PERFORMANCE WORK STATEMENT (PWS)

CATHOLIC PARISH COORDINATOR

Part 1
General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to provide Catholic Parish Coordinator services at Fort Leonard Wood. This role involves assisting the Catholic Chaplain and Priest in conducting religious services in accordance with the Roman Catholic Church's guidelines, Archdiocese for the Military Services policies, Army Regulation 165-1, Army Pamphlet 165-18, and Installation Chaplain Policies.

1.2 Background: The services of a Catholic Parish Coordinator fall under the Fort Leonard Wood Chaplain's Religious Support Program as defined in the Command Master Religious Program (CMRP). The mission of the Chaplain's Religious Support Program is to provide military religious support activities that meet the religious requirements of Soldiers, Families, and authorized civilians. The primary goal of the Chaplains' Religious Support Program is to ensure the free exercise of religious preference which is a statutory requirement under USC Title 42. As a non-personal services, the Contractor is not a member of the Commander's Staff or Command Chaplain's Staff.

1.3 Scope: The Contractor shall provide non-personal service(s). The contractor shall assist in the coordination of religious celebrations within the Liturgical Cycle as well as other administrative activities such as to develop and maintain the Parish calendar, publicize religious events for the congregations, maintain the Parish registration and census database as well as prepare the Catholic weekly bulletins.

The Contractor must hold a Basic Catechist certification or other degree of substantiated coursework in Theology or religious studies and must be a practicing Catholic in full communion with the Church and follow AMS Religious Education guidance. Experience in military chapel programs is preferred but not required. Contractor personnel shall possess the ability to present information orally and in written format (i.e., emails, minutes, bulletins, advertising, and marketing). Ability to speak English clearly and with excellent comprehension is essential. The Contractor must be computer competent in Windows based operating systems and be proficient with Microsoft Office software (Word, Excel, Outlook, and Power Point software)

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All Contractor personnel shall communicate and behave with etiquette in the workplace that is indicative of respectful and courteous professional manner befitting US military religious support activities. Contractor personnel shall refrain from using offensive language such as swearing, cursing, disparaging language, and other such communications.

1.4 Objectives: The objectives of this requirement is to provide support to the Catholic Chaplain and Priest in conducting religious services. The contractor shall focus on providing support to the Catholic population by assisting with various administrative tasks related to religious services. The services provided must align with the policies defined for the Pastoral Care of Catholic Personnel as published by Archdiocese. The contract service provider shall consult and coordinate with the Catholic priest/deacon endorsed by the Archdiocese for the Military Services (AMS) or assigned Chaplain.

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which it assures that the work provided complies with the requirements of the contract.

The Contractor's Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer's Representative (COR) for review within ten (10) workdays after date of contract award (Deliverable A.001). After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.5.2 Quality Assurance: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels (performance thresholds).

1.5.3 Recognized Holidays: The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 U.S. Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st

M. L. King Memorial Day 3rd Monday in Jan

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Presidents Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.4 <u>Operating Hours</u>: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 <u>Government Facility Office Hours</u>: The Government facility office hours are Government business hours are between 0900-1600 Monday thru Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Religious Support Office programming may be conducted outside of normal government business hours. The Contractor shall maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of services are essential.

1.5. <u>Place of Performance</u>: The work to be performed under this contract will be performed at Fort Leonard Wood, Missouri.

1.6 <u>Security Requirements:</u> The following information is provided on security related matters.

1.6.1 <u>Background Checks:</u> The Contractor shall provide all information required for background checks to meet installation-access requirements to be accomplished by the installation provost marshal office, director of emergency services, or security office. The Contractor shall comply with all personal identity verification requirements as directed by DOD, HQDA, and local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the force protection condition (FPCON) at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

1.6.2. <u>U.S. Citizen:</u> Contractors that work with or teach youth under the age of 18 years are subject to U.S background checks. The Requiring Activity Manager will determine the extent of background checks required. The Contractor employee may begin performance of the contract after receiving a favorable local background check. The Contractor agrees to replace the employee should results of the background check, if required, be unfavorable as determined by the Requiring Activity Manager. The Contractor's replacement of the employee with the unfavorable background check shall be within a timeframe provided by the Requiring Activity Manager. The Contractor shall also replace employees whose background check, during their tenure of employment, renders them with an unfavorable local or stateside background check, as determined by the Requiring Activity Manager. The Contractor shall forward a copy to the

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Contracting Officer via the COR and the Requiring Activity Manager of each favorable background check within 10 days of receipt by the Contractor, identifying such with the appropriate contract number. The Contractor shall forward a copy to the Contracting Officer via the COR and the Requiring Activity Manager of each unfavorable background check within 3 days of receipt by the Contractor, identifying such with the appropriate contract number. When the Government awards a non-personal services contract directly to an individual, the failure of the individual to provide a favorable background check would be grounds for termination.

1.6.3 Physical Security: The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.6.4 Operations Security (OPSEC) Requirements: The OPSEC Plan and User Agreement. The OPSEC Plan and User Agreement will be available for Contractors to review through the Installation OPSEC Officer. The Contracting Officer's Representative (COR) will ensure the Contractor is aware of the Installation's OPSEC Plan and is in compliance with the Installation's OPSEC Plan during contract performance.

For contracts that require an OPSEC Standard Operating Procedure/Plan: Contractor shall develop and submit an OPSEC SOP that is in compliance with AR 530-1 within 90 calendar days of contract award to be reviewed and approved by the responsible Government OPSEC Officer. This SOP/Plan will include Government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, Contractor shall identify an individual who will be an OPSEC Coordinator and is OPSEC Level II certified.

Pursuant to AR 530-1, all Contractor personnel must complete initial Level I OPSEC training within 30 calendar days of beginning performance on this contract. For contracts that cross fiscal years, or for contracts with option years, all contractor personnel shall complete annual OPSEC awareness training, to be provided by the Installation OPSEC Office or a certified Level II trained OPSEC Officer. Contact information for this Government employee will be provided at the kick-off meeting.

The Installation OPSEC Office, or a certified Level II trained OPSEC Officer, will provide Level I OPSEC training on Fort Leonard Wood for Contractor personnel working on this installation. The COR will coordinate this training at the time of task order modification or award. Contractor shall provide a list of personnel trained to the COR within five (5) business days of completion of training. (Deliverable A003)

1.7 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. Keys issued to the Contractor by the Government may not be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require

DRAFT

access to locked areas. The Contractor shall immediately report any occurrences of lost keys to the Contracting Officer.

1.8 <u>Post Award Conference/Periodic Progress Meetings</u>: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 <u>Contracting Officer's Representative (COR)</u>: Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.10 <u>Key Personnel</u>: The Contractor shall provide a Program Manager (PM) who shall be responsible for the overall management, performance and coordination of this contract. The PM shall act as the central point of contact with the Government. The PM shall have signature authority for contract-related documents and make independent decisions concerning the performance of the contract to include personnel staffing, work beyond normal operating hours and contract negotiations. An Alternate shall be designated to act in the same capacity as the PM during his/her absence. The PM and Alternate. The name of this person and an alternate, who shall act for the Contractor when the POC is absent, shall be provided in writing to the (A)COR at post-award meeting. The POCs shall have full authority to act for the Contractor on

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all contract matters relating to daily operation of this contract. The following personnel are considered required by the Government: Contract POC and Alternate POC.

1.11 Identification of Contractor Employees: All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.12 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). Contractor employees or representatives will always, be clearly identified as such and shall be distinct from Government personnel. Contractor employees shall not act, advertise, or willfully appear to contractor labor Government employees, agents, or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees. Contractor employees will be introduced as Contractor personnel and shall wear Contractor furnished identification badges that display the employees name, photograph and company name in a conspicuous place on exterior clothing, above the waist, except when safety or health reasons prohibit.

1.13 Data Rights: The Government has unlimited rights to all documents and materials produced under this contract. All documents and materials, to include the source codes of software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership and copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.14 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/ , the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.15 Required Training: The following provides information on training requirements.

1.15.1 Anti-Terrorism (AT) Level I Training: All contractor and sub-contractor employees requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training. IAW AR 525-13, 15 Apr 26, AT Level I Awareness training will be conducted by a certified Level II trained ATO. For contracts that cross fiscal years, or for contracts with option years, all contractor personnel shall complete annual AT Level I awareness training. The Installation AT Office or a certified Level II trained ATO on the

DRAFT

installation will provide the training. Contact information for this Government employee will be provided at the kick-off meeting.

The Installation AT Office or a certified Level II trained ATO will provide a one-hour training session conducted on FLW for Contractor personnel working on this installation. The COR will coordinate this training at the time of task order modification or award. Contractor personnel working at installations other than FLW shall coordinate with the COR and local AT Offices to obtain training applicable to that installation.

Contractor shall provide a list of personnel trained to the COR within five (5) business days of completion of training.(Deliverable A002)

1.15.2 <u>iWATCH Training:</u> Within 10 calendar days of contract award and within 10 calendar days of new Contractor employees commencing work on this contract, all Contractor and sub-contractor employees shall review the FLW Directorate of Emergency Services (DES) web link for iWatch training located at http://www.wood.army.mil/LEC/iWatch/iWatch.htm. This locally developed training will inform employees of the types of behavior to watch for and how to report suspicious activity. Suspicious activity shall be reported to the COR or KO. (Deliverable A.004).

1.16 <u>Government Property and Services:</u> See Part 3.

1.17 <u>Access and General Protection/Security Policy and Procedure:</u> FLW Automated Installation Entry (AIE) Pass Transition. The included instructions/form for requesting a Ft. Leonard Wood AIE pass supersede those previously communicated. The AIE pass form (see attached) has been revised for applicants to provide citizenship status, Foreign Nationals Alien Registration/Passport number and Country of Birth information. An electronic copy of the spreadsheet will be sent via email for your use. As with the previous version, all information must be typed; handwritten and incomplete requests will not be processed. Once completed, submit the form to your sponsor via email or US mail.
Your sponsor will add the FPCON level, days, and times for entry and will forward it to the Visitor Control Center (VCC) for background screening and pass processing. The sponsor will send it via encrypted email to this address: usarmy.leonardwood.usag.list.des-physec-vcc@army.mil. VCC personnel will notify sponsors when background screenings are completed, and passes are ready for pickup. Sponsors will then notify you that your pass is ready for pick up at the VCC. You will need bring a valid picture ID and turn in Mobilisa passes, as they will no longer be authorized. As a reminder, the Mobilisa pass application portal is no longer used. Regardless of the expiration date of an existing Mobilisa pass, ALL pass holders are required to get the new AIE pass. Person(s) that do not submit for the new AIE pass may experience delays entering FLW.
If a retiree, or DOD ID card holder, wishes to gain employment on the installation as a contractor, then that person's "status" will change to a contract employee, which triggers the requirement for an employment background check and an NCIC-III check for access to the installation.
Beginning 1 June 2023, Ft. Leonard Wood will no longer accept, for access purposes, the state issued driver licenses (DL), or state issued IDs that do not meet the Real ID Act of 2005

DRAFT

standards. Person(s) requesting access with a non-compliant state DL or ID will need to present along with the non-compliant DL/ID one of the documents below to prove identity to be issued a pass or given access to Ft. Leonard Wood.

- US passport or passport card
- Certified birth certificate (not a photocopy)
- Social Security Card (not a photocopy)
- School identification card with photograph (high school and college age students)
- US military or draft record (DD Form 214)
- US Coast Guard Merchant Mariner Card
- Transportation Worker Identification Card (TWIC)
- US Native American tribal document
- NEW VA health card

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PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Acceptable Quality LeveL (AQL) – The maximum percentage or allowable deviation that can be considered satisfactory on average. It is the allowable deviation from a standard before the Contracting Officer will reject the specific service. An AQL does not imply that the Contractor may knowingly perform in an unsatisfactory manner, but rather exerts a realization that perfect performance is not possible.

Contracting Officer – means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

Contractor – means a supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

DRAFT

Deliverable – means anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government.Government property includes both Government-furnishedand Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP) – means the key Government-developed surveillance process document, and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. The QASP, with very few if any exceptions, is an internal to Government document.

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Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on "what" is to be accomplished; however they are not prescriptive in describing "how" the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Work Day - The number of hours per day the Contractor provides services in accordance with the contract.

Work Week - Monday through Friday, unless otherwise specified.

2.2 Acronyms: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AQL	Acceptable Quality Level
AR	Army Regulation
CCE	Contracting Center of Excellence
CFE	Conventional Forces Europe
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
OPSEC	Operations Security
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out

DRAFT

POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
RCO	Regional Contracting Office
SIGE	Safety and Health Protection Plan
TE	Technical Exhibit
USAG	United States Army Garrison
UOM	Unit of Measure

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PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services: There is no Government furnished services, facilities, equipment or materials provided; except that the Government will provide the necessary utilities, water, electric, etc. necessary to perform the work if they are available at the work site(s).

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PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract.

4.2 Secret Facility Clearance: RESERVED.

4.3. Materials. The Contractor shall furnish materials, supplies, and equipment necessary to meet the requirements under the PWS.

4.4. Equipment. The Contractor shall furnish a computer with internet connectivity to meet the requirement under this PWS.

4.5 Background Checks: The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government.

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PART 5
SPECIFIC TASKS

5.1. The Contractor shall attend 95% of required meetings to coordinate and provide the necessary Catholic Perish Coordinator input for services.

5.2 The Contractor shall maintain current, the Parish Calendar. The Contractor shall provide an updated monthly calendar to the COR NLT first business day of each month. Dates and events for the calendar will be provided in the weeekly meetings (Para 5.2) (Deliverable A.005).

5.3 The Contractor shall prepare weekly Catholic Bulletins. Specific details regarding bulletin contents will be provided in the weekly meetings. Bulletins are due to the COR each Wednesday before the week's service. (Deliverable A.006)

5.4 The Contractor shall maintain a log of the work specified in the PWS for the month under this contract. The Contractor shall provide a copy of the log to the COR monthly NLT then 5 business days following the month of performance. (Deliverable A.007)

5.5 Publicity Coordination: The Contractor shall develop public announcements, advertisements, and information for the Garrison Catholic community programs. Documents shall be provided to the COR NLT the first business day of each month (Deliverable A.008)

5.6 Parish Sacramental Administration: The Contractor shall prepare weekly files, Sacramental Records, and other sacramental paperwork. Documents shall be filed monthly with AMS, NLT 30 days after the ministration of the sacrament. (Deliverable A.009)

5.7 The Contractor shall provide essential documents within the scope of this PWS specified task to assist in the preparation of AMS Quarterly Clergy reports to the COR. Reports are due NLT the 15th day of the last month of each quarter. (Deliverable A.010)

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PART 6

APPLICABLE PUBLICATIONS

6. **<u>Applicable Publications (Current Editions):</u>** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.2 Army Regulation, AR 165-1, Army Chaplain Corps Activities
6.1.2 Garrison Installation Chaplain Policies
6.1.3 Archdiocese for Military Services (AMS), Priest Manual dated 20 August 2008.
6.1.4 Contractor Identification (AE Reg 27-715)
6.1.5 Information Assurance Workforce Improvement Program (DoD 8570-M)
6.1.6 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
6.1.7 Information Assurance (AR 25-2)

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PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary

7.2 Technical Exhibit B – Deliverables Schedule

7.3 Attachment 1 – Estimated Workload Data

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TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

Performance Objective	Standard	AQL	Incentive/ Disincentive
Contractor complete all required trainings	As outlined in 1.6.1, 1.6.4, 1.15.2	100% Compliance	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
Attended meetings (PWS para. 5.1.)	Attend weekly meeting with the COR and Priests to discuss coordination	95%	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
Maintain parish calendar (PWS para. 5.2)	Calendar updated by the 1st of each month	95%	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
Prepare weekly bulletins (PWS para. 5.3)	Due to the COR each Wednesday for following week	95%	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
The Contractor shall maintain a log of the work specified in the PWS for the month (PWS Para. 5.4)	Provide work log monthly	95%	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
Prepare weekly files, records, and paperwok for AMS (PWS Para. 5.6)	Due to COR per PWS	95%	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service

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Prepare quarterly AMS clergy report (PWS para. 5.7)	**Prepare quarterly Report**	**95%**	**Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service**

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TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
(A.001) Contractor's Proposed QCP (Para. 1.5.1)	within ten (10) workdays after date of contract award	1	.pdf	KO via the COR
(A.002) AT Level I Training. (Para.1.15.1.)	within 5 calendar days after the training is completed	1	.PDF	KO via the COR
(A.003) OPSEC Training (Para. 1.6.4)	provide list of personnel 5 days after training was completed	1	.PDF	KO via the COR
(A.004) iWatch Training (Para. 1.15.2)	Within 10 calendar days of contract award and within 10 calendar days of new contractor employees	1	.PDF	KO via the COR
(A.005) Monthly calendar (Para 5.2)	NLT 1st business day of the month of execution.	1	Microsoft Office software via email	COR
(A.006) Bulletins (Para 5.3)	NLT Wednesday prior to that week's service.	1	Microsoft Office software via email	COR
(A.007) Work log (Para. 5.4)	provide a copy of the log to the COR monthly NLT then 5 business days following the month of performance	1	Microsoft Office software via email	COR
(A.008) public announcements, advertisements, and information (Para. 5.5)	NLT the 1st business day of the month	1	Microsoft Office software via email	COR
(A.009) files, records, and AMS	Filed monthly, NLT 30 days after the	1	Microsoft Office software via email	COR

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Deliverable	Frequency	# of Copies	Medium/Format	Submit To
papwerwork (Para. 5.6)	ministration of the sacrament			
(A.010) quarterly AMS clergy records (Para. 5.7)	NLT the 15th day of the last month of each quarter.	1	Microsoft Office software via email	COR

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ATTACHMENT 1
ESTIMATED WORKLOAD DATA

ITEM	TASK NAME	ESTIMATED QUANTITY	
1	Meetings	Hours	52
2	Parish Calendar	Hours	104
3	Bulletin Creation	Hours	104
4	Log Work Performed	Hours	52
5	Publicity and Announcements	Hours	52
6	Weekly Files, Records and AMS Paperwork	Hours	260
7	AMS Quarterly Reports	Hours	156

Total: 780 hr/yr

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