



Request for Quote (RFQ)
POC: Samantha Conger, Keesler AFB, MS
Phone: 228-377-1832 or Fax: 228-377-3298
Email: samantha.conger@us.af.mil

Requirement: Catholic Auxiliary Clergy for the patients of the Keesler Medical Center

Description: The Auxiliary Catholic Priest will provide quality pastoral care for the patients of the Keesler AFB in accordance with the Performance Work Statement (PWS) dated 29 Jun 2016 in attachment 1.

Award Determination: Award determination is based on price and the ability to meet the Government's requirements as per the PWS.

Period of Performance: 30 Sept 2016 – 29 Sept 2017

Number of Months*	x	Unit Price	=	Total Price
12	x	\$	=	\$

* Minimum of 10 hours per week and a maximum of 15 hours per week.

All prospective vendors must be registered in the System for Award Management (SAM) prior to award with any DoD agency.

SAM registration can be accomplished at website, <https://www.sam.gov/>

This is a **100% small-business set-aside. Only small-businesses will be considered.**

Payment: Vendors should be aware that all invoicing must be accomplished electronically through Wide Area Work Flow (WAWF). Registration and invoicing may be found at <https://wawf.eb.mil/>

Please respond NLT 11:00 am, Central Time, on Wednesday, August 17, 2016 .
Quotations can be faxed to (228) 377-3298 or submitted via e-mail to
samantha.conger@ua.af.mil

For questions or information, please call Ms. Samantha Conger at (228) 377-1832

Offeror's Name

Offeror's Address

Offeror's Telephone Number

Offeror's Cage Code

PERFORMANCE WORK STATEMENT (PWS)

Catholic Auxiliary Priest

Current as of 29 June 2016

1. Contract Position Title: Catholic Auxiliary Priest

2. Minimum Standards of Education, Qualification, Experience: Contractor Must Have:

2.1. Contractor must:

- 2.1.1. Be a Roman Catholic priest endorsed by, and in good standing with, the Archdiocese for the Military Services, USA.
- 2.1.2. Be thoroughly familiar with Roman Catholic Liturgy and have competency in sacramental liturgies, pastoral counseling, ministry to sick and dying, and ministry to their families.
- 2.1.3. Be familiar with medical ethics.
- 2.1.4. Have the ability to communicate effectively in spoken and written English
- 2.1.5. Have the ability to effectively accomplish assigned tasks with minimal supervision.
- 2.1.6. Have the ability to use the following computer programs:
 - 2.1.6.1. Outlook
 - 2.1.6.2. Word
 - 2.1.6.3. Air Force Chaplain Corp Activity Reporting System (AFCCARS). (Training will be provided; see below).

3. Program Requirements and Responsibilities Include but are not Limited to:

- 3.1. Comply with Air Force Instructions (AFI) and local Operating Instructions (OI) that apply to this position.
 - 3.1.1. Chaplain Corps AFIs are located at <http://www.e-publishing.af.mil/>. Under the Product Index click on “Departmental” and then “52-Chaplain.”
 - 3.1.2. Local chapel OIs will be provided to contractor upon initial award of contract, whenever OIs are updated, and upon request by the contractor.
- 3.2. Maintain healthy functional interpersonal relationships with Medical Center and Chaplain Corps staff members, patients, Fisher House staff and volunteers, local area clergy, and patients’ families.
- 3.3. Conduct visitations to Keesler Medical Center patients.
 - 3.3.1. Most visitations will be interfaith in nature due to the pluralistic environment (see paragraph 4).
 - 3.3.2. Contractor will provide Catholic specific visitation and prayer as requested or when deemed appropriate.
- 3.4. Conduct Catholic sacramental rites
- 3.5. Conduct at least one (1) Daily Mass per week as coordinated with the Catholic Chaplain, contract monitor, or designee.
- 3.6. Provide own transportation to and from work.
- 3.7. Submit non-personal statistical tracking data of visitations and counseling sessions via the Air Force Chaplain Corp Activity Reporting System (AFCCARS).
 - 3.7.1. AFCCARS training will be provided to the contractor upon award of the contract.
- 3.8. Submit Fund Requests as required in accordance with local procedures for the purchase of resources/materials needed to perform duties. These items will be paid for by the Keesler Chapel.

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4. Pluralistic Environment: The environment in which this contract is implemented is a religiously pluralistic and sensitive arena of numerous faith group and denominational traditions. The Contractor accomplishes the terms of the contract in compliance with the mission requirements and standards set forth and defined by the Department of the Air Force and the Air Force Chaplain Corps. Activities and behavior to the contrary are viewed as grounds for contract termination.

5. Background Checks:

- 5.1. A criminal history background check must be initiated and completed for all Contractors, Contractor substitutes, and program volunteers working with children under 18 years of age.
- 5.2. If awarded the contract, the Contractor shall immediately submit a background check application to the Contract Monitor, or designee, in accordance with Department of Defense Instruction (DoDI) 1402.5, *Criminal History Background Checks*.
- 5.3. Contractor will ensure that all program volunteers, and Contractor substitutes, working with children under 18 years of age, submit a background check application to the Contract Monitor, or designee, in accordance with Department of Defense Instruction (DoDI) 1402.5, *Criminal History Background Checks*.
- 5.4. While awaiting the background check results, all program volunteers, or Contractor substitutes, working with children less than 18 years of age, must remain within line of site of another Contractor, staff member, or volunteer who has an approved background check on file.

6. Dates, Times, and Performance Location(s).

- 6.1. The Contractor's duty location will be at the Keesler Air Force Base.
- 6.2. Contractor will work a minimum of 10 hours, and a maximum of 15 hours, per week.

7. List of organization-furnished workspace, supplies and equipment.

- 7.1. The Government will provide working space in Wing Chapel and all equipment as required for Contractor personnel.
- 7.2. Due to limited resources and space, the Contractor may be required to share a workspace with other Contractors.
- 7.3. Government owned furniture, computers, instruments, sound equipment, supplies, etc. will not be moved without the express permission of an active duty Chaplain or Chaplain Assistant.
- 7.4. The Contractor is accountable for the security and cleanliness of all facilities utilized in conjunction with their programs.

8. Standards of Dress: The Contractor will be appropriately and neatly attired and well groomed. Shirts and blouses must have sleeves. Sleeveless T-shirts, shorts, and short skirts are not acceptable. Hair and facial hair will be neat, clean, and properly trimmed.

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Catholic Auxiliary Priest

Current as of 29 June 2016

9. Contract Monitors:

9.1. The contract monitors for this contract are:

Primary

Ch, Maj Laserian I. Nwoga
Catholic Chaplain

Alternate

Ch, Capt Michael J. Johnson
Chaplain

9.2. The Contract Monitor, or their designee, will monitor and inspect the Contractor's performance.

9.2.1. The Contractor will be notified in writing of any and all noncompliance, and will be given an opportunity to correct, if possible, nonconforming work.

9.2.2. The Contractor will be given an opportunity to respond in writing to any notice of noncompliance.

9.2.3. The Contractor coordinates all support requirements with the Catholic Chaplain, Contract Monitor, or designee.

10. Financial Responsibility:

10.1. Contractor will submit monthly invoices prior to payment being made.

10.2. The Contractor is responsible for the accounting and payment of Social Security Taxes, Federal Income Taxes, State Income Taxes, Unemployment Insurance premiums and tort liability.

11. Subcontracting during periods of absence:

11.1. The Contractor will personally perform the services described within this PWS. If unable to perform duties for short periods of time (not to exceed 2 weeks), the Contractor is responsible for providing an alternate or substitute of equal or higher proficiency.

11.2. All Subcontractors must meet the same qualifications as the Contractor and be approved as suitable by the Contract Monitor or designee.

11.3. Submit the names and qualifications of proposed Subcontractors to the Contract Monitor or designee for approval at least seven (7) calendar days prior to the proposed absence.

11.4. Contractor is responsible for payment of any substitute or Subcontractor.

12. Conference Travel: In the event that chapel funding is made available to send the Contractor to a training conference, participation may be approved by the Wing Chaplain or Contract Monitor.