Request for Quote
National Air and Space Museum Archives Department
Smithsonian Institution
Project Archivist

This request for Quote (RFQ) is issued by the National Air and Space Museum (NASM) Archives Department, Smithsonian Institution (SI), for technical, professional, non-personal, services to provide digital scanning and asset ingest in accordance with the attached Statement of Work (SOW). This RFQ is not a commitment by SI to purchase services. Commitment to purchase services will be executed in writing via a separate purchase order.

1 SUBMITTING YOUR QUOTE

Price quotes and supporting documents may be submitted by postal or mail delivery service or electronic mail (email), as attachments or FTP (e.g., Dropbox) link. Email submissions are preferred. Quotes and supporting documents are due by 5:00 pm, on Friday, April 19th, 2019, at the following:

Smithsonian Institution
National Air and Space Museum
Steven F. Udvar-Hazy Center
Archives Division
14390 Air & Space Museum Parkway
Chantilly, VA  20151

Attn: Patricia Williams
Phone: 202-633-2339.
Email: Williamspl@si.edu

You are hereby informed that mail via U.S. Postal Service to Smithsonian organizations is received at a central sorting and distribution unit and is not date stamped received until actually received and opened at the street address listed above. It is advisable that quotes and supporting documents included as part of quote packages be hand-delivered or submitted via direct package delivery companies to the street address listed above.

The Smithsonian Institution will accept written bids for this contract. Bids should include the following information: Resume and cover letter describing your interest and qualifications and the names and contact information for three references. Applicants are encouraged to submit supplementary materials that provide evidence of accomplishments, such as finding aids. Please combine materials into a single pdf or Word document and include your name in the file name, and submit via email to Patti Williams (williamspl@si.edu) and Marilyn Graskowiak (graskowiakm@si.edu). Review of proposals will begin on April 22, 2019.
2 DESCRIPTION OF REQUIRED SERVICES

The SI NASM Archives Department seeks the services of a contract to complete the scanning the Sally K. Ride Papers and, if time permits, to start the scanning of the Herbert Stephen Desind Collection, applying metadata, ingesting the assets into DAMS and attaching the assets to the already publically available SOVA finding aids. The work will include text and photographs, but not audio, video or film media. See the attached SOW for details regarding specific tasks, places of performance, period of performance, and requirements.

This award shall include all direct and indirect costs necessary to complete the requirements outlined in the SOW for the project to be completed within a six-month period, starting no earlier than June 1, 2019 and end no later than February 1, 2020.

3 EVALUATION CRITERIA

The SI plans to award based on best value to the SI, considering the evaluation criteria and the requirements of the solicitation /RFY. The following factors will be used in determining award from the solicitation

The evaluation factors are as follow:

A. Relevant Experience

Proposals will be evaluated for how well they satisfy the requirements / skill sets outlined in the SOV (qualifications and technical competence). 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 of this project. Vendor proposals that do not meet NASM Archive’s requirements may be declined irrespective of how they might be evaluated for the remaining evaluation factors.

B. Past Performance

Past performance must be indicated by a list of current or previous professional contracts with names of points of contact and their current telephone numbers/email addresses 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.

C. Qualifications and Technical Competence

Proposals will be evaluated for how well they satisfy the requirements / skill sets outlined below.

The Contractor should have a graduate degree in archival studies from an accredited history or library master’s program.
Prior experience scanning archival collections

Demonstrated understanding of the archival principles of provenance and original order.

Demonstrated understanding and experience with the archival practices of arrangement and description, and have a working knowledge of Describing Archives: A Content Standard (DACS) standards and Encoded Archival Description (EAD) experience using collections information systems and digital asset management systems

Preference may be given to applicants with:

Prior experience using ASpace

Prior experience processing aviation and space materials.

Qualifications and evidence of technical competence providing services and completing tasks similar to those described in the attached Statement of Work (SOW) must be indicated by the following means:

1. Submit your professional resume, including a list of past and current work experience; educational degrees, certificates, and trainings; and proficiencies in operating and utilizing specific scanning equipment and digital image capture, processing, and archival technology and software.

2. Submit a concise narrative discussion addressing your qualifications, technical competence, capabilities/proficiencies, and approach to satisfy the requirements of the attached SOW.
Proposals will be evaluated on total price.

The SI plans to award without discussions, but does reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary.

4 INSURANCE REQUIREMENTS

Prospective contractors are required to have general liability coverage in the minimum amount of $1,000,000 per occurrence for liabilities arising out of the prospective contractors’ 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. The SI must be listed as additional insured for the General Liability Insurance. Proof of insurance must be submitted with quotes.

Alternatively, prospective independent vendors are provided the opportunity to enroll in the Smithsonian’s independent contractor insurance system, provided that the total contract value does not exceed the sum of $75,000. The insurance premium fee for the short-term general liability insurance is made available for qualified, small independent vendors. Enrollment in this program is not guaranteed, and determination for eligibility is on a case-by-case basis, determined by number and value of previous awards. Upon determination of successful award, the contractor would be responsible for furnishing a check for payment of the insurance premium due. If the vendor is not eligible for this insurance, he will be required to purchase his own insurance. Failure to purchase his own insurance will be cause for cancelling the award.

5 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 6 of this RFQ). DUNS numbers are provided through Dun and Bradstreet (D&B) at no charge when you contact D&B via toll-free telephone call to 1-866-705-5711, or on the internet at http://fedgov.dnb.com/webform. Non-U.S. (international) vendors may also contact D&B via email at 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.
Current and prospective recipients of contracts and purchase orders awarded by the SI are required to 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, or via toll-free call to 1-888-606-8220. There is no charge for registering in SAM.

For vendors who were registered in CCR prior to July 30, 2012, this means:

- All information in CCR was transferred to SAM and available for viewing and updating on July 30, 2012;
- Vendors will not have to re-register in SAM if their CCR was active and valid on July 30, 2012; however, they will have to set up a SAM user ID. Once this is done, the vendors will have access to all their information and may edit it as needed. Vendors may set up a SAM user ID when they are notified by the SAM that it is time to renew registration.
- Vendors who attempted to access their information by going to the current CCR website on or after July 30, 2012, should have been automatically redirected to SAM.

For vendors who were not registered in CCR prior to July 30, 2012, this means:

- Vendors will need to obtain a DUNS number (see Section 5 above) in order to register in SAM.
- Beginning on July 30, 2012, they must be directed to http://sam.gov to complete registration in SAM.
- The registration process via SAM has been changed for SAM, and is reported to be streamlined and much easier than the CCR process.

If yours is the accepted 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.
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 contractor 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. Contractor 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, 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 forms OF-306.

Homeland Security Policy Directive 12 (HSPD-12)

8 INFORMATION TO BE SUBMITTED WITH QUOTES

Quote packages submitted must include the following information and components to be deemed responsive to this Request for Quote (RFQ) and accepted by the SI:

• Business name, address, telephone number, and DUNS number

• Business point of contact name, telephone number, and email address

• Date of quote and the dates through with the submitted pricing is valid

• A narrative description of relevant experience that addresses your firm’s or sole proprietorship’s experience processing/working with digital materials in an archive, library or museum, including the scope and complexity of the projects satisfying the requirements of the SOW.

• A narrative of technical qualifications that addresses your firm’s or sole proprietorship’s technical competence, capabilities, qualifications and approach, satisfying the requirements of the SOW
• Resume, complete with professional and educational information.
• A listing of contracts and/or other projects demonstrating:
  1. Digital scanning of archival material
  2. Use of software products used for processing of digital assets.

• References

• Pricing. Ensure that an hourly rate and base year pricing is included, and cite the date through which the pricing submitted is valid

• Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, or a statement of your intent to enroll in SI’s general liability insurance program.

9 ATTACHMENTS

• Statement of Work for this RFQ
• Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
• Form SI-147B, Smithsonian Institution Privacy and Security Clause
• Form OCon 520, Background Investigations and Credentials for Contractor Personnel
• Smithsonian Institution Independent Contractor Clauses
• Smithsonian Institution Rights-In-Data Clause
  Form OCon 102 - COTR Clause
  Form OCon140 – Confidentiality & Disclosure Clause