

STATEMENT OF WORK

Administrative Support Position (temporary position)

Exploration and Development Well Information Network (EDWIN)

**Pennsylvania Department of Conservation and Natural Resources
Bureau of Topographic and Geologic Survey
(Pittsburgh, PA office)**

I. STATEMENT OF WORK:

The Pittsburgh Office of the Pennsylvania Department of Conservation and Natural Resources' (DCNR) Bureau of Topographic and Geologic Survey (BTGS) is seeking an Administrative Support Contractor to work with BTGS Pittsburgh staff to eliminate a paperwork backlog.

Questions regarding technical aspects of the bid should be directed to Kristen Carter at (412) 442-4234 or krcarter@pa.gov. Questions regarding the contracting or bidding procedures should be directed to Nancy Weibley, Purchasing Agent, at (717) 783-2566 or nweibley@pa.gov.

II. CONTRACT TASKS:

The Bureau recently launched the Exploration and Development Well Information Network (EDWIN). EDWIN is a web-based application that provides users access to Pennsylvania's 178,000+ oil and gas wells of record, including both scanned well documents and associated digital and interpreted data, through a single web-based application that stores database content in the Cloud. EDWIN replaces the older PA*IRIS/WIS system, which was developed more than 20 years ago and provided well information using a combination of software applications and physical server infrastructure.

A majority of the routine work activity in the BTGS Pittsburgh office involves maintaining EDWIN as the Commonwealth's official database of oil and gas well information, and we work in this system daily to keep pace with well record paperwork submitted by the Department of Environmental Protection (DEP)'s regional Bureau of Oil and Gas Management offices (Meadville, Pittsburgh and Williamsport). Between August and October 2016, BTGS Pittsburgh staff were unable to perform their daily paper scanning and data entry activities, however, as DCNR was performing final data migration and system programming for the EDWIN production system. During this three-month period, a significant backlog of DEP well records accrued, as our office continued to receive as many as six large envelopes of well records per day. In order to eliminate this paperwork backlog as expeditiously as possible since the information in EDWIN is routinely used by Commonwealth staff, system subscribers, and the general public, the Bureau is seeking this temporary position to perform the following duties:

1. Assist with the sorting and matching of oil and gas well record paperwork;

2. Scan and index various document types (including location plats, well records, completion reports, and others) into EDWIN. This work requires experience in using document scanning software and hardware;
3. Perform data entry for existing and new data fields in the EDWIN interface. This work requires an understanding of oil and gas well drilling practices, geologic nomenclature, and the format of oil and gas well reporting documents; and,
4. Assist with document filing and other administrative tasks, as necessary.

III. QUALIFICATIONS:

The Contractor for this position shall possess the following qualifications:

- Familiarity with relational databases and Microsoft Office software;
- General understanding of oil and gas well drilling practices, geologic nomenclature, and reading/using maps in digital and hard copy formats; and,
- Class C drivers' license – contractor must provide own transportation.

IV. SPECIFIC REQUIREMENTS:

Work shall begin immediately at the issuance of the purchase order. Deadline for completion of administrative project support, including any related data management and/or filing responsibilities associated with this work (to be determined by BTGS), is not to exceed six (6) months.

V. CONTRACTOR REFERENCES:

After the bid opening, and prior to award, the Department has the right to request references (names, addresses, and telephone numbers) of similar work performed as proof of qualifications to perform the work involved in this acquisition.

VI. TERM:

The contract term shall commence upon receipt of Purchase Order and Notice to Proceed notification, and terminates after six (6) months.

VII. BID AWARD:

The bidder shall complete the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us, for award of the bid.

Bid will be awarded based on the lowest **total sum**.

In the event of a discrepancy between the unit price and extension of figures, the unit price will prevail.

The Department will only accept out to two (2) decimal points.

The purchase order quantities herein are estimated only and may increase or decrease, depending on the needs of the Department. The contractor shall be paid at the unit price bid for actual work performed.

VIII. PAYMENT TERMS:

Payment shall be on a reimbursement basis for actual service performed. Invoices may be submitted monthly.

IX. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

1. Emailed to the following for a Paperless Email Invoice Option:

- Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth’s E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx#.VnmrO6Mo6Uk>.

2. Or, mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number, project number, as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information will result in a delay of payment.

X. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids **will not** be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

XI. BID RESULTS:

Bidders can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bids will be posted within three (3) business days following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.