INVITATION FOR BID

FOR

Administrator of Pennsylvania Conservation Corps Program

ISSUING OFFICE

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT
555 Walnut Street
Forum Place, 6th Floor
Harrisburg, PA 17101

IFB NUMBER
6100036964

DATE OF ISSUANCE
03/14/2016
PART IV
STATEMENT OF WORK

TABLE OF CONTENTS

Part IV-1---GENERAL INFORMATION ........................................ Page 4
Part IV-2 ---CRITERIA FOR QUALIFICATION .............................. Page 6
Part IV-3---CONTRACT TASKS...............................................Page 6
Part IV-4---CONTRACT REQUIREMENTS.................................Page 8
Part IV-5---PRICING & PAYMENT..........................................Page 9
Part IV-6---REPORTING......................................................Page 10

APPENDIX A – Cost Submittal
APPENDIX B – Anti-Sweatshop Certification and Language
APPENDIX C – Reciprocal Limitation Acts Requirements
APPENDIX D – Procurement of Apparel or Apparel Laundering Services
APPENDIX E – Standard Terms and Conditions
APPENDIX F – Project Assignment Form
APPENDIX G – Reimbursement Form
APPENDIX H – HIPAA Business Associate Agreement
The Commonwealth will make every effort to adhere to the following schedule:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to submit Questions via email to Corey Walters at <a href="mailto:cowalters@pa.gov">cowalters@pa.gov</a>.</td>
<td>Potential Bidders</td>
<td>March 22, 2016, 4:00pm</td>
</tr>
<tr>
<td>Answers to Potential Bidders’ questions posted to the DGS website (<a href="http://www.emarketplace.state.pa.us/Search.aspx">http://www.emarketplace.state.pa.us/Search.aspx</a>)</td>
<td>Issuing Office</td>
<td>March 25, 2016, 4:00pm</td>
</tr>
<tr>
<td>Please monitor website for all communications regarding the IFB.</td>
<td>Potential Bidders</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Bidders must submit their bids through the Commonwealth's electronic system (SRM).</td>
<td>Bidders</td>
<td>April 1, 2016, 4:00pm</td>
</tr>
</tbody>
</table>
IV-1. GENERAL INFORMATION:

A. **Contract Scope/Overview:**

The Department of General Services (DGS) (“Issuing Office”) on behalf of the Pennsylvania Department of Conservation and Natural Resources (DCNR) seeks an administrator to develop and manage a conservation corps, a statewide program that will offer work experience, job training and educational opportunities to young people who complete recreation and conservation projects on Pennsylvania’s public lands. The intention of this solicitation is to have a youth conservation corps beginning with a summer youth employment program in Summer of 2016.

The program shall consist of a six (6) week summer program for youth between the ages of 15-18 and a ten (10) month program for young adults ages 18-25. The youth workers shall be paid at a rate of $10.15/hr and shall not exceed 37.5 hours per week. The young adults shall be paid at a rate of $10.25/hr and shall not exceed 1,500 hours per year with a normal workweek of 37.5 hours.

The youth and young adult corps shall tackle hands-on projects such as trail restoration, tree planting, light construction, shoreline restorations and invasive species management in state and local parks, state forests and other public lands, as well as undertake specialty projects in relation to recreation and conservation, which may include public outreach, research and assessments. DCNR has the right to add additional types of projects as deemed necessary. In addition to hands-on job skills, the program provides learning experiences in resource management, environmental issues and topics and recreation skills.

The goal of the conservation corps is to help protect and restore public lands and waters and to provide young people with the knowledge and expertise to be good stewards of our natural resources and be connected with job opportunities relating to the outdoors and the environment. The program shall provide training in work skills necessary for future successful employment and comply with the Fair Labor Standards Act and all applicable employment laws and regulations.

B. **Locations:** The conservation corps program will be statewide, located in state parks or forests as job headquarters, particularly those within close proximity to targeted communities and school districts. Locations will vary according to project work. A highly successful supplier must have proven recruitment and work history in Pittsburgh, Philadelphia or other major metropolitan areas in Pennsylvania.
C. **Issuing Office**: The Issuing Office has issued this IFB on the behalf of the Commonwealth. The sole point of contact in the Commonwealth for this IFB shall be Corey Walters, the Issuing Officer for this IFB. Please refer all inquiries to the Issuing Officer, via E-Mail at cowalters@pa.gov. Only electronically submitted questions will be accepted. Please include the IFB Solicitation Number, 6100036964, in the subject line of the email.

D. **Method of Award**: The Commonwealth intends to award a contract to the bidder based on the lowest cost, who is deemed both responsive and responsible.

   All contract quantities are estimated good faith quantities.

E. **Contract Term**: The contract shall commence on the Effective Date to be no earlier than May 1, 2016 and expire December 31, 2018. The Contract may be renewed for up to two (2) additional one (1) year terms, by mutual agreement between the Commonwealth and the awarded supplier with the final termination date of December 31, 2020 per Section V.3. CONTRACT-002.2b of the Terms and Conditions. Any renewal will be under the same terms and conditions provided; however, the rates under the contract may be increased up to three percent (3%) for each renewal upon receipt of sufficient justification from the awarded supplier and agreement with Commonwealth.

   The awarded supplier shall provide written notification to the Department of General Services no later than January 1 of each subsequent year if they wish to renew and if such increases are to be requested. Justification shall be provided with the request for increase at the time of request. Written notification shall be emailed to cowalters@pa.gov.

F. **Insurance Requirements**: Supplier shall maintain during the program a current Comprehensive Liability Insurance policy of not less than $1,000,000 aggregate and $500,000 per occurrence for bodily injury and property damage. The Commonwealth of Pennsylvania shall be included as an Additional Insured under terms of this coverage. The supplier shall provide the Department of Conservation and Natural Resources a current Certificate of Insurance, indicating that the Department is an Additional Insured and specifically naming the Department as Certificate Holder. The Certificate of Insurance shall also contain a provision stating that the coverages afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth. Supplier shall provide the Department with an updated Certificate on an annual basis thereafter for the duration of the Agreement. The supplier shall also maintain its current accidental health, dismemberment and injury insurance for participants. The Department reserves the right at any time to request and obtain a copy of the full policy for any insurances referenced above.
IV-2 CRITERIA FOR QUALIFICATION:

A. **Supplier Registration:** Interested bidders must register as a supplier on the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) prior to Contract Award. If your company is already registered in the PA Supplier Portal, registration is not necessary. Prior to registration, you are strongly encouraged to review and print the **Supplier Registration Reference Guide** available through the Customer Support Center link on the PA Supplier Portal webpage. Also available on the website is helpful overview information on SRM (Supplier Relationship Management), including its features and the benefits for your organization, as well as other help options designed to provide you with the answers you need and access to staff that can assist you. Should you have any questions or issues related to SRM and/or the registration process, please feel free to contact the SRM Customer Service Center (CSC) at 877-435-7363.

B. **Bid Submission:** Interested Bidders shall complete and return the following documents with your bid:

- **Appendix A** - Cost Submittal Worksheet;
- **Appendix B** – Anti-Sweat Shop Certification and Language;
- **Appendix C** – Reciprocal Limitations Act;
- Resumes and/or Supporting Documentation to show compliance with requirements detailed in Section IV-4 B.
- Supplier References as described below in **Section IV-2 CRITERIA FOR SELECTION, Section C. Supplier References**

C. **Supplier References:** Interested bidders shall provide with your bid, three (3) references (to include: names, addresses, telephone numbers and email addresses) of similar work performed in the previous two (2) years as proof of qualifications to perform the work outlined in this contract.

IV-3 CONTRACT TASKS:

**The Supplier shall complete the following tasks:**

A. Advertise, recruit and hire corps members with skills, education, and qualifications from targeted communities, high schools, colleges and other sources;

B. Establish multiple community corps crews to perform at various DCNR locations throughout the Commonwealth of Pennsylvania;

C. Establish central locations to gather the crews to transport to the job site;

D. Provide uniform(s), personal and/or safety equipment for crew members, as required;

E. Equip crew members with skills needed and provide any specific training and/or safety procedures necessary to perform outdoor conservation work;
F. Manage conservation and recreation project work schedule in cooperation with DCNR;

G. Provide vehicles for transportation of work crews to work area(s);

H. Provide sufficient meals for crew members; at a minimum, breakfast, lunch and snacks;

I. Provide daily management, supervision (ratio of 1 supervisor to 5 crew members) and transportation for simultaneous crews throughout the Commonwealth led by trained and experienced crew leaders. The program may build capacity with the addition of crews and locations throughout the Commonwealth of Pennsylvania;

J. Provide the necessary educational materials, tools, (including safety equipment like radio, mobile or satellite phones for remote sites), and/or other supplies for completion of designated projects assigned to the corps. Any tools, materials, or equipment provided by DCNR must be returned in the condition received except for normal wear and tear;

K. Should DCNR require the Supplier to procure any additional necessary equipment or supplies, the supplier will do so to the agreed upon specifications of the project. Any such tools, equipment and services procured by the supplier on the behalf of DCNR shall remain the property of DCNR after the completion of the project unless provided to the supplier for the performance of future projects;

L. Manage all fiscal aspects of the conservations corps program, including payroll for the crew members and leaders, benefits, associated taxes, and workers comp (if applicable), grant funding to support the program, and risk management;

M. Provide DCNR authorized representative with unlimited access to all documents related to and affiliated with this contract;

N. Risk Management – The Provider shall have a duty officer system and detailed emergency management plans to response 24hr/day/7 days a week. The Provider shall be responsible for Job Hazard Assessment and emergency response plans for each work site. The Provider shall perform appropriate medical screening of all members and leaders;

O. Crew Leader – The contracted manager must receive a minimum of two weeks training in youth development, project management, risk management, CPR and first aid. They must be a minimum of 21 years old; and

P. Program Evaluation – The awarded supplier must provide a proven evaluation process involving quantitative and qualitative feedback from members, leaders and agencies. The evaluation for members must be done pre and post-employment. This evaluation shall be submitted with the Annual Report as described in Section IV-6 REPORTING.
IV-4  CONTRACT REQUIREMENTS:

A. **Background Checks:** Awarded supplier and any persons associated with this contract through the supplier must adhere to Act 153 of 2014, Child Protective Services Law (CPSL). Prior to the commencement of any employment or service under this project, the awarded supplier must provide the Department’s program coordinator with a copy of the request for the criminal history record and child abuse registry clearance information, a copy of the disclosure statement and a copy of the completed clearance information required under the CPSL for each individual employed by the awarded supplier who will be providing services under this project.

B. **Specialized Experience:** In order qualify as a program administrator, Bidders shall demonstrate the following specialized experience requirements:

   a. **Experience:** A minimum of seven (7) years’ experience managing an outdoor work program that provides young people with skills and experiences, teaches stewardship ethics, and exposes them to job opportunities in the outdoors;

   b. **Program Management:** Management of a program that employs youth, preferably in the outdoors. The program managed should consist of multiple work crews throughout multiple locations in cooperation with state, local and non-profit partners. The work may be based out of rural or heavily populated areas, and may fluctuate according to project need;

   c. **Outdoor job skills and experience:** Necessary training and certification to be able to properly carry out conservation projects. Required skills include but are not limited to: operation of necessary equipment, knowledge of restoration and conservation practices, recreation skills, wilderness and first responder training, and habitat and species management knowledge;

   d. **Recruitment and employment:** Consistent record of recruiting and interviewing young people ages 15-25. Success must be demonstrated at the high school level and through community organizations; and

   e. **Stewardship training and education:** Ability to provide youth and young adults with knowledge about the environment, proper stewardship ethics such as Leave No Trace, and recreation skills that will enhance their appreciation and knowledge of the outdoors. Training should include exposure to career job opportunities in the outdoors and environmental fields.

C. **Project Assignment:** DCNR will assign projects to the Supplier via Appendix F, Project Assignment Form. Supplier will then assign projects to the youth or young adult crew, as necessary. Any modifications/changes to assigned projects will be pre-approved by DCNR and relayed to the Supplier in writing.
IV-5 PRICING AND PAYMENT:

A. **Pricing:** Pricing will be submitted on Appendix A - Cost Submittal.

   DCNR will only accept pricing to two (2) decimal points when entering “Unit Price” figures in Appendix A – Cost Submittal.

B. **Reimbursable Expenses:** Payment shall be made on a reimbursement basis for actual parking and toll costs, and approved travel expenses incurred during the period of the contract. Travel reimbursement shall be at or below state rates found in the most current version of the Commonwealth’s Management Directive 230.10, Travel and Subsistence Allowances, and shall require the same documentation as required of state employees. Any submissions of reimbursable expenses for parking and tolls must be submitted with actual receipts in order to be paid. Quantity is estimated and may increase or decrease in accordance to actual agency need.

   a. All requests for reimbursement payments shall be made using Appendix G, Request for Reimbursement Form. Supplier may not submit more than two (2) Request for Reimbursement Forms per project per month.

   b. Mileage reimbursement shall begin at the first central location established to pick up the crew and end at the last location of drop off the crew.

C. **Invoices:** All invoices for this contract **MUST** be sent to the following address:

   Commonwealth of PA – PO invoices  
   PO Box 69180  
   Harrisburg, PA  17106

   Refer to Terms and Conditions, Section V.22 Contract 015.2 Billing Requirements (February 2012) for additional information.

D. **Payment Terms:** Payment shall be made on a reimbursement basis for actual services performed. Invoices shall be submitted monthly.
IV-6 REPORTING:

Reporting: Supplier must submit an Annual Report no later than January 15th of each contracted year. The annual report shall contain the following items:

a. Project number(s) with a narrative of the accomplishments as well as any problems encountered and corrective action(s) taken;
b. Number and type of participants (youth or young adult);
c. Actual breakdown of costs for each project identified by the project number; and
d. Program evaluation as described in Section IV – 3 CONTRACT TASKS

Annual report shall be submitted to:

DCNR Deputy Secretary of Parks and Forestry
7th floor RCSOB
400 Market Street
Harrisburg, PA 17105