

Request for Quote (RFQ)
Smithsonian Institution
National Museum African Art
Head Registrar

The National Museum of African Art, Smithsonian Institution (SI), for technical professional, non-personal services in collections management activities that reflect NMAfA's primary Strategic Goal: A 21st Century Global African Art Museum. The SI has a requirement for Head Registrar services at the National Museum of African Art. For the period of this contract the contractor's major duties are to identify, develop, and begin the implementation of collections acquisitions and documentation systems that incorporate the epistemologies and ontologies of African descendent communities from which the museum's collections are derived. A Labor-Hour order will be awarded. The award will be for a one-year time period with the possibility of a one-year option year renewal.

SUBMITTING YOUR QUOTE

Price quotes may be submitted via electronic mail (email) to MellorS@SI.EDU no later than 5:00pm EST. on Monday, March 1, 2022 and include the following with request for quote:

1. Letter of interest
2. Business name, address, telephone number, and DUNS number
3. Resume
4. Business point of contact name, telephone number and email address
5. Pricing. Ensure that base year and option year pricing is included.
6. Past Performance Provide demonstrated experience providing Head Registrar services of similar scope and to similar organizations to SI museums. Identify three (3) projects, customers, time frames, contract dollar values, and complexity of work to facilitate determination of capabilities to perform the work required 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
7. Certificates - Prospective contractors are required to have General Liability Insurance for at least \$1,000,000 The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes. Additional insurance options can be discussed with Smithsonian Risk Management Office if insurance is not provided at time of selection.
8. 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

SCOPE OF WORK

The Contractor shall provide technical professional, non-personal service in collections management activities that reflect NMAfA's primary Strategic Goal: A 21st Century Global African Art Museum. For the period of this contract the contractor's major duties are to identify, develop, and begin the implementation of collections acquisitions and documentation systems that incorporate the epistemologies and ontologies of African descendent communities from which the museum's collections are derived. The deliverable will be an updated and revised draft of the museum's Collection Management Policy document.

STATEMENT OF WORK

In addition to the limited term work identified in the above, the Head Registrar:

Plans and implements programs of the Registrar's Office. Ensures short- and long-range planning of registration and collections management activities in connection with the NMAfA and SI goals and objectives. Consults with the Office of the General Counsel as necessary on registration matters.

Implements NMAfA's collections management policy, continuously monitoring the policy for suitability to both NMAfA and the Institution's needs and conformance to applicable current laws and statutory regulations, updating and revising as appropriate. These policies and procedures concern such areas as the acquisition and accessioning of objects, access to collection objects, insurance, and annual inventories.

Manages a collections information and management system, both manual and automated. Coordinates responses and suggestions from administrative, curatorial and conservation staff regarding the type of information to be entered and the production of reports.

Manages periodic and ongoing inventory activities in accordance with both NMAfA and Smithsonian policy and procedures. Accounts for and is aware of objects in the custody of NMAfA and devises procedures and documents that provide ready access to the location and condition of all such objects.

Responsible for the movement and security of objects within the Museum. Assures that all objects belonging to the Museum or in its custody are handled with care.
Manages accession, catalogue, and donor records for all objects in the collection.
Manages all registration aspects of the temporary loan exhibition program, which may include exhibitions organized and exhibited at the NMAfA and sent to other museums, as well as exhibitions organized by other museums and exhibited at NMAfA.

Develops NMAfA loan agreements and related documentation, and is primarily responsible for content, compilation, and completion of all incoming and outgoing loan records. The incumbent assures adherence to the NMAfA's obligations to lenders and that borrowers meet the requirements of NMAfA's outgoing loan agreement.
Serves as NMAfA liaison to SI Office of Risk Management and, with approval of the Director, is responsible for obtaining projected valuations for collection insurance renewal.

Assures that objects on loan to the Museum are properly insured and that objects from the Museum's collection are insured while off the premises of the Smithsonian Institution. Manages damage/loss records for all objects whether insured or not; and in case of loss or damage, takes appropriate action to process insurance claims. When required, prepares application for Federal Indemnity under the Arts and Artifacts Indemnity Act and other Federal applications governing ethnographic material.

In collaboration with the Conservation Department, oversees crating and packing and arranges transportation of objects leaving and coming into the Museum. Evaluates special requirements to protect objects while in transit; specifies requirements and monitors packers, shippers, airlines, freight forwarders and customs broker's provision of proper packing, handling, control, and timely delivery of the objects. Ensures that all other Museum standards for security, care and handling of objects are observed both in transit and while objects are in the custody of the Museum. Examines condition of borrowed objects and prepares condition reports including documenting damage or unstable condition. Supervises packing of objects to be returned to lenders to ensure safe transport.

Budget Administration

Formulates and justifies current and future budgets, including insurance, equipment, and shipping. Analyzes workloads, operating procedures, and spending plans, and establishes priorities.

Prepares, monitors, and refines budget projections for packing, shipping, insurance, freight forwarding, loan fees, couriers, and other expenses for the Registration Office. Responsible for accuracy and accountability of government bills of lading.

Serves as the NMAfA liaison and contact with U.S. Customs regarding entry into and departure from the U.S. for NMAfA collection items and borrowed objects. Assures that Customs and international (*e.g.*, SITES) regulations are met to ensure the successful and safe movement of items and that the NMAfA does not incur unnecessary customs charges or duties. Represents the NMAfA at professional meetings, conferences, and workshops. Members of the registration staff are supervised by the Associate Director for Collections and Facilities who evaluates work performance, identifies training needs, provides advice on work and administrative matters, resolves problems, and oversees the work of interns, volunteers, and temporary help.

KNOWLEDGE NEEDED

The Contractor shall possess knowledge of standards and best practices in collections management as set forth by the American Alliance of Museums or other international museum organizations, as well as directives set by the Smithsonian Institution and the National Collections Program.

DELIVERABLES

The primary deliverable will be an updated and revised draft of the museum's Collection Management Policy document. Necessary acquisitions documents such as deed of gift, insurance, loan contracts, annual inventories are executed in a timely manner and within deadlines.

PERIOD OF PERFORMANCE

All work under this purchase order shall begin on or about March 28, 2022, and be completed on or about March 27, 2023, with the option to extend an additional year.

INSURANCE REQUIREMENTS

Prospective contractors are required to have General Liability Insurance for at least \$1,000,000. The SI must be listed as additional insured for the General Liability insurance. Proof of insurance must be submitted with quotes.

WORK HOURS

Contractor will work 40 hours per week. Due to COVID-19 the contractor's schedule could change at any time per prior oral or written agreement. Contractor should anticipate working primarily on-site pending a return-to-work initiative announcement from SI administration and implementation by NMAfA senior management. Contractor can work remotely, which include TEAMS, Zoom, or other telecommunication methods.

CONTRACTOR EXPENSES

Contractor is responsible for all commuting, travel, lodging, meals and other expense with the execution and completion of this contract.

Immigration Documentation:

If necessary, the contractor is responsible for obtaining necessary authorization to work in the United States.

EVALUATION

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

(Note Factors A and B are of equal Importance and together are granted more importance than factor C)

A. Relevant Experience/Past Performance

1. Provide demonstrated experience providing Head Registrar services of similar scope and to similar organizations to SI museums. Identify three (3) projects, customers, time frames, contract dollar values, and complexity of work to facilitate determination of capabilities to perform the work required as cited in the statement of work.
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** - Include a narrative discussion addressing the technical competence, the firm's capabilities, qualifications, and approach to satisfy the requirements of the SOW.
2. **Certifications** – Include copies of registrar or collections manager certificates for training that has been achieved.
3. **Product Samples** – Samples or examples of collections management tools such as policy statements or operational plans are welcome.

C. Pricing – provide rate per year

CONTRACTING INFORMATION

Once a vendor has been awarded the contract, they will need to have the following in place:

SI CREDENTIALS AND BACKGROUND CHECKS

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 always escorted by Credentialed personnel 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)

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.

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.

ATTACHMENT(S):

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