



# PENNSYLVANIA GAME COMMISSION

## BUREAU OF WILDLIFE MANAGEMENT

2001 ELMERTON AVENUE HARRISBURG, PA 17110-9797 | (717) 787-5529

### BID SPECIFICATIONS

#### WILDLIFE DIVERSITY CONSERVATION PLANNING ASSISTANT

1 JANUARY 2023 - 1 OCTOBER 2025

#### Short Description

The Pennsylvania Game Commission Wildlife Diversity Division Planning and Grants Administration Section seeks a qualified, detail-oriented individual to assist the Conservation Planning Coordinator (Coordinator) with administrative and technical services supporting development of the 2025-2035 Pennsylvania Wildlife Action Plan. Work will be part-time and conducted remotely; occasional in-state travel may be required. Contract agreement is contingent upon funds available.

#### Background

The Pennsylvania Wildlife Action Plan (PA WAP) is the Commonwealth's comprehensive blueprint for recovering endangered species and preventing species from becoming endangered. Required by Congress to receive federal State and Tribal Wildlife Grants Program funding to conserve Pennsylvania's wildlife, including species not hunted or fished, the PA WAP must be comprehensively reviewed and, where necessary, revised every 10 years. The 2025-2035 PA WAP must be submitted to the U.S. Fish and Wildlife Service by 1 October 2025. An assistant is needed to support timely completion of a variety of tasks between 2023-2025 to ensure the 2025-2035 Pennsylvania Wildlife Action Plan is submitted by the deadline.

#### Essential Duties

The Conservation Planning Assistant (Assistant) will work independently under the direction of the Coordinator to compile information and materials for analysis, interpretation and synthesis by the Coordinator for use in the 2025-2035 PA WAP. Tasks may include:

- Assisting with preparations for a stakeholder conference (anticipated 2023);
- Compile completed (and ongoing) Game Commission State Wildlife Grant project information and from these projects, as relevant, include species of greatest conservation need (SGCN) targets, habitats impacted, conservation actions implemented, outcomes and other information
  - Review projects, state and regional activities and relevance to PA Wildlife Action Plan Goals, Objectives and Strategies;
- Compile and summarize Wildlife Action Plan outreach initiatives conducted since 2015;
- Work with PGC staff and partners to identify and organize case studies to illustrate 2015-2025 Wildlife Action Plan implementation;
- Compile information on partner programs and implementation benefitting SGCN and their habitats;
- Compile relevant state plans (e.g., state forest action plan, climate action plans) to facilitate association with updated goals, objectives and strategies;
- Compile recent scientific literature pertaining to topics covered in the Wildlife Action Plan;
- Compile and/or format biological data for analyses;
- Assist scheduling partner meetings, as needed;
- Assist species account authors with database questions. Review draft species accounts for typographical or grammatical errors and consistency;
- Compile images for use in the Wildlife Action Plan and associated species accounts;
- Draft charts and graphs, as needed;



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### Essential Duties *continued*:

- Assist with required summarization of changes between the 2015-2025 and 2025-2035 PA Wildlife Action Plans;
- Assist with document editing and formatting;
- Other duties as assigned.

### Timeframe/Hours/Schedule

This is part-time, reimbursement-based work between 1 January 2023 and 1 October 2025. Monthly invoicing will not exceed 80 hours. 75% of work hours must be between 0800 and 1700 ET Monday-Friday, with the ability to respond swiftly to time sensitive tasks.

### Location

Work will be conducted remotely. Occasional travel to meetings in the Harrisburg area may be required.

### Qualifications

- M.S. Wildlife Biology, Conservation Biology, Natural Resources, or equivalent;
- Knowledge of, and experience with, the 2015-2025 Pennsylvania Wildlife Action Plan;
- Knowledge of, and experience with, the Game Commission State Wildlife Grants Program and working knowledge of Federal Aid requirements (experience preferred);
- Experience organizing, reviewing, and processing bird and mammal SGCN data;
- Experience maintaining databases and synthesizing biological information;
- Flexible schedule with ability to respond promptly to time sensitive tasks;
- Detail-oriented with strong communication skills, both orally and in writing;
- Able to work independently with a positive attitude and strong work ethic;
- Proficiency with Microsoft Office programs;
- Access to a computer and reliable internet service;
- Live within 30 miles of Harrisburg;
- Valid U.S. driver's license and access to a reliable vehicle.

### Insurance Requirements

The Contractor is required to have in place during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

A. Worker's Compensation Insurance for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.

B. Public Liability and Property Damage Insurance to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including



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the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

### **Bid Procedure**

Qualified applicants must submit

- a cover letter;
- resumé or curriculum vitae;
- narrative description demonstrating experience and/or examples to justify how the applicant meets each qualification;
- reimbursement cost by state fiscal year (FY22: 1 July 2022 – 30 June 2023; FY23: 1 July 2023 – 30 June 2024; FY24: 1 July 2024 – 30 June 2025; FY25: 1 July 2025 – 1 October 2025).

### **Contact**

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