

STATEMENT OF WORK

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of Geological Survey

GEOLOGIC CONTRACTOR Mid-APPalachian Carbon Ore, Rare Earth and Critical Minerals (MAPP-CORE)

I. SCOPE OF WORK

The Pennsylvania Department of Conservation and Natural Resources (DCNR or the Department), Bureau of Geological Survey (BGS), requires the technical assistance of a qualified geologic contractor to provide technical support to the Mid-APPalachian Carbon Ore, Rare Earth and Critical Minerals (MAPP-CORE) Initiative.

BGS is seeking a qualified contractor to perform basinal assessment of carbon ore, rare earth and critical mineral (CORE-CM) resources. This work will include calculation of unmined/in-situ coal resources, identification and quantification of refuse and waste stream resources identification of critical data gaps and reporting support for the basinal resource assessment and characterization effort.

Questions regarding the technical aspects of the work should be directed to Michele Cooney at 412.442.4230 or miccooney@pa.gov. Questions concerning the contracting or bidding procedure should be directed to Lynda Cashner reachable at 717.783.4884 or lcashner@pa.gov.

II. PROJECT DESCRIPTION

The MAPP-CORE Initiative is a U.S. Department of Energy (DOE)-funded effort for West Virginia University (WVU) to identify key barriers and opportunities in connecting CORE-CM materials and resources to end users and manufacturers within the mid-Appalachian basin. WVU has subcontracted with BGS to provide geologic characterization support for southwestern Pennsylvania as it connects to the mid-Appalachian region.

The Geologic Contractor will be based in the BGS Pittsburgh office (500 Waterfront Drive, Pittsburgh, PA 15222), although assigned tasks may allow for a combination of onsite and remote work. The Geologic Contractor will be provided the necessary computer hardware (laptop and/or desktop machine), software and data access to perform their work duties. The contractor must carefully review the Information Technology (IT) Terms and Conditions to understand the roles and responsibilities of holding Commonwealth Equipment.

III. CONTRACT TASKS

The following tasks must be completed in performance of contract:

- Participate in project team meetings and support participation in DOE-led working groups with other CORE-CM recipients, as needed.
- Collaborate with project team members from KY, VA and WV to perform a basinal

assessment of CORE-CM resources for the mid-Appalachian basin.

- Participate in providing geologic data and expertise specific to the bituminous coal resources and coal-derived waste streams of southwestern Pennsylvania.
- Collaborate with team members to calculate remaining coal resources for major economical coal beds and estimate the elemental composition and potential production volumes of these in-situ resources.
- Collaborate with team members to identify and quantify coal prep plant waste material areas and volumes, power plant ash disposal areas and volumes, AMD areas, and organic-rich shale wastes.
- Support BGS in identifying critical data gaps and proposing additional sample collection and laboratory/data analysis activities.
- Assist BGS with interim budget period and final deliverable reports as required by the Project.

IV. WORK HOUR REQUIREMENTS

Work will begin at the execution of the purchase order. Contractor is expected to work 150 hours per month for each of 12 months, which equates to a total of 1,800 hours for the 12-month contract period.

Travel time will not be considered as work hours.

V. CONTRACTOR REQUIREMENTS

A. The Contractor must possess training and or experience that clearly demonstrates the following knowledge, skills and abilities. This training and/or experience MUST also be reflected by descriptions of contractor's experience in the Contractor's resume.

- Ability to use Geographic Information Systems (GIS) or other mapping software applications.
- Ability to use the Exploration and Development Well Information Network (EDWIN) for subsurface data queries.
- Ability to use Microsoft Office software, including Excel for data compilation and management.
- Strong scientific writing skills.

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

B. Class C drivers' license – contractor must provide own transportation to the BGS Pittsburgh office (500 Waterfront Drive, Pittsburgh, PA 15222) for onsite meetings and work tasks.

C. Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be

made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal or quote. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission non-responsive.

VI. CONTRACTOR REFERENCES

After the bid opening and prior to awarding of the contract, the DCNR has the right to request three (3) references (name, addresses, and telephone numbers) for whom similar work has been performed by the Contractor as proof of qualifications to perform the work involved in this contract. Similar work is defined as querying relational databases to populate and prepare geologic data sets for additional analysis; interpreting geologic reports and/or geophysical logs; and preparing digital map products.

References are an optional tool available to the DCNR 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 DCNR reserves the right to reject the bidder. The decision to both request references and/or reject bidders based on inadequate reference will be made solely at the discretion of the DCNR.

VII. CONTRACT TERM

The contract will commence upon receipt of Purchase Order and terminate December 31, 2023.

VIII. BID AWARD

Bidder must complete and return the following:

- A. The electronic Invitation for Bid (IFB) to be found at www.pasupplierportal.state.pa.us.
- B. A copy of the Contractor's current and valid Class C Driver's License.
- C. Contractor's Resume
- D. A properly executed Worker Protection and Investment Certification Form.

The unit price must include all labor, materials, equipment, tools, insurance, and all items necessary for the completion of each service item in the project.

The bid will be awarded based on the total sum of all the blocks as indicated on the IFB-Invitation for Bids. The contract quantities are estimated only and may increase or decrease, depending on the needs of the Department. The Contractor will be paid at the unit price for the actual work performed.

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

IX. PAYMENT TERMS

Payment will be on a reimbursement basis for actual service hours worked.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.20 CONTRACT-016.2 Payment – Electronic Funds Transfer of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

X. INVOICES

Invoice format must be in accordance with the IFB-Invitation for Bid. All invoices for this contract MUST either be:

A. 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>.

B. Or mailed to the following address:

Commonwealth of Pennsylvania—PO
Invoice PO Box 69180
Harrisburg PA 17106

Invoices are to be submitted monthly.

All invoices MUST have the purchase order number as well as your SAP Number on the invoice. All Invoices must provide dates and times worked and must include work performed. Each entry must be entered on a separate line with total time worked for that period. Time submitted must be no less than one-quarter hour increments. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide a detailed invoice 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. RECEIPT AND OPENING OF BIDS

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Emailed, faxed 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.

XII. BID RESULTS

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable. The results are the apparent bidders and all bids are under review until final award of the purchase order.