

**SOURCES SOUGHT: THIS IS NOT A NOTICE OF REQUEST FOR PROPOSAL OR QUOTATION BUT INFORMATION AND PLANNING PURPOSES ONLY!** This notice does not constitute a commitment by the Government. All information submitted in response to this announcement is voluntary, and the Government will not pay for information requested nor will it compensate any respondent for any cost incurred in developing information provided to the Government.

The number FA252123QB090 shall be used to reference any written responses to this source sought.

Patrick Space Force Base, FL anticipates a requirement that is being considered under a small business set-aside program. The North American Industry Classification Systems (NAICS) Code proposed 813110. The size standard for this proposed NAICS is \$13.0 million

Description: This is a non-personal service contract to provide services as resource person, advisor, and Catholic Religious Education Coordinator (CREC) for the PSFB Catholic community. The PWS addresses a series of qualifications, responsibilities, and actions necessary to provide Catholic Religious Education (CRE) for the SLD 45 Chapel Community to include administration of the Religious Education (RE) program for Grades K – 12 and adults, recruitment, training, and mentoring of Christian educators, and the planning and conducting of an annual Vacation Bible School (VBS) program when such a program is deemed necessary by the Catholic Chapel Community. This position includes formal religious education and spiritual development for adults, teens, and children. (See attached PWS for more information on Knowledge, Skills and Abilities [KSA] of the Agency Need for a Catholic Religious Education Coordinator).

Salient Characteristics: The coordinator consults and coordinates with the Catholic Priest (CP) and/or Lead Catholic Chaplain (LCC), who in turn monitors the contractor's work. The PWS addresses a series of qualifications, responsibilities, and actions necessary to provide a comprehensive Catholic Religious Education for the PSFB Catholic Community.

The CREC shall coordinate a program of religious education in accordance with the guidelines set forth by the Air Force Chaplain Corps and the Archdiocese for the Military Services (AMS), specifically *Forming Disciples for the New Evangelization: Archdiocesan Religion Curriculum Guide* and the National Catechetical Directory. This will include virtual Religious Education training programs produced by the AMS (sources and materials).

Performance Work Statement (PWS) is attached.

What is the purpose of this position: The CREC shall coordinate a program of religious education in accordance with the guidelines set forth by the Air Force Chaplain Corps and the Archdiocese for the Military Services (AMS), specifically *Forming Disciples for the New Evangelization: Archdiocesan Religion Curriculum Guide* and the National Catechetical Directory. This will include virtual Religious Education training programs produced by the AMS

(sources and materials). See attached PWS for more information on Knowledge, Skills and Abilities [KSA] of the Agency Need for a Catholic Religious Education Coordinator (CREC).

45 CONS is interested in any size business that can meet this requirement.

Market research is being conducted to determine interest, capability, and socio-economic category of potential sources for the requirement. The government requests interested parties submit a brief description of their company's business size (i.e. annual revenues and employee size), business status (i.e., 8(a), Historically Underutilized Business Zone, or SDVOSB, WOSB, EDWOSB, or small business) anticipated teaming arrangements, and a description of similar services offered to the Government and to commercial customers. Include in your capabilities package your UEI, Cage Code, System for Award Management expiration date, GSA contract number and expiration (if applicable), and any related specifications/drawings.

Any responses involving teaming agreements should delineate between the work that will be accomplished by the prime and the work accomplished by the teaming partners. The Government will use this information in determining its small business set-aside decision.”

**DISCLAIMER:** This Sources sought notice is **not a solicitation**. This notice is issued solely for information and planning purposes and does not constitute a solicitation. All information received in response to this notice that is marked "proprietary" will be handled accordingly. Responses to the sources sought notice will not be returned. In accordance with FAR 15.201(e), responses to this notice are not offerors and cannot be accepted by the Government to form a binding contract. Responders are solely responsible for all expenses associated with responding to this notice. The Government does not guarantee any action beyond this notice. The Government may not respond to questions posed in Industry responses.

**ATTENTION:** Although this is a Sources Sought notice only, interested parties or potential contractors must be registered with the System for Award Management (SAM) to be eligible for contract award or payment if the Government chooses to make an award. Information on registration and annual confirmation requirements may be obtained via <https://www.sam.gov>

Please submit the information electronically in PDF format by 6 September 2023 and reference FA252123QB090 to the Contracting Officer, Heather M. Hanks, and the Contract Specialist Cassidy A. Richburg. Email to [45CONS.PKB.email@us.af.mil](mailto:45CONS.PKB.email@us.af.mil). Telephone responses will not be accepted.