PERFORMANCE WORK STATEMENT (PWS)

PROTESTANT ADMINISTRATIVE RELIGIOUS EDUCATION 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 Protestant Administrative Religious Education Coordination services at United States Army Garrison (USAG) Hawaii. This role involves assisting the RSO Chaplain and Director of Religious Education in conducting religious education services in accordance with the RSO policies, Army Regulation 165-1, and Installation Chaplain Policies.

1.2 Background: The services fall under the USAG Hawaii 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 10. 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 Protestant Administrative Religious Education Coordinator to the USAG Hawaii Religious Support Office (RSO). This is a non-personal services contract between the USAG Hawaii Religious Support Office (RSO) and the Contractor to perform tasks and provide deliverables identified herein. The contractor shall become knowledgeable of the Religious Education (RE) Program through the review of SOPs, program schedules, Concept of Operations, etc. The contractor shall attend and participate in required meetings scheduled by the RSO in order to gain and provide information pertaining to RE. The contractor shall prepare and provide a monthly calendar of all RE events to include special seasonal events. The contractor shall prepare and track multiple documents pertaining to RE programs during regular and seasonal time periods. Documents include the facility reservation request form, RE flyers and the attendance reports. The contractor shall assist in the preparation of program materials for regular and seasonal RE programs. This assistance includes making copies, distribution of supplies and materials and resetting the space used at the conclusion of the RE program activities. All services should be conducted in alignment with requirements defined in Part 4 of this PWS.

1.4 Objectives: The Contractor shall support comprehensive Protestant religious education programs which run concurrently with the traditional academic year (AY). The Contractor shall support and facilitate Protestant religious education activities as specified in the PWS. The Contractor shall serve as a Chaplain Corps' special resource person who provides program support functions. The contract service provider shall consult and coordinate with the Garrison RSO personnel (Garrison Chaplain, Director of Religious Education, or other assigned staff).

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a Quality Control Plan (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 how 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 will receive the Contracting Officer's acceptance in writing of any proposed change to his QC plan.

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) and the Performance Requirements Summary (PRS). This plan is primarily focused on what the Government will 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 minimum acceptable defect rate(s).

1.5.3 Recognized Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise requested 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	1 January
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	last Monday in May
Juneteenth	3rd Monday in June
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

1.5.4 Government Hours of Operation: Government business hours are between 0700-1700 Monday thru Friday except Federal holidays 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.

This contract does not require a traditional full-time Monday through Friday 9:00 to 5:00 type work environment. Workdays and hours will vary according to the approved Calendar of Events, tasks outlined in the CLINs and the time of meetings. Some tasks may require holiday, evening, and weekend hours.

1.5.5 Place of Performance: The services to be performed under this contract shall be performed at Usag Hawaii RSO facilities.

Aliamanu Military Reservation Chapel **(AMR)**	1850 Bougainvillea Loop, Honolulu, HI 96818
Fort DeRussy Chapel (FDC)	1050 Maluhia Road, Honolulu, HI 96815
Helemano Military Reservation Chapel (HMR)	1-99 Helemano Military Reservation, Wahiawa, HI
Main Post Chapel (MPC)	790 Mccornack Road, Schofield Barracks, HI 96857
Main Post Chapel Annex **{MPC-A)**	791 Mccornack Road, Schofield Barracks, HI 96857

1.6 Security Requirements: The following information is provided on security related matters.

1.6.1 Access and General Protection/Security Policy and Procedures. The Contractor and all associated subcontractors shall comply with applicable installation, facility, and area commander installation/facility access and local security policy and procedures (provided by Government representative). 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 Background Checks: A Tier 1 with State Criminal History Repository (SCHR) is required for Protestant Administrative Religious Education Coordinator.

1.6.2.1 In accordance with Department of Defense Instruction (DODI) 1402.05 and Army Directive 2014-23, each individual working with children under the age of 18 in conjunction with this contract must successfully complete the Tier 1 with SCHR background check. Failure to complete the criminal history background check shall result in termination of the contract.

1.6.2.2 The background check will be initiated and paid for by the government will be accomplished after award of the contract. The USAG Hawaii RSO Functional Manager will provide requisite forms and coordination at the award meeting. The Contractor shall provide completed background check forms to the COR NLT 10 days after the award (Deliverable A.002).

1.6.2.3 Contractor personnel may begin work with children under the age of 18 under Line of Sight Supervision (LOSS) after the receipt of a favorable Interim Suitability determination. Contractor personnel may begin working without LOSS following the receipt of a favorable final suitability determination. The USAG Hawaii RSO Functional Manager will notify the COR and Contractor of favorable or unfavorable suitability determinations or derogatory information within 3 business days of receipt.

1.6.2.4 No person, regardless of circumstances, will be approved to work with children if the individual has been convicted of a sexual offense, a drug felony, a violent crime, or a criminal offense involving a child or children. If the background check investigation reveals any other derogatory information a suitability determination has to be made by the Army. The adjudication of derogatory information is processed through an Army Program Review Board (PRB). Further details about the adjudication process can be found in Enclosure 6 of the AD 2014-23. At any time a Contractor can decide not to proceed with the PRB process. For additional information on the background check process, visit the US Office of Personnel Management at http://www.opm.gov.

1.6.2.5 Re-verification of background checks (IRC and FBI fingerprint check) is required every 5 years.

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

1.7 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend all 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 Contracting Officer's Representative (COR): 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. Basically, the COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to change any of the terms and conditions of the contract nor authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work.

1.9 Key Personnel: The Contractor shall provide a Primary Point of Contact (POC) who shall be responsible for the overall management, performance and coordination of this contract. The Primary POC shall act as the central point of contact with the Government. The Primary POC 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 Primary POC during his/her absence. The Contractor shall provide a Protestant Administrative Religious Education Coordinator who shall be responsible for performing the tasks in this contract. The name of this person and an alternate POC, who shall act

for the Contractor when the Primary POC is absent, shall be provided in writing to the COR at post-award meeting (Deliverable A.003).

The Protestant Administrative Religious Education Coordinator must have formal training and an understanding of protestant Christian education concepts and theories. Experience in military religious support 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). The contractor shall have the disposition for working in a pluralistic environment where they may interact with members from various faith groups and/or viewpoints. Contractor shall be professional and not denigrate individuals with a different religious perspective or viewpoint.

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.

1.10 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.

1.11 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.

1.12 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.

1.13 Phase In /Phase Out Period: The Contractor shall provide a phase in/phase out plan 30 days prior to the end of the contracting period.

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

1.14.1 Anti-Terrorism (AT) Level I Training: All Contractors, including subcontractors, requiring access to Army installations, facilities, and controlled-access areas shall complete AT Level I awareness training within 45 calendar days after the contract start-date or effective date of incorporation of this requirement into the contract, whichever is applicable (Deliverable A.004). The Contractor shall submit certificates of completion for each affected contractor's and subcontractor's employee to the KO via the COR, upon training completion. AT Level I awareness training is available online at https://jkodirect.jten.mil.

1.14.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete OPSEC "Level I" training within 30 days of employment under this contract. Verification of the training shall be provided to the COR upon completion of the training (Deliverable A.005) . OPSEC "Level I" training is available at Army Training Information System (ATIS) https://learn.atis.army.mil/. Contractor personnel must complete refresher training every 12 months. Verification of the training shall be provided to the (A)COR within **five (5) days** after completion of the training

1.14.3 iWATCH Training: The Contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance (Deliverable A.006). Training slides can be found on the Army OneSource we site: http://www.myarmyonesource.com/familyprogramsandservices/iwatchprogram/default.aspx

1.14.4 Information Assurance (IA) Training *(As required on the AT/OPSEC Cover Sheet)*

1.14.4.1 All Contractor employees, including subcontractors, requiring access to Government information systems shall complete the DoD IA Cyber Awareness Training within within 30 days of employment under this contract. Verification of the training shall be provided to the COR upon completion of the training (Deliverable A.007) .

1.14.4.2 All Contractor employees, including subcontractors, working information technology (IT)/IA functions shall comply with DoD and Army training requirements per Information Assurance Training Certification and Workforce Management DoD Directive (DoDD) 8570.01, Information Assurance Workforce Improvement Program DoD 8570.01-M, and Information Assurance AR 25-2 within thirty (30) calendar days of employment (Deliverable A.008). Training is available at https://ia.signal.army.mil/DoDIAA/default.asp .

1.14.5 Personally Identifiable Information (PII): Contractor employees, including subcontractors, performing services under this contract with access to PII and Government information shall complete "Identifying and Safeguarding PII" within 30 calendar days of employment. Contractor personnel shall complete refresher training every twelve (12) months from initial completion. The Contractor shall provide proof of training to the COR upon completion (Deliverable A.009). Training is available at http://iatraining.disa.mil/eta/piiv2/launchPage.html

1.14.6 Child Protection Training: Contractor employees have regular and recurring contact or access to children under the age of 18 and must complete child protection initially and then every 12 months as directed in AD 2014-23. Child protection training is provided or coordinated by the Garrison. The Contractor will coordinate with the COR to complete the training within 30 days of the award of contract and then every 12 months. The Contractor shall provide proof of training to the COR upon completion (Deliverable A.010).

1.15 Government Property and Services: Performance is at a Government Facility. Therefore, FAR Part 45.000(b)(5) applies. Specifically, Government property that is incidental to the place of performance, when the contract requires contractor personnel to be located on a Government site or installation, and when the property used by the contractor within the location remains accountable to the Government. Items considered to be incidental to the place of performance include, for example, office space, desks, chairs, telephones, computers, and fax machines. The Government will provide musical instruments although not specifically meeting the definition of GFP/GFE under the above cited FAR reference.

The Contractor shall be liable for the loss, damage or destruction except for fair wear and tear, of Government property. The Contractor shall repair or replace any item damaged while in his/her possession.

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.

Alternate Contracting Officer's Representative (ACOR) – See Contracting Officer's Representative. Allowed to perform COR tasks in the absence of the COR. Any references to (A)COR should be assumed to mean both unless advised otherwise.

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

CORRECTIVE ACTION REPORT (CAR) – A report initiated by the Government, which the Contractor is required to complete, whenever performance is unsatisfactory. The CAR requires the Contractor to explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels, and the corrective action that will be taken to prevent recurrence.

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.

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 - All property owned or leased by the Government.Government property includes both Government-furnished and 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.

High Level Objective (HLO) - 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.

Key Personnel - Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

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) – 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.

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

Statement – 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 <u>Acronyms</u>: 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
AHA	Activity Hazard Analysis
AR	Army Regulation
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System

CAC	Common Access Card
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 Armyt
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
GFP	Government Furnished Property
HIPAA	Health Insurance Portability and Accountability Act of 1996
HQDA	Headquarters, Department of the Army
ID	Identification
IGCE	Independent Government Cost Estimate
IT	Information Technology
KO	Contracting Officer
OCI	Organizational Conflict of Interest
ODASA(P)	Office of the Deputy Assistant Secretary of the Army for Procurement
OPSEC	Operations Security
PA	Property Administrator
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
RA	Requiring Activity
TARP	Threat Awareness and Reporting Program
TE	Technical Exhibit

PART 3
CONTRACTOR FURNISHED ITEMS AND SERVICES

3. Contractor Furnished Property and Services

3.1 General: The Contractor shall furnish all supplies, equipment, facilities, and services required to perform work under this contract that are not listed under Section 3 of this PWS.

3.2 Secret Facility Clearance: RESERVED.

3.3. Materials. RESERVED

3.4. Equipment. RESERVED

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

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PART 4
SPECIFIC TASKS

4. Specific Tasks:

4.1. Meeting Participation: The Contractor shall attend 100% of COR/DRE scheduled meetings monthly, weekly and as needed to gather program information for the completion of Protestant Administrative Religious Education Coordination tasks (Para 4.2-4.5). Contractor will maintain good working relationship with Protestant worshipping communities and their Pastoral staff.

4.2. Monthly Calendar: The Contractor shall provide a monthly Protestant Religious Education calendar to COR NLT the final business day of the preceding month (ex: April calendar provided by the final business day of March) (Deliverable A.011). The Protestant Religious Education Calendar should include regular and seasonal Religious Education (RE) events, Chapel and community events, holiday closures and special Holy days.

4.3. Execution of Protestant Religious Education Program: The Contractor shall execute protestant religious education programs at AMR chapel and MPC chapel in coordination with Protestant religious personnel (COR, DRE & Chaplain sponsor). Execute includes:
1. Prepare facility reservation request forms. (Deliverable A.012)
2. Develop flyers for regular and seasonal RE programs. (Deliverable A.013)
3. Track weekly RE program attendance to coordinate support. (Deliverable A.014)
4. Conduct regular and seasonal RE Classes as needed.

Regular RE Program Periods are August thru May and occur throughout the week as dictated by the COR.
Seasonal period programs include Advent, Christmas, Lent, Easter, Vacation Bible School & RE Kickoff.
The Contractor shall execute programs as approved by the COR, DRE and Pastor/Sponsor and submit documentation NLT 45 days prior to the service or event (Deliverable A.012 – A.013). The Contractor shall prepare publicity flyers for all special services and events and submit to the COR and Pastor/Sponsor NLT 45 days prior to the service or event (Deliverable A.013). The RE program attendance report shall be submitted to the COR on going per local policy and NLT the first business day of the month (Deliverable A.014). These items will correspond with the Religious Education calendar and details as provided in monthly meetings (Para 4.1 and 4.2.).

4.4. Preparation of Program Materials: The Contractor shall format and organize the program materials (curriculum and corresponding supplies) provided by the Pastor, Director of Religious Education or other government employee for RE programs weekly during regular and seasonal RE program periods. This preparation and organization of materials shall include making copies, distributing supplies/materials to learning spaces, and reset of classrooms or RE spaces at conclusion of the program. These items will correspond with the Religious Education calendar, program documents, and details as provided in monthly meetings (Para 4.2.). The Contractor shall submit a report of

consumed materials and supplies NLT the first business day of the month (Deliverable A.015).

4.5 Vacation Bible School & Community Readiness Expo: The contractor shall be assigned a functional leadership role in Hawaii VBS. The functional role will be according to abilities and assigned by the COR with input by the DRE. The contractor shall prepare resource materials and curate resources for use at the Community Resiliency Expo. The contractor will attend the community resiliency expo as assigned, restock and manage consumable materials as assigned. (Deliverable A.016).

4.6 Community Event Coordination and Publicity: The Contractor shall prepare and develop flyers for Protestant Community events. The Contractor shall prepare publicity flyers for all special services and events and submit to the COR and sponsor NLT 45 days prior to the service or event (Deliverable A.017). The Contractor shall submit a report of consumed materials and supplies NLT the first business day of the month (Deliverable A.016).These items will correspond with the Protestant Community calendar and details as provided in monthly meetings (Para 4.1 and 4.2). Community events are any event where the general public is invited and the Protestant service have a significant role, such as, Family Night, community BBQ, etc. (as determined by the COR)

4.7. Preparation of Deployment resources: The Contractor shall collect all supporting documentation from leaders of the Chapel Communities (all religions included), assist with high quality flyers and dissemination of RSO Materials at community events, deployment functions, and Resiliency expo. (Deliverable A.018).

4.8. Support Background Check Rodeo: Contractor shall review essential documents for accurate submission of child suitability background checks. The contractor will establish pre-registration, tracking, quality control of paperwork, and coordination with Fingerprint administrator. (Deliverable A.019).

PART 5
APPLICABLE PUBLICATIONS

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

5.1 Information Assurance Workforce Improvement Program (DoD 8570-M)
5.2 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
5.3 Information Assurance (AR 25-2)
5.4 Army Regulation, AR 165-1, Army Chaplain Corps Activities.
5.5 Garrison Installation Chaplain Standard Operating Procedures (SOPs).
5.6 Army Directive 2014-23 (AD 2014-23)
5.7 Department of Defense Instruction 1402.05 (DoDI 1402.05)

PART 6
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

6. Attachment and Technical Exhibit List

6.1 Technical Exhibit A – Performance Requirements Summary (PRS)

6.2 Technical Exhibit B – Deliverables Schedule

6.3 Attachment 1 – Estimated Hourly Workload Per Year

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Performance Standard	Performance Threshold	Method of Surveillance
Assign a primary and alternate point of contact and update as needed. (PWS 1.9)	Within 24 hours of contract award.	All personnel must be identified in writing	100% Monthly inspection
Participate in meetings (PWS Part 4.1)	Contractor attended planning and coordination meetings and provided necessary input for services.	No more than 5% of required meetingsmissed.	100% Monthly inspection
Provide Monthly Protestant Administrative Religious Education (RE) calendar that includes RE programs, community events. (PWS Part 4.2)	Monthly Calendar submitted to COR NLT the final business day of the preceding month.	Contractor fails to setup/ prepare no more than 5% of the time.	Customer feedback and periodic inspection.
Contractor shall prepare forms, develop flyers, and report weekly attendance for regular and seasonal RE events. (PWS Part 4.3)	Facility reservation forms and program flyer to Pastor and COR NLT 45 days prior to event. Attendance report to COR NLT the 1st business day of the month. All data on forms, flyers, and reports is accurate.	Contractor fails to setup/ prepare no more than 5% of the time.	Customer feedback and periodic inspection.
Contractor shall prepare program materials for regular and seasonal RE events, and report consumed materials monthly. (PWS Part 4.4)	Supplies required to execute curriculum are to the start of the program. Monthly Report of Consumed Materials to COR NLT the 1st business day of the month	Contractor fails to setup/ prepare no more than 5% of the time.	Customer feedback and periodic inspection.
Contractor shall support VBS and CRE (PWS Part 4.5)	Duties as a VBS leader and maintain CRE resources	100% Compliance	Random Sampling

Community Event Coordination & Publicity (PWS Part 4.6)	Prepare promotional and informational materials, report consumable materials	100% Compliance	Periodic Sampling
reparation/Execution Deployment Resources (PWS Part 4.7)	Prepare materials and attend deployment events	100% Compliance	Customer Feedback
Support Background check Rodeo events	Review documents for accuracy, establish pre-registration, tracking, quality control of paperwork.	100% Compliance	100% Inspection
Submit all deliverables in accordance with the Deliverables Schedule (Technical Exhibit B)	95% of all deliverables submitted timely.	100% Compliance	100% Inspection Monthly

TECHNICAL EXHIBIT B
Deliverables Schedule

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
(A.001) Contractor's Proposed QCP (Part 1.5.1)	Within ten (10) workdays after date of contract award	1	Microsoft Office/Email	KO and COR
(A.002) Background Check Request Forms for each individual performing services (Part 1.6.2)	Within ten (10) workdays after date of contract award	1	Microsoft Office/Email	KO and COR
(A.003) Key Personnel list with contact information (Part 1.9)	At post award meeting	1	Microsoft Office/Email	KO and COR
(A.004) AT Level I Training (Part 1.14.1)	Within 45 calendar days after the contract start-date or effective date	1	Microsoft Office/Email	KO and COR
(A.005) OPSEC Training (Part 1.14.2)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.006) iWatch Training (Part 1.14.3)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.007) Cyber Awareness Training (Part 1.14.4.1)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.008) Information Assurance Training (Part 1.14.4.2)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.009) PII Training (Part 1.14.5)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.010) Child Protection Training (Part 1.14.6)	Within 30 calendar days of employment under this contract	1	Microsoft Office/Email	COR
(A.011) Monthly Protestant Administrative Religious Education Calendar (Part 4.2)	NLT the final business day of the preceding month	1	Microsoft Office/Email	COR, DRE
(A.012) Facility reservation Forms (Part 4.3)	NLT 45 days prior to the event	1	Microsoft Office/Email	COR, DRE
(A.013) RE Program Publicity Flyers (Part 4.3)	NLT 45 days prior to the event	1	Microsoft Office/Email	COR, DRE
(A.014) Report of regular and seasonal RE program attendance (Para. 4.3)	NLT the first business day of the month.	1	Microsoft Office/Email	COR, DRE
(A.015) report of consumed materials and supplies (Part 4.4)	NLT the first business day of the month	1	Microsoft Office/Email	COR

A.016) VBS & CRE Support (Part 4.5)	Annual and weekly Requirement	As needed	Microsoft Office/email	COR
A.017) Community event Coordination & Publicity, report of consumable materials (Part 4.6)	Monthly & Seasonal	As Needed	Microsoft Office/email	COR
A.018) Deployment Resources Part 4.7)	As Needed	Monthly	Microsoft Office/email	COR

ATTACHMENT ESTIMATED HOURLY WORKLOAD PER YEAR

ITEM	PWS	TASK NAME	Frequency	Estimated Hours	Total Estimated Hours
1	PWS 4.1	Meeting Participation (AMR & MPC)	104	2.0	208
2	PWS 4.2	Monthly Calendar	12	2	24
3	PWS 4.3	Execution of Regular Protestant Religious Education Program	104	4	416
4	PWS 4.3	Execution of Seasonal Protestant Religious Classes	12	3	36
5	PWS 4.3	Report of Consumed Materials	12	1.0	12
6	PWS 4.4	Preparation of regular Protestant Program Materials	104	3	312
7	PWS 4.4	Preparation of Seasonal Protestant program Materials	12	3	36
8	PWS 4.5	Execution of Vacation Bible School	6	20	120
9	PWS 4.5	Execution and Preparation of Community Readiness Expo (Weekly)	26	4	104
10	PWS 4.6	Community Event Coordination and Publicity	12	5	60
11	PWS 4.7	Deployment support, materials and execution	12	5	60
12	PWS 4.8	BGC Rodeo Admin	24	4	96
				Total	1484