

**STATEMENT OF WORK (SOW)**  
**LIFE CONNECTIONS PROGRAM GENERAL CHRISTIAN SPIRITUAL GUIDE**

**Background**

In September 2000, the Executive Staff of the Federal Bureau of Prisons approved a multi-faith, Residential Life Connections Pre-release Program. This is a voluntary program located in five institutions in various regions of the country. The program is available to men and women inmates.

The program provides inmates with intensive opportunities for spiritual growth and deepening their religious roots by sharing common space and programs for the purpose of personal transformation and reducing recidivism. Inmates will participate in religion specific and inter-faith program components designed to bring restoration with God, family, community, and self. The program's design will increase religious tolerance and respect among inmates of various faiths; will connect each inmate with a spiritual mentor; and will link participants with a faith community at their release destination in order to enhance community reintegration. Another component of the program will initiate specific Victim Impact programs to assist inmates in claiming responsibility for their actions and making amends with victims, family, and community.

The program will enlist partnerships with individuals and organizations in its efforts to lower recidivism and facilitate spiritual growth and personal change. Volunteers, contractors, mentors, sponsoring religious congregations and organizations are all essential partners in the program. The goal of the Bureau of Prisons Residential Life Connections Pre-release Program is to provide inmates living in a shared living space with intensive opportunities for holistic life restoration for the purpose of reducing recidivism and enhancing prison management.

**Subject**

Acquisition of a General Christian Spiritual Guide who will provide religious instruction and leadership for Protestant Christian inmates participating in the Bureau of Prisons Residential Life Connections Pre-release Program at the Federal Correctional Complex (Low), Petersburg, Virginia.

**Place of Performance**

The service is to be provided under the contract shall be accomplished at:

Federal Correctional Complex  
FCC Petersburg (Low)  
1100 River Road  
Hopewell, VA 23860

**Schedule**

A session is defined as one hour. The contractor will normally provide six sessions per day up to 30 sessions each week of religious instruction and counseling in conjunction with the core curriculum topics of the Residential Life Connections Program. Work hours will normally be

between the hours of 8:00 AM – 3:30 PM Monday thru Friday excluding Federal Holidays. The schedule may include evening hours based on program needs. The breakdown of hours will be determined locally.

Due to the nature of the correctional setting, delays in performance of work may be experienced. Such delays may include but are not limited to inclement weather, electrical or mechanical problems, or other security matters. When contract employees report to the institution but are unable to perform services due to such delays, the contractor will be paid for one session. Normally, any remaining sessions for that day will be suspended and the contractor will be free to leave and the contractor will not be paid for the remaining unperformed sessions. However, if the institution requests that the contractor remain at the institution for eventual performance, the contractor shall be paid for such sessions. In the event of any absence, the contractor may make up his/her time so long as it does not exceed 30 hours in any given week. The contractor will provide a monthly billing statement to the contract monitor that accurately reflects the days worked under the contract, the number of hours of sessions of each day worked, and the total dollar amount due for that month services.

### **Description of Duties**

The service provided, being professional in nature, will be provided in the method considered normal in the local community. The contractor will be responsible for instructing inmates in the on-site Life Connections Program (LCP). Classes will consist of religious and reentry based instruction on the following broad topics: how to live with integrity, how to grow spiritually, how to be a leader, how to live responsibly and other topics related to the successful habilitation of inmates. The instructor will be responsible for developing lesson plans that follow the LCP curriculum and evaluation of assignments and workbooks. The instructor will also be responsible to encourage the inmate's participation in all aspects of the LCP, i.e. journaling, discussion/accountability groups, religious tolerance, restorative justice, service projects and victim impact discussion. The overall result of the instruction should be a reduction in recidivism and disciplinary problems.

Selected contractor will provide religious instruction based on their own expertise as it relates to the core curriculum materials. The contractor will work closely with the Chaplain Program Manager and other program staff to assist in the development of the program and to gauge the progress of individual participants. Consultations will be held with Life Connections Chaplain Program Manager as needed. The instruction will be based on the pro-social content of various religious groups. The contractor will develop and submit lesson plans demonstrating how the objectives of the LCP curriculum will be achieved. Lesson plans will be submitted for classes at least a week in advance. The contractor will track participants' progress and completion of requirements and submit quarterly reports on each participant. Although the instruction will follow the LCP curriculum and the instructor will bring his or her own to bear on the curriculum, the contractor may work with participants who follow both other interpretations of the Christian faith and other faiths.

The contractor will work closely with the Chaplain Program Manager and other program staff to assist in the development of the program and to gauge the progress of individual participants. Consultations will be held with Life Connections Chaplain Program Manager as needed. The instructor will be expected to attend LCP team meetings or other meeting relating to the involvement of the services to be provided by terms of the contract.

## **General Topics for General Christian Contractors**

1. Prayer
2. Advent (John The Baptist, Preparation Sermons and Jesus' Birth, etc.)
3. Thanksgiving
4. Discipleship
5. Faithfulness
6. Lenten Themes (Jesus making his way to Jerusalem to include the Arrest, Trial, Crucifixion, Death and Resurrection)
7. Jesus' Sermon on the Mount
8. The Feeding of the Five Thousand
9. Paul's Conversion
10. Paul's Letters
11. Mary and Martha
12. Lazarus Raised from the Dead
13. Belief and Salvation
14. The Parable of the Lost Sheep
15. The Arrest of Jesus
16. Jesus' Trial
17. Parable of the Sower
18. Parable of the Prodigal Son
19. The Healing of the Ten Lepers
20. The Widow's Mite
21. Healing of the Blind Man
22. The Parable of the Rich Young Ruler
23. The Stoning of Stephen
24. The Pentecost
25. Peter's Betrayal
26. The Triumphal Entry of Jesus into Jerusalem
27. Jesus Teachings on Prayer
28. Jesus at the Temple
29. Jesus' Baptism
30. Mary and Elizabeth's Relationship
31. The Parable of the Mustard Seed
32. The Transfiguration
33. Peter's Confession to Christ
34. Jesus Predicts His Death
35. The Parable of the Sower
36. The Parable of the Weeds
37. Jesus Sends out the Twelve
38. Jesus' Healing Ministry
39. The Cost of Following Jesus
40. Stewardship
41. Jesus' Teaching on Judging Others
42. The Temptation of Jesus
43. The Calling of the First Disciples
44. The Beatitudes
45. The Parable of the Unmerciful Servant
46. Jesus' Teachings on Divorce
47. Jesus and Little Children
48. The Parable of Workers in the Vineyard
49. Jesus Calms the Storm
50. The Parable of the Wedding Banquet
51. What is the role of faith and Community Re-entry?

## **Education and Experience**

The selected contractor must be a member in good standing with a recognized General Christian community and have extensive experience serving as a Clergy or Spiritual Leader for a Protestant Christian congregation. The individual must possess an ordination certificate or like document showing the contractor is a recognized Minister with a minimum of three years of documented, continuous, full time experience as a minister in current good standing with the faith community. More experience will receive preference during evaluation.

The contractor must possess at a minimum, a Bachelor's degree from an accredited college or university with a major in religious studies, religious education, or a related curriculum. A Master of Divinity (or equivalent) or a Doctorate is most preferred and will receive preference during evaluation.

Contractors with a minimum of one year of experience in: teaching students in a correctional setting, teaching spiritual themes to students who follow diverse religions, and experience working in a program specifically focused on reentry will be preferred. More experience will be more preferred.

Quoters must specifically identify the individual that will be performing these services under any subsequent contract award. The quoter must provide documentation and professional references as proof that their candidate meets all qualifications. The candidate's name and qualifications must be submitted at the time the quote is submitted. All Contractors must submit with their quote a resume, photocopies of documents evidencing education, training and experience.

Quoters responding to this solicitation must complete and submit with their quote the attached form, "Credentials of Religious Services Contractor." These credentials will be verified by a Bureau of Prisons Chaplain. Quoters should submit two personal references and one letter of endorsement from their local religious organization. After review of these documents by Bureau of Prisons staff, vendors may be requested to submit additional documents for review or be interviewed by Bureau of Prisons staff. Vendors failing to submit any of the required documents or participate in an interview (when required) will be removed from further consideration for award. Vendors providing unfavorable responses to the Credentials Form, or in the interview, may be ineligible for award.

## **Supplies and equipment**

All supplies that the contractor may need routinely will be supplied by the Federal Correctional Complex (Low), Petersburg, VA. These supplies will normally include any materials needed to perform the services covered under this contract.

## **Contract Security**

The proposed contractor shall be required to undergo a urinalysis (for detection drug and marijuana usage) prior to the award of the contract and a complete background investigation shall be conducted in accordance with the BOP Program Statement 3000.02b, "Personnel Manual." If the test is positive, the proposed contractor shall be disqualified from being awarded the contract. The prospective contractor shall agree to the following prior to contract award.

- 1) NCIC (National Crime Information Check)

- 2) DOJ-99 (Name Check)
- 3) FD-258 (Fingerprint Check)
- 4) Law Enforcement Check
- 5) Vouchering of employers over past 5 years
- 6) SF 171 (Personal Qualifications Statement)
- 7) OPM-329-A (Authority to Release Information)
- 8) Submission of a Resume, including copies of any licenses or degrees.

### **Inmate Management**

Provision of services will require frequent and unsupervised contact with inmates. The contract employee shall not be responsible for the management of any inmates, other than to ensure inmates involved within the contract's scope of work abide by all rules to ensure their safety and well-being. The contractor may, at any time, be removed from the institution at the discretion of the CEO. The contractor is to constantly be aware of security and maintain a professional relationship with inmates at all times. Any violation of the institution rules and regulations are to be brought immediately to the attention of any Government employee employed at the institution. The contractor will be required to provide documentation to the COR, or designee, of any infractions of institutional rules and regulations by inmates for proper action.

### **Institution Security**

The contractor/contract employees shall agree to all regulations prescribed by the institution for the safety, custody, and conduct of inmates. The contractor shall attend a four hour Contractor Training before assuming institution involvement. Reimbursement to the contractor for the time spent in the institution orientation or other specific security related training will be at the contract rate, prorated hourly. The contract employee will be required to sign in and out of the institution for accountability purposes. A badge will be issued and worn at all times for proper identification.

### **Non-Personal Services/Common Law Employee Information**

The service is a contractual arrangement and not a personnel appointment. Payment is based on the provision of an end product or the accomplishment of a specific result. The service does not constitute an employer/employee relationship. The contractor will not be subject to Government supervision, except for security related matters. However, contractor performance shall be monitored.

If the resulting contract is made to an individual(s), the provision of these services has been determined to meet certain criteria for creating common law employee relationship. Therefore, the BOP is responsible for the payment of FICA taxes (7.65%) and the withholding of the individual's taxes. These responsibilities apply only when award of this solicitation is made to an individual. It does not apply to companies or individuals who are incorporated. For evaluation purposes, an additional 7.65% will be added to the price submitted by individuals who are not incorporated.

### **Insurance Requirement**

Insurance-Work on a Government Installation.

In accordance with 52.228-5 Insurance-Work on a Government Installation.

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective--

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proof of required insurance, and shall make copies available to the Contracting Officer upon request.