

## **SAAM Part-Time Contract Educator**

This Request for Quote (RFQ) is issued by the Smithsonian American Art Museum (SAAM) for technical professional, non-personal educational research and support services to provide educational research and support services in accordance with the Scope of Work (SOW).

### **I. SUBMITTING YOUR QUOTE**

Price quotes may be submitted by email. Quotes are due by 5:00PM, on Friday, August 2, 2019, at:

Smithsonian American Art Museum  
PO Box 37012  
750 9th Street, NW  
Victor Building, Suite 3100  
Washington, DC 20013  
Attn: Elizabeth Dale-Deines, Teacher Programs Coordinator  
Email to: [DeinesE@si.edu](mailto:DeinesE@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 submitted electronically at the email address listed above.

### **II. DESCRIPTION OF REQUIRED SERVICES**

The Smithsonian American Art Museum requires professional, technical, non-personal services to help build strategic relationships with District of Columbia Public Schools (DCPS) and community organizations to create and deliver programming to area learners. The contract educator will become familiar with the needs of the DC educational landscape (needs assessment) in order to identify gaps and overlaps (gap analysis) between these and SAAM's collection and current offerings. This position will work in conjunction with SAAM's teacher programs coordinator, cultural partners, and artists to design and facilitate programming. The award will be for 20 hours per week, for 11 months.

### **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 three factors (A, B, C) are of equal importance. Evaluation factors are:

#### **A. Relevant Experience/Past Performance**

1. At least one of the following: One or more years acting as lead teacher in a formal education setting (DCPS preferred). At least 1 year organizing and facilitating community engagement and/or school-adjacent human services programs (volunteer work is applicable). Experience conducting informational interviews as well as needs assessments preferred.
2. Past Performance should be indicated by a list of at least two (2) references who can answer specific questions on the quality of work performed by the prospective contractor that is similar to that described in the SOW. Provide points of contact and their current telephone numbers, dates for periods of performance or employment, and brief descriptions of the work performed with each reference.

## **B. Résumé**

Submit a cover letter and a résumé outlining your experience as it relates to this project, and the following competencies or qualifications:

### **Primary Knowledge, Skills and Abilities:**

1. Completed Bachelor's degree or equivalent experience in human development, education, curriculum design, social work, human services, or related field required. Master's degree or master's-level coursework a plus.
2. Experience working in a museum, school, or related educational context.
3. Knowledge of basic pedagogical best practices as well as human development.
4. Excellent command of reading, writing, and speaking in English.
5. Excellent organizational skills, particularly contact management.
6. Experience with Microsoft Word, Outlook, PowerPoint, and Excel.
7. Ability to process information logically and identify key information for decision-making based on Museum mission.

### **Additional Knowledge, Skills and Abilities:**

1. Knowledge of DCPS and Common Core State standards
2. Familiarity with the challenges facing urban school districts, DCPS preferred.
3. Familiarity with collecting, organizing, and analyzing, anecdotal data.

## **C. Price**

Please submit your hourly rate which should include all direct and indirect costs necessary to complete the requirements as outlined in the SOW.

**NOTE:** This is a contractual position and not a staff appointment. The budget for this contract is \$40,000. The selected contractor will be responsible for paying their own federal and local taxes and health care expenses.

## **IV. INSURANCE REQUIREMENTS**

Prospective contractors are required to have General Liability Insurance including coverage for bodily injury and property damage in the minimum amount of \$300,000. The SI must be listed as additional insured for the General Liability insurance. Contractors will be eligible to enroll in the Smithsonian's General Liability insurance policy at a cost of approximately \$85. Proof of insurance or agreement to enroll in the Smithsonian's General Liability insurance policy must be submitted with quotes.

Prospective contractors with questions about insurance coverage may contact:  
Douglas Wilde, Administrative Officer, SAAM  
Email: [wilded@si.edu](mailto:wilded@si.edu) / Tel: 202-633-8345

## **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](mailto: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](http://www.fsd.gov) or via toll free call to 1-888-606-8220. There is no charge for registering in SAM.

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.

It is strongly encouraged that prospective contractors enroll in SAM in parallel with responding to this RFQ: while not an evaluation criterion, delays in obtaining proof of an active SAM enrollment from the selected contractor may necessitate SAAM having to

adjust this RFQ and solicit new quotes. SAAM staff are not authorized to assist prospective contractors in completing SAM enrollment. Prospective contractors should seek the assistance of regional help bureaus at

<http://www.aptac-us.org/contracting-assistance/>

## **VII. BACKGROUND INVESTIGATION**

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 submitted must include the following information to be deemed responsive to this Request for Quote and accepted by the SI:

1. Project Title.
2. Business name, address, telephone number, and DUNS number.
3. Business point of contact name, telephone number and email address.
4. Pricing.

5. Full contact information for two (2) references who can answer specific questions on quality of work similar to that described in the SOW. Please include names, job titles, telephone and email addresses, dates for periods of performance or employment, and brief descriptions of work performed with each reference.
6. Cover letter and résumé detailing past experience.
7. Certificates or other documentation confirming that appropriate types and levels of insurance required are in effect, and other certificates and documentation requested. The prospective contractor may also provide acknowledgement of his/her agreement to enroll in a Commercial General Liability Policy for Smithsonian Contractors.
8. Cite the date through which pricing submitted is valid.

**ATTACHMENT(S):**

- ☐ Statement of Work for Part-Time Contract Educator
- ☐ Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- ☐ Form SI-147B, Smithsonian Institution Privacy and Security Clause
- ☐ Form OCon 140, Smithsonian Institution Confidentiality Clause