

STATEMENT OF WORK
For
CATHOLIC PARISH COORDINATOR

1. General.

1.1. SCOPE OF WORK. The Contractor shall provide all labor necessary to perform parish coordination and training services as the Catholic Parish Coordinator for the Fort Campbell Catholic population. The Contractor will develop and control the Soldier's Chapel calendar to include scheduling all events at the chapel and approving or disapproving requests to use the facilities.

1.2. BACKGROUND. Fort Campbell's military population is one of the largest in the United States. It is a very mobile population with numerous training events and deployments. This places a great deal of stress on military families, however, the Catholic services at Fort Campbell are very well attended.

1.3. Location. Primary location for the services provided will be at Soldiers Chapel. Services may be required in any chapel or facility located within the confines of Fort Campbell, KY.

2. REQUIREMENTS/QUALIFICATIONS. All services under this contract shall be performed by an authorized member of the Roman Catholic Church in keeping with the policies of the Senior Priest and the Military Archdiocese. He/she shall possess at least a master's degree in pastoral ministry or its equivalency and 2 years of pastoral coordination experience. He/she shall be fully qualified to perform the required services without any supervision or directions by Government personnel. All work shall be accomplished within the guidelines of the Roman Catholic Church.

2.1. The basis for awarding the contract is meeting the requirements herein and approval from the Installation Chaplain following an interview with the prospective coordinator. The Installation Chaplain reserves the right to personally assess the qualifications and personal ability of the coordinator and approve or disapprove the awarding of this contract.

2.2. Contractor personnel must be familiar with the Pre-Marriage process (FOCUS).

3. PERSONNEL.

3.1. Proper state registration, proof of insurance, and a valid driver's license are required to operate a privately owned vehicle on post. Registration with the Provost Marshal's Office is required.

3.2. Contractor personnel performing under this contract shall remain employees of the contractor and shall not become employees of the Government. Such persons shall be under the control and supervision of the Contractor.

3.3. The Contractor shall provide coordination with the Contracting Officer and/or his authorized representative. The contractor shall provide the Contracting Officer with the names of a primary and alternate point of contact with telephone numbers, in case of emergency.

3.4. Contractor shall not permit any employee(s) on Fort Campbell when his/her presence will be detrimental to the security of Fort Campbell. The Government reserves the right to require the Contractor to remove any employee(s) for misconduct, for security reasons, or for otherwise endangering the physical security of persons or property on Fort Campbell. Removal of such employees for such cause does not relieve the contractor of the requirement to provide sufficient personnel to adequately perform tasks and services required under this contract.

3.5. Contractor employees shall be well groomed, neat in appearance, and appropriately dressed for the work performed.

3.6. TRAINING. Contractor employees shall be trained, qualified, or certified under the requirements specified herein prior to starting work.

3.7. GOVERNMENT QUALITY ASSURANCE. The Government will monitor the contractor's performance under this contract to insure the requirements of the contract are met.

3.8. EMERGENCY MEDICAL TREATMENT. Contractor employees experience emergency on-the-job injuries or illnesses may use Blanchfield Army Community Hospital (BACH) Emergency Room. Emergence medical care will be limited to those services necessary to prevent undue suffering or loss of life. Contractor will be billed for medical services rendered by BACH to contractor employees.

3.9. HOURS. Contractor is expected to work a minimum of forty hours a week. Hours worked include training sessions, coordinating parish activities, and providing initial counseling to access Catholic services. Weekends include sacramental support and coordinating Rites of Christian Initiation (RCIA).

3.10. CONSERVATION OF UTILITIES. Lights shall be used only in areas where and when work is actually being performed. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted. Water faucets or valves shall be turned off after using.

3.11. Liability. The contractor shall be liable for loss, damage, or theft of Government property due to the contractor's carelessness and/or negligence. Negligence will be determined by appropriate Report of Survey findings.

3.12. The contractor shall ensure that personal property is clearly marked and identified to preclude misidentification as Government property.

4. Definitions.

4.1. Contracting Officer. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

4.2. Contracting Officer's Representative (COR). An individual appointed in writing by the Contracting Officer to perform specific technical or administrative functions. The COR is not authorized to make any commitments or changes that will affect price, quantity, quality, delivery, or any other term or condition of the contract.

4.3. FOCUS. This is a Pre-Marital testing instrument that facilitates communication between couples.

4.4. RCIA. Roman Catholic Initiation for Adults.

4.5. GOVERNMENT-FURNISHED PROPERTY. The Government will provide all facilities, equipment, supplies, and materials necessary for performance of these services.

4.6. CONTRACTOR-FURNISHED ITEMS. The Contractor shall furnish all labor required for performance of these services.

5. SPECIFIC TASKS.

5.1. The Contractor shall meet with the Catholic Chaplain once per week. The purpose of these meetings is to discuss the needs assessment of the Catholic population located at Fort Campbell, program evaluation and program/activity scheduling.

5.2. Provide recommendations to the Catholic Pastor on the spiritual development and needs of the Catholic community on a quarterly basis.

5.3. Train volunteer leaders of the Catholic community to serve as liturgical ministers, servers, greeters, lectors, choir leaders, Eucharistic ministers, and field ministers.

5.4. Conduct RCIA process for adults seeking entry into the Catholic Church. Includes teaching classes on Roman Catholic beliefs, rituals, and traditions that prepare members for rites of initiation including baptism, receiving communion, and confirmation.

5.5. Conduct initial interview process for individuals preparing for marriage or seeking an annulment process. The process includes initial interview, initiating file, and obtaining proper documentation to be presented to the designated Catholic priest. Annulment process may include helping individuals get proper documentation of baptismal documents, previous marriage certificates, and divorce decrees.

5.6. Provides advice and information on rites, rituals, the names of trained liturgical musicians and cantors when planning marriage celebrations, to include convalidations (those who have been married in a civil observance and now desire to be married in the church).

5.7. Contractor shall assist in the preparation of the chapel environment for special occasions, liturgical celebrations, and feasts in keeping with the guidelines of the Catholic Church and local parish SOP.

5.8. Advises liturgical ministers on appropriate music for celebrations within the RCIA process, retreats, parish renewals, penitential services and special holy days.

5.9. Contractor shall attend and represent the Catholic community in meetings as required to determine and update parish requirements, programs, and trends.

5.10. The contractor will be responsible for submitting invoices for the previous month's contract services to the chaplaincy resources manager, Bldg. 3101, no later than the 10th working day of the month. The contractor must have the pastor chaplain and/or Director of Religious Education signs the invoice, verifying the accuracy of the invoice, before submitting to the chaplaincy resources manager.

OFFER SCHEDULE

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
BASE PERIOD: 1 October 2004 through 30 September 2005					
0001 Catholic Parish Coordinator					
0001AA	Manage Chapel Schedule	12	MO	_____	_____
0001AB	Coordinate Catholic Parish Svcs Tng Activities	12	MO	_____	_____
FIRST OPTION PERIOD: 1 October 2005 through 30 September 2006					
1001 Catholic Parish Coordinator					
1001AA	Manage Chapel Schedule	12	MO	_____	_____
1001AB	Coordinate Catholic Parish Svcs Tng Activities	12	MO	_____	_____
SECOND OPTION PERIOD: 1 October 2006 through 30 September 2007					
2001 Catholic Parish Coordinator					
2001AA	Manage Chapel Schedule	12	MO	_____	_____

2001AB Coordinate Catholic Parish Svcs Tng Activities 12 MO _____

THIRD OPTION PERIOD: 1 October 2007 through 30 September 2008

3001 Catholic Parish Coordinator

3001AA Manage Chapel Schedule 12 MO _____

3001AB Coordinate Catholic Parish Svcs Tng Activities 12 MO _____

FOURTH OPTION PERIOD: 1 October 2008 through 30 September 2000

4001 Catholic Parish Coordinator

4001AA Manage Chapel Schedule 12 MO _____

4001AB Coordinate Catholic Parish Svcs Tng Activities 12 MO _____

**TOTAL FOR CLINS 0001 THROUGH 4001, BASE AND
FOUR (4) OPITON PERIODS**
