

SMITHSONIAN INSTITUTION
Cooper Hewitt, Smithsonian Design Museum
Statement of Work – Catalogue Card Transcription Project (Pilot), Quality Control Contractor
8/23/2021

Brief Description:

Services for the transcription quality control of digitized typed and handwritten museum object catalogue cards.

Statement of work

Contractor shall provide technical, professional, non-personal, work-for-hire services to Cooper Hewitt, Smithsonian Design Museum as part of a Transcription Pilot Project of approximately 15,000 museum object catalogue cards, headed in conjunction with the Smithsonian's Digitization Program Office (DPO). The Pilot Project is in preparation for a larger-scale production project of approximately 195,000 object cards. This work includes:

Phase I: Pre-Transcription

1. Contractor will assist in the packing and shipment of size-determined batches of physical cards for delivery to the digitization vendor.
2. Contractor will assist in the reconciliation of duplicate and erroneous filenames in preparation for transcription.

Phase II: Transcription Quality Control

1. Contractor will review and approve size-determined batches (approximately 10% of the total 15,000) of vendor-transcribed or OCR'd typed and handwritten data for ultimate input in the museum's collection information database, The Museum System (TMS).
2. Contractor will identify, report and/or correct data omissions and discrepancies (rejected batches) to vendor as part of DPO's Workflow and Feedback Cycle.
3. Contractor will generate correctly formatted and standardized data for CSV index export, with approved and transcribed data matched to proper TMS fields. All entries will be made on the specified fields and using the required formatting. Contractor will follow pre-established guidelines provided by Curatorial and the Transcription Protocol.
4. Contractor will make note of card irregularities and consult with Curatorial staff on the recommended solution. Contractor to add solutions to reoccurring irregularities to the Transcription Protocol for future project reference.
5. Contractor shall complete a set number of records per week, number to be determined by size of folder.
6. Once batch approved, contractor will reconcile filenames of cards without an exact match to existing TMS records.

Phase III: Implementation of data

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7. Contractor shall assist in populating catalogue entries for selected museum objects in TMS using final approved CSV index.
8. Contractor will review records in TMS to make sure data is accurately imported, fielded, and formatted and make corrections as needed after consulting with curatorial staff.
9. If time allows, Contractor shall use the Union List of Artist Names (ULAN) or other sources to confirm spelling of designer name, gender, nationality and birth and death dates when entering in TMS and include the ULAN hyperlink. Decision on whether there is sufficient time for this task shall be determined by the curatorial department.

Qualifications

- The Contractor shall have experience cataloging collection items; creating, and enhancing digital records for historical and cultural material, with strengths in cataloguing and creating records for a wide range of object type, with demonstrated experience transcribing handwritten materials.
- The Contractor shall have experience with Microsoft Word, Microsoft Excel, and museum collection information systems, preferably The Museum System (TMS). The ability to create records for a wide variety of object types is essential.
- The Contractor should be diligent, thorough, meticulous, and consistent in following object cataloguing and data entry guidelines.
- The Contractor shall have a strong background in Design history (Drawings & Prints, Wallcoverings, Textiles, Product Design/Decorative Arts or similar fields), which may be demonstrated by coursework and/or work experience.

Period of Performance

This is a four-month (16 week) term contract. The Contractor shall work 8 hours a day between the hours of 8:00 am and 6:00 pm, which will amount to a total of 640 hours.

Majority of work to be completed remotely. If onsite, Smithsonian Institution shall provide the supplies, equipment, and workspace to complete the project. Contractor shall provide any respirator or other personal safety equipment needed.

Contract shall begin once the contract has been awarded and all work shall be completed no more than 16 weeks after the start date.

Smithsonian Institution
OCon 105
Request for Quote (RFQ)

Technical or Professional, Non-personal Services

This Request for Quote (RFQ) is issued by the Cooper Hewitt, Smithsonian Design Museum (SI) for technical professional, non-personal services and duties related to the transcription quality control of approximately 10% of 15,000 museum object catalogue cards as part of a Transcription Pilot Project, headed in conjunction with the Smithsonian's Digitization Program Office (DPO). The Pilot Project is in preparation for a larger-scale production project of approximately 195,000 object cards. Services are in accordance with the accompanying Statement of Work (SOW). The Smithsonian Institution reserves the right to award multiple contracts as a result of this RFQ.

I. SUBMITTING YOUR QUOTE

Price quotes to be submitted by electronic mail (email). Quotes are due by **5:00PM EDT**, on **Monday, August 30th, 2021** at:

Attn: Janice Hussain, Digital Imaging Specialist
Email to: HussainJ@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 SI has a requirement for pre-transcription, transcription quality control, and data implementation services as part of the Transcription Pilot Project. This award will be for 640 FTE hours (16 weeks/4 months). Component specifications for services detailed in the accompanying Statement of Work (SOW).

III. EVALUATION

Award will be made to the Offeror whose proposal represents the Best Value to the Smithsonian, considering the evaluation criteria and the requirements of the solicitation / RFQ.

Consequently, award could be made to an Offeror other than that with the lowest price / estimated cost. The following factors will be used in determining award from the solicitation:

1. Relevant Experience
 - a. Provide detailed information about experience obtained within the past three (3) years providing or performing services of similar size, scope, complexity and type of client that indicates your suitability for this project as described in the SOW.
 - b. Include a brief summary of your training and experience cataloging museum collection items; creating and enhancing digital records for historical and cultural material, with strengths in cataloging and creating records for a wide range of object type, and transcribing handwritten materials.
 - c. Include a brief summary of your experience working as an independent contractor or self-employed individuals.
2. Technical Skills: Provide a narrative describing your technical qualifications that can meet the requirements as described in the SOW.
3. Price: Provide hourly rate for the base year plus all option years.

The Smithsonian Institution plans to award without discussions but reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.

IV. INSURANCE REQUIREMENTS

Successful candidates are required to have General Liability Insurance for \$1,000,000. The Smithsonian Institution must be listed as additional insured for the General Liability insurance. Coverage may be purchased through the Smithsonian policies.

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&vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>.

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

- A.** Project Title
- B.** Name, address, telephone number, email address, and DUNS number
- C.** Pricing, provided in the unit of rate/per hour.
- D.** Résumé of person that may be assigned to perform work under the anticipated award.
- E.** Narrative (cover letter) addressing the candidate's capabilities, qualifications, approach, and technical competence to satisfy the requirements of the SOW. Detail suitability providing or performing services of similar size, scope, complexity and type of client.
- 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.** 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
- 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 (SOW), Released 8/23/21
- Form SI-147A, Smithsonian Institution Purchase Order Terms and Conditions
- Form SI-147B, Smithsonian Institution Privacy and Security Clause
- SI Rights-in-Data Clause
- OCon 520, Background Investigations and Credentials for Contractors' Personnel
- Contractor Responsibility for a Coronavirus (COVID-19) Prevention Control Plan