STATEMENT OF WORK (SOW)
FOR
AUXILIARY CATHOLIC PRIEST BLANKET PURCHASE AGREEMENT (BPA)
AT HURLBURT FIELD

1. DESCRIPTION OF SERVICES/GENERAL INFORMATION

1.1. DESCRIPTION OF SERVICES

1.1.1. Scope of Work: In coordination with the Wing Chaplain and designee (e.g. Catholic Chaplain/Priest), the contractor shall serve as the primary celebrant for the Hurlburt Field Catholic faith community at Catholic Masses, Sacramental celebrations (e.g. Confession), and other liturgical services in accordance with the Roman Catholic Church.

1.1.2. Location: Primary facilities for the services provided will be the Sanctuary and Blessed Sacrament Room at the Hurlburt Field Chapel, 210 Cody Ave, Hurlburt Field, Florida.

1.1.3. Workmanship: All work shall be accomplished in accordance with (IAW) the tenets and guidelines of the Roman Catholic Church, the Archdiocese for the Military Services, USA (AMS), Department of the Air Force Instructions, and the Wing Chaplain's Policies.

1.1.4. The Contractor Shall:

1.1.4.1. Celebrate Catholic Masses IAW current operating schedule:

- Sunday Mass
  - 0900-1000 and 1600-1700
  - Be available to hear confessions for 60 minutes prior to each Sunday Mass.
- Weekday Mass
  - Tuesday, Thursday, and Friday from 1130-1230
  - Wednesday at 1630-1730
  - Be available to hear confessions for 30 minutes prior to each Weekday Mass.

1.1.4.2. Holy Day of Obligation: Celebrate Catholic Mass for Roman Catholic Church Holy Days of Obligation. Masses will be celebrated at the regularly scheduled Mass time(s) for that day, if applicable, or at another time to be determined by the Wing Chaplain or designee (IAW 1.1.4.1). Any modifications to the Mass times must be coordinated and approved by the Wing Chaplain and designee.

1.1.4.3. Perform any required Sacramental celebrations (e.g. Penance, Anointing of the Sick, Baptism, etc.), and other liturgical services (e.g. Exposition and Benediction of the Blessed Sacrament) as requested by the Wing Chaplain or designee.

1.1.4.4. Ensure Catholic Mass, Sacramental celebrations, and other liturgical services do not conflict with any other Hurlburt Field faith community's worship schedule.

1.1.4.5. The contractor shall document all work done IAW AMS guidelines to be submitted to the Wing Chaplain or designee.

1.1.5. Competency of Contracted Personnel: The contractor shall maintain the following at a minimum:

1.1.5.1. Be an ordained Roman Catholic Priest in good standing with a Catholic Diocese or Religious Order (e.g. Franciscans) in the United States.

1.1.5.2. Possess, or able to acquire, current faculties from the AMS, and be able to obtain and maintain a valid DD Form 2088, Statement of Ecclesiastical Endorsement completed by the AMS within 60 days of contract award (IAW DAFI 52-101, par. 4.3).

1.1.5.3. Be able to read, write, and speak English fluently.

1.1.5.4. Shall provide current credentials, including certificate of ordination and letter of good standing from applicable Catholic Diocese in the United States to the Wing Chaplain or designee.

1.1.5.5. Applicants shall undergo a background check required of a childcare provider IAW DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*. The background check will be initiated and processed through the Hurlburt Chapel IAW DAFI 52-101, par. 5.4.1.

1.1.6. The contractor shall be fully qualified to perform the required services without any supervision or direction by Government personnel.

1.1.7. Contractor Points of Contact: The contractor shall provide the Authorized Caller, Wing Chaplain, and designee, current contact information (e.g., address, telephone numbers, or email address) and any updates or changes when they occur.

1.1.8. Performance: The contractor shall arrive at the chapel with sufficient time prior to Mass and Confession or other service agreed to within this SOW. The contractor shall also reside within a 60-minute recall radius of Hurlburt Field Chapel to administer emergency liturgical services (e.g. Anointing of the Sick). The contractor shall notify the Wing Chaplain or designee immediately of any emergencies or changes impacting on-time performance of the duties in this SOW.

1.2. GENERAL INFORMATION

1.2.1. Contractor Responsibility:

1.2.1.1. This is a Non-Personal Service BPA. The contractor is solely responsible for all tax liabilities, and no benefits such as medical care, retirement or worker's compensation are provided.

1.2.1.2. The contractor shall present a neat, well-groomed appearance appropriate for chapel worship services during all times while he is performing services under this BPA.

1.2.1.3. The contractor is responsible to the Authorized Caller, Wing Chaplain, and designee.

1.2.2. Administration:

1.2.2.1. The contractor shall document work performed and will present this to the Wing Chaplain and designee as supporting documentation when requesting payment for any authorized call. The contractor shall present an invoice to the 1 SOW/HC Authorized Caller to receive payment for services rendered.

1.2.2.2. The contractor will be issued a base pass by the Wing Chaplain or designee, for entrance to Hurlburt Field.

1.2.3. Personal Property: The contractor shall ensure that personal property is clearly marked and identified to preclude misidentification as Government property.

2. GOVERNMENT-PROVIDED PROPERTY AND UTILITIES

2.1. Equipment: The Government will furnish all vestments, vessels, books, altar linens and other liturgical supplies as required by the Wing Chaplain or designee for the celebration of Sacraments.

2.2. Liability: The contractor shall be liable for loss, damage, or theft of Government property due to the contractor's carelessness and/or negligence.

3. Base Access. The REAL ID Act of 2005 established minimum standards for the production and issuance of state-issued drivers licenses and ID cards. Hurlburt Field will comply with the guidelines of the REAL ID Act as outlined in the Air Force Guidance Memorandum to AFMAN 31-113. State-issued drivers licenses and ID cards from states not meeting the standards can no longer be used for accessing Federal facilities to include Air Force installations. As of 30 January 2017, the following states are non-compliant with the REAL ID driver's license standards:

- Kentucky
- Maine
- Montana
- Pennsylvania
- South Carolina

3.1 For contractors accessing the base who possess non-compliant driver's licenses, the following identification cards will be accepted:

- Valid U.S. Passport
- Valid Foreign Passport
- Valid Veterans Identification Card
- Valid Permanent Resident Card
- Valid Federal personal identification cards (Contractor ID)

3.2 All contractors performing on Hurlburt Field shall comply with all requirements and procedures IAW AFFARS 5352.242-9000, Contractor Access to Air Force Installations and other requirements as stated herein. When reporting to the Visitor's Center registration office, the authorized contractor individual(s) shall provide a valid driver's license, current vehicle registration, and valid vehicle insurance certificate to obtain a vehicle pass.