

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the National Museum of African American History and Culture, Smithsonian Institution (SI), for technical professional, non-personal services to provide instructional coordinator services in accordance with the Statement of Work (SOW).

I. SUBMITTING YOUR QUOTE

Price quotes are preferred via **electronic mail (email)**. Quotes are due by 12:00pm, on Friday, June 3, 2016>, at:

Smithsonian Institution
NMAAHC
600 Maryland Ave, SW
Suite 7001
MRC 509 P.O. Box 37012
Washington, DC 20013

Attn: Candra Flanagan
Email to: NMAAHCEducation@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 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 hand delivered or submitted via direct package delivery companies to the street address listed above.

II. DESCRIPTION OF REQUIRED SERVICES

The Smithsonian has a requirement for Instructional Coordinator to support the NMAAHC National History Day resource library and programming. A firm fixed price will be awarded. The award will be for one basic year and two one-year options.

III. EVALUATION

The SI plans to award based on best value. 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. Provide experience information on the following:

- Designing inquiry-based learning experiences (in-person, online, and/or in print) for students grades 6-12
 - Coordinating communications across multiple groups simultaneously
 - Creating and implementing research-based resources (digital and/or print) for under the National History Day project model
 - Hosting and delivering public programming for students, grades 6-12
 - Scheduling and developing marketing plan for public events, workshops, and programs targeted to students
 - Managing program budgets
 - Knowledge of the Smithsonian Institution and the NMAAHC collection
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. Qualifications/Technical Competence

1. **Technical Information** - Technical information should include a narrative discussion addressing the technical competence, the firm's capabilities, qualifications, and approach to satisfy the requirements of the SOW.
2. **Certifications** – A minimum Bachelor's Degree in American History, American Studies, African American History/Studies
3. **Awards subject to the Service Contract Act** – This requirement is in accordance with GSA Schedule.

C. Résumés are requested.

D. Price – please submit your hourly rate for the work herein described in the SOW

IV. INSURANCE REQUIREMENTS

Prospective independent vendors are provided 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 to furnish 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.

V. 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 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.

VI. System for Award Management (SAM) registration (formerly CCR)

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 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,
 - They may set up an 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 and 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 Part V. 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 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.

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>.

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.

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.** Pricing. Ensure that base year and option year pricing is included.
- E.** 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.
- F.** Certificates or other documentation confirming appropriate types and levels of insurance required are in effect, and other certificates and documentation requested.

- G.** 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
- H.** If requested in the RFQ, provide résumés of personnel that may be assigned to perform work under the anticipated award.
- I.** 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.
- J.** Indicate any discounts to your GSA schedule contract pricing that is being extended to the SI by your price quote(s).
- K.** Cite the date through which pricing submitted is valid.

ATTACHMENT(S):

- Statement of Work for Instructional Coordinator 26 May 2016
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions



Program Manager

Statement of Work

May 26, 2016

The Smithsonian Institution's National Museum of African American History and Culture (NMAAHC) is scheduled to open in 2016. Before the building officially opens on the mall museum staff is busy planning the inaugural exhibitions and hosting public programs. This includes programs for students in grades 3-12. Through NMAAHC's Student and Teacher division, the museum is in the unique position to impact the student and their relationship with history.

SCOPE OF WORK

NMAAHC Resources for National History Day

National History Day (NHD) is a year-long academic program which engages the historical thinking skills of students across the country. Today more than half a million middle- and high-school students participate in the program conducting original research on historical topics of interest. Students have the opportunity to enter their project into local and affiliate level competitions. Selected projects advance to a national level competition held each June at the University of Maryland, College Park. They construct entries as an individual or in a group in one of five categories- Documentary, Exhibit, Paper, Performance or Website. Students then compete in a series of contests (School, Regional, and State) to proceed to the National Contest. The mission of National History Day is to provide students with opportunities to learn historical content and develop research, thinking and communication skills through the study of history and to provide educators with resources and training to enhance classroom teaching.¹

NMAAHC is poised to help students become better scholars by providing access to primary sources and expert mentorship. As the national museum charged to tell the American story through the African American lens, NMAAHC will be able to assist students in deepening their projects to present American history in a fuller manner by incorporating African American story in NHD project when and where appropriate.

STATEMENT OF WORK

The Contractor shall provide support, develop resources and manage the programming for the NMAAHC initiative to support students with National History Day.

¹ <http://nhd.org/>, 14 March 2016

- The Contractor shall ensure that the NHD Resource Initiative supports NMAAHC's mission, educational philosophy and approach.
- The Contractor shall manage NHD-related programming and resources.
- The Contractor shall assist in the development of educational materials to support the Center for Teaching and Learning at NMAAHC.
- The Contractor shall work collaboratively with members of the education department. Working with the Director of Education, the Student and Teacher Coordinator, Early Childhood Education Specialist, Museum Teachers, and other staff members as needed or requested.

DELIVERABLES

June 2016- August 2016

- Create supporting materials for the 2017 NHD competition: African American theme project titles, research and curate NMAAHC object collection for the 2017 theme, and other website resources as determined by project manager and NMAAHC staff.
- Develop a plan for creating and implementing NHD-related resources for the NMAAHC website.
- Engage in professional development related to child development, learning styles, history pedagogy, presentation techniques, and museum education.
- Work with NMAAHC staff to create program schedule.
- Work with NMAAHC staff to develop and implement marketing strategy for workshops and review sessions.
- Schedule NHD resource programs and workshops for the 2016-2017 school year.

September 2016-June 2017

- Support marketing efforts, including but not limited to creating registration pages, contacting schools, etc.
- Develop and implement academic year workshops for students, grade 6-12.
- Outline and plan resources to be featured on the NMAAHC website.
- Track programs, including number of registration, attendees, etc.
- Work with NMAAHC staff to develop and create a summer institute for students around teaching historical method in support of NHD project framework.
- Work with the national offices of NHD to be a part of the national competition in June 2017

PERIOD OF PERFORMANCE

June 13, 2016 – June 30, 2017

With option to extend for two years

- July 1, 2017—June 30, 2018
- July 1, 2018—June 30, 2019

PERFORMANCE STANDARDS

The Contractor will:

Resource Development

- Create resources with historical learning standards in mind from sources such as Common Core, Habits of the Mind, NCSS standards and other standards as determined.
- Contribute suggestions for new resources, innovative delivery methods, and strategies for production.

Workshops

- Communicate with students and their adults in a friendly, helpful, and professional way.
- Respond to audience emails within 2 business days.
- Communicate with teachers either through an SI email account or from a phone.
- Actively seek solutions when problems arise.
- Be aware of possible inclement weather and will be prepared to make decisions regarding alternatives and communicate with registrants.
- Track workshops, either onsite or off-site, including location and number of children and teachers served.
- Have a base knowledge of NMAAHC so they may be able to represent the museum to the students and answer any basic questions.
- Be well versed in the lesson plan(s) and be able to speak confidently and answer questions about the content. The museum teacher should consider themselves an expert on material presented to the students.
- Hold the attention of the students using good classroom management and speak in a clear, confident voice.
- Scaffold the information presented to the students.
- Seek to be accurate in the historical information that is provided to workshop participants
- Use inquiry method of teaching, causing the students to use deductive reasoning.
- Ensure that all parts of the lesson are participatory and built on best practices of age-appropriate pedagogy
- Be polite, courteous, and a professional representation of the NMAAHC in dress, attitude, and presentation.

Marketing Support

- Work with the Student and Teacher Initiative Coordinator to plan and implement a marketing strategy to ensure registration for program.
- Communicate with any inquiries about the program

Other

- Communicate regularly the Student and Teacher Initiatives Coordinator to provide updates, solidify decisions, and escalate issues as needed.
- Monitor and track's the project's progress, budget and plans, and will handle issues that arise when necessary
- Create and maintain comprehensive documentation and record keeping.
- Support the work of the NMAAHC Center for Teaching and Learning when requested.

WORK LOCATION & HOURS

The Contractor will primarily work at the offices at Capital Gallery. There may be times when the Contractor will be asked to work remotely at local schools or at site of the Contractors choosing.

Contractor will work an average of 32 hours a week with a total of 1760 hours for the contract duration.

PRICE

The price to the Smithsonian Institution for this purchase order is a firm fixed price with all costs included.

PAYMENT SCHEDULE

The contractor is responsible for submitting an invoice by the 15th and 30th of every month to Smithsonian National Museum of African American History and Culture. Payment will happen within 30 days of invoice submission in accordance with SI Accounts Payable regulations.