

**Performance Work Statement (PWS)**

**For**

**CATHOLIC MUSICIAN SERVICES  
COLUMBUS AIR FORCE BASE**

**Columbus Air Force Base, Mississippi**

**24 August, 2023**

**Catholic Musician  
Columbus Air Force Base (AFB)**

**I. Contract Position Title.** Catholic Musician (Non-Personal Service).

**2. Scope of Responsibilities:** Provides leadership and administrative support and musical accompaniment for the Catholic music program, Catholic music events and/or concerts, and music resource management for the Catholic Parish at the Columbus AFB Chapel. Works closely with the Catholic Chaplain or Auxiliary Priest to ensure appropriate music is selected, rehearsed, and provided for the Catholic Mass and events requiring music. The Catholic Musician will serve as the primary leader for the Catholic Music at all rehearsals and Masses.

**2.1. Period of Performance:**

Base: 30 Sept 23 – 29 Sept 24  
Option 1: 30 Sept 24 – 29 Sept 25  
Option 2: 30 Sept 25 – 29 Sept 26

**3. Education and Experience Requirements.** The Catholic Musician:

3.1. Must possess and produce a resume with work history, degrees, certificates, and/or relevant training, and a minimum of three work-related references. Must have 3 years of experience as a Musician (preferably within a military Chapel setting).

3.2. Must have experience coordinating and conducting the liturgical requirements of the Catholic Mass, familiarity with the requirements of Catholic liturgy, and an understanding of the Catholic Mass.

3.3. Must have 1 year experience providing music for a Catholic Mass with demonstrated ability to play the piano and provide musical support for worship services in accordance with Catholic liturgical practices.

3.4. Must be experienced in traditional music, sight reading, and able to teach harmony.

3.5. In accordance with Dept. of Defense Instruction (DODI) 1402.5, each individual working with children under the age of 18 in conjunction with this contract must successfully complete a federally mandated criminal history background check, FBI, SCHR and IRC (IAW DODI 1402.5 para E6.10.6). Contractor/subcontractor failure to satisfactorily complete the criminal history background check shall result in termination of the contract. *Note: This requirement must be met only in the event that you work with any child under age 18 who is not accompanied by a parent or legal*

*guardian and any negative remarks found during the background check could result in terminating the contract.*

3.6. Contractor must be willing to work in a pluralistic environment where they may come in contact with members from various faith groups and/or viewpoints. Contractor will be professional and not denigrate individuals with a different religious perspective or viewpoint.

3.7 The Contracting officer shall approve subcontracted coordinators prior to use and shall be notified at least 72 hours in advance of the scheduled activity. Subcontracted coordinators will be required to meet section 4.0. requirements.

**4.0.- Duties and Responsibilities.** The Catholic Musician will:

4.1. Direct music and provide musical accompaniment for the weekly, Sunday Mass. Worship music will include hymns, offertory music, music specials, call to worship, postludes, and any other music deemed appropriate for the Catholic Mass. Worship times are subject to change with the mutually agreement by the contractor and Wing Chaplain.

4.2. Work closely with the Catholic Chaplain or Auxiliary Priest and select and prepare all music for Mass according to prescribed Catholic liturgy. Music will be coordinated in advance with the Catholic Chaplain or Auxiliary Priest to ensure the music is appropriate and to have adequate time to prepare.

4.3. Ensure facility requests for all Catholic rehearsals, concerts, special music events, etc. occurring in Chaplain Corps facilities are filled out correctly and submitted to the Columbus AFB Chapel staff in a timely manner.

4.4. Coordinate and ensure that all funds' requests for Catholic music programs are properly completed and submitted in a timely manner.

4.5. Arrive at least 1hr prior to the beginning of all services to be able to prepare for the Mass listed in 4.40. and 4.41. Projected Services and Table.

4.6. Provide music for religious observances of Holy Days and special services as determined by the Catholic Priest and approved by the Wing Chaplain. Holy Days and special services will not exceed 10 services per year.

Holy Days of Obligations:

1. Solemnity of Mary, the Holy Mother of God – *Whenever the Solemnity of Mary falls on a Saturday or on a Monday, the precept to attend Mass is abrogated.*
2. Solemnity of the Ascension of the Lord – *In the Archdiocese for the Military Services, USA, the solemnity of the Ascension of the Lord is celebrated on the Sunday preceding the solemnity of Pentecost (May 28, 2023).*

3. Solemnity of the Assumption of the Blessed Virgin Mary – *Whenever the Solemnity of the Assumption falls on a Saturday or on a Monday, the precept to attend Mass is abrogated.*
  4. Solemnity of All Saints
  5. Solemnity of the Immaculate Conception of the Blessed Virgin Mary, Patronal Feast of the United States of America.
  6. Solemnity of the Nativity of the Lord
  7. Holy Triduum – Maundy Thursday, Saturday Easter Vigil, and Easter Sunday.
- 4.7. In preparation for each service and rehearsal, the contractor will ensure equipment needed to perform the duties within this PWS are set up prior to start time. At the conclusion of each service and rehearsal, the contractor will return equipment to the appropriate location and ensure the equipment is stored neatly. The sanctuary must also be returned to a neutral status and left in a neat and orderly condition.
- 4.8. Be available to work flexible hours due to possible variances in service time or special service, day of Holy Obligation and activity times. The Contracting Officer and the Wing Chaplain should be notified at least 14 days before any leave of absence that would prevent the contractor from performing the services for this contract
- 4.9. Be able to read and transpose music and plan/organize musical accompaniment.
- 4.10. Contractor will be always professional. Attire and grooming will be neat, clean, and proper for worship and ministry settings.
- 4.11. Ability to administer both the documentation of services performed and the timely rendering of payment for subcontractor services (if used) is required.
- 4.12. Lead recruitment for new volunteer vocalists through invitation, phone calls, social events, etc.
- 4.13. Attend the following meetings (when requested):
- 4.13.1. Catholic Parish Advisory Council meetings
  - 4.13.2. Liturgy planning sessions with the Catholic Priest and the Catholic Musician
  - 4.13.3. Consultation meetings with the Wing Chaplain.
- 4.14. Ensure that all Catholic volunteer musicians and volunteer vocalists are aware of local safety requirements and procedures.

#### **4.15. Sub-Contracting.**

4.16.1. When necessary, the Contractor shall provide a list of substitute contract personnel. Names of substitutes and their credentials shall be provided no later than 30calendar days prior to the sub-contractor providing services for this contract. Subcontractors must meet or exceed the education and experience requirements listed in this Performance of Work Statements well as comply with all required regulations. Substitutes will be approved by the Contracting Officer and the Wing Chaplain.

4.16.2. The Contracting Officer and the Wing Chaplain should be notified at least 14 days before any leave of absence that would prevent the contractor from performing the services for this contract.

4.16.3. The Contracting Officer and the Wing Chaplain reserve the right to refuse the services of such a substitute if he/she is deemed unqualified.

4.17. Safety and Security. The Contractor is accountable for the safety, security, and cleanliness of all facilities utilized in conjunction with their programs.

4.17.1. Contractor will be familiar with and implement fire and safety practices in accordance with AFI 91-301 to prevent accidents and preserve the life and health of him/herself and any personnel performing or in any way affected by the performance of this contract.

4.17.2. Contractor will be familiar with and comply with all security procedures to include ensuring that Columbus AFB Chapel facilities are properly secured, doors and windows locked, and lights turned off.

4.17.3. Contractor shall be responsible for keys provided and keys shall not be duplicated.

4.17.4. All keys will be returned on revocation of this contract.

4.17.5. Contractor shall report any duplicated, lost, or misplaced keys upon discovery of the occurrence.

#### **4.18. Background Checks.**

1. The contractor shall submit a completed background check application (as required by DoDI 1402.05 *Criminal History Background Checks on Individuals in Child Care Services*) to the Chaplain Corps background check program manager within 20 days of contract award. It is mandatory that all Chaplain Corps employees and contractors working with children under the age of eighteen (18) undergo a background check investigation in compliance with DoDI 1402.05 and AFI 52-101, *Planning and Organizing*.

2. Disqualifying information on the background check can be grounds for termination of the contract. In accordance with AFI 52-101, the Senior Installation Chaplain has final approval authority for personnel (including contractors) working or participating in military-sanctioned chapel programs.
3. Provisional background check guidance: The contractor may begin performance of this contract after initiating the background check, but must remain under line-of-sight supervision (LOSS) at all times until the background check is favorably adjudicated while around children under the age of 18 years when parents or guardians are not present.
4. The Government shall reserve the right to terminate the contract if the required background check is not completed within 60 days of contract award or if the background check reveals disqualifying information as determined by the Senior Installation Chaplain.
5. The contractor has the right to obtain a copy of any background check results pertaining to them and to challenge the accuracy and completeness of the information contained in the report.
6. The contractor must ensure that all volunteers working with youth below 18 years of age have a favorably adjudicated background check as described in DoDI 1402.05, *Criminal History Background Checks on Individuals in Child Care Services*. The Music Accompanist shall ensure that all specified volunteers and individuals pending favorable adjudication remain under Line-of-Sight Supervision when children are present. Line of Sight Supervision is also required for all non-specified volunteers as described in AFI 52-101.

4.19. Non-US personnel in overseas locations (excluding Hawaii, Alaska, and other US occupied territories where US laws/codes apply) must adhere to host nation's background check guidance, determination, and must be consistent with or equivalent to a DoD Tier 1 investigation, to the greatest extent possible.

4.20. Non-US residents within US and territories must follow DoDI background check instructions and guidance.

4.21. Payment for Services. The Contractor is being hired as an "independent non-personal service contractor" and is accountable to pay any Social Security taxes, federal or local income taxes, and state unemployment insurance premiums for themselves, as well as any individual employed or subcontracted by them to provide services under this contract.

4.22. The Contractor will coordinate all support requirements with the Contracting Officer or the Superintendent/NCOIC, Chapel Operations.

4.23. Government owned equipment will not be removed from Chaplain Corps Facilities without authorization from the Wing Chaplain or the Superintendent/NCOIC, Chapel Operations.

4.24. The Contractor must arrange for facility use and equipment and supply needs in accord with local policy and procedures.

#### **4.25. GENERAL INFORMATION**

#### **4.26. SAFETY**

4.27. The service provider shall be knowledgeable of and shall comply with all applicable federal, state, and local laws, permits, Department of Defense (DOD), AF, and base requirements and instructions required for the performance of the duties in this PWS. The service provider shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks.

4.28. No contractor reporting for duty who appears recently to have consumed alcohol shall be allowed to perform and cannot invoice for uncompleted services.

#### **4.29. SECURITY**

4.30. The Contractor shall be fully liable for the security of their personally owned vehicles.

4.31. The Contractor will implement procedures that ensure the security of government property and facilities.

#### **4.32. PERSONNEL**

4.33. The Contractor must be able to read, write, speak and understand English fluently. English shall be the only language used with regard to this contract for written correspondence, discussions and other business transactions.

4.34. The Contractor may designate a Contract Manager and alternate, who is responsible for the contract operations and one of whom, is available to the Contractor Officer at all times during the normal work day. The Contract Manager / Alternate(s) shall have full authority to act for the Contractor on all matters.

#### **4.35. Contractor Access to Air Force Installations.**

4.36. The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on Columbus AFB. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

4.37. During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned subcontractors and for prompt return of credentials and vehicle passes for any subcontractor who no longer requires access to the chapels.

#### **4.38. Projected Scheduled Services**

4.39. All worship services are held in the location(s) indicated below and are subject to relocation and/or time changes. Contractor will normally be notified several days in advance of a projected move. All services are performed at Columbus AFB Chapel.

Services are:

Service	Day of Service	Time of Service	Total Hours
Mass/Prep time	Sunday	1100	104
Mass/Prep Time	Sunday	1700	104
Mass/Prep Time	Holy Days	1100	10
Special Service/Prep Time	TBD	TBD	10
			Total: 228 Hrs

#### **4.40. CONTRACTOR LIABILITY**

4.41. The Contractor shall, at its own expense, defend any suits, demands, claims, or actions in which the United States might be named as a defendant, arising out of or as the result of the Contractor's performance of work under this contract, whether or not such suit, demand, claim or action arose out of or was the result of the Contractor's negligence. This shall not prejudice the right of the United States to appear in such a suit, participate in a defense and take such action as may be necessary to protect the interest of the United States. Nothing in the above provision shall in any way limit other remedies available to the United States as provided by law or waive rights of the United States as provided by law.

4.42. The coordinator is considered an independent contractor, and not an agent of the government. During the performance of these provisions, the contractor will be liable and will hold harmless the government against all actions or claims for damages to persons and property due to the fault, negligence, wrongful act, or wrongful omission of the contractor or his agents. The government is not responsible for damage to personal supplies or equipment of the contractor.

4.43. The government will not be responsible in any way for damage to the contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

4.44. The Contractor is liable for all damages to government real property, when it has been determined by competent authorities that damages were due to Contractor personnel or sub-Contractor's negligence.

#### **4.45. INDEMNIFICATION:**

4.46. The contractor agrees to indemnify and hold the Government and the Department of the Air Force harmless, whether in tort or in contract, for any and all loss or liability for injury to or death of service provider personnel in transit to, from or during the period of attendance at any of the required locations in support of this production.

#### **4.47. CONTRACT TERMINATION:**

4.48. The contractor may request termination of a contract with sixty (60) days advance notice in writing. The government may terminate the contract for nonperformance and convenience of the government with thirty (30) days advance notice in writing. The agreement may be terminated by mutual consent of both parties.

**4.49. DISPUTE PROCESS:**

4.50. Any grievance by the Contractor should be resolved at the lowest level. The reporting levels are as follows: Contracting Officer, Deputy Chaplain; Contract Administrator; then the Contracting Officer.