Catalyst Connection
Request for Proposal

February 27, 2020

Shale Industry Expertise: Research, Education, Business Development

Catalyst Connection
4501 Lytle Street, Suite 301
Pittsburgh, PA 15207
TEL: (412) 918-4214
FAX: (412) 687-2791

ATTN: Jeanne Straw, VP of Administration
jstraw@catalystconnection.org

Time & Date Set for Closing: 4:00p.m. on March 13, 2020

This document contains information that is considered Proprietary Information of Catalyst Connection and is not to be disclosed to anyone outside those organizations without the approval of the Vice President, Administration OR the President.
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SECTION I.

REQUEST FOR PROPOSAL

Catalyst Connection is requesting a proposal from qualified firms or individuals for Shale Industry Expertise: Research, Education, Business Development.

Proposals are to be emailed:

Attn: Jeanne Straw  
VP of Administration  
jstraw@catalystconnection.org  
412-918-4214

Catalyst Connection  
4501 Lytle Street, Suite 301  
Pittsburgh, PA 15207

Until 4:00 pm EST on March 13, 2020 at which time Catalyst Connection will cease accepting proposals.

Proposed Timetable  
(Catalyst Connection reserves the right to adjust this timetable as they see fit):

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<td>RFP Issued</td>
<td>February 27, 2020</td>
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<td>Deadline for Inquiries</td>
<td>March 3, 2020</td>
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<td>March 13, 2020</td>
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<td>Proposer Presentation (TBD)</td>
<td>March 20, 2020</td>
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<td>Selection of Final Vendor &amp; Contract Execution (Work to begin)</td>
<td>March 25, 2020</td>
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SECTION II.

PURPOSE OF RFP

Project Summary & RFP Intent
We are pleased to invite you to respond to this Request for Proposal (RFP) for the Shale Industry Expertise: Research, Education, Business Development for Catalyst Connection and Southwestern Pennsylvania Corporation (SPC) under the Appalachian Regional Commission’s Shale POWER Grant. The awardee of this contract will act as the shale gas industry expert providing content and training to assist manufacturing companies seeking opportunities within the industry.

The intent of this RFP is to contract with an individual or company to provide Catalyst Connection and SPC with shale energy value chain information and assistance in development research, education materials and business development assistance for manufacturing companies. Your responses should reflect best value costs while conveying your abilities to meet the specific requirements stated herein. The successful Bidder will need to meet all of our functional, technical, and financial requirements set forth in this RFP.

Company Information

Grant Partners
The Shale POWER project team is well connected to the regional manufacturing industry and committed to engaging companies with the shale gas supply chain for economic and workforce development purposes. Project lead, Southwestern Pennsylvania Corporation (SPC), is a regional ARC LDD, EDA Economic Development District, and Transportation MPO. Catalyst Connection is a subrecipient whose role includes managing agreements with other subrecipients and subcontractors (including the awardee of this RFP). West Virginia Manufacturing Extension Partnership (WV MEP), Ohio Manufacturing Extension Partnership (Ohio MEP) Johnstown Area Regional Industries (JARI) are all subrecipients to the Shale POWER initiative. Partners will provide in-depth assistance to the most engaged SMMs using MEP-led approaches, and content knowledge from industry experts. These in-depth services for economic expansion and jobs development projects will be supported by a Manufacturing Mini-grant component of the project. The partners will use the curriculum and other materials developed as part of the scope of this RFP. Engagement activities coordinated by the Industry Expert will be used as an opportunity to inform SMMs about in-depth services provided by the partners. It will be necessary for the industry expert to work closely with the needs of the grant partners.
Target Audience
The ARC Shale POWER grant targets the following types of individuals and entities:
- Small and Medium-sized Manufacturing companies (SMMs) in the tristate region
- Current manufacturing companies and other community influencers
- The tristate region includes the following counties of Pennsylvania (Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington and Westmoreland), Ohio (Belmont, Gallia, Jefferson, Lawrence, Meigs, Monroe, Scioto and Washington) and West Virginia (Brooke, Doddridge, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio, Pleasants, Preston, Ritchie, Taylor, Tyler, Wetzel and Wood).

About Catalyst Connection
Catalyst Connection is a private non-profit economic development organization that provides technical consulting services and assistance to small- and mid-sized manufacturing companies in the 12 counties of southwestern Pennsylvania. Our mission is to advance the performance of manufacturing companies in southwestern Pennsylvania by accelerating their growth and productivity improvements. Catalyst Connection’s current website is located at www.catalystconnection.org.

Through active collaboration with our clients and the manufacturing community at large, we contribute to the growth, vibrancy, and ongoing robustness of manufacturing in our region. Catalyst Connection is supported, in part, by the Commonwealth of Pennsylvania, Department of Community and Economic Development, and by the National Institute of Standards and Technology’s Hollings Manufacturing Extension Partnership.

As a non-profit 501(c)3 firm, we succeed when our clients succeed. Catalyst Connection is not motivated by making large profits, but by reporting the success stories of our manufacturing clients.

In 2018, 215 manufacturers who had recent projects with Catalyst Connection reported the following results:
- $255 million in increased or retained sales
- 1,240 jobs created or retained
- $ 49.6 million additional investments made
- $11.8 million cost savings and investments avoided

Both our state and federal stakeholders provide our funding based on the positive impacts our work generates with our clients. These impacts are based on established metrics, which include cost reduction, sales increased, investments made, and job creation and retention.
SECTION III.

SPECIFICATIONS / SCOPE OF WORK

The Shale Industry Consultant will conduct the following tasks during the period of performance April 1, 2020 to September 30, 2022:

1. **Outreach & Engagement** – Collaborate with partners to develop an engagement strategy for reaching manufacturing industry leaders and assets, as well as SMM targets of the overall project. Create a three-year master calendar of planned trips to shale-manufacturing sites that are critical for small- and medium- supply chain businesses to understand.

2. **Update Research** - Update and enhance previously completed shale energy value streams research and documentation and Asset Guide. Shale energy value chain information is expected to include, but not be limited to, the critical steps involved in extracting natural gas, processing it and using it as a source of energy and/or a source of feedstock to manufacturer a wide variety of products. Included in the critical steps, will be needs for manufactured products (ex: equipment, tooling, transportation), and the requirements for suppliers to participate in the value chains (ex: certifications, training, delivery, services). The research will also provide key contacts in the industry and opportunities for networking and interactions (trade shows, supplier forums, and technical conferences).

3. **Disseminate Research** - Help disseminate the results of the research, identify and introduce industry contacts to SMMs, and assess business development opportunities.

4. **Sector Field Tours** - Lead fifteen sector field tours (five annually) with direct contact with the gas production, midstream processing and downstream manufacturing hubs of activity, such as the Shell Appalachian Chemical Hub, the Gulf Coast petrochemical sector and R&D organizations. These networking/business development activities will allow SMMs to experience, learn and witness operational activities and successful supply chain and business growth relationships.

5. **Support Virtual Tours** - Work with outreach professionals to assist in recording at least three of the field tours to be made into virtual tours for those unable to attend in person.

6. **Conduct Training** - Conduct 18-24 educational workshops, webinars and/or training events over three years. Collaborate with project partners to market and recruit participants that will take place primarily in our “anchor” institutions of CMU Mill 19 (Pittsburgh, PA), WVU (Morgantown, WV) and Belmont College (St. Clairsville, OH).

7. **Event Participation** - Identify and seek participation in variety of events, conferences, and networking events conducted by industry, states, economic development organizations, trade associations, nonprofits, and academic institutions operating in
emerging shale-manufacturing sector, including Tri-State Shale Coalition, Marcellus Shale Coalition, and others. Primarily within three project states, but also including participation in key gulf coast events and others. A minimal participation of one major event for each of the three years is required communicating the unique value proposition for the SMMs in the appropriate aspect of the shale value chain.

8. **Develop Collateral** - Develop content for web- and print-based collateral materials. Disseminate via project partners & other channels.

The successful proposer should have the following skills and background:
- In-depth knowledge of shale gas value chain activities including extraction, midstream processing, downstream petrochemicals and related supply chains.
- Familiarity working with private companies; federal, state and local government entities; economic development agencies and the regulations associated with each group
- Ability to develop content and present to an audience, with a wide range of knowledge about the shale gas industry. Emphasis of the content will be on opportunities, risks and detailed steps needed to engage with industry contacts.
- Awareness of the Appalachian region and key players in the tristate region
- Capability to promote an engagement strategy to a group of businesses and then assist a single business on a specific plan of action unique to their needs
- Previous experience in providing similar services or completing similar work.

**SECTION IV.**

**INSTRUCTIONS TO PROPOSERS**

1. You must send your proposal and all required documentation via email to Jeanne Straw, Vice President of Administration, Catalyst Connection: jstraw@catalystconnection.org **by March 13, 2020 at 4:00 p.m. EST**
   i. Proposal to include full project approach, detailed statement of work breakdown, project timeline, budget breakdown, project personnel biographies, etc.
   ii. 2-3 References and recent work examples that are comparable to Catalyst Connection must be provided for consideration
   iii. Upon project completion, Catalyst Connection will have the rights to collateral, including but not limited to: all assets, presentations, original imaging and videos, adobe files, fonts, etc.

2. Catalyst Connection reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, Catalyst Connection will not disclose any information derived from submitted proposals, or from discussions with other proposers.

3. Proposers may be requested to give an oral presentation to a selection committee. Candidate should reserve date of March 20, 2020 for a finalist presentation, if selected.
4. The award shall be made to the proposal, which is determined to be the most advantageous to Catalyst Connection based on the evaluation factors set forth in Section VI. Price, although a consideration, will not be the sole determining factor.

5. Conditional proposals will not be considered. All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed may be rejected.

6. Catalyst Connection reserves the right to reject/accept any or all proposals or any part thereof, or to withhold the award and to waive/decline irregularities in any proposal when it determines that it is in its best interest to do so. Proposals should be complete and address all criteria. Catalyst Connection reserves the right to reject an incomplete proposal.

7. The successful proposer is expected to enter into a standard form of agreement approved by Catalyst Connection, SPC and the Appalachian Regional Commission. Standard Terms and Conditions for any ensuing contract are enclosed with this RFP in Section VII.

8. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.

9. All responses and accompanying documentation will become the property of Catalyst Connection at the time the proposals are opened.

10. All pricing in the proposal shall be valid for a minimum of 90 days from the bid opening date.

SECTION V.

PROPOSER QUALIFICATIONS

Experience

Catalyst Connection is soliciting proposals from firms that are in the business of providing services as listed in this Request for Proposal.

The proposer shall present evidence that the firm or its officers have at least five (5) to ten (10) years experience in the energy and petrochemical sectors specifically with a detailed knowledge of the players, trends and infrastructure.

Proposer must have direct experience as a consultant helping with business development activities in the petrochemical supply chain. References must be included and must state the name, position, telephone number, and if available, the e-mail or website of a contact person.

It is solely the responsibility of the proposing organization to ensure that all pertinent and required information is included in their submission.
Following the receipt of the response, the proposal will be thoroughly evaluated, and you may be invited to an in-person presentation to learn more about your capabilities and proposal.

This RFP is not a contract and does not guarantee commitments, implied or otherwise, that this process will result in a business transaction or negotiation. We reserve the right to reject any or all responses, to accept any response, or to select any combination of responses.

To the extent that a contract is awarded, it will be awarded to the organization deemed best suited to meet our needs and requirements.
SECTION VI.

EVALUATION CRITERIA

Catalyst Connection, SPC and the Appalachian Regional Commission will conduct reviews of the proposals submitted in accordance with Section IV. Proposals will be evaluated on the following criteria, listed in order of their relative priority, with the most important listed first. The proposer is requested to address these evaluation criteria in its proposal.

1. Demonstrated expertise in the energy sector:
   a) Skills necessary to perform and gather research, build the curriculum conduct the training to educate manufacturers and assist with business development for this project.
   b) In depth knowledge of midstream and downstream activities including production, extraction, transportation and supply chain.
   c) Ability to coordinate a strategy for manufacturing companies to enter the supply chain.
   d) Experience working with large regional shale industry events and able to maximize outcomes from participation.
   e) Awareness of the Appalachian region and key players in the tristate region.
   f) Familiarity working with private companies; federal, state and local government entities; economic development agencies and the regulations associated with each group.
   g) Ability to develop content and present to an audience, with a wide range of knowledge about the shale gas industry, Emphasis of the content will be on opportunities, risks and detailed steps needed to engage with industry contacts.
   h) Capability to promote an engagement strategy to the target market and also assist a single business on a specific plan of action unique to their needs.

2. Cost or Price
   a) Provide a detail cost breakdown for all services.
   b) Specify hourly service rate.
   c) Acceptance of Catalyst Connection’s Travel Policy.

3. Technical approach
   a) Clarity and reasonableness of proposed method of conducting the scope of work.
   b) Demonstration of ability to complete work in line with milestone dates.
   c) Completeness of response.
   d) Grasp and understanding of request.
   e) Responsiveness to Terms and Conditions.
SECTION VII.

TERMS & CONDITIONS and Travel Policy

NOTE: The following terms and conditions are those that currently are being used in contract agreements. They may change from time to time or as may be necessary for a specific contract. Therefore, it is imperative that the Author of the RFP checks with the Manager of contracts to assure that the latest and correct version of the terms and conditions are utilized.

TERMS AND CONDITIONS

As used herein, Purchaser means the Catalyst Connection and Seller means the Proposer.

1. ACCEPTANCE-ENTIRE AGREEMENT - Acceptance of this contract shall be unqualified, unconditional and subject to and expressly limited to the terms and conditions herein. Purchaser shall not be bound by additional provisions or provisions at variance herewith that may appear in Seller’s quotation, acknowledgment, invoice or in any other communication from Seller to Purchaser unless such provision is expressly agreed to in writing signed by Purchaser. Purchaser’s acceptance of or payment for material shipped shall constitute acceptance of such material subject to the provisions herein, only, and shall not constitute acceptance of any counterproposal submitted by Seller not otherwise accepted in writing signed by Purchaser. Upon acceptance, this contract shall constitute the entire agreement between Purchaser and Seller and may not be modified or rescinded except by a writing signed by both Purchaser and Seller.

2. INTELLECTUAL PROPERTY - Seller hereby delivers, conveys, transfers and assigns to Purchaser, all of Seller’s rights, title and interest obtained in and to Seller’s work product developed or created hereunder that is in any way related to the Project Scope of Work in any medium whatsoever and any and all production materials and know-how and other ideas related thereto (whether originated by Seller or not), including without limitation all hard copies, tapes, disks, manuscripts, notebooks or other materials (hereinafter the “Work”). Seller’s right, title, and interest in the Work which is hereby delivered, conveyed, transferred and assigned includes without limitation all patents, copyrights or trademarks, together with the goodwill symbolized thereby, and any other intellectual property and proprietary rights and all applications and registrations for same, including all rights to sue for infringement and to receive proceeds therefrom. Seller agrees not to claim any further compensation for creation of the Work including but not limited to an accounting for profits. Seller further agrees to deliver to Purchaser, at Purchaser’s request or upon completion of the Work under this Agreement (whichever comes first), all written documentation, records, information, tapes or any other material, whether or not made by Seller or whether or not copyrighted, and all copies or imitations of same, which are components of or related in any way to the Work. Seller understands and agrees that it has no rights to use, modify, distribute or create derivative works from the Work for its or a third party’s benefit upon execution of this Agreement without the prior, express written approval of Purchaser. Seller represents that the Work is and will be original work product. Seller further agrees to testify in any legal proceeding, sign all lawful papers, including without limitation executing any short form assignments, and generally do all other and further lawful acts, deemed necessary or expedient by Purchaser or by counsel for
Purchaser, to assist or enable Purchaser to obtain and enforce full benefits from the rights and interests in the Work herein assigned.

3. **KEY PERSONNEL** – Employees of the Seller assigned to the project and identified by name in the proposal shall remain dedicated to the project. Personnel changes shall be permitted only with prior written notification to and written approval from the Purchaser.

4. **WARRANTY** - Seller warrants to Purchaser and to Purchaser’s customers that material and Services furnished will be free from defects in material and workmanship and will conform to the specifications, drawings or samples. This warranty shall survive inspection, acceptance and payment, except that it shall not survive as to patent defects unless notice is given within ninety days after shipment.

5. **USE OF INFORMATION** - Any specification, drawings, sketches, models, samples, technical information or data (all hereinafter designated “information”) furnished to Seller hereunder or in contemplation hereof shall remain Purchaser’s property. All such information in written, graphic or other tangible form shall be returned to Purchaser at Purchaser’s request. Unless such information was previously known to Seller free of any obligation to keep it confidential, or has been or is subsequently made public by Purchaser or a third party, it shall be kept confidential by Seller, shall be used only in the filling of orders hereunder, and may be used for other purposes upon such terms as may be agreed upon between Purchaser and Seller in writing. Any specifications, drawings, sketches, models, samples, materials, technical information or data, (all hereinafter designated “information”) furnished by Seller hereunder or in contemplation hereof shall remain the Purchaser’s property unless limited by terms that are agreed upon in writing between the Purchaser and Seller.

6. **COMPLIANCE WITH LAWS** - Seller shall comply with the provisions of all applicable federal, provincial, county and local laws, ordinances, regulations and codes (including procurement of required permits or certificates) in Seller’s performance hereunder, irrespective of whether a specification is furnished. If materials, services or containers furnished are required to be constructed, packaged, labeled or registered in a prescribed manner Seller shall comply with federal law and, in addition applicable provincial or local law. Recipient certifies that they are not listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689 “Debarment and Suspension,” or that it is not otherwise debarred, suspended, or excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. The Seller agrees to abide by the requirements of the following, as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Federal Executive Order 11246, as amended by Federal Executive Orders 11375 and 12086; the Federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran’s Readjustment Assistance Act of 1974; ITAR; Title IX of the Educational Amendments of 1972; The Age Discrimination Act of 1975, as amended; and the Seller agrees to abide by the requirements of the Americans with Disabilities Act of 1990. The Seller further agrees not to discriminate in its employment practices, and will render services under this Subcontractor Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation disabilities, or, in accordance with Federal Executive Order EWE 92-7, because of an individual’s sexual orientation. Any act of discrimination committed by the Seller, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this Subcontractor Agreement. Seller agrees to indemnify
Purchaser and Purchaser’s customers for any loss or damage sustained because of Seller’s noncompliance.

7. ASSIGNMENT - Any assignment of the work to be performed, in whole or in part, or of any other interest hereunder without Purchaser’s written consent, except an assignment confined solely to moneys due or to become due, shall be void. It is expressly agreed that any such assignment of moneys shall be void to the extent that it attempts to impose upon Purchaser obligations to the assignee additional to the payment of such moneys, or to preclude Purchaser from dealing solely and directly with Seller in all matters pertaining hereto, including the negotiation of amendments or settlements of amount due.

8. SUSPENSION - the Purchaser may suspend performance or terminate this order on written notice to the Seller in the event of a termination of its grant, a withdrawal or shortage of funding, in the event the Seller is convicted of a criminal act, becomes insolvent, has a petition in bankruptcy filed by or against it, has a receiver appointed for it, makes an assignment for the benefit of creditors, or is otherwise in breach of this Agreement.

9. RESPONSIBILITY - By the acceptance of this order, Seller assumes all risk of damage to property or injuries to persons, including death resulting therefrom, arising out of the performance of the work or in connection therewith or appertaining thereto, sustained by Seller, the employees of Seller, the employees of Purchaser and/or other persons, and hereby agrees to protect, indemnify and save harmless Purchaser and/or its affiliates against any and all claims, suits and demands therefor. Seller will further be responsible for all material and workmanship until finally completed and until finally accepted by Purchaser and agrees to fully indemnify the Purchaser against any and all claims or debts on account of which liens might be obtained. Seller shall be responsible for loss of, or damage to, any and all patterns, molds or templates delivered to Seller by Purchaser by Purchaser and for loss or damage to any machinery or equipment upon which work is to be performed by Seller, while in possession or control of Seller, however such loss or damage shall occur. The Commonwealth of Pennsylvania and its agencies, officers, employees and agents are not parties to the Agreement. Consequently, the Seller has no right pursuant to this Agreement for breach of this Agreement against the Commonwealth of Pennsylvania, its agencies, officers, employees and agents. Unless otherwise prohibited by law, the Recipient agrees to indemnify and hold harmless the United States Government for any loss, claim, damage, or liability or any kind involving its employees arising in connection with this agreement. Neither the parties to this agreement nor any of its officers, employees, agents or other representatives has any interest or shall acquire any interest, direct or indirect, which would conflict in any material and blatant manner or degree with the establishment, operation or promotion of THE PURCHASER or any other activities contemplated by this agreement. The parties to this agreement shall immediately disclose, in writing, to the Commonwealth of Pennsylvania (through THE PURCHASER) and the company being serviced any such conflict of interest.

10. PUBLICITY/ADVERTISING – Seller agrees that it will not use the Purchaser’s name or trademarks in any Seller’s publicity or advertising without having first obtained prior written approval from the Purchaser.

11. PATENTS – Seller warrants that they are authorized to sell/transfer materials included in this order. Seller will indemnify, save harmless and defend Purchaser from and against any and all suits,
actions, legal proceedings, claims, demands, damages, costs expenses and attorney’s fees incident to any infringement or to any claimed infringement of any patent or patents in the manufacture and sale, or either thereof, of the articles or materials covered by this purchase, or in any way connected therewith or with the use thereof by Purchaser, provided, however, that Purchaser may be represented in any such suits, actions or legal proceedings by attorneys of its own selection at its own expense.

12. INCORPORATION BY REFERENCE - Any clause required to be included in a contract of this type by any applicable and valid federal, provincial or local law or administrative rule or regulation having the effect of law shall be deemed to be incorporated herein. Deliverables, as stated in the Seller’s proposal, are incorporated by reference.

13. TERMINATION - The Purchaser may terminate this Subcontractor Agreement at any time for its convenience or for any other reason if it determines that termination is in its best interest, or as otherwise appropriate, by giving written notice to the Seller of such termination and specifying the effective date thereof. The basis of such determination rests solely with the Purchaser. The Seller shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

14. FORCE MAJEURE - Neither party shall be liable for any unforeseeable event beyond its reasonable control, not caused by the fault or negligence of such party, which causes such party to be unable to perform its obligations under this contract (and which it has been unable to overcome by the exercise of due diligence), including, but not limited to: flood, drought, earthquake, storm, fire, pestilence, lightning and other natural catastrophes, epidemic, war, riot, civil disturbance or disobedience, strikes, labor dispute, or any order or injunction made by a court or public agency. In the event of the occurrence of such a force majeure event, the party unable to perform shall promptly notify the other party. Such party shall further use its best efforts to resume performance as quickly as possible and shall suspend performance only for such period of time as is necessary as a result of the force majeure event.

15. SEVERANCE - Should any section or any part of any section of this subcontractor agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or part of any section of this subcontractor agreement.

16. RISK OF LOSS - Irrespective of delivery terms, risk of loss shall pass to Purchaser only upon delivery at the point of destination.

17. PRICE - In the event no price is indicated on this order, applicable price shall be that last quoted or charged Purchaser. No change shall be made in the price charged Purchaser without the Purchaser’s prior written approval.

18. PACKING - No additional charge shall be made for packing and cartage.

19. The goods to be furnished pursuant to this order shall comply with all applicable safety and health laws.
Travel Policy

Travel
Prior to attending a seminar, conference or other local or out-of-town events, a Request for Travel/Conference/Seminar form should be prepared summarizing the expected cost and benefit. The form should then be submitted to the employee's supervisor for approval and forwarded to the Accounting Department with appropriate documentation for processing.

Employees will be reimbursed for travel expenses, including the cost of transportation, meals and lodging, provided such travel is performed in the course of conducting company business. Common carrier transportation should be utilized for trips of 200 miles or more, provided suitable scheduling is available. For trips involving shorter distances, employee should use his/her own car.

Employee should normally travel coach or economy class. Employee should stay or eat in moderately-priced establishments while traveling on company business.

Mileage Expense Reimbursement
Employee authorized by the company to use his/her personal automobile on company business shall be reimbursed at a rate of fifty-seven cents ($.57) per mile for actual business mileage less commuting mileage. Places visited and business purpose should be documented.

Meal Expense Reimbursement
Meal expenses will be reimbursed only in cases where the meal is directly related to or associated with the company’s business. Alcoholic beverages are not reimbursable. Entertainment Expense is not reimbursable, i.e. game tickets. Itemized receipts must be provided by the employee. Meals with staff and subcontractors are generally not reimbursed.
SECTION IX.

PRICING SCHEDULE

Please itemize all costs clearly in the response. We anticipate this project to include several phases/milestones, such as:

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<th>SOW Task</th>
<th>Est. Hours</th>
<th>Hourly Rate</th>
<th>Total Cost</th>
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<td><strong>PERIOD 1 (April 1, 2020 – September 30, 2020)</strong></td>
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<td>1. Outreach &amp; Engagement</td>
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<td>2. Update Research</td>
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<td>4. Sector Field Tours (5)</td>
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<td>5. Support Virtual Tours (1)</td>
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<td>6. Conduct Training (6-8)</td>
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<td>7. Event Participation (minimum 1)</td>
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<td>8. Develop Collateral</td>
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<td><strong>PERIOD 2 (October 1, 2020 – September 30, 2021)</strong></td>
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<tr>
<td>1. Outreach &amp; Engagement</td>
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<td>3. Disseminate Research</td>
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<td>4. Sector Field Tours (5)</td>
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<td>5. Support Virtual Tours (1)</td>
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<td>6. Conduct Training (6-8)</td>
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<td>7. Event Participation (minimum 1)</td>
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<td>8. Develop Collateral</td>
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<td><strong>PERIOD 3 (October 1, 2021 – September 30, 2022)</strong></td>
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<td>1. Outreach &amp; Engagement</td>
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</table>

*Travel cost estimate to be pre-approved and in accordance with the Catalyst Connection Travel Policy*

Total Cost

$_______________

Hourly rate

$_______________

*If certain services require an additional cost, state rate.*
SECTION X.

PROPOSAL CERTIFICATION

_________________________________     March 13, 2020

VP of Administration
Catalyst Connection
4501 Lytle Street, Suite 301
Pittsburgh, PA  15207

The undersigned certifies that to the best of his/her knowledge: (check one)

(   ) There is no officer or employee of the Catalyst Connection who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal/bid.

(   ) The names of any and all public officers or employees of Catalyst Connection who have, or whose relative has, a substantial interest in any contract award subsequent to the proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that his/her firm (check one)    IS or     IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the Catalyst Connection of any change to this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with this Request for Proposal for the Catalyst Connection and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specification/scope of work.

_________________________________          ____________________________
(Firm)                                      (Address)

_________________________________          ____________________________
(Signature Required)                        (Phone)

_________________________________          ____________________________
(Print Name)                                 (Fax No.)

_________________________________          ____________________________
(Title)                                     (Fed. Tax ID No.)