responsible for the acquisition and maintenance of appropriate respirators.



Statement of Work: 10.10.2024
Conservation Triage Project

Additional information about the project and NASMs' Conservation department, please visit our website: [Conservation | National Air and Space Museum \(si.edu\)](#)

**Smithsonian Institution, National Air & Space Museum
UBPA Additional Terms and Conditions – October 2024**

1. Period of Performance

The period of performance is anticipated to be sixty (60) months from the date of award.

2. Intent to Exercise Options

The Smithsonian Institution reserves the sole option to extend this order to engage the Contractor in providing similar services for four (4) one-year optional periods. These option periods are subject to: 1) the need for the service still exists, 2) acceptance and approval by the Contracting Officer's Technical Representative during the respective contract period, 3) availability of funds from which payment for contract purposes can be made, and 4) the contract price for services to be provided under the optional period shall be in accordance with the contractor's original quote.

Basic Period: October 30, 2025 through October 29, 2026

Option 1: If exercised shall be from October 30, 2026 through October 29, 2027

Option 2: If exercised shall be from October 30, 2027 through October 29, 2028

Option 3: If exercised shall be from October 30, 2028 through October 29, 2029

Option 4: If exercised shall be from October 30, 2029 through October 29, 2030

A written modification will be issued to exercise the option. In the event the Smithsonian exercises its right to extend the period of performance under this contract, all other terms and conditions hereunder shall remain unchanged.

1. Extent of Obligation

The Smithsonian Institution and its units are only obligated to the extent of authorized orders actually placed against the UBPA. The UBPA being established as a result of this RFQ will not obligate any funding.

2. Order Limitations

Aggregate total of all orders for placed in accordance with this UBPA shall not exceed \$120,000.00 annually; aggregate total of all orders placed in accordance with this UBPA shall not exceed \$600,000.00 for the base plus all options.

3. Ordering Procedures

Smithsonian Institution authorized employee(s) will coordinate services via individual task orders to the contractor via email along with a written SOW with specific information for the task order.

4. Contractor Response Time

Within 5 (five) business days from the date/time the SI requestor places a request to the Contractor; the Contractor must provide a written quote to SI via email in accordance with the established pricing.

Quotes should include all charges and shall not include tax (Smithsonian Institution is a tax exempted organization).

5. Ordering Personnel: The identified COTR and/or TPOC will be authorized to place an order under an established BPA and will contact the contractor for a quote for any task order.
6. Invoices
All invoices will need to be submitted to the Smithsonian Institution ordering office.
7. Invoice Terms: Contractor may provide invoices on a monthly basis to include a written report demonstrating all work completed and reflecting total number of hours of services provided. Invoice(s) should be submitted to the COTR or TPOC upon completion and acceptance of all services as required. In order for an invoice to be considered proper by the Smithsonian Institution, the contractor shall ensure the following:
 - a. Invoice is submitted to the Smithsonian Institution ordering office;
 - b. Name of Museum Requesting Service
 - c. Unit Blanket Purchase Agreement Number
 - d. Dates of Service
 - e. Name of SI Personnel Requesting Services
 - f. Purchase Order Number (if applicable)
 - g. Type of Service/Quantity
 - h. Amount of Invoice to be Paid

The invoice shall not include any taxes; the Smithsonian is a tax-exempt organization. The contractor shall ensure that the invoice is emailed to the unit point of contact that placed the authorized order.

8. Payment
Payment shall be made upon completion and acceptance of all work as required to include the receipt of a proper invoice. Method of payment to the Contractor will be via EFT/Purchase Order. The contractor must submit a proper invoice to receive payment.

The Prompt Payment Act Public Law 97-177 is NOT applicable to the Smithsonian. The Smithsonian anticipates all payments to be made within 30 (thirty) days to the Contractor.

9. Order of Precedence Clause
For this requirement, the following order of precedence clause is applicable:
In the event of any inconsistency; unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
 - (1) All purchase order terms and conditions including any attachments provided by the Smithsonian Institution;
 - (2) All documents from the Contractor including the Contractor's quote.