

REQUEST FOR QUOTE: CURATORIAL AND ARCHIVAL SERVICES

Performance Work Statement Curatorial and Archival Services for Office of History, HQ U.S. Army Corps of Engineers

1.0 General Description

The Office of History (CEHO) maintains a rich collection of artifacts, documents, photographs that chronicle the history of the U.S. Army Corps of Engineers. The artifacts are housed in CEHO's Museum Collection and the documents and photographs in the Research Collection. Both the Museum and Research Collections have accumulated a significant backlog material that needs to be assessed, cataloged, arranged, scanned, indexed, and entered into their respective collections.

2.0 Scope of Services

2.1 In support of CEHO's museum collection, and working in conjunction with the USACE Museum Curator, the Contractor shall perform inventory, identify and list duplicate and non engineer objects, cataloging and catalog record updates, photography, and preservation tasks with Museum Collection. The Contractor shall be responsible for photographing the duplicate items determined by the Curator as redundant to the collection in preparation for their removal. The Contractor shall also photograph new acquisitions to the collection that are cataloged during the period of the contract. The number of photos produced is contingent on the number of objects determined to be superfluous to the collection.

2.2 The Contractor shall be responsible for lining the remaining storage lockers with closed cell polyethylene foam to enhance artifact preservation that do not already have it.

2.3 The Contractor shall also perform work in the Office of History Research collection, and shall provide archival support services including provenance research, arrangement, conservation, and description of historic materials including documents, photographs, books, audio recordings, and electronic data. The Contractor shall rehouse collections in properly labeled folders and create finding aids for specific collections. The Contractor shall scan images and enter the metadata into the digital file.

3.0 Final Products

3.1 Museum Collection

In accordance with the scope of services set forth above, the Contractor shall provide the following deliverables:

3.1.1 Completed inventory lists for the lockers 29, 31, 32, 38, 44, 45, and 46. Complete a separate list of identified duplicate, possible or known reproductions, and non engineer objects in lockers 6, 11, 21, and 42.

3.1.2 Photographs of the duplicate, reproduction, and non engineer objects if not already photographed at the direction of the Curator. Produce a minimum of 130 museum catalog records, new or heavily revised, in AHCAS and the same number of artifacts marked, photographed if necessary, and fully prepared for museum storage.

3.1.3 Produce new catalog records and photograph new objects arriving to the collection within the period of the contract and update existing catalog records at the direction of the Curator.

3.2 Research Collection

3.2.1 To enhance the accessibility of the materials in Research Collection the contractor will review 50 Hollinger boxes (approximately 25 linear feet) and review the contents of those boxes against the applicable finding aid. The Contractor shall update the finding aid to reflect the contents of the boxes. In those instances where the boxes and folders are worn, dirty, or too full, the Contractor shall re-house the material and update the finding aid as necessary. In a related task, the contractor will affix permanent box labels, in a format to be specified by the Government, on the 113 boxes of photographs that comprise the Civil Works image collection. Archival supplies including boxes, folders, and labels, will be provided by the Government.

3.2.2 In addition, using source documentation from the old Ft. Belvoir Engineer Museum, the Contractor shall conduct research on unprocessed CEHO Research Collection material believed transferred from that organization. Based on their research the Contractor shall identify documents, images, books, recordings, and whole collections currently in the Research Collection. Based on their research the Contractor shall recreate acquisition files, describe, digitize if necessary, and process this material into the Research Collection. The Contractor shall create or update existing finding aids as necessary.

4.0 Schedule

4.1 Within ten days of award the Contractor shall participate in a conference with the Government Technical Point of Contact (Technical POC) to review the requirements of the contract and discuss research methods and identify the files to be searched. Additional telephone calls and meetings with the Technical POC

will be held at the request of any of the parties involved. All telephone calls and meetings are considered part of the contract and no additional payment will be provided for participating in them.

4.2 Within four months of award the Contractor shall complete the review and rehousing of the Civil Works records; the labeling of the boxes of Civil Works images; and the review of historic material transferred from the Ft. Belvoir Engineer to the Office of History's Research Collection.

4.3 Within six months of award the Contractor shall have completed half of the inventory and the examination to identify duplicate, reproduction, and non engineer material, and formally meet with the Curator to determine progress and adjust procedure as needed.

4.4 Within twelve months of award the Contractor shall complete all the remaining work specified in the performance work statement.

5.0 Location and Contractor Furnished Equipment and Software

All of the work required under this contract shall be performed at the U.S Army Corps of Engineers' facility at 7701 Telegraph Road, Alexandria, Virginia, 22315. The Government will provide all of the necessary equipment, software, and museum and archival supplies necessary to complete the work.

6.0 Contractor qualifications and experience

The Contractor must have a Master's Degree in History or Archival Management and at least three years of archival and museum experience including: document research, the preparation of document inventories; and inventorying and cataloging historic artifacts and preparing them for storage.

7.0 Access to the Government Computer Network

The Contractor shall be required to complete the required computer training and the necessary background screening to gain access to the government's non-classified computer network as a condition completing this contract.

8.0 Period of Performance

The contract's period of performance is 12 months from date of award.

9.0 Use of Information

The Contractor shall not release the information produced under this contract to others outside of the Office of History without the prior written consent of the Technical POC.

10. Security Requirements

All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, controlled access areas, or require network access, shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. Upon request, the contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at/>; or it can be provided by the RA ATO in presentation form which will be documented via memorandum

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks or background investigation and to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

The contractor and all associated sub-contractors shall receive a brief/training (provided by the RA) on the local suspicious activity reporting program. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 5 calendar days after the completion of the training.

All contractor employees with access to a government info system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete the DOD

Information Assurance Awareness prior to access to the information systems and then annually thereafter in accordance with personnel security standards listed in AR 25-2 (Information Assurance), an appropriate background investigation will be conducted prior to accessing the government information systems.

All new contractor employees will complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training. OPSEC awareness training is available at the following websites: <https://www.iad.gov/ioss/> or <http://www.cdse.edu/catalog/operations-security.html>; or it can be provided by the RA OPSEC Officer in presentation form which will be documented via memorandum.

All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

11. Local Security Policy

All contractor employees who require physical access to government controlled facilities or logical access to government information and or information systems are subject to a fitness determination and appropriate vetting. To assist in the vetting process, the contractor must submit a notice of visit form for each employee who will perform work on the contract, including at the minimum, the name, social security number and date of birth of each employee performing work on the contract that need physical and or logical access.

Documents containing personally identifiable information may only be submitted via encrypted email, by first class mail or it may be hand carried to the security office. Notice of visits must be submitted through the government contracting officer representative (COR) or technical representative who will deliver them to the security office. All notice of visits must be received three business days in advance of the contractor reporting for work.

The contractor will work through the COR or technical representative for the contract who will serve as the liaison between the security office and the contractor. Contractor employees who are not sponsored by a government employee will not be granted access to any facilities under HECSA control nor will HECSA security approve logical access to information systems if a notice of visit containing either the DOD ID number or the social security number is not provided to the security office.

Contractor personnel who do not require a common access card may be granted physical access based on favorable results of an NCIC III records check. Contractors who need a common access card must have the minimum of a favorably adjudicated NACI. If no investigation is on file the CAC will not be issued until a favorable FBI fingerprints check is received by the security office and the NACI has been initiated in PSIP. HECSA Security will initiate all NACI investigations. Contractors who require access to classified information must be performing work on a classified contract and the contract company is responsible for initiating all required investigations for the appropriate security clearance.

If an employee has been the subject of a previous favorably adjudicated investigation, it may be reciprocally accepted if there has not been a two year break in service and there is no presence of new and potentially unfavorable information that casts doubt about the subject's suitability. When a background check is reciprocally accepted but is more than 5 years old, the security office may initiate an NCIC III check to ensure no new unfavorable information exists.

Contractor employees whose access to classified information has been suspended or revoked will not be authorized logical access to government information systems IAW AR 25-2 paragraph 4-14 b (2) until that investigation is favorably adjudicated. These personnel will also not be allowed unescorted access to government facilities until the investigation has been favorably adjudicated by the Command Security Manager. OPM Final Credentialing Standards allow agencies to deny a CAC or PIV card to any individual who has had their access to classified information denied or revoked. Further due process is not required in these situations. The contractor must provide employees who can be cleared to perform work and must immediately provide replacement employees for those who cannot be cleared.

RFQ SUBMISSION INSTRUCTIONS:

If your firm is interested in this requirement, please review the PWS and submit your quotation via email to jesusa.g.labial@usace.army.mil **no later than September 17, 2014, 11:00 A.M. EDT.**

Your quotation shall consist of two parts:

Part I - Price quotation with breakdown by labor category, labor rate, number of hours, and other charges as appropriate.

Part II - Resume of proposed personnel demonstrating the qualifications and experience requirements in Paragraph 6 of the PWS.