# PERFORMANCE WORK STATEMENT (PWS)
## Clergy- Catholic- Priest

**28 September 2026**

Part 1

General Information

1. **GENERAL:** This is a non-personnel services contract to provide Catholic- Priest services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1. Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the duties of Catholic Priest as defined in this Performance Work Statement (PWS) except for those items specified as government furnished property and services. The contractor shall perform to the standards in this PWS.

All work shall be accomplished within the guidelines of the Roman Catholic Church, Archdiocese of the Military Services (AMS) Priests' Manual, Army Regulation 165-1, Army Pamphlet 165-18, and Installation Chaplain Policies. The Contractor shall provide the required services as indicated in this PWS.

1.2. Background: The Contractor shall provide support to the Joint Base Lewis McChord (JBLM) Catholic population as specified in this PWS.

1.3. Objectives: Services provided shall be conducted in accordance with Army Regulation 165-1 Army Chaplain Corps Activities. All services under this contract shall be performed by an ordained Priest of the Catholic Church who is endorsed by the Archdiocese for the Military Services, USA (AMS), with faculties accepted or granted by the AMS Archbishop and in cooperation with the COR.
No Priest presented by a third party will be endorsed. The contract priest, although having no military authority, will nonetheless serve as the authoritative subject matter expert delegated by the AMS in all Catholic matters when he is the only priest at an installation or post. The Catholic Priest shall provide regular and special Catholic mass, sacraments, and confessions to the Catholic congregation at the locations and dates identified herein. The Contractor shall advise the Government Chaplaincy personnel as the Catholic subject matter expert (SME). The Contractor shall serve as the SME on Catholic religious instruction in compliance with the conformity listing maintained by the AMS.

1.4. Scope: This is a Non-Personal Services Contract between the JBLM Religious Support Office (RSO) and the contractor to perform tasks and provide deliverables identified herein. This PWS defines the requirements and deliverables of the contractor that support the individual Free Exercise of Religion for military personnel, family members, and authorized personnel.

1.4.1. This contract does not create an employer-employee relationship between the Government and Contractor, as well as any corporation, partnership, business association, other party, or legal entity with which the Contractor may be associated. The Government assumes no responsibility for costs incurred for services performed by the contractor that are not included in this contract. There are no provisions for lodging, employee benefits, medical care, retirement, or Workmen's Compensation Insurance. Payment will be made monthly on a per service basis only.

1.4.2. The Contractor shall only provide services for which no Unit Ministry Team (UMT) members (Chaplains and Religious Affairs Specialists), RSO Department of the Army (DA) Civilians, or volunteers are able to perform. The contract cannot duplicate duties required or provided by these entities as contracted services are an exception to policy.

1.4.3. 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. Many of the tasks will require holiday, evening, and weekend hours.

1.4.4. No UMT member, military member, DA Civilian, fellow contractor, or volunteer may supervise or direct the Contractor or control the method by which he/she performs the required tasks. Under no circumstances shall a work schedule be prepared for the Contractor, or the impression be given that the Contractor is an employee of the Government. It is the responsibility of the Contractor to guard against any actions that are of the nature of personal services, give the impression of personal services or portray his/her position as that of an employee.

Under no circumstances shall a Contractor provide direction to a Religious Affairs Specialist (RAS), general military member, a DA Civilian, fellow contractor, or volunteer, nor shall the Contractor represent in an official capacity of the Federal Government, U.S. Army or Air Force or the local congregation that the contract supports.

1.4.5. The services of a Catholic Priest fall under the JBLM Garrison Chaplain's approved, annual Command Master Religious Program (CMRP). The mission of the CMRP is to provide military religious support activities that meet the religious requirements of Soldiers, Families, and authorized civilians. The primary goal of the CMRP is to ensure the free exercise of religious preference which is a statutory requirement under USC Title X. As a non-personal services Contractor, the Catholic Priest is not a member of the Commander's Staff or Command Chaplain's Staff.

1.5. Period of Performance: The period of performance shall be for one (1) Base Year of 12 months and (1) 48-month option years. The Period of Performance reads as follows:

Base Year: 9/28/2026 – 9/27/2027
Option Year 1: 9/28/2027 – 9/27/2028
Option Year 2: 9/28/2028 – 9/27/2029
Option Year 3: 9/28/2029 – 9/27/2030
Option Year 4: 9/28/2030 – 9/27/2031

1.6. General Information

1.6.1. Quality Control: 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.

1.6.2. Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan and the Performance Requirements Summary (PRS). 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 minimum acceptable defect rate(s).

1.6.3. Recognized Holidays:

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| New Year's Day | 1 January |

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| Martin Luther King Day | 3rd Monday in January |
| President's 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 |
| Veteran's Day | 11 November |
| Thanksgiving Day | 4th Thursday in November |
| Christmas Day | 25 December |

1.6.4. Hours of Operation: Government business hours are between 0830-1630 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.

1.6.5. Place of Performance: The services to be performed under this contract shall be performed at JBLM Government facilities.

- Lewis Main Chapel
- McChord Chapel #2
- Northwest Joint Regional Correctional Facility (NJRCF)
- Other JBLM locations for other special events in accordance with published religious worship and observance schedules.

1.6.6. Type of Contract: The government will award a firm fixed contract.

1.6.7. Security Requirements: Contractor personnel performing work under this contract must have a government identification level of security at time of the proposal submission and must maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD254. The Contractor shall comply with the security requirements listed below for access to the installation.

1.6.7.1. AT Level I Training. All Contractors, including subcontractors, requiring access to Army installations, facilities, and controlled-access areas will 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. The Contractor will submit certificates of completion for each affected contractors and subcontractor's employee to the COR or to the KO, within 7 calendar days after training is completed. AT Level I awareness training is available online at https://jko.jten.mil/courses/atl1/launch.html. (Deliverable A.0001)

1.6.7.2. Access and General Protection/Security Policy and Procedures. The Contractor and all associated subcontractors will comply with applicable installation, facility, and area commander installation/facility access and local security policy and procedures (provided by Government representative). The Contractor will also 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 must 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.

1.6.7.3. 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 05 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award. (Deliverable A.0002)

1.6.7.4. OPSEC Training. New employees shall be trained within 30 calendar days of their reporting for duty and annually thereafter. OPSEC Awareness for Military Members, DoD Employees and Contractors is available at the following website: https://securityawareness.usalearning.gov/opsec/index.htm.

1.6.8. PHYSICAL Security: The contractor shall be responsible for safeguarding 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.

1.6.8.1. 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. No keys issued to the Contractor by the Government shall 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 or duplicate keys/key cards to the Contracting Officer.

1.6.8.2. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.6.8.3. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.6.8.4. Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.6.9. Special Qualifications: All services under this contract are to support the JBLM Garrison CMRP. The Contractor shall be a Catholic who is confirmed and in good standing in the Catholic Church and has 2 years of experience with Catholic programming.

1.6.9.1. The Contractor shall furnish in writing to the COR within five business days after award of the contract their resume, all AMS-required certifications, background checks, contact information and personal identification information (PII) of any Subcontractor that will participate in the performance of this contract. (Deliverable A.0003)

1.6.9.2. Experience in military chapel programs is preferred. 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.

1.6.9.3. The Contractor shall ensure that contract employees possess a current and valid driver's license and current vehicle insurance is maintained before operating any type of vehicle or equipment on the installation.

1.6.9.4 The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. Nor shall the Contractor employ a person who is an employee of the Department of Defense, either military or civilian, unless such person seeks and receives approval in accordance with DODD 5500-7R.

1.6.9.5. The Contractor is cautioned that off-duty active military personnel and Department of the Army Civilians hired under this contract may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The absence of Contractor employees at any time shall not constitute an excuse for nonperformance under the contract.

1.6.9.6. All individuals who perform work under this contract shall be employees of the Contractor and/or employees of an approved subcontractor.

1.6.9.7. Contractor personnel shall present a neat and clean, well-groomed, and business-like appearance. Appearance shall be appropriate for religious worship services and other activities identified in this PWS while performing under this contract.

1.6.9.8. 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.

1.6.9.9. The following is a list of the required screenings per the Army Directive 2014-23:

<u>REGULAR/RECURRING contact with children</u>: Definition: Recurring and more than incidental contact with or access to children during the performance of duties on an Army installation, related to a program or as part of a military-sanctioned activity.

1.6.9.10. <u>Required screening</u>: Pre-employment screening:
I) Application
2) Interview
3) Reference check
4) Statement of Previous Arrest or Charge
5) Assessment of individual's eligibility, qualifications, temperament, and suitability for work with children
6) Tentative offer of employment (Proponent: Contractor is responsible organization).

<u>Preliminary investigation</u>:
I) Installation Record Check (if applicable)
2) FBI Fingerprint check
3) Local Civilian Law Enforcement Check (Proponent: Government/Commander Designated Entity is responsible organization).

<u>CNACI</u> - Child Care National Agency Check and Inquiries (Proponent: Government/Commander Designated Entity is responsible organization). The CNACI will be initiated after successful completion of the preliminary investigation. If deemed appropriate by the local Garrison Commander, a contractor can start working under Line-Of-Sight Supervision (LOSS) after successfully completing the preliminary investigation. If LOSS is not feasible, favorable CNACI results are required BEFORE the contractor can start working under this contract.

1.6.9.11. SHORT TERM/OCCASIONAL contact with children: Definition: Contact with children that does not fall under the definition of Regular/Recurring contact.

Required screening:
Pre-employment screening:

1) Application
2) Interview
3) Reference check
4) Statement of Previous Arrest or Charge
5) Assessment of individual's eligibility, qualifications, temperament, and suitability for work with children
6) Tentative offer of employment (Proponent: Contractor is responsible organization).

Preliminary investigation:

1) Installation Record Check (if applicable)
2) FBI Fingerprint check
3) Local Civilian Law Enforcement Check (Proponent: Government/Commander Designated Entity is responsible organization).

An employee must successfully complete the required screening and preliminary investigation BEFORE working under this contract.

1.6.9.12. 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 will 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.

Additional information on the background check process can be found at:
ushttp://www.opm.gov/investigations/background-investigations.
Re-verification (IRC and FBI fingerprint check) is required every 5 years.

1.6.9.13. U.S. Citizen: Contractors that work with or teach youth under the age of 18 years are subject to local and stateside 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 shall replace the employee should results of the stateside 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 COR and the Requiring Activity Manager of each **favorable** background check within seven (7) calendar days of receipt by the Contractor, identifying such with the appropriate contract number (Deliverable A.0004). The Contractor shall forward a copy to the COR and the Requiring Activity Manager of each **unfavorable** background check within seven (7) calendar days of receipt by the Contractor, identifying such with the appropriate contract number (Deliverable A.0005). The COR will forward a copy of each background check to the Contracting Officer. When the Government awards a non-personal services contract directly to an individual, the failure of the individual to provide a favorable background check will be grounds for termination.

1.6.9.14. Competency of Contractor Personnel. All services under this contract are to be performed by an adult. Applicants must be willing to undergo a background check. The Contractor shall be fully

qualified to perform the required services without any supervision or direction by Government Personnel.

1.6.9.15. The Contractor shall comply with all U.S. copyright law 100% of the documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.10. Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically (at least quarterly) 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 will 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.

1.6.11. Contracting Officer Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. The Government will provide a COR who will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR and sent to the Contractor, states the responsibilities and limitations of the COR, especially regarding 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 this contract. A letter of designation issued to the COR, a copy of which is sent to the Contractor, 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 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 KO and Contractor of any deficiencies
- Coordinate availability of Government property
- Coordinate site entry of Contractor personnel.

Examples of COR Duties and responsibilities may be found in Table 1 of the DoDI 5000.72.

1.6.12. Key Personnel: RESERVED

1.6.13. Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or

reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.14. Contractor Travel: RESERVED

1.6.15. Other Direct Costs: RESERVED

1.6.16. Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/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.

1.6.17. Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.18. COMBAT TRAFFICKING IN PERSON. IAW FAR 52-222-50. Contractor Requirements.

1.6.19. PHASE IN /PHASE OUT PERIOD: RESERVED

1.6.20. SAFETY REQUIREMENTS: The Contractor shall comply with the Occupational Safety and Health Act (OSHA) and all pertinent provisions of the publication 29 CFR 1910, and EM 385-1-1, Safety and Health Requirement Manual. The Contractor shall perform work requirements in a manner to protect and prevent any harm or injury. Work shall be scheduled to afford this protection. The Contractor shall immediately correct all safety deficiencies.

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

2.1.1. 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.

2.1.2. CONTRACTING OFFICER. A person with 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.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.6. 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.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORKDAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

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| ACOR | Alternate Contracting Officer's Representative |
| AR | Army Regulation |
| AQL | Acceptable Quality Level |

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| AMS | Archdiocese of Military Services |
| AQL | Acceptable Quality Level |
| CCE | Contracting Center of Excellence |
| CONUS | Continental United States (excludes Alaska and Hawaii) |
| COR | Contracting Officer Representative |
| DA | Department of the Army |
| DD250 | Department of Defense Form 250 (Receiving Report) |
| DD254 | Department of Defense Contract Security Requirement List |
| DMDC | Defense Manpower Data Center |
| DOD | Department of Defense |
| FAR | Federal Acquisition Regulation |
| KO | Contracting Officer |
| OCI | Organizational Conflict of Interest |
| OCONUS | Outside Continental United States (includes Alaska and Hawaii) |
| ODC | Other Direct Costs |
| PIEE | Procurement Integrity Enterprise Environment |
| PIPO | Phase In/Phase Out |
| 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 |
| STD | Standard (Performance) |
| TE | Technical Exhibit |
| WAWF | Wide Area Work Flow |

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. 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 Government will provide Contractor access to chapel or other congregational spaces in order to perform the requirements.

3.2. The Government will provide the necessary workspace for the contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment. The Government will provide a Systems Administrator for Government furnished Automation Information Systems (AIS), such as computers, who will:

• Serve as Systems Administrator for the system and central point of contact for the Contractor.
• Assist the Contractor with the installation and operation of any new automated system provided by the Government.
• Assist the Contractor in trouble-shooting and correcting system failures.
• Generate and control system passwords, profiles, and privileges.
• Coordinate system upgrades and fielding's with the Contractor.

3.3. Utilities: The Government will provide all utilities in the facility will be available for the contractor's use in performance of tasks outlined in this PWS. If utilities are furnished, the following is required: The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4. Equipment: The Government will provide and/or the contractor will have access to i.e., scanners fax machines, printers, lighting, and sound.

3.5. Materials: The Government will provide JBLM Garrison Policies.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1. 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.

4.2. Secret Facility Clearance: RESERVED

4.3. Materials RESERVED.

4.4. Equipment RESERVED

PART 5
SPECIFIC TASKS

**5. Specific Tasks:**

5.1. Basic Services. The contractor shall provide services for Clergy-Catholic-Priest.

CLIN 0001 - Conduct as per service basis 165 units/yr (1 unit equals 1.0 hours). Weekend Masses (Saturday Evening Vigil Masses and Sunday Masses) and Holy Days of Obligation Masses per the RSO Catholic Community Schedule, not to exceed two Masses on any one day.
CLIN 0002 – Conduct as per service basis 135 units/yr (1 unit equals 0.5 hours) Daily Masses on weekdays: devotional Masses, special occasion Masses such as Marriage per the RSO Catholic Community Schedule.
CLIN 0003 – Conduct as per service basis 115 units/yr (1 unit equals 1.0 hours) Sacrament of Confession sessions as needed either one hour before or after Mass.
CLIN 0004 – Prepare, record and conduct as per service basis 6 units/yr (1 unit equals 1.0 hours). Reconciliation Services/Liturgies, such as Seasonal Reconciliation Day in Advent, Seasonal Reconciliation Day in Lent; First Penance Service Day for First Holy Communion; Penance Service Day in preparation for the reception of the Sacrament of Confirmation per the RSO Catholic Community Schedule.
CLIN 0005 – Provide as per service basis 65 units/yr (1 unit equals 1.5 hours). Pastoral Counseling, Care & Support with Sacramental Preparation, such as Visitation to the sick with Viaticum or Eucharist; Sacramental prep for Baptism, First Communion, Confirmation, Marriage, Catholic Funeral, as coordinated by the Senior Catholic Chaplain.
CLIN 0006 – Meet with COR once per month 12 units/yr (1 unit equals 0.5 hours). to discuss and coordinate Catholic services, events, schedules, and program support. Attending a Catholic Parish Advisory Council Meeting also fulfills a unit of this CLIN.
CLIN 0007 – Meet with the Northwest Joint Regional Correctional Facility (NJRCF) Chaplain Quarterly once per quarter 4 units/yr (1 unit equals 0.5 hours). to review Catholic religious support to the NJRCF.

5.1.1. The contractor shall attend planning and coordination meetings to take notes, provide feedback of Deacon services, status, and intent of the RSO's planned future events (CLIN 0006).

STD: Attend planning and coordination meetings IAW KO scheduling
AQL: 98% of the time

5.1.2. The Contractor shall provide a resume to the COR within 5 days of contract start date indicating that the Priest is an ordained Catholic Priest by the Roman Catholic Church and endorsed by the Archdiocese of Military Services (AMS) prior to contract start of performance. The Contractor shall provide the written proof of faculties for all personnel performing services, as well as a completed background check consistent with procedures per DoDI 1402.5. The Contractor shall comply with the policies defined in the *Minimum Requirements for the Pastoral Care of Catholic Personnel* as published by Archdiocese of Military Services, USA. (Deliverable A.0004)

STD: Provide a resume that indicates Priest is an ordained Catholic Priest by the Roman Catholic Church and endorsed by the Archdiocese of Military Services
AQL: 100%

5.2. Task Heading. Clergy Catholic Priest Services

5.2.1. Sunday Mass: The Contractor shall conduct weekend masses Sundays in accordance with the General Instruction of the Roman Missal (GIRM) normally lasting one hour and including a homily, as scheduled by the Government POC (CLIN 0001, 165 units - 1 unit equals 1.0 hours).

The weekly mass shall begin at 1200 (CLIN 0001/0002).

The Sunday mass begins at 0900 and 1200 on Main Post Chapel, 1439 at NJRCF (Correctional Facility) and 1030 at McChord.

STD: Conduct weekend masses on Saturdays/Sundays
AQL: 98%

5.2.2. Holy Day Mass: The Contractor shall conduct mass on Holy days of Obligation in accordance with the General Instruction of the Missal (GIRM) normally lasting one hour and including a homily, as scheduled by the Government POC (CLIN 0001, 165 units - 1 unit equals 1.0 hours).

- Epiphany
- Mary, Mother of God
- Ascension of Jesus
- The Body and Blood of Christ
- Assumption of Mary
- All Saints
- Immaculate Conception of Mary
- Christmas

STD: Conduct mass on Holy days of Obligation
AQL: 98%

5.2.3. Penance Service: The Contractor shall administer the Sacrament of Penance services normally lasting one hour no more than twice a year during Lent and/or Advent. The Contractor shall provide special mass during Lent and/or Advent Season (CLIN 0004, 6 units - 1 unit equals 1.0 hours).

STD: Administer the Sacrament of Penance Lasting one hour
AQL: 98%

5.2.4. Confession: The Contractor shall hold confession at least once each week, scheduled by the COR, with scheduled times separated from mass by at least 15 minutes (CLIN 0003, 115 units - 1 unit equals 1.0 hours).

STD: Hold confession At least once each week
AQL: 98%

5.2.5. Baptism Preparation: See 5.2.6. (CLIN 0005).

5.2.6. Baptism Sacrament: The Contractor shall perform the Sacrament of Baptism in accordance with the AMS Priest's Manual (CLIN 0005).

STD: Perform the Sacrament of Baptism IAW AMS Priest's Manual
AQL: 98%

5.2.7. Baptism Records: The Contractor shall record baptisms in accordance with the AMS Priest's Manual (CLIN 0005).

STD: Record the baptisms IAW AMS Priest's Manual
AQL: 98%

5.2.8. Confirmation: The Contractor shall prepare subjects for Confirmation IAW Archdiocese for the Military Services, USA (CLIN 0005).

STD: Prepare subjects for Confirmation IAW AMS Priest's Manual
AQL: 98%

5.2.9. First Communion: The Contractor shall prepare subjects for First Communion rites IAW Archdiocese for the Military Services, USA (CLIN 0005).

STD: Prepare subjects for First Communion rites IAW Archdiocese for the Military Services, USA
AQL: 98%

5.2.10. Order Of Christian Initiation Of Adults (OCIA): Contractor shall instruct the OCIA, scripture study sessions, and the Confraternity of Christian Doctrine (CCD) programs as required and IAW Archdiocese for the Military Services, USA (CLIN 0005, 65 units - 1 unit equals 1.5 hours).

STD: Instruct and supervise the OCIA IAW Archdiocese for the Military Services, USA
AQL: 98%

5.2.11. Pastoral Care and Counseling: Contractor shall provide other Catholic-Specific Counseling, Catholic-Specific Relationship Counseling and/or triage for referral to Garrison Family Life Chaplain or other referral agencies IAW "Minimum Requirements for the Pastoral Care of Catholic Personnel" (CLIN 0005).

STD: Provide other Catholic-Specific Counseling IAW "Minimum Requirements for the Pastoral Care of Catholic Personnel"
AQL: 98%

5.2.12. Matrimony and Pre-matrimonial Counseling:
The Contractor shall provide Marriage Preparation Counseling with corresponding documentation (CLIN 0005).

STD: Provide Marriage Preparation Counseling With corresponding documentation
AQL: 98%

5.2.13. Matrimony:
The Contractor shall conduct the Sacrament of Matrimony with corresponding documentation (CLIN 0005).

STD: Provide Sacrament of Matrimony With corresponding documentation
AQL: 98%

5.2.14. Annulment counseling: The Contractor shall provide Annulment counseling with corresponding documentation (CLIN 0005).

STD: Provide Annulment Counseling With corresponding documentation
AQL: 98%

5.2.15. Funerals, and Burials: The Contractor shall preside over and perform burial and funeral rites IAW Archdiocese for the Military Services (CLIN 0005).

STD: Preside over and perform burial and funeral rites
AQL: 98%

5.2.16. Anointing of the Sick: The Contractor shall preside over and perform the Sacrament of Anointing of the Sick (CLIN 0005).

STD: Preside over and perform Sacrament of Anointing of the Sick
AQL: 98%

5.2.17. Recording of Sacraments: The Contractor shall record sacraments of Baptism, Matrimony, confirmation, Penance and Reconciliation, Anointing of the Sick, Holy Orders and The Eucharist in accordance with the AMS Priest's Manual (CLIN 0005).

STD: Record sacraments IAW Archdiocese for the Military Services
AQL: 98%

5.2.18. On Call Coverage: RESERVED

5.2.19. Weekday Mass: The Contractor shall conduct Weekday Mass 30 minutes each daily Monday thru Friday (CLIN 0002, 135 units - 1 unit equals 0.5 hours).

STD: Conduct Weekday Mass 30 minutes each Monday thru Friday
AQL: 98%

5.2.20. The Contractor shall advise the COR and Garrison Chaplain on the Roman Catholic aspects of religious support IAW "Minimum Requirements for the Pastoral Care of Catholic Personnel" (CLIN 0006, 12 units - 1 unit equals 1 hours).

STD: Advise the Garrison Chaplain IAW "Minimum Requirements for the Pastoral Care of Catholic Personnel"
AQL: 98%

5.2.21. The Contractor shall meet with the Northwest Joint Regional Correctional Facility (NJRCF) Chaplain quarterly to review Catholic religious support to the NJRCF (CLIN 0007, 4 units - 1 unit equals 1 hours).

STD: Advise the Garrison Chaplain IAW "Minimum Requirements for the Pastoral Care of Catholic Personnel"
AQL: 98%

5.2.22. Special Masses for Confirmation: The Contractor shall conduct Special Masses for Confirmation, 1st Communion, Funerals, Thanksgiving Day, etc. (CLIN 0005).

STD: Conduct Special Masses
AQL: 98%

5.2.23. Work Log: The Contractor shall maintain a log of the work performed, including a signed Verification of Services Delivered form, under this contract and shall provide a copy of the log and Verification of Services Delivered form to the COR monthly NLT the 5th day of the following month (CLIN 0004).

STD: Provide a copy of work log NLT the 5th day of the following month.
AQL: 100%

5.2.24. The Contractor shall demonstrate to the COR their ability to communicate in English at Level 3 of the Interagency Language Roundtable (ILR) Proficiency Levels for coordination with the congregation / parish and for satisfactory completion of administrative tasks.

STD: Communicate in English Level 3 ILR
AQL: 100%

5.2.25. Submit An Invoice: The Contractor shall submit an invoice to the COR and into WAWF through PIEE by Close of Business (COB) NLT the 5th of each month (Deliverable A.0006). The invoice shall include:

- Vendor's name
- Contract number
- CLINs provided and quantity of each
- Quantities of Occurrences Used & Occurrences Remaining
- Explanation of CLINs service provided such as the nature of the service; contractor shall comply with PII protection protocols.
- Date of invoice
- Dates of service
- Total cost per service type
- Total of invoice

STD: Submit an invoice to the COR on the 5th of every month
AQL: 100%

5.3. Service Contract Reporting: RESERVED

PART 6
APPLICABLE PUBLICATIONS

## 6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures

6.2 AMS Priests' Manual
6.3 Army Regulation 165-1
6.4 Army Pamphlet 165-18
6.5 Army in Europe (AE) Regulation 190-16
6.6 AE 190-16-G German translation of (AE) Regulation 190-16
6.6 Installation Access Control or (AE) Regulation 604-1
6.7 DODD 5500-7R
6.8 Army Directive 2014-23
6.9 DoDI 5000.72
6.10 29 CFR 1910
6.11 EM 385-1-1, Safety and Health Requirement Manual
6.12 DoDI 1402.5
6.13 Minimum Requirements for the Pastoral Care of Catholic Personnel
6.14 General Instruction of the Roman Missal (GIRM)
6.15 AMS Priest's Manual

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

**7. <u>Attachment/Technical Exhibit List</u>:**

1) Attachment 1/Technical Exhibit 1 – Performance Requirements Summary
2) Attachment 2/Technical Exhibit 2 – Deliverables Schedule
3) Attachment 3/Technical Exhibit 3 – Estimated Workload Data

**TECHNICAL EXHIBIT 1**

**Performance Requirements Summary**

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.

| **Task** | **PWS Paragraph** | **Standard/AQL** | **Method of Surveillance** | **Incentive/ Disincentive** |
|---|---|---|---|---|
| Appearance | 1.6.8.7 | Contractor dressed appropriately to all occasions. 100% | 100% Inspection | CPARS Rating and Monthly Report to the Contracting Officer |
| Attended Meetings | 5.1.1 | Contractor attended planning and coordination meetings and provided necessary input for services. 100% | 100% Inspection | CPARS Rating and Monthly Report to the Contracting Officer |
| Contractor shall provide a resume indicting that the Priest is an ordained Catholic Priest by the Roman Catholic Church and endorsed by the Archdiocese of Military Services (AMS) prior to contract start of performance | 5.1.5 | Contractor provided resume with endorsement prior to start of Performance. 100% | 100% Inspection | CPARS Rating and Monthly Report to the Contracting Officer |
| Sacraments and Rites | 5.2.1 – 5.2.21 | Contractor preformed sacraments and rites in accordance with the Archdiocese for the Military Services, USA (AMS) Priest's Manual, current addition in the identified quantities, locations, and times set forth by the presiding military chaplain. 95% | Periodic Inspection | CPARS Rating and Monthly Report to the Contracting Officer |
| Contractor shall maintain a log of the work performed, including a signed Verification of Services Delivered form | 5.2.22 | Provide a copy to the Catholic Chaplain on a monthly basis. 100% | 100% Inspection | CPARS Rating and Monthly Report to the Contracting Officer |

**TECHNICAL EXHIBIT 2**

**DELIVERABLES SCHEDULE**

| Deliverable | Frequency | # of Copies | Medium/Format | Submit To |
|---|---|---|---|---|
| (A.0001) AT Level I awareness training; PWS (Para. 1.6.7.1) | within 45 calendar days after the contract start-date | 1 | .pdf | COR |
| (A.0002) iWATCH Training; PWS (Para 1.6.7.3) | within 30 calendar days of contract award and within 05 calendar days of new employees commencing performance | 1 | .pdf | COR |
| (A.0003) Ecclesiastical Endorsement from AMS (PWS para. 1.6.9.1) | within 30 days prior to the performance start date | 1 | .pdf | KO VIA THE COR |
| (A.0004) **Favorable** Background (Para. 1.6.9.13) | within seven (7) calendar days of receipt by the Contractor | 1 | Locally developed format | COR |
| (A.0005) **Unfavorable** Background (Para. 1.6.9.13) | within seven (7) calendar days of receipt by the Contractor | 1 | Locally developed format | COR |
| (A.0006) Maintain a log of the work performed (Para 5.2.24.) | monthly NLT the 5th day of the following month | 1 | Excel | COR |

**TECHNICAL EXHIBIT 3**
**ESTIMATED WORKLOAD DATA**

| ITEM | NAME | ESTIMATED QUANTITY | |
|---|---|---|---|
| **1** | Sunday Mass | **180** | 180 hrs/yr. |
| **2** | Weekday Mass | **150** | 150 hrs/yr. |
| **3** | Confession | **120** | 120 hrs/yr. |
| **4** | Special Mass | **6** | 6 hrs/yr. |
| **5** | Pastoral Support with Sacramental Preparation | **80** | 80 hrs/yr. |
| **6** | Attend planning and coordination meetings | **27** | 52 hrs/yr. |
| **7** | Meet with COR as per service basis 4 units/yr for religious support for the Northwest Joint Regional Correctional Facility (NJRCF) | **4** | 4 hrs/yr. |
| **8** | | | |
| **9** | | | |
| **10** | | | |
| **11** | | | |
| **12** | | | |
| **13** | | | |
| **14** | | | |
| **15** | | | |