

STATEMENT OF WORK

COORDINATOR – GOVERNOR’S YOUTH COUNCIL FOR HUNTING, FISHING, & CONSERVATION

Pennsylvania Department of Conservation and Natural Resources
Executive Office
400 Market Street
7th Floor Rachel Carson State Office Building
Harrisburg, PA 17101-2301

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources (DCNR) requires a coordinator to help facilitate the activities of the Governor’s Youth Advisory Council for Hunting, Fishing, and Conservation (must be able to display demonstrated experience of contract tasks requirements).

Questions regarding technical aspects of the bid should be directed to Robb Miller at 717-705-0793 or robmille@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Carol Durham, reachable at 717-783-3309 or cdurham@pa.gov.

II. BACKGROUND:

Executive Order 2015-13 creates both the Governor’s Advisory Council for Hunting, Fishing, and Conservation (hereafter “Council”) and the Governor’s Youth Council for Hunting, Fishing, and Conservation (hereafter “Youth Council”), stating that the Governor and various state officials and agencies would benefit from the advice and counsel of an official representative body, dedicated to studying the recreational use and conservation of our natural resources and comprised of dedicated hunters, trappers, anglers, hikers, and other conservationists of all generations. This statement of work relates only to the coordination of the Youth Council.

The Youth Council shall be comprised of up to twenty individuals, ages 14 through 18, and is formed to deliberate their ideas and recommendations through the Council to the Governor and the Secretary of the Department of Conservation and Natural Resources (hereafter the Secretary). It shall deliberate on all forms of outdoor recreation, including how to best engage their generation and future generations in the conservation and preservation of our natural resources and the enhancement of our hunting and fishing heritage.

The Youth Council may be called upon to fulfill three broad mandates:

1. Making recommendations to the Governor regarding the recreational use and conservation of the Commonwealth’s wildlife and other natural resources.
2. Making recommendations to the Governor regarding regulatory changes proposed by the Pennsylvania Fish and Boat Commission, the Pennsylvania Game Commission, and the

Departments of Conservation and Natural Resources, Environmental Protection, Community and Economic Development, and Agriculture.

3. Making recommendations to the Governor regarding pending legislation that might affect the recreational use and conservation of the Commonwealth's wildlife and other natural resources.

III. CONTRACT TASKS:

The following tasks shall be completed in performance of this contract:

- With assistance from the Governor's Advisor for Hunting, Fishing, and Conservation (hereafter "Advisor"), recruit a diverse group of members by networking with various sportsmen's organizations, conservation groups, school teachers, and others who, as a result of their professional affiliations, routinely engage with young people about conservation-related topics.
- Create an application process and establish participation standards.
- Fill vacancies in a timely manner.
- Act as a liaison between both councils, by sharing the consensus opinion of the youth members and overseeing preparation of their ideas for written or oral presentation to the Governor, the Secretary, the PA Game Commission, the PA Fish and Boat Commission, and other governmental and non-governmental entities, as deemed necessary.
- Coordinate all aspects of meeting planning and development, including location, venue, audio-visual needs, food, lodging, and other pre-meeting and post-meeting activities.
- With assistance from the Advisor, the Secretary, and Youth Council members, develop meeting agendas.
- Provide oversight and supervision of the Youth Council members during meetings and official functions.
- Build networks with various organizations to further develop the leadership skills of the Youth Council members to further broaden their experience so they, in turn, can deepen broader youth engagement in the outdoors at the local level.
- Coordinate the activities of those who have been chosen to serve as adult mentors to the Youth Council from participating state agencies or from various non-governmental organizations.
- Seek the support of various outdoor-related organizations to enrich the overall experience of the Youth Council members and provide meaningful educational/engagement opportunities.
- Coordinate and assist with research, analyzing outcomes, and sharing advice with the Advisor and the Secretary, on all forms of outdoor recreation, including how best to engage today's youth and future generations in the conservation and preservation of our natural resources and the enhancement of our hunting and fishing heritage.
- Prepare an annual report outlining the Youth Council's activities and accomplishments for the year.
- Perform other related duties as necessary to adequately fulfill the responsibilities outlined in the executive order and this scope of work.

IV. CONTRACTOR REQUIREMENTS:

1. Self-Certified Small Business

This invitation for bid (IFB) is reserved for the Small Business Procurement Initiative as designated in Executive Order 211-09 dated November 21, 2011. Only Self Certified Small Businesses which have been certified by the Department of General Services prior to the bid opening date and time may submit a response to this IFB.

Your self-certification form from the Department of General Services should be submitted along with your IFB response. Failure to produce a valid Self Certified Small Business certificate (which must be dated prior to the opening date of this IFB) shall render your submission non-responsive.

For more information on the Department of General Services Small Business Self Certification process please visit: www.smallbusiness.pa.gov.

2. Applicants must be U.S. citizens and residents of the Commonwealth of Pennsylvania.
3. Applicants must have a B.S. or B.A. degree in a natural resource-based major from an accredited college or university or any equivalent combination of experience and training.

V. CONTRACTOR EXPERIENCE:

Vendor must submit a resume detailing that Specialized Experience as outlined below. Work experience must include, but not be limited to the items listed below.

Specialized Experience: To be rated as qualified for this position, we must be able to determine that applicants meets having five (5) years of the specialized experience requirements.

1. Outdoor leadership development and outdoor education with curriculums specifically designed to promote recruitment of the next generation of conservation leaders.
2. Establishing and coordinating hands-on learning experiences for youth including anatomy, physiology, plant collection and identification, wildlife and aquatic management, and natural resource-based recreation.
3. Overseeing, developing, and implementing educational programming that helps advance scientific literacy, communication, workforce preparation, civics, and increased public awareness of aquatic and wildlife habitat conservation and healthy outdoor recreation.
4. At least three years of experience organizing and administering complex learning events using a variety of assets including professionals from various conservation agencies, academia, and non-governmental organizations.
5. Proven track record of fundraising, volunteer coordination, and budget creation and management.

6. Successful completion of Pennsylvania State Police Background Check and Pennsylvania Child Abuse clearances.

Knowledge, Skills, and Abilities: The coordinator of the Youth Council must possess training and experience that clearly demonstrates the following knowledge, skills and abilities. This training and/or experience MUST also be reflected by descriptions of your experience in your resume.

1. General understanding of the natural sciences and the various environmental, social, and political challenges that exist, presently or in the future, which could threaten the health of our natural world.
2. General understanding of the legislative and regulatory process used to create and implement the laws and regulations associated with hunting, fishing, conservation, and sound stewardship.
3. Capability to assist youth members with background research and help them interpret current and pending laws, regulations, and policies.
4. General knowledge about the broad array of sportsmen/conservation organizations that exist in Pennsylvania to network effectively and build relationships that enhance conservation.
5. General knowledge about meeting construction, facilitation, and oversight to produce desired outcomes and create a meaningful learning experience.
6. Ability to teach youth members how to navigate state and federal bureaucracies and, as necessary, lobby public officials to reach desired outcomes.
7. Effective oral and written communication skills.
8. Ability to produce and distribute clear and accurate information to parents who will need to assistance for their child to attend various events and meetings. Much of this work will occur through email and will include a wide variety of topics including proper conduct, attire, transportation, site directions, assistance with travel and expense reimbursement, required equipment, and other expectations.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

VI. CONTRACTOR REFERENCES:

After the bid opening, and prior to awarding the contract, the Department requests references (names, addresses, and telephone numbers) of similar work doing Youth Council Coordination in similar field and scope in the previous two (2) years as proof of qualifications to perform the work outline in this contract.

References are a tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

VII. CONTRACT TERM:

The contract shall commence July 1, 2019 and terminate June 30, 2020.

Furthermore, the parties may agree to renew this contract up to four (4) additional, consecutive, annual terms, with a final termination date of June 30, 2024, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 3%.

The Department will reach out to the Contractor no later than February 28 prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor shall provide written notification of the intent to renew, including the requested price increase if desired, to the Department no later than March 31 prior to the termination date. The renewal notice should be mailed or faxed to:

DCNR
Governor's Advisory Council for Hunting, Fishing and Conservation
Attn: Robb Miller
400 Market Street, 7th Floor
Harrisburg, PA, 17101-2301
Or
Fax: 717-772-9106, Attn: Robb Miller.

VIII. PAYMENT TERMS

Payment shall be made on a reimbursement basis for actual services performed. Invoices shall be submitted monthly.

IX. REIMBURSABLE EXPENSES

Payment shall be made on a reimbursement bases for actual parking 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.

Travel reimbursement will be added after the solicitation is closed for award, as this is not a competitively biddable item.

X. 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>.

2. Or mailed to the following address:

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

And a copy of the invoice MUST also be sent to:

DCNR
Governor's Advisory Council for Hunting, Fishing, and Conservation
Attn: Robb Miller
400 Market Street, 7th Floor
Harrisburg, PA 17101-2301
Robmille@pa.gov

All invoices MUST have the purchase order 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 may result in a delay of payment.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

XI. BID AWARD:

Bidder must complete and return the following:

1. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
2. Bidder must attach to the IFB the required resume as outline in Section V. Contractor Experience.

3. A copy of your self-certification form from the Department of General Services and the Small Business Procurement Initiative. Failure to produce a valid Self-Certified Small Business certificate shall render your submission non-responsive.

Bids will be awarded based on lowest total sum of the bid.

The contract 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.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

XII. 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.

XIII. BID RESULTS:

Bidder can obtain bid results by accessing <http://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.