

# Solution Mining Research Institute

[www.solutionmining.org](http://www.solutionmining.org)



**John O. Voigt**  
**Executive Director**  
105 Apple Valley Circle  
Clarks Summit, PA 18411 USA  
Phone +1 570-585-8092  
E-mail [jvoigt@solutionmining.org](mailto:jvoigt@solutionmining.org)

**Dawn Langlais**  
**Manager of Conferences and Education**  
20 Sullivan Ridge Way  
Townsend, MT 59644 USA  
Phone +1 918-914-2499  
E-mail [dawnL@solutionmining.org](mailto:dawnL@solutionmining.org)

## **24 OCT 2018 Request for Proposal RFP 2018-RCS (proposals due 1 December 2018)**

**SMRI has an opening for Research Coordinator, a contract staff position, for a three (3) year term of 1 January 2019 to 31 December 2021.**

### **Background**

The Solution Mining Research Institute (SMRI) is a non-profit, research and educational organization serving the solution-mining and underground cavern storage industries throughout the world. The SMRI is funded entirely from membership dues and corporate sponsorships at meetings. The SMRI has more than 150 dues-paying member organizations, including mining, natural gas, liquid hydrocarbon, field service, engineering, government regulators, universities, and research sectors. The organization's annual budget is about \$500,000, which is used for contracting research, providing administrative services, and organizing semi-annual technical conferences. SMRI does not actually perform research, rather specific research projects are identified and contracted out.

The SMRI activities are governed by a volunteer Executive Committee elected by and from the membership. There are five SMRI contracted service positions: (1) Executive Director, (2) Assistant Executive Director, (3) European Coordinator, (4) Research Coordinator and (5) European Meeting Planner. This RFP solicits proposals from qualified candidates for the position of Research Coordinator. This position was established in 2000 with intent of focusing SMRI research resources on areas of maximum interest where results would have greatest impact, and to shift away from unsolicited proposals that tend to be less competitive. Our prior Research Coordinator, Leo Van Sambeek, had to resign effective 14 August 2018 because of health reasons. Since then, Peter Jordan has assumed all duties as Interim Research Coordinator until a replacement is in place following this RFP process.

### **Research Coordinator Job Description**

The Research Coordinator works under direction of the Research Chair, (SMRI Vice President,) coordinates research support and activities with the Executive Director, and leads the Research Committee with the objective of meeting the research needs of the Members and the industry. The Research Committee consists of 8 members each serving 4-year terms. Each research project also has a Project Sponsor, who is a member with an interest in or knowledge about the research topic. Specific responsibilities of the Research Coordinator include:

1. Identify research fields and topics of interest, including use of periodic opinion surveys of interested parties.
2. Prepare a research strategy that will help the industry grow in a safe and environmentally sound manner.
3. Write requests for proposals (RFPs) to solicit outside research proposals on identified topics.
4. Monitor progress and spending of research projects and coordinate with appointed project sponsors.

5. Guide research reports through review by the Project Sponsor and the Research Committee, collecting comments and submitting them back to the authors, and obtaining approval for acceptance of final research reports.
6. Stay familiar with research activities of other organizations in fields related to solution mining and cavern storage.
7. Develop outside sources of funding and opportunities for cooperative research.
8. Prepare semi-annual reports for the membership before each conference.
9. Perform other administrative tasks as asked by the Research Chairman, including preparation of Research Committee meeting agendas, maintenance of Research Committee working materials for the SMRI website, and responsibility for Research Committee meeting minutes
10. Attend meetings of the Research Committee and Leadership, usually on Saturday before start of the SMRI Spring and Fall Conferences.
11. Plan and organize technical classes for each SMRI Conference, in cooperation with the Technical Class Chair (SMRI Secretary - Treasurer).
12. Support membership growth and involvement in research activity.

The estimated time commitment to perform this service is approximately 5 hours average per week over the course of a calendar year, with more significant time commitments just before, during, and after the spring and fall conferences.

### **Terms of Contracted Service**

Following evaluation of proposals, the Executive Committee will recommend a person for this position, and the decision will be subject to SMRI Member vote to approve. Individuals may submit proposals as an independent contractor or a company may propose a specific employee.

The person appointed to this position will begin 1 January 2019 and the contract will end 31 December 2021, for a 3-year term. Candidates may be requested to participate in a webinar or phone interview with the SMRI Executive Committee during December 2018, such that the selected candidate can be approved by a member email vote, in time to begin work in January 2019, prior to the spring 2019 New Orleans USA conference (7-10 April 2019).

The successful candidate will sign a three-year contract that will expire 31 December 2021. The contract will provide for an initial six-month review, followed by periodic performance reviews as necessary. Any contract with an organization, (rather than with the individual candidate,) will include a Key Personnel clause that specifies the Research Coordinator.

The Research Coordinator will be an independent contractor performing services under contract, and will use personally owned software, electronic hardware such as computers, a scanner, cell phone, fax machine and other equipment necessary to conduct the business of the organization. A technology reimbursement of \$1000 per year will be made to offset this expense. Cost for consumable supplies will be reimbursed by the SMRI. Reasonable travel expenses to participate in SMRI conferences and appointments will be reimbursed based on receipts submitted on services invoices. SMRI reserves the right to cancel the contract if the Research Coordinator leaves employment of a contracted organization. The contract may be terminated by either party after 6 months notice.

### **Qualifications and Experience**

The ideal candidate for Research Coordinator is a degreed professional with a background in applied research and extensive worldwide experience in solution mining and cavern storage. Knowledge gained by experience serving on SMRI Research Committee, the Executive Committee, or performing research for SMRI is desirable. He/she should possess excellent organizational and communication skills, and be comfortable with international travel and interaction. SMRI relies heavily upon electronic communications technology to conduct its business and the Research Coordinator should be comfortable with email and software packages such as Microsoft Excel, Word, and Adobe Acrobat.

## **Payment for Contract Services**

The SMRI Research Coordinator will be an independent contractor and will be paid annually at the approximate rate of \$17,000 per year. The actual rate must be approved by the Executive Committee. Payments will be made at a frequency mutually agreed upon by the Research Coordinator and Executive Director, but will not be more frequent than quarterly. Reasonable, approved expenses incurred in training and in executing these duties will be reimbursed at cost. Airline travel associated with the SMRI business will be booked at economy coach fares.

## **Proposal Instructions**

Candidate responses to this RFP must include a proposal describing the candidate's experience, qualifications, and reasons why they feel capable of being Research Coordinator, including any personal objectives or plans for the position. The proposal should list a minimum of three professional references including company names, physical addresses, e-mail addresses and telephone numbers. A statement describing attendance at past SMRI meetings and involvement within SMRI would be helpful. Proposals should be brief and concise, and must not exceed 5 pages maximum, including attachments. A resume (curriculum vita) may also be submitted, but will not be counted in the page limit.

Proposals must be submitted electronically via email to John O. Voigt, SMRI Executive Director (jvoigt@solutionmining.org), by 5 PM (EST), by 1 December 2018. Any questions relating to the RFP should be directed by email to Mr. Voigt. The SMRI Executive Committee and members of the SMRI Leadership will review all submitted proposals and intend to make a recommendation for a selected candidate for a member vote of approval, and announcement by the end of the year. SMRI is under no obligation to accept any proposals.

**To be considered, proposals must be received by 1 DECEMBER 2018**