

Performance Work Statement (PWS)

Music Director for Protestant Services (MDPS)

Patrick Space Force Base (PSFB) Chapel

August 15, 2023

Purpose: The purpose of this Performance Work Statement (PWS) is to obtain a Music Director for Protestant Services (MDPS) for the Space Launch Delta 45 Chaplain Corps (SLD 45/HC) at PSFB, FL. This position will be paid by the unit. One unit equals one month of rehearsals, performances, and special events. The length of the rehearsals shall be a minimum of one (1) hour, not to exceed three (3) hours. Any time spent immediately prior to the worship service or event is considered part of the worship service, and not a separate rehearsal. This contract is for an estimated 12 units (months) per year.

Organizational Location: The work to be performed under this contract will be performed at the Seaside Chapel, located at 357 Titan Road, Patrick SFB, FL 32925, and South Patrick Chapel (SPC), located at 84 Harrier Avenue, Satellite Beach, FL 32937 or at other approved locations where a chapel-sponsored music program is occurring. If services must be provided virtually due to Public Health guidance, the contractor will coordinate with the Lead Faith Group Chaplain to establish a suitable place of performance.

Scope of Work: This is a non-personal service contract to provide support for the music component of the Protestant Worship Community (Parish) Vision and Mission Statements, as identified by the Delta Chaplain for the PSFB Protestant community. The Protestant music program will encompass the needs of the respective chaplains, congregations, and choirs of the Patrick SFB Chapel programs. The PWS addresses a series of qualifications, responsibilities, and actions necessary to provide music programming for the SLD 45 Chapel Community to include administration of the music program and recruitment, training, and mentoring of volunteer musicians.

The MDPS shall coordinate a program of music in accordance with the guidelines set forth to accomplish the mission requirements and standards defined by the Department of the Air Force and the Air Force Chaplain Corps. The environment in which this contract is implemented is a religiously pluralistic and sensitive arena of numerous faith groups and denominational traditions.

Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services described in the PWS for this effort. The Contractor's quality control program (QCP) is the means by which s/he assures himself that his work complies with the requirement of the contract. Three copies of the QCP shall be delivered to the cognizant Contracting Officer, Quality Assurance Surveillance Plan (QASP) and Contracting Officer Representative within 30 days after contract award. After acceptance of the quality control plan the Contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to his QC system.

Quality Assurance: The Government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

Recognized Holidays: When a Federal Holiday falls on major holiday or other regularly recognized service (Sunday services), Contractor personnel are required to fulfill contract performance.

New Year's Day	January 1
Birthday of Martin Luther King	Third Monday in January
Washington's Birthday	Third Monday in February
Ester	Sunday, March 31, however, varies year to year depending on the year, it can occur any Sunday between March 22 and April 25
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Hours of Operation: Normal business hours for the Chapel are 0730-1630 Monday through Friday, except for Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor is responsible for work during normal business hours as well as during evenings and weekends when respective religious services and activities are being conducted. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

Physical Security: The Contractor shall be responsible for safeguarding all Government equipment, information and property provided for Contractor use. At the close of each work period, respective office space or work area, equipment, and materials shall be secured.

Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying.

The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

Locks and Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, shall meet quarterly, at a minimum, with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of Government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as contractor products or that Contractor participation is appropriately disclosed. Contractor personnel will be required to obtain and wear badges or other approved identifier (i.e.: polo shirt with logo, name tag, etc.) in the performance of this service.

Contractor Travel: Contractor may be required to travel CONUS and within the NCR during the performance of this contract to attend events, meetings, conferences, and/or training; to include off-site training locations in support of this PWS. Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and coordination with the respective faith group leaders and the COR. Travel will be primarily applicable for RE and Youth positions for activities such as: retreats or conferences.

Teleworking: In accordance with 41 U.S.C. 3306(f), an agency shall generally not discourage a Contractor from allowing its employees to telecommute in the performance of Government contracts. Therefore, agencies shall not include in a solicitation a requirement that prohibits an offeror from permitting its employees to telecommute unless the Contracting Officer first determines that the requirements of the agency, including security requirements, cannot be met if telecommuting is permitted. The Contracting Officer shall document the basis for the determination in writing and specify the prohibition in the solicitation; or when telecommuting is not prohibited, unfavorably evaluate an offer because it includes telecommuting, unless the Contracting Officer first determines that the

requirements of the agency, including security requirements, would be adversely impacted if telecommuting is permitted. The Contracting Officer shall document the basis for the determination in writing and address the evaluation procedures in the solicitation.

Ad hoc teleworking as a result of inclement weather, base closures, or special work assignments at alternate duty locations is permitted on a case-by-case basis with the approval of the COR. Regularly scheduled teleworking for certain positions can be authorized by the COR on a short-term or long-term basis. The Contractor shall allow 15 business days for the Government to review and approve / disapprove each request for regularly scheduled teleworking. The Government will consider the security, surveillance, and asset availability implications for each request.

Security reviews will consider each area of this PWS as it pertains to teleworking.

Surveillance reviews will consider the Government's procedures to verify the Contractor's ability to perform the tasks required by the PWS.

Assess availability will verify the Government's ability to provide Government owned equipment suitable for teleworking. Work shall be performed at the alternate duty locations using equipment provided by the Government.

Operating costs associated with the Contractor using alternative duty locations will not be assumed by the Government. All equipment must be authorized by the Government for use.

Costs associated with travel between the alternate work location and the Government location to which the Contractor would normally be assigned will not be assumed by the Government. The provisions of this paragraph apply to travel between the alternate work location and any TDY location.

The Contractor shall maintain availability during core hours via email and phone. All expenses for Internet, telephone connectivity, and other equipment services shall be borne by the Contractor.

Personal computer equipment is not approved for Government work.

Telecommuting: Telecommuting will be approved on a case-by-case basis. Work may be performed at an alternate location using equipment, which will be provided by the Government. The Contractor shall provide a written request with appropriate rationale for the CO approval prior to any telecommuting.

The Government will not assume operating costs associated with the Contractor using an alternative worksite.

The Government must authorize all equipment. The Contractor shall maintain availability during core hours via email and phone.

All expenses for Internet, telephone connectivity, and other equipment services shall be borne by the Contractor.

Classified work is not authorized under telecommuting or alternate worksite. Authorized telecommuting or alternate worksite locations do not abrogate the Contractor's requirement for complying with the protection of information IAW DoD and USAF regulations, Security and Protection of Information sections of this PWS, contract clauses or DD Form 254.

Leave of Absence/ Substitutions: Contractor shall provide the COR a two-week notice of any planned or unplanned extended period of absence and, if necessary, arrange for a substitute. Extended period of absence is defined as an absence of three days or more. Substitute's qualifications for any position must meet or exceed the qualifications (including background check) listed in this PWS.

Base Support:

Facilities: The Government will provide the necessary workspace for the Contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

Equipment: The Government will provide required office, musical and sound support equipment as needed according to the PWS.

Materials: The Government will provide basic office supplies to perform duties IAW this PWS.

Applicable Publications: The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures: AFI 52-105, DODI 1402.5, AF Form 4356 CTOF Purchase Request

Badges: The contractor is required to provide identification badges for their employees. All contractor personnel shall wear these badges while on duty on the government site. All badges need to be clearly identifiable and worn above the waist. Badges are required to identify the individual, company name, and be clearly and distinctly marked as contractor. Size, color, style, etc. are to be mutually agreed to by contractor and government. The contractor's identification badge will not be used as an entry requirement for installation entry or into any government designated controlled or restricted area.

Trash and Litter Control: Contractor shall be responsible for storage, staging and deployment of any equipment and materials provided as part of this requirement. Contractor shall be responsible for the removal and disposal of all packaging materials and associated litter from the installation site and shall comply with all applicable industry rules and government regulations.

Smoking Policy: There is and Air Force Policy of NO SMOKING in any Government building or vehicle in accordance with AFI 40.102 (03 Jan 1994).

Qualifications:

1. Possess a Bachelor's degree (preferred) in music, music education, or equivalent experience (approx. 4-5 years).
2. Have at least 1 year experience in directing and accompanying (with piano/keyboard) choirs and/or worship teams that perform a wide range of Protestant worship music.
3. Have at least 2 years' experience with a church and/or chapel program leading congregational singing and working with Protestant celebrations. (Preferred)
4. Possess ability to teach, rehearse, and conduct music parts and harmonies and be able to coordinate guitars, drums, and other instruments with vocals in a way that meets professional music standards.
5. Possess knowledge of the beliefs and practices of the major Protestant faith groups and adhere to the theological and doctrinal tenants represented by the Patrick Space Force Base Protestant community. (See MFR dated 28 August 2023)
6. Resume must reflect at least two references with knowledge of previous work as a worship leader/music director Include: References name, address, phone number and/or email address.
7. Must be able to receive clearance from a background investigation IAW public Law 101-

647, Section 231 (Crime Control Act of 1990 and DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Service Position*). An adverse finding from this investigation may result in a termination of services.

General Responsibilities:

1. Plan, direct, choose and lead (instrumentally with piano/keyboard and vocally) the music for the Protestant music programs in coordination with the advising Protestant Chaplain to include all choirs, praise teams, special music including solos, duets, and ensembles, and all congregational singing and any musical accompaniments.
2. Ensure that audio equipment is set-up and working with sound system tested (volume) and instruments tuned at least 30 minutes prior to start of each Protestant worship service. Contractor is responsible for the music coming out of the instruments, not necessarily the sound system. Complete a warm-up with the choir/team. *NOTE: The music team warm-up will not replace the weekly team rehearsal.*
3. Comply with all Chapel Air Force Instructions and Chapel Operating Instructions, specifically those regarding facility usage, resource protection, fire protection, funds utilization, and safety.
4. Attend Protestant Advisory Council (PAC) meetings as a non-voting member and brief the PAC on relevant Music Program issues.
5. Utilize chapel digital music resources – currently SongSelect.com for music selections used for services and events. Any additional recommendations will be discussed with service Chaplains and routed for approval according to chapel guidelines.
6. Recruit additional volunteer vocalists and musicians from base and/or chapel community.
7. Provide 3 days' notice to Protestant chaplain of any music changes in Sunday services or changes in weekly choral rehearsal times.
8. Provide for chaplains' suggestions of congregational music for all required worship services and any special services.
9. Coordinate each month's music selections with the worship service chaplains (as requested) one week prior to beginning of new month.
10. Provide weekly music selections for Protestant Worship Service to Protestant Parish Coordinator for inclusion in the weekly bulletin.
11. Submit all necessary facility requests for the use of chapel or other facilities to the chapel staff. Most submissions are on an annual basis.
12. Ensure stage areas are left clean and orderly after use. Restore area to original configuration including wrapping all cords and returning all equipment to storage areas after every team rehearsal or worship service.
13. Monitor the condition of the piano, organ, electronic keyboard, guitars, drums, and other equipment and advise the chapel staff of any problems and/or broken equipment.

14. Ensure zero tolerance for any violation of copyright laws and guidelines.
15. Open, secure and lock chapel worship areas whenever used for weekend services, meetings, activities, or ceremonies and turn off all lights. Read and sign facility usage, security, key control, and safety letter (available via chapel staff).
16. Give at least one week notice of absences (if possible) and provide equivalent backup worship leader for those absences.
17. Within 10 days after award, the MDPS will review and sign chapel non-disclosure agreement. Privileged communication may be inadvertently overheard or received through phone calls and conversations. MDPS must protect all confidential and privileged communication.

Addition Information

1. Contractor will maintain a dress code and professional appearance and attitude suitable to the chapel environment and work being performed.
2. The Contractor will implement procedures that ensure the security of government property and facilities. The Contractor shall ensure that all facilities used are properly secured, doors and windows locked upon departure when Chaplain Corps personnel are not present.
3. Security Requirements: All contractor employees shall carry Government-issued contractor badge and/or Military Dependent or Retired Military identification card at all times while on Patrick SFB. Contractor employees or any representative of the contractor entering the government installations shall comply with all base security measures. This includes, but is not limited to, background checks prior to base access, vehicle and goods searches and identification checks during times of increased security.
4. Common Access Card (CAC) will be issued to the contractor in order to gain access to the LAN and the Chapel Shared Drive (Network). To obtain access, security paperwork and Information Assurance training must be completed and submitted to the COR within the first week of contract start date. This paperwork must then be reviewed/renewed as necessary. Paperwork will be provided to contractor after contract award.
5. Keys— Be responsible for keys provided. Keys may not be duplicated. All keys will be returned on revocation of this contract. Contractor shall report any lost or misplaced keys upon discovery of the occurrence.
6. Comply with all necessary computer-based training as mandated by Air Force and local installation policy. MDPS will not remove government owned equipment from Chaplain Corps Facilities without properly signing it out per current chapel procedures.
7. Identification of Contractor Employees. All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor will be required to wear applicable identification badge designating level of background check completed during chapel children's programs.

8. The contractor will personally perform the services described above or coordinate performance by a substitute of equal or higher proficiency who has been approved in advance by the Lead Protestant Chaplain. Submit the names and qualifications of proposed subcontractors to the Lead Protestant Chaplain for approval at least 14 days prior to the proposed absence. Subcontractors must meet the requirements for the position as outlined in this Performance Work Statement (PWS).
9. The Delta Chaplain Shall. Ensure necessary supplies and equipment are provided to the contractor to accomplish services described in this PWS. Coordinate with the Base Security Office to process all necessary security checks required for the contractor to have access to the base Non-secure Internet Protocol Router Network (NIPRNet) systems and work with children.
10. Dispute Clause. Any grievance by the Contractor should be resolved at the lowest level. The chain of command is as follows: Lead Faith Group Chaplain, Deputy Delta Chaplain then the Delta Chaplain.

Period of Performance

The period of performance shall be for one (1) Base Year of 12 months and four (4) option years.

TABLE 1, MUSIC DIRECTOR FOR PROTESTANT SERVICES (MDPS)

Item	Task	Annual Quantity	Full Description
1.	Protestant Worship Services	52 per year	Plan, direct, lead and provide musical/vocal accompaniment for the Protestant music programs on Sundays.
2.	Team/Choir Rehearsals: Protestant	52 per year	Conduct weekly team/choir rehearsals; rehearsal time and day will be coordinated with the advising Protestant Chaplain and posted in the Protestant Chapel newsletter.
3.	Special Services (Musical Accompaniments)	10 per year	Provide musical accompaniments (including preparation of a choir, if required) for chapel special services to include, but not limited to, funeral or memorial services (Active Duty) and seasonal special worship services including Thanksgiving, Easter and Christmas, at the request of the advising Protestant Chaplain.
5.	Special Music Rehearsals	10 per year	Select, coordinate and rehearse special music including solos, vocalists, instrumentalists, and a praise band for all Protestant regular and special services, as requested by the advising Protestant Chaplain.
6.	Multimedia Presentation	52 per year	Ensure preparation of A/V presentation of the music selections used for congregational singing during worship services or special services as requested by the worship service chaplains.
7.	Music Selections	52 per year	Provide weekly music selections for Protestant Worship Service to Protestant Program Coordinator for bulletin