

**LIFE CONNECTION PROGRAM Transition Coach
STATEMENT OF WORK**

A. BACKGROUND:

In September 2000, the Executive Staff of the Federal Bureau of Prisons approved a concept which would initiate a pilot program of multi-faith Residential Faith-based Pre-release Program, the Life Connections Program. This is a voluntary program which will initially be located in five institutions in various regions of the country. The program will be available to male 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 Life Connections 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.

B. SUBJECT:

Acquisition of a Life Connections Program Transition Coach who will be responsible for the duties prescribed in the description of service to be performed below.

The Government intends to make a single award of a firm-fixed price contract. The proposed contract resulting from this solicitation is for a base year, and includes the possibility of four (4) unilaterally exercised option years, for a possible five (5) year contract. The Government is not obligated to exercise any of the option years. The base year period of performance will be from May 1, 2023 through April 30, 2024.

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C. SERVICE TO BE PERFORMED:

Description of Duties

The Life Connection Program Transition Coach will be knowledgeable of program goals, scheduling and will work with the Life Connections Program Chaplain and staff.

The Life Connection Program Transition Coach will develop lesson plans using the LCP curriculum for a diverse group of religions, present and lead study groups and educational classes on topics including, but not limited to:

- Preparing for the Life Connections Program
- Goal setting
- Resume building and job skills
- Successful reentry into society
- Graduate Aftercare

The Transition Coach will provide guidance and counsel with regard to student preparation for transition from the LCP and eventual release.

The Transition Coach will assist the Program Chaplain by coordinating and tracking use of print and audio-visual resources for LCP staff, contractors and students.

The Transition Coach will assist the Program Chaplain with coordinating community service projects and seminars/workshops.

Due to the nature and physical setting of the position, contractor must be able to stand/walk for extended period of time and walk up and down stairs several times each day.

Education and Experience

- The contractor should possess, at a minimum, a Bachelor's degree from an accredited college or university with a major in religious studies, religious education, spiritual direction, psychology/counseling, criminology or related course of study from an accredited college or university.
- The individual/organization providing Transition Coach Services under contract award should have considerable experience with computer-based report writing and records keeping, particularly Microsoft Word, Excel, and Access.
- Prior work in a correctional setting is preferred.
- A minimum of three years of documented, continuous full time experience as a minister with their faith community is preferred.
- The selected contractor must possess, through a combination of education and experience, a general working knowledge of a broad variety of religious traditions. The contractor must have excellent communication skills to include documented experience in public speaking. The Life Connection Program Transition Coach contractor must have experience in managing multiple tasks in the coordination of daily activities involving numerous and diverse groups of people.

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

D. PLACEMENT OF PERFORMANCE:

The services to be provided will be accomplished at:

United States Penitentiary
4700 Bureau Road South
Terre Haute, Indiana 47802

The Life Connection Program Unit (C-1), ordinarily
The USP Chapel, Visiting Room, or other program spaces, occasionally

Schedule

A session is defined as one hour. The contractor will provide up to 30 sessions each week, and 1,440 sessions per year. Program hours are 7:30 and 3:30 p.m. and 5:30 and 8:30 p.m. The Transition Coach will work during program hours with a 30-minute unpaid lunch break. The specific working hours will be determined locally based on program needs, and may be adjusted based on program and institution needs. Once the schedule has been agreed upon, any changes to the schedule must be coordinated with the LCP Chaplain. The contractor shall not normally exceed 30 hours per week.

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. During periods of irregular institutional operations, when the contractor may not enter the institution, the schedule may include up to 12 sessions per week worked outside of the institution, to be determined and adjusted based on program needs. 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. If the contractor fails to provide coverage, the Government may seek contractual remedy.

F. SUPPLIES:

All supplies that the contractor may routinely need will be provided by the United States Penitentiary, Terre Haute. These supplies will normally include any materials needed to perform the services covered under this contract.

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G. MANAGEMENT:

The contractor will be monitored by the Life Connections Program Chaplain. The contractor shall attend all training required by the Bureau of Prisons for contract workers. The contractor will not be permitted to attend institution meetings, staff recalls, or government training sessions for institution staff on contract time or as a consideration of the contract.

The contractor may attend team meetings, departmental meetings, or other meetings relating to the involvement of the services to be provided by terms of the contract. Some meetings will be required and accomplished on contract time.

The contractor will provide a monthly billing statement to the contract monitor that accurately reflects the days of each visit, the number of hours or sessions of each visit, the general content of the sessions, and the total dollar amount due for that months services.

Attire

The contractor is expected to wear professional clothing while on duty. The attire worn shall also be appropriate for the correctional environment in which the contract employee will be performing.

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.

H. INSTITUTION SECURITY:

Contractor will adhere to all regulations prescribed by the institution for the safety, conduct and custody of inmates. The contractor shall attend an orientation

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program prior to assuming their full duties within the institution. 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. The contractor's performance will be monitored by the COR.

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 successful contractor shall attend the Institution Familiarization Orientation program prior to 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 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.