

**COMBINED SYNOPSIS/SOLICIATION ‘COMBO’:  
Protestant Religious Education Coordinator**

(i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

(ii) Solicitation FA5004-18-B-0004 is issued as an Invitation for Bid (IFB).

(iii) The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-97, effective 06 Nov 2017. The DFARS provisions and clauses are those in effect to DPN 20171228, effective 28 December 2017. The AFFARS provisions and clauses are those in effect to AFAC 2017-0127, effective 27 January 2017.

(iv) This requirement is solicited as a 100% total small business set aside. The North American Industrial Classification System (NAICS) code associated with this procurement is 813110 with a small business size standard of \$7.5 M.

(v) The Pricing Schedule and PWS are incorporated as Attachment 1. Vendors shall complete Attachment 1 in its entirety and return with any other documentation/data as required by this Combo.

(vi) The government intends to award a firm-fixed price contract for the following:

**See Attachment 1: Pricing Schedule and PWS**

(vii) Period of Performance: 12 Months starting 20 Days ADC. (To include two 1 year option periods.)

(viii) FAR 52.212-1 Instructions to Offerors -- Commercial Items (Oct 2015) is hereby incorporated by reference, with the same force and effect as if it were given in full text. In addition to the following addendum, all terms and conditions of FAR 52.212-1 remain in effect. The following have been tailored to this procurement and are hereby added via addendum:

1. To assure timely and equitable evaluation of the proposal, the vendors must follow the instructions contained herein. The bid must be complete, self-sufficient, and respond directly to the requirements of this solicitation.

2. Specific Instructions: The response shall consist of two (2) separate parts:

**a. Part 1- Step 1- Resume, Letters of Recommendation, and Interview**

Submit one (1) copy of Resume and Letters of Recommendation to Devin Meyers at [Devin.Meyers.1@us.af.mil](mailto:Devin.Meyers.1@us.af.mil) and SSgt Pablo Buenrostro at [Pablo.Buenrostro@us.af.mil](mailto:Pablo.Buenrostro@us.af.mil), no later than 21 May 2018. Upon receipt of Resumes and Letters of Recommendation, the Government will schedule interviews based on scheduling availability during the

month of May 2018.

b. **Step 2- Price**

**\* Only vendors who have completed step one of the sealed bidding process may complete step two. Interviews are to be held based on scheduling availability during the month of May 2018\***

After completion of Step One, and upon direction from the Contracting Officer, the contractor shall submit one (1) copy of Price Schedule and any pertinent additional information.

**(ix)** FAR 52.214-10 Contract Award -- Sealed Bidding (July 1990) this provision has been tailored to this procurement and is provided in full-text below:

(a) The Government will evaluate bids in response to this solicitation with or without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the Government considering only price and the price-related factors specified elsewhere in the solicitation.

(b) The Government may --

(1) Reject any or all bids;

(2) Accept other than the lowest bid; and

(3) Waive informalities or minor irregularities in bids received.

(c) The Government may accept any item or group of items of a bid, unless the bidder qualifies the bid by specific limitations. Unless otherwise provided in the Schedule, bids may be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the bidder specifies otherwise in the bid.

(d) A written award or acceptance of a bid mailed or otherwise furnished to the successful bidder within the time for acceptance specified in the bid shall result in a binding contract without further action by either party.

(e) The Government may reject a bid as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the Government even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

**(x) FAR 14.501 Two-Step Sealed Bidding--** Two-step sealed bidding is a combination of competitive procedures designed to obtain the benefits of sealed bidding when adequate specifications are not available. An objective is to permit the development of a sufficiently descriptive and not unduly restrictive statement of the Government's requirements, including an

adequate technical data package, so that subsequent acquisitions may be made by conventional sealed bidding. This method is especially useful in acquisitions requiring technical proposals, particularly those for complex items. It is conducted in two steps:

(a) Step One shall consist of the submission of a resume and two letters of recommendation; and an over the phone/in-person interview and/or skill demonstration. Only vendors who have completed step one of the sealed bidding process may complete step two. Interviews are to be held based on scheduling availability during the month of May 2018. In order to schedule an interview either in person or over the phone, submit contact information and resume and letters of recommendation to A1C Devin Meyers at [Devin.Meyers.1@us.af.mil](mailto:Devin.Meyers.1@us.af.mil) and SSgt Pablo Buenrostro at [Pablo.Buenrostro@us.af.mil](mailto:Pablo.Buenrostro@us.af.mil) no later than 21 May 2018.

(b) Step two involves the submission of sealed priced bids by those who conformed to the requirements in Step One. Bids submitted in step two are evaluated and the awards made in accordance with [Subparts 14.3](#) and [14.4](#).

(c) In the second step, only bids based upon technical proposals determined to be acceptable, either initially or as a result of discussions, will be considered for awards; and

(e) Each bid in the second step must be based on the bidder's own technical proposals.

(e) Offerors should submit proposals that are acceptable without additional explanation or information,

(f) The Government may make a final determination regarding a proposal's acceptability solely on the basis of the proposal as submitted, and

(g) The Government may proceed with the second step without requesting further information from any offeror; however, the Government may request additional information from offerors of proposals that it considers reasonably susceptible of being made acceptable, and may discuss proposals with their offerors.

(h) A notice of unacceptability will be forwarded to the offeror upon completion of the proposal evaluation and final determination of unacceptability.

**(xii) FAR 52.214-5 Submission of Bids (Mar 1997)--** (a) Bids and bid modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) --

(1) Addressed to the office specified in the solicitation; and

(2) Showing the time and date specified for receipt, the solicitation number, and the name and address of the bidder.

(b) Bidders using commercial carrier services shall ensure that the bid is addressed and marked on the outermost envelope or wrapper as prescribed in subparagraphs (a)(1) and (2) of this provision when delivered to the office specified in the solicitation.

(c) Telegraphic bids will not be considered unless authorized by the solicitation; however, bids may be modified or withdrawn by written or telegraphic notice.

(d) Facsimile bids, modifications, or withdrawals, will not be considered unless authorized by the solicitation.

(e) Bids submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

(End of Provision)

(xiii) Each vendor shall ensure the provision at FAR 52.212-3 including its Alternate I, Vendors Representations and Certifications--Commercial Items (Apr 2016), are updated at [www.sam.gov](http://www.sam.gov). Failure to obtain SAM registration will result in submissions not being considered for award.

(x) The clause 52.212-2 -- Evaluation -- Commercial Items is incorporated by full text.  
Evaluation -- Commercial Items (Oct 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

(i) technical capability of the item/service offered to meet the Government requirement;

(ii) price;

Price and technical acceptability will be considered. The Government intends to evaluate bids and award without discussion, but reserves the right to conduct discussions. Therefore, the vendor's initial bid should contain the vendor's best terms from a price and technical standpoint. The lowest priced bid will be evaluated for technical acceptability. If the bid is found technically acceptable, award will be made without further consideration. If it is found technically unacceptable, the Government will evaluate the next lowest bid for technical acceptability until award can be made to the lowest priced technically acceptable vendors. Therefore, the vendor's initial bid should contain the vendor's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. Bids that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the

successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**(xiv)** The clause at FAR 52.212-4, Contract Terms and Conditions – Commercial Items (May 2015), is hereby incorporated by reference, with the same force and effect as if it were given in full text.

(xv) The clause at FAR 52.212-5, Contract Terms and Conditions Required To Implement Statutes Or Executive Orders – Commercial Items (Mar 2016), is hereby incorporated by reference, with the same force and effect as if it were given in full text. Additionally, the following clauses apply to this acquisition:

FAR 52.204-7	SYSTEM FOR AWARD MANAGEMENT	Jul 2013
FAR 52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING	Jul 2015
FAR 52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	Jul 2015
FAR 52.204-19	INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS	Dec 2014
FAR 52.209-2	PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS --	Nov 2015
FAR 52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR	Oct 2015
FAR 52.209-10	PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS	Nov 2015
FAR 52.214-3	AMENDMENTS TO INVITATIONS FOR BIDS	Dec 1989
FAR 52.214-4	FALSE STATEMENTS IN BIDS	Apr 1984
FAR 52.214-5	SUBMISSION OF BIDS	Mar 1997
FAR 52.214-6	EXPLANATION TO PROSPECTIVE BIDDERS	Apr 1984
FAR 52.214-7	LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWLS OF BIDS	Nov 1999
FAR 52.214-25	STEP TWO OF TWO-STEP SEALED BIDDING	Apr 1985
FAR 52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	Mar 2000
FAR 52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	Nov 2011
FAR 52.219-28	POST-AWARD SMALL BUSINESS PROGRAM	Jul 2013
FAR 52.222-3	CONVICT LABOR	Jun 2003
FAR 52.222-19	CHILD LABOR--COOPERATION WITH	Feb 2016
FAR 52.222-21	PROHIBITION OF SEGREGATED FACILITIES	Apr 2015
FAR 52.222-22	PREVIOUS CONTRACTS AND COMPLIANCE	Feb 1999

FAR 52.222-25	AFFIRMATIVE ACTION COMPLIANCE	Apr 1984
FAR 52.222-26	EQUAL OPPORTUNITY	Apr 2015
FAR 52.222-36	EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES	Jul 2014
FAR 52.222-50	COMBATING TRAFFICKING IN PERSONS	Mar 2015
FAR 52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING	Aug 2011
FAR 52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	Jun 2008
FAR 52.225-25	PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN CERTAIN	Oct 2015
FAR 52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER-- SYSTEM FOR AWARD	Jul 2013
FAR 52.232-39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS	Jun 2013
FAR 52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS	Dec 2013
FAR 52.233-3	PROTEST AFTER AWARD	Aug 1996
FAR 52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	Oct 2004
FAR 52.222-41	SERVICE CONTRACT LABOR STANDARDS	May 2014
FAR 52.222-42	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	May 2014
FAR 52.222-55	MINIMUM WAGES UNDER EXECUTIVE ORDER 13658	Dec 2015
DFARS 252.203-7000	REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS	Sep 2011
DFARS 252.203-7002	REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS	Sep 2013
DFARS 252.203-7005	REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS	Nov 2011

DFARS 252.204-7008	COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS	Dec 2015
DFARS 252.204-7011	ALTERNATIVE LINE-ITEM STRUCTURE	Sep 2011
DFARS 252.204-7012	SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION	Dec 2015
DFARS 252.204-7015	DISCLOSURE OF INFORMATION TO LITIGATION SUPPORT CONTRACTORS	May 2016
DFARS 252.223-7008	PROHIBITION OF HEXAVALENT	Jun 2013
DFARS 252.225-7001	BUY AMERICAN AND BALANCE OF	Nov 2014
DFARS 252.225-7002	QUALIFYING COUNTRY SOURCES AS	Dec 2012
DFARS 252.225-7048	EXPORT-CONTROLLED ITEMS	Jun 2013
DFARS 252.232-7003	ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS	Jun 2012
DFARS 252.232-7006	WIDE AREA WORKFLOW PAYMENT	May 2013
DFARS 252.232-7010	LEVIES ON CONTRACT PAYMENTS	Dec 2006
DFARS 252.244-7000	SUBCONTRACTS FOR COMMERCIAL ITEMS	Jun 2013
DFARS 252.247-7023	TRANSPORTATION OF SUPPLIES BY SEA--	Apr 2014
AFFARS 5352.201-9101	OMBUDSMAN	Apr 2014
AFFARS 5352.223-9001	HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS	Nov 2012
AFFARS 5352.242-9000	CONTRACTOR ACCESS TO GOVERNMENT INSTALLATIONS	Nov 2012

(xvi) No Defense Priorities and Allocations System (DPAS) assigned rating applies to this acquisition.

**(xvii) NOTICE TO ALL INTERESTED PARTIES:**

Questions shall be submitted electronically via email to Devin Meyers  
Devin.Meyers.1@us.af.mil and SSgt Pablo Buenrostro at  
pablo.buenrostro@us.af.mil).

Please forward all questions to A1C Devin Meyers no later than 11AM AKDT on 9 May 2018. Answers will be followed up with this posting.

Bids are due no later than 2 PM Alaska Standard Time on 24 May 2018. Bids shall include the



following:

- a. Price – Submit one (1) copy of price schedule as well as any additional pertinent information

*BASIS OF CONTRACT AWARD: This is a competitive action in which award shall be made to the lowest priced bidder, who was approved for Step 2 of the two-step sealed bidding process.*

**(xviii)** Bids shall be submitted electronically via e-mail to Devin Meyers Devin.Meyers.1@us.af.mil and SSgt Pablo Buenrostro at pablo.buenrostro@us.af.mil. For information regarding this solicitation, contact the same.

List of Attachments:

- Attachment 1: Pricing Schedule And PWS
- Attachment 2: DFARS 252.209-7991
- Attachment 3: FAR 52.232-18 -- Availability of Funds.

<b>LINE ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UI</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
0001	The Protestant Religious Education Coordinator. Period of Performance: 1 Aug 18 – 31 July 19	12	Months	\$	\$
0002	(Option year 1) The Protestant Religious Education Coordinator. Period of Performance: 1 Aug 19 – 31 July 20	12	Months	\$	\$
0003	(Option year 2) The Protestant Religious Education Coordinator. Period of Performance: 1 Aug 20 – 31 July 21	12	Months	\$	\$
0004	(Option year 3) The Protestant Religious Education Coordinator. Period of Performance: 1 Aug 21 – 31 July 22	12	Months	\$	\$

**THIS QUOTE EXPIRES ON:** \_\_\_\_\_

Business Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Large	<input type="checkbox"/> Women	-Owned	<input type="checkbox"/> Veteran-Owned
<input type="checkbox"/> Other:					

Delivery Date (Mandatory):	Net Terms (Mandatory):	DUNS:
----------------------------	------------------------	-------

Printed Name	Title
--------------	-------

Signature	Date
-----------	------

**NOTE: The individual signing must be a signatory official for this Entity; signature constitutes agreement to all terms/conditions contained within this solicitation.**

## **PERFORMANCE WORK STATEMENT (PWS)**

- 1. Contract Position Title.** Protestant Religious Education (R.E.) Coordinator
- 2. Scope of Responsibilities.** The Protestant R.E. Coordinator (hereafter referred to as the Contractor) assists the assigned Protestant Ministries Chaplain (PMC) in accomplishing the Wing Chaplain's Annual Ministry Plan by serving as the overall coordinator for Protestant Christian Religious Education and faith formation events and activities. Position requires working closely with the PMC, Protestant Parish Advisory Council (PPAC), Chapel Staff, AWANA Commander, Youth Ministry Director, Catholic R.E. Coordinator, volunteers, community members and other groups as determined by the PMC. The position involves planning, directing, coordinating, budgeting and publicizing as well as recruiting, training, motivating and retaining volunteer leaders for Protestant faith formations programs such as Sunday School, Vacation Bible School (VBS), children's worship, infant and toddler program, chapel and home Bible studies and small groups, AWANA, special holiday programs like Christmas and Easter children's programs, and occasional family ministry events like Harvest Fest (Oct), Christmas Tree Lighting Celebration (Dec), Resurrection Egg Hunt (spring), and similar events as determined by the PMC. The Contractor will also coordinate with lay organizations like Mothers of Preschoolers International (MOPS) and Officer Christian Fellowship (OCF). The work schedule will be established in cooperation with the PMC. The Contractor will be responsible to the Wing Chaplain through the PMC. This program includes a minimum of 20 hours per week to include at least 15 office hours over a period of 3 days each week at the Eielson AFB, AK Chapel Offices and presence at religious education events.
- 3. Education and Experience Requirements.** The Contractor will:
  - 3.1. Demonstrate knowledge of and commitment to Protestant Christian faith and doctrine.
  - 3.2. Have at least one (1) year of experience as an R.E. Coordinator or religious education teacher and two (2) years of experience as a volunteer in Protestant Christian education. Less experience may be accepted depending on individual training or depth of experience. A Baccalaureate degree (or hours toward a degree) in Christian education, education, or a comparable program is desirable.
  - 3.3. Provide two (2) letters of recommendation from former employers or leaders of churches in which you have provided volunteer service and leadership.
  - 3.4. Submit a letter from the applicant's current pastor or immediate prior pastor to document the individuals' adherence to standard Christian values and status as an active and practicing church member in good standing with the church.
  - 3.5. Maintain active participation and attendance in the Eielson Chapel Protestant worship and religious formation programs.
  - 3.6. Be able to work unsupervised in a fluid and sometimes stressful environment with staff, parents, guardians, teens, and children.
  - 3.7. Possess character traits that allow healthy, functional interpersonal relationships with coworkers, parents, guardians, teens, children, volunteers and Chapel staff as well as children and adults with special needs
  - 3.8. Possess a spirit of gracious cooperation with all faiths in a religiously and philosophically pluralistic military environment, especially with chapel attendees from the Catholic community and numerous Protestant traditions.

- 3.9. Maintain professional standards of conduct and public decorum, including but not limited to dress and grooming.
- 3.10. Be knowledgeable about and able to teach and assist in selection process of Protestant Christian education curricula to include familiarity with mission, theology, Biblical interpretation, methodology, age-level appropriateness, scope and sequence, visual appeal, environment, home involvement, preparation requirement, and cost and value.
- 3.11. Demonstrate competence with Microsoft Office and ability to learn other software and technological skills as needed.
- 3.12. Read, write, speak and understand English fluently; English shall be the only language used with regard to this contract for written correspondence, discussions and other business transactions.
- 3.13. Undergo successful background criminal history check at local, state, and national levels [*Crime Control Act of 1990 – Public Law Number 101-647, Section 231; Public Law Number 102-190; and resulting Department of Defense Instruction Number 1402.5 require personnel contracted for child care services in every facility operated by the Federal Government to undergo successful background criminal history check at local, state and national level. “Child care services” includes personnel contracted for such services in base chapel programs whose work brings them into contact with children less than 18 years of age.*] It is the contractor’s responsibility to submit the paperwork to the NCOIC and follow it through to completion with each Wing Agency resulting in an issued CAC card.
- 3.14. Be certified (or willing to complete certification within 90 days of beginning contract) in adult and child Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED) device.
- 3.15. Interview in-person at Eielson Chapel for the P.R.E. position during a scheduled time period.

**4. General Responsibilities.** The Contractor will:

- 4.1. Attend training offered by the Wing Chaplain, PMC, or NCOIC, Chapel Operations, regarding compliance with all relevant Air Force Instructions (AFIs) and local Operation Instructions (OI).
- 4.2. Aide in selecting and purchase authorized curricula, supplies, and equipment in strict accordance with Chapel Tithes and Offering Fund (CTOF) and Appropriated Fund (APF) AFIs, OIs, and policies.
  - 4.2.1. Fund requests will be approved by the PMC (and/or Wing Chaplain when required) before funds are obligated.
  - 4.2.2. Orders and purchases will be coordinated with CTOF Account Technician; NCOIC, Chapel Operations; or authorized chapel Government Purchase Card (GPC) cardholders as appropriate.
- 4.3. Identify, recruit, train, motivate, and retain volunteer leaders; enforce and maintain records of compliance with AFI 52-101 Chaplain: Planning and Organizing, Paragraph 3.7.6 for all volunteers working with minors. [*AFI 52-101, para 3.7.6. requires “Anyone serving Chaplain Corps programs who teaches or cares for youth (18 years and under) on a reoccurring basis must obtain an Installation Records Check (IRC) to meet the requirements in DoDI 1402.5, Criminal History Background Checks on Individuals in Child Care Services. (T-0) Upon favorable completion of the IRC, volunteers may provide services. While awaiting IRC completion, volunteers may provide services ONLY when they are always within line-of-sight supervision of an individual with a favorable completed IRC.”*]
- 4.4. Maintain continuity records to include programs, event after-action reports, volunteer directory, and registration information for program participants (including parent/guardian and special needs information for minors).

- 4.5. Adhere strictly to U.S. Privacy Act of 1974 and United States Air Force (USAF) privacy and security policies and practices regarding privacy and handling of all personal data and confidential information and records.
- 4.6. Coordinate with all Protestant R.E. related committee chairs, team/small group leaders, and volunteers, and ensure team leaders are familiar with all chapel operating instructions and policies including facility usage, resource protection, fire protection, child protection and funds utilization.
- 4.7. Coordinate with small group and lay-organization leaders to provide appropriate program support and ensure compliance with AFIs, OIs, and Memoranda of Agreement (MOAs).
- 4.8. Attend occasional workshops, seminars, or conferences, with approval of PMC and based upon funds availability, to obtain program ideas, information, or resources.
- 4.9. Collaborate with other ministry leaders and volunteers to establish goals and objectives for Christian education programs or to develop ways to encourage program participation.
- 4.10. Analyze community participation or changes in congregational emphasis to determine needs for faith formation programs.
- 4.11. Refrain from publicly endorsing or communicating opinions negative of political candidates and elected officials or denigrating any religious faith group.
- 4.12. The Contractor will attend Protestant Services at Eielson Chapel.

**5. Specific Responsibilities.** The Contractor will:

- 5.1. Plan, direct, and teach or provide volunteer teachers for appropriate Bible-based Christian education programs to include classes at the Eielson AFB Chapel. Times shall be agreed upon by the PMC and Wing Chaplain.
- 5.2. Coordinate and publicize comprehensive Christian education program including, but not limited to, Sunday school for all ages, children's worship, Vacation Bible School, lay-led Bible studies and small groups, children's holiday programs and other special events.
- 5.3. Recruit, train, motivate, and retain teachers, substitutes, and aids for R.E. programs and aid the chapel staff in building a community that values volunteerism and lay ministry; Contractor will:
  - 5.3.1. Provide at least quarterly recruitment and training program
  - 5.3.2. Oversee a volunteer recognition and appreciation program
  - 5.3.3. Maintain records of volunteers and volunteer hours
- 5.4. Submit a budget proposal to the PMC NLT 15 June of each year. At a minimum the proposal will include a program calendar, facility requests, and a spending plan detailing support for the program needs.
- 5.5. Coordinate facility scheduling, opening and security; contractor will:
  - 5.5.1. Submit facility requests to schedule chapel events and ensure requests have been approved and are on the calendar before initiating publicity.

- 5.5.2. Arrive to open facility at least 30 minutes before R.E. events begin and remain present until event is completed and the building is secured or ensure approved volunteer leaders or chapel staff will be present to do so.
- 5.5.3. Ensure facility is clean and returned to neutral, ready-to-use condition at program completion.
- 5.6. Cooperate and co-direct occasional Ecumenical (Protestant and Catholic) or interfaith family ministries with the Catholic R.E. Coordinator, Youth Ministry Director(s), and identified Chaplain(s); and create within five (5) duty days of the event a written after-action report. Programs will include, but are not limited to:
  - 5.6.1. Children's Harvest Fest or Halloween alternative event
  - 5.6.2. Community Christmas Tree Lighting
  - 5.6.3. Resurrection Egg Hunt or Easter Egg Hunt on the Saturday before Easter
  - 5.6.4. Summer Vacation Bible School or alternative kids' program during summer
- 5.7. Develop programs that fulfill the goals of the Eielson Chapel Protestant Community.
- 5.8. Suggest opportunities for prayer and spiritual renewal.
- 5.9. Coordinate regular duty hours with Contracting Officer through the NCOIC, Chapel Operations and/or PMC, and publish schedule in chapel print and digital media. Normal work schedule will be approximately 20-30 hours per week, with at least 15 hours over a period of three days between 0730 and 1630, Monday-Friday, in addition to program support on Sundays and other days as required.
- 5.10. Ensure all activities and events involving children under the age of 18 years of age have appropriate and adequate chaperones. Authorized chaperones will be adults who have successfully completed the chapel background screening and clearly understand their responsibilities and roles in any event or activity. All activities must have at least two chaperones; for events with both male and female minors present, at least one chaperone will be male and one female, they may not be married or related.
- 5.11. Ensure that only legally licensed adult drivers with proof of insurance, safe driving record, and appropriate years of experience provide transportation for chapel events.
- 5.12. Attend weekly Chapel staff meetings and trainings except by mutual agreement with PMC.
- 5.13. Attend regular (monthly, bimonthly, or quarterly) PPAC meetings and provide reports on recent and upcoming programs and events, budget and volunteer status and special needs.
- 5.14. Maintain and report R.E. attendance for all programs.
- 5.15. Coordinate with AWANA commander to ensure compliance with AFIs, OIs, and chapel mission requirements and Wing Chaplain's Comprehensive Ministry Plan.
- 5.16. Direct the Protestant program's advertising and event promotion campaign via print and digital media including bulletins, newsletters, mailers, brochures, and other means as permitted by Air Force regulation and chapel policies and operating instructions to include creating, printing, and distributing media through approved channels. Weekly bulletins, when required, will be prepared no later than close of business on the last duty day prior to the service in which they will be distributed.

## **6. SAFETY.**

- 6.1. The Contractor shall be knowledgeable of and comply with all applicable federal, state, and local laws, permits, Department of Defense (DOD), AF, and base requirements and instructions required for the performance of the duties in this SOW. The service provider shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks.
- 6.2. No contractor reporting for duty who appears recently to have consumed alcohol (or other mood altering substances) shall be allowed to perform, nor will they invoice for uncompleted services. Such behavior will be seen as dangerous and unprofessional, and may serve as grounds for termination of the contract.
- 6.3. The Eielson AFB Chapel affirms families and advocates for children and youth, but the work environment is not structured for childcare during normal working hours. The Contractor is therefore responsible to obtain offsite childcare, at his/her own expense for minors in his/her care except during times at which children and families are present for chapel events. Children are never to be left unattended in the chapel.

**7. SECURITY.** The Contractor will:

- 7.1. Be responsible for safeguarding all government property provided and at the end of each program or workday, ensure government facility, equipment, and materials are secure.
- 7.2. Obtain and display all government and contractor identifications as required and return issued identification and vehicle passes at contract expiration or termination thereof.
- 7.3. Comply with all base traffic regulations and policies; Contractor is prohibited from possessing weapons, firearms, or ammunition on themselves or within their privately owned vehicle while on Eielson AFB.
- 7.4. Safeguard and ensure Government furnished keys are not lost, misplaced, or transferred. Contractor will not duplicate any Government furnished key and will report immediately (no later than one (1) duty day) the loss of keys to the Facility Manager or supervisor.
- 7.5. Contractor shall submit to a criminal history background check as required by DoDI 1402.5 before receiving the contract to include the National Agency Check Investigation (NACI) and a State Criminal History Repositories (SCHR) and an installation Records Check which includes Medical Records check and Security Forces check. Additionally, the Contractor must be able to obtain a favorable clearance to access government computer network. National Agency Check will be submitted through Security Manager to obtain a favorable clearance. Discovery of negative findings during background check or failure to complete required forms will result in termination of the contract.
- 7.6. The Contractor shall be fully liable for the security of his/her personally owned vehicles and personal property.

**8. CONTRACTOR LIABILITY.**

- 8.1. The Contractor is considered an independent contractor and not an agent of the government. During the performance of these provisions, the Contractor will be liable and will hold harmless the government against all actions or claims for damages to persons and property due to the fault, negligence, wrongful act, or wrongful omission of the Contractor or his/her agents. The government is not responsible for damage to personal supplies or equipment of the Contractor.
- 8.2. The Contractor shall, at his/her own expense, defend any suits, demands, claims, or actions in which the United States might be named as a defendant, arising out of or as the result of the Contractor's performance of work under this contract, whether or not such suit, demand, claim or action arose out of or was the result of the Contractor's negligence. This shall not prejudice the right of the United States to appear in such a suit, participate in a defense and take such action as may be necessary to protect the



interest of the United States. Nothing in the above provision shall in any way limit other remedies available to the United States as provided by law, or waive rights of the United States as provided by law.

8.3. The government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

8.4. The Contractor is liable for all damages to government real property, when it has been determined by competent authorities that damages were due to Contractor personnel or sub-contractors negligence.

**9. INDEMNIFICATION:** The Contractor agrees to indemnify and hold the Government and the Department of the Air Force harmless, whether in tort or in contract, for any and all loss or liability for injury to or death of service provider personnel in transit to, from or during the period of attendance at any of the required locations in support of this contract or chapel programs.

**10. FURNISHED EQUIPMENT AND SUPPLIES.** All equipment needed to fulfill this statement of work will be provided by the Eielson AFB Chaplain Corps. A professionally furnished office, computer, authorized software, e-mail and limited internet access (pending background checks and other USAF security requirements, and for official use only), additional office equipment, standard office supplies (pens, paper, paperclips, staples, etc.), and internal funds request and processing forms will be provided by the Eielson AFB Chaplain Corps. All other personal equipment or supplies will be provided by the Contractor.

**11. CERTIFICATION OF SERVICES FOR PAYMENT.** The preferred method of payment is based on a per week basis (rather than a per unit basis) to be reported monthly. The Contractor will submit a monthly invoice for services, including dates, weekly rate, and total due. The invoice will be submitted to the Wide Area Work Flow (WAWF) through the Defense Finance and Accounting Service (DFAS). The PMC or designee will certify receipt of services and forward to WAWF. Payment will be made within approximately thirty (30) days of receipt of the invoice. No overtime will be authorized. Compensatory time and changes in assigned office hours require prior approval in writing (e-mail) from the Contracting Officer or designee. Contractor is responsible for all taxes on amounts paid.

**12. LOCATION, LEAVE AND EXTENDED ABSENCE:** The Contractor will personally perform tasks of the contract at the Eielson AFB Chapel (452 North St, Eielson AFB, AK 99702) unless otherwise approved by the Wing Chaplain. The Contractor is required to give the PMC two (2) weeks' of notice of any scheduled period of absence. If required, the Contractor will provide a substitute to perform services in his/her absence. This substitute must be of equal or greater qualification than the Contractor, and must be approved by the Contracting Officer and Wing Chaplain. Substitution for more than 60 days per year, except for verified extended illness or personal emergency, may be grounds for termination of the contract. The Contractor will develop a documented method of reimbursement for any substitutes.

12.1. The Chapel will require the Contractor to keep a weekly time log, in order for work hours to be documented. The time log will be provided to the Contractor by the Chapel, but must be turned in to the PMC weekly to be reviewed.

**13. CONTRACTING OFFICER:** The NCOIC, Chapel Operations will monitor and inspect the Contractor's performance; the PMC is the designated alternate. The Chapel will report any and all noncompliance to the Contracting Officer who will notify the Contractor in writing in order to provide an opportunity to correct, if possible, nonconforming work. The Contractor will have 14 calendar days to provide a written response to any notice of noncompliance. If noncompliance will not or cannot be corrected within 30 days, contract is subject to termination.

**14. SUPPORT REQUIREMENTS:** The Contractor coordinates all support requirements with the Contracting Officer or designated representative.

DARS Tracking Number: 2016-O0002

Class Deviation—Prohibition Against Using Fiscal Year 2016 Funds to Contract with Corporations that Have an Unpaid Delinquent Tax Liability or a Felony Conviction under Federal Law

252.209-7991 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law—Fiscal Year 2016 Appropriations.

Include the attached provision in all solicitations, including solicitations for the acquisition of commercial items under FAR part 12, that will use funds made available by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 744 and 745 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235),

**REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A  
FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2016 APPROPRIATIONS  
(DEVIATION 2016-O0002) (OCT 2015)**

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in sections 744 and 745 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

**Availability of Funds (Apr 1984)**

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)