

STATEMENT OF WORK

Consultant – PA DCNR Climate Action Plan

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

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources is the caretaker of 2.2 million acres of state forest and 124 state parks. As the commonwealth's leading conservation agency, the department's mission is to conserve and sustain Pennsylvania's natural resources for generations to come. The department is seeking a consultant to provide technical advice and services related to data collection, analysis, and communication that will contribute to the department's climate action plan (CAP). This could include, but is not limited to, the integration of environmental justice, solid waste reduction, methods to reduce greenhouse gas (GHG) emissions, and adaptation strategies. Additionally, the consultant will provide advice on how the department can reach carbon neutrality by reducing greenhouse gas emissions from daily operations, procurement practices, utilizing carbon offsets, and more.

Questions regarding technical aspects of the bid should be directed to Greg Czarnecki at 717.783.1337 or gczarnecki@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Jenna English, reachable at 717.787.3278 or Jenenglish@pa.gov.

II. BACKGROUND:

Pennsylvania has seen significant changes in temperature, precipitation, and storm intensity, with the average temperature increasing 1.8F and very heavy rain events increasing more than 70%. Projections from the 2021 Pennsylvania Climate Impacts Assessment are for these trends to continue and accelerate along with significant increases in extreme heat events, floods, and an altered growing season.

These changes have already resulted in significant impacts on DCNR's lands and mission. Outdoor recreation is changing as the summer recreation season has become longer, winter recreation opportunities such as skiing and snowmobiling have been reduced, and water-based recreation has been limited by harmful algae blooms and fluctuating water levels. Flooding has also had severe impacts on infrastructure, including roads, trails, buildings, bridges, and dams.

Natural resources are also being impacted. Wildfires now occur year-round, economically important trees such as black cherry and sugar maple are in decline, forest pests like the hemlock wooly adelgid are threatening forest health, invasive species like kudzu are spreading, and vector-borne diseases such as Lyme disease are on the increase.

DCNR's climate change position statement lays out how the department is approaching this important issue:

Climate change is real and is impacting the commonwealth's ecological and recreational resources. As the state's leading conservation agency, DCNR will use the best available science to develop and implement climate change adaptation and mitigation strategies within each of its bureaus to minimize these impacts and serve as a role model for the citizens of Pennsylvania.

III. CONTRACT TASKS:

The consultant will assist with:

- Assessing the department's greenhouse emissions.
- Evaluating and developing strategies to reduce greenhouse gas emissions resulting from, but not limited to, daily operations, staff commuting and business travel, procurement processes, and concessionaire activities.
- Developing greenhouse gas reduction strategies that will help the department achieve carbon neutrality.
- Preparation of the department's climate action plan.
- Developing communication materials related to the climate action plan, its recommendations, and data.

IV. CONTRACTOR REQUIREMENTS:

- A. Contractors must be U.S. citizens and residents of the Commonwealth of Pennsylvania.
- B. Contractors must have a B.S. or B.A. degree from an accredited college or university.
- 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.

V. CONTRACTOR EXPERIENCE:

Contractor 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: The Department must be able to determine that the Contractor meets having two (2) years of the specialized experience requirements.

- Developing climate change and/or sustainability plans for large government agencies or non-governmental organizations with geographically dispersed locations.
- Conducting GHG inventories and developing strategies to reduce GHG emissions.
- Communicating climate change impacts and solutions to communities and local governments.
- Interpreting and communicating complex data analysis for non-technical audiences.
- Knowledge of carbon offsets and strategies for achieving carbon neutrality.

Knowledge, Skills, and Abilities: The contractor must possess the training and 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.

- A. Effective oral and written communication skills.
- B. Deep understanding of current and potential climate change impacts in Pennsylvania.
- C. Ability to display complex data and trends graphically.

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

REGARDING YOUR EXPERIENCE.

VI. WORK HOUR REQUIREMENTS:

Work will begin at the execution of the purchase order. Contractor is expected to work a maximum of twenty (20) hours each month of the contract period.

VII. CONTRACTOR REFERENCES:

After bid opening and prior to awarding of the contract, the DCNR has the right to request three (3) references (names, addresses and telephone numbers) for whom similar work has been performed in the previous three (3) years by the Contractor as proof of qualifications to perform the work involved in this contract. Similar work is defined as assessing greenhouse gas emissions, developing strategies to reduce greenhouse gas emissions, and preparing climate action plans.

The bidder may already have one or more contract areas with the Department. If the bidder has one or more contracts, he must be able to perform all the work associated with said contracts in the required time frame. Therefore, the contractor may be asked to submit additional evidence of their ability to operate multiple projects within a specific time frame as well as successfully complete the combined acreage for all potential projects. Evidence may include past, satisfactorily completed projects of similar scope and acreage; and/or a detailed work plan, including timelines, of the intended approach to the multiple projects.

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 or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

VIII. CONTRACT TERM:

The contract will commence upon receipt of Purchase Order and terminate September 30, 2024.

Furthermore, the parties may agree to renew this contract up to one (1) additional, consecutive, annual term, with a final termination date of September 30, 2025, 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 April 30th prior to the termination date to begin renewal discussions.

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

DCNR

Attn: Greg Czarnecki

400 Market Street, 7th Floor

Harrisburg, PA, 17101-2301

Or

Greg Czarnecki at gczarnecki@pa.gov or Melissa Wallace at mewallace@pa.gov.

IX. PAYMENT TERMS:

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

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.21 CONTRACT-016.2 Payment - Electronic Funds Transfer of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

X. REIMBURSABLE EXPENSES:

Payment will be made on a reimbursement basis for actual parking and approved travel expenses incurred during the period of the contract.

Travel reimbursement will 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 will require the same documentation as required of state employees. All travel expenses submitted for reimbursement must include clear and legible copies of all *paid* receipts.

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

XI. INVOICES:

Invoice format must be in accordance with the 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 PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

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

DCNR
Attn: Melissa Wallace
400 Market Street, 7th Floor Harrisburg, PA 17101-2301
Or
mewallace@pa.gov

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: Contractors 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 Number and, for security purposes, should not be explicitly stated on an invoice.

XII. BID AWARD:

Bidder must complete and return the following with bid response:

- A. The electronic Invitation for Bid (IFB) to be found at www.pasupplierportal.state.pa.us,
- B. A properly executed Worker Protection and Investment Certification Form.
- C. Bidder must attach to the IFB the required resume as outlined in Section V. Contractor Experience.

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 will 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.

XIII. RECEIPT AND OPENING OF BIDS:

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

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

XIV. 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.