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: Protestant Community Music Director

Description: The Protestant Community Music Director will develop, coordinate, and implement a comprehensive program of music for the General Protestant Service for the Keesler Air Force Base Chapel. The Director will comply with all requirements and responsibilities as outlined in the Performance Work Statement (PWS) 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: 29Sept 2015 – 28Sept 2016

Number of Units*		**Unit Price**		**Total Price**
116	x	$_____	=	$_____

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/**

*Rehearsals and worship services are each equal to one unit, regardless of duration.
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 3:00 pm, Central Time, on Tuesday, 25Aug 15.
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)
Community Service Music Director
Current as of 06 August 2015

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1. Contract Position Title: Community Service Music Director

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

2.1. Experience directing both modern contemporary and hymnal-based styles of worship and music services for a church.

2.2. The ability to communicate effectively in spoken and written English

2.3. The ability to effectively accomplish assigned tasks with minimal supervision.

2.4. A familiarity with and the ability to productively use the following computer programs:

2.4.1. Outlook

2.4.2. Word

2.4.3. Power Point

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. Be familiar with and properly utilize the Church Copyright License (CCLI). The CCLI license is provided for by the Keesler chapel.

3.3. Develop, coordinate, and implement a comprehensive program of music for the General Protestant Service.

3.4. Develop a music order for each worship service.

3.4.1. Coordinate the worship service order with the General Protestant Service Chaplain, and all paid and volunteer musicians, vocalists, and audio/visual technicians.

3.4.2. Implement the music order as developed and coordinated.

3.5. Be responsible for directing Sunday service music and weekday rehearsals.

3.6. Interview, recruit, and train prospective volunteers to participate in the music program.

3.7. Be able to relate to both the non-prior service (NPS) students and retirees who may participate in the choir and worship band.

3.8. Leads the choir and worship band in a Christian Bible-based devotional and prayer prior to each rehearsal and worship service.

3.9. Will schedule, at least monthly, fellowship opportunities for the choir and worship band. If there are any costs associated with the fellowship opportunity, see paragraph 3.10 for additional guidance.

3.10. Submit Fund Requests as required in accordance with local procedures for purchase of resources/materials needed to perform duties. All necessary purchases of materials must be pre-approved by the chaplain in charge. These items will be paid for by the Keesler CTOF.

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. All worship services, special programs, and associated rehearsals will be conducted on Keesler AFB unless otherwise approved by the Wing Chaplain, or designee.
6.2. At a minimum, the Music Director will perform and receive payment for one weekday rehearsal and one Sunday service per week.
6.2.1. Additional services and rehearsals in conjunction with special programs may be authorized by the Wing Chaplain, or designee.
6.3. The Music Director will remain present during the entire worship service and rehearsals.
6.3.1. Rehearsals will be a minimum of one hour.
6.3.2. The Music Director will arrive no later than 30 minutes prior to the start of worship services and rehearsals.

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.

9. Contract Monitors:

9.1. The contract monitors for this contract are:

Primary	*Alternate*
Ch, Capt Michael J. Johnson	SrA Christopher Jeffers
Chaplain	Chaplain Assistant

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. Rehearsals and worship services are each equal to one unit, regardless of duration.

10.3. 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.