

STATEMENT OF WORK

GENERAL REQUIREMENTS

1.1 PROJECT INFORMATION

Name: Paleontology Laboratory Technician Services

Agency: PA Historical and Museum Commission
Bureau of the State Museum, Curatorial Division

Project Manager: Kurt Carr
Senior Curator of Archaeology

Work Location: Commonwealth Keystone Building
400 North Street, Ground Floor
Harrisburg, PA 17120

Issuing Office: PA Historical and Museum Commission
State Museum of PA, Room 531
300 North Street
Harrisburg, PA 17120
Attention: Lisa Burchfield
Telephone: 717-705-0557
Email: liburchfie@pa.gov

1.2 BID QUESTIONS/BID ADDENDUMS

Questions are due to the issuing office via email to liburchfie@pa.gov by **2:00 PM on Friday, March 31, 2017**. Answers to all questions and/or addendums will be posted to www.emarketplace.state.pa.us (click on "Solicitations", enter Solicitation Number and click on "Search") by 6100042189. No other questions will be permitted after this date. All questions and answers will become an addendum to the IFB (Invitation for Bid). The issuing office shall not be bound to any verbal information nor shall be bound by any written information that is not either contained within the IFB or formally issued addendums by the issuing office.

An addendum may also be posted if the issuing office deems it necessary to revise any part of this bid, will be posted to www.emarketplace.state.pa.us. It is the potential bidder's responsibility to periodically check the website for any new or revised bid information or addenda prior to the submission of the bid. If an addendum has been issued, the bidder must print a copy of it, sign it and attach it to the bid response.

1.3 BID SUBMISSION

The bid submission is to be electronically submitted by **2:00 PM on Tuesday, April 11, 2017**. Bidders must go to the www.pasupplierportal.state.pa.us to submit a bid. Mailed, faxed, emailed and/or late bids will not be accepted.

1.4 BID RESULTS

Bidders will be notified of the bid results by email and will also be posted to the EMarketplace website under "Bid Tabulations". The results are the apparent bidders and all bids will be under review until the final award of the purchase order.

1.5 INFORMATION REQUIRED FROM BIDDER

To be considered, bids must respond to all requirements of the bid package. Any other information thought to be relevant, but not applicable to the categories below, should be provided as a separate attachment to the required bid information.

- Submit a letter and resume that details all academic training and work experience that meet the minimum qualifications listed in **Section 2.3 - Project Specifications**. The letter must demonstrate a clear understanding of the tasks performed in **Section 2.2 - Project Specifications**.
- Submit three (3) references, including names, street addresses, email addresses, and phone numbers.
- Complete the IFB document electronically by providing an hourly rate which does not exceed **\$30.00** and attach the letter, resume, and references with the bid electronic response.

1.6 BACKGROUND CHECKS

The selected contractor will be responsible for obtaining a Criminal Background check, at their own expense, on an annual basis while working under this contract. The Pennsylvania State Police Criminal History Check may be obtained at <https://epatch.state.pa.us/Home.jsp>. The contractor must provide copies of a certified, clear report that contains the Commonwealth seal. This report must be submitted to the Project Manager prior to reporting to the Keystone Building facility.

1.7 CONTRACTOR USE OF PREMISES/ACCESS/WORKING HOURS

The selected contractor must coordinate access to the site, identification badge, and working hours with the Project Manager. Work is to be completed during business hours, Monday through Friday. Alterations to the work schedule must have prior approval of the Project Manager.

1.8 PROJECT GUIDANCE

The selected contractor will work with the Project Manager in the Curatorial Division of the Bureau of the State Museum. All aspects of the management of the projects will be coordinated with the Project Manager. The Project Manager will review and evaluate the contractor's work on an on-going basis.

1.9 TERM OF THE PURCHASE ORDER

The term of the purchase order will commence on the Effective date indicated on the purchase order and will terminate on June 30, 2018. The contractor shall not start the performance of any work prior to the Effective Date of the purchase order and the Commonwealth shall not be liable to pay the selected contractor for any service or work performed or expenses incurred before the Effective Date of the purchase order. Further, the Commonwealth has the option to renew this contract for up to four (4) additional consecutive one (1) year terms if both parties are agreeable. The same terms and conditions set forth in the initial contract will remain in full effect for all renewal periods. If the renewal option is exercised, the contractor may adjust the hourly rate each renewal period provided the rate is not increased by more than 3% annually.

1.10 CONTRACT INVOICING

- The contractor is to submit bi-weekly invoices for the hours worked the previous two week period.
- The invoice must include the contractor's name, address, purchase order number, line item number, invoice date, days and hours worked, travel costs incurred during that time period with supporting documentation, and the total amount of the invoice.
- Invoices can be sent by mail to the address in the "Bill To" section on the purchase order or by email to 69180@pa.gov.

Electronic bid responses are due by 2:00PM on Tuesday, April 11, 2017.

SECTION 2

PROJECT SPECIFICATIONS

2.1 SCOPE OF WORK

The State Museum of Pennsylvania is seeking a contractor to perform paleontological laboratory and curatorial services (clean, label, store and enter data into computerized database for the paleontological [fossil] collections) for the Curatorial Division, Section of Paleontology and Geology, located in the Commonwealth Keystone Building, 400 North Street, Ground Floor, Harrisburg, PA. The contractor will be compensated on an hourly basis and work a maximum of **37.50** hours per week. The contractor is responsible for his/her own transportation to and from the work site and any associated parking costs.

2.2 REQUIRED TASKS

1. Assist with the continuing reorganization and upgrading the existing storage of individual specimens in the paleontological collections.
2. Assist with exhibit preparation and public programming as needed.
3. Conduct field work and collect specimens in the field as needed. Work in the laboratory and at other institutions. (Travel will be required as needed. All travel expenses incurred will be reimbursed as per the **Commonwealth Management Directive 230.10 Amended**)
4. Wash, label, record data, and store fossils collected and/or received by the Section of Paleontology and Geology.
5. Enter specimen data for existing and/or new acquired specimens into the Section's electronic database.
6. Identify, edit, and correct any inconsistencies and/or erroneous data in the electronic database.
7. Prepare specimens for storage following established procedures through proper museum and specimen handling techniques.

2.3 MINIMUM QUALIFICATIONS

1. A master's degree or higher from an accredited college or university in Geology with Paleontology emphasis or closely related field and a minimum of three (3) years professional museum experience.
2. Basic understanding of Stratigraphy, Biostratigraphy, and Paleontology; as well as Taxonomy.
3. Ability to identify invertebrate and vertebrate fossils and geologic formations in Pennsylvania.
4. The ability to use computers and computer software. Microsoft Word and Access preferred.
5. The ability to lift forty to fifty (40 to 50) pounds of weight.
6. Ability to climb ladders.
7. Ability to walk long distances with a heavy backpack in various weather conditions.
8. Ability to handle and repair fragile fossils (following standard paleontological practices).
9. Ability to write legibly and record detailed field notes.
10. Ability to clearly communicate (orally and in writing) in English.