

## PERFORMANCE WORK STATEMENT (PWS)

### Roman Catholic Musician

1. General. The Musician provides appropriate musical support during the designated worship service in support of the Catholic Worship Service conducted by the Ft. Leonard Wood Installation Chaplain's Office. The mission of the Chaplain's program is to provide for essential elements of religion, to include worship services for all assigned Soldiers, civilians, and family members and requires professional quality music to enhance and assist the congregation in worship.

2. The Contractor shall provide qualified personnel to perform the following tasks to provide the required music services effectively.

2.1 Contractor shall contact the designated Chaplain no later than Tuesday to receive the musical selections for the following Sunday service. The government will provide the musical selections no later than the close of business the following Wednesday.

Standard: Contractor contacts the designated Chaplain no later than close of business each Tuesday 100% of the time.

2.2 The contractor provided musician shall play the selected music for the designated worship service. Contractor shall coordinate with the designated Chaplain prior to the service to ensure that the contractor is prepared and ready to play when the service starts. Music for this service is predominantly Liturgical (Hymns, Choral Responses).

Standard: Provide specified services each week according to the contract. The musician is present and ready to play the musical selection no later than the start of the service 100% of the time.

2.2.1 For all Catholic services, after receiving the musical selections, the contractor will develop worship slides to be projected during the worship service and deliver them by email to the chapel NCOIC or his/her designee NLT 1200 Friday prior to each service.

Standard: Develop and deliver worship slides on time 100% of the time.

2.2.2 Musicians provided by the contractor shall demonstrate the ability to meet the Army Band Standard found in FM 12-44 by possessing the proper techniques to play a selection cleanly; maintain tempo during runs or technical passages; quickly correct mistakes when stumbling on a passage; and play scales and arpeggios rapidly. All musicians performing services pursuant to this contract shall demonstrate the ability to meet the Army Band Standard found in FM 12-44 by possessing the ability to sight read music by demonstrating easy transitions, observing dynamics and expression markings while reading, and playing unfamiliar music with reasonable assurance.

Standard: The contractor shall perform the music in accordance with the Army Band Standard 100% of the time.

2.2.2.1 Should the contractor provided musician not meet the Army Band Standard, the contractor shall replace the musician with a musician meeting the contract standard immediately. No payment shall be owed for services not meeting the performance standards specified in the PWS.

Standard: Qualified piano player performs at every service 100% of the time.

### 2.3 Services: Service Information

2.3.1 Time and Location: Services are held each Sunday at 0900 at Soldiers Memorial Chapel and 1300 hours at the Fort Leonard Wood Main Post Chapel.

2.3.2 Service Rehearsals: For the Catholic Services, one 1-hour rehearsal per week will be held at Soldier Memorial Chapel prior to the Sunday worship services. Exact time will be coordinated between the Chaplain in Charge, the Contractor, and the other worship team participants.

2.3.3 Contractor personnel shall adhere to the following dress: business casual (slacks, button shirt, closed shoes) for men and business casual (shoulders covered and dress/skirt no higher than mid-thigh) for women.

Standard: Contractor provided musicians shall be on time and at the correct location for Services and Rehearsals 100% of the time. Contractor personnel shall present a professional appearance and ensure that attire is appropriate for religious worship services and meet the restrictions in 2.3.3 100% of the time.

### 2.4 Special Services: Service Information

2.4.1 The contractor shall provide music for special services. The number of additional services will not exceed the amount permitted in the contract and any modifications. The special religious services requiring contract support shall not exceed the numbers specified in paragraphs 2.4.1 through 2.4.2.1.

2.4.1.1 Known additional services include the following:

2.4.1.2 Holy Days of Obligation, Ash Wednesday, Holy Thursday, Good Friday services, Easter Vigil, Christmas, and Confirmations. Additional Services may also include Installation-wide Memorial or Commemorative Services where the Contractor is requested by the Garrison Chaplain to provide musical support.

2.4.2 Additional Special Service Rehearsals: When special services are requested by the Garrison Chaplain, one 1-hour rehearsal will be coordinated between the Chaplain in Charge of the special

service and the Contractor. The number of special service rehearsals shall not exceed the number of special services permitted by the contract.

2.4.2.1 Known additional service rehearsals include: Holy Days of Obligation, Ash Wednesday, Holy Thursday, Good Friday service, Easter Vigil, Christmas, and Confirmations. Additional Services may also include Installation-wide Memorial or Commemorative Services where the Contractor is requested by the Garrison Chaplain to provide musical support. No more than twelve (12) additional service rehearsals allowed in any contract year.

Standard: Contractor provided musicians shall be on time and at the correct location for coordinated additional services and rehearsals 100% of the time. Contractor personnel shall present a professional appearance and ensure that attire is appropriate for religious worship services and meet the restrictions in 2.3.3 100% of the time.

2.5 Contractor Manpower Reporting: Contractor shall comply with the requirements set forth of title 10, U.S.C, section 235 and 2330a and report manpower data under applicable service contracts in the Service Contract Reporting (SCR) section of the System for Award Management (SAM <http://sam.gov>).

**3. AT Level I Training.** All contractor and sub-contractor employees requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training. IAW AR 525-13, 3 DEC 19, AT Level I Awareness training will be conducted by a certified Level II trained ATO. For contracts that cross fiscal years, or for contracts with option years, all contractor personnel shall complete annual AT Level I awareness training. The Installation AT Office or a certified Level II trained ATO on the installation will provide the training. Contact information for this Government employee will be provided at the kick-off meeting.

The Installation AT Office or a certified Level II trained ATO will provide a one-hour training session conducted on FLW for Contractor personnel working on this installation. The COR will coordinate this training at the time of task order modification or award. Contractor personnel working at installations other than FLW shall coordinate with the COR and local AT Offices to obtain training applicable to that installation.

Contractor shall provide a list of personnel trained to the COR within five (5) business days of completion of training.

**4. Access and General Protection/Security Policy and Procedures.** FLW Automated Installation Entry (AIE) Pass Transition. The included instructions/form for requesting a Ft. Leonard Wood AIE pass supersede those previously communicated. The AIE pass form (see attached) has been revised for applicants to provide citizenship status, Foreign Nationals Alien Registration/Passport number and Country of Birth information. An electronic copy of the spreadsheet will be sent via email for your use. As with the previous version, all information

must be typed; handwritten and incomplete requests will not be processed. Once completed, submit the form to your sponsor via email or US mail.

Your sponsor will add the FPCON level, days, and times for entry and will forward it to the Visitor Control Center (VCC) for background screening and pass processing. The sponsor will send it via encrypted email to this address: [usarmy.leonardwood.usag.list.des-physec-vcc@mail.milemail](mailto:usarmy.leonardwood.usag.list.des-physec-vcc@mail.milemail). VCC personnel will notify sponsors when background screenings are completed, and passes are ready for pickup. Sponsors will then notify you that your pass is ready for pick up at the VCC. You will need bring a valid picture ID and turn in Mobilisa passes, as they will no longer be authorized.

As a reminder, the Mobilisa pass application portal is no longer used. Regardless of the expiration date of an existing Mobilisa pass, ALL pass holders are required to get the new AIE pass. Person(s) that do not submit for the new AIE pass may experience delays entering FLW.

If a retiree, or DOD ID card holder, wishes to gain employment on the installation as a contractor, then that person's "status" will change to a contract employee, which triggers the requirement for an employment background check and an NCIC-III check for access to the installation.

**6. iWatch Training.** Within 10 calendar days of contract award and within 10 calendar days of new Contractor employees commencing work on this contract, all Contractor and sub-contractor employees shall review the FLW Directorate of Emergency Services (DES) web link for iWatch training located at <http://www.wood.army.mil/LEC/iWatch/iWatch.htm>. This locally developed training will inform employees of the types of behavior to watch for and how to report suspicious activity. Suspicious activity shall be reported to the COR or KO.

**7. Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to Government information systems.** All contractor employees with access to a Government information system must be registered in the ATCTS at commencement of services and must successfully complete the DoD Information Assurance Awareness prior to access to the information system and annually thereafter.

**8. OPSEC Training.** The OPSEC Plan and User Agreement will be available for Contractors to review through the Installation OPSEC Officer. The Contracting Officer's Representative (COR) will ensure the Contractor is aware of the Installation's OPSEC Plan and is in compliance with the Installation's OPSEC Plan during contract performance. For Contracts that require an OPSEC Standard Operating Procedure/Plan. For contracts that require an OPSEC SOP, Contractor shall develop and submit an OPSEC SOP that is in compliance with AR 530-1 within 30 calendar days of contract award to be reviewed and approved by the responsible Government OPSEC Officer. This SOP/Plan will include Government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, Contractor shall identify an individual who will be an OPSEC Coordinator and is OPSEC Level II certified. Information regarding OPSEC Level II certification is available through the Installation OPSEC Officer.

For Contracts that require OPSEC Training. Pursuant to AR 530-1, all Contractor personnel must complete initial Level I OPSEC training within 30 calendar days of beginning performance on this contract. For contracts that cross fiscal years, or for contracts with option years, all contractor personnel shall complete annual OPSEC awareness training, to be provided by the Installation OPSEC Office or a certified Level II trained OPSEC Officer. Contact information for this Government employee will be provided at the kick-off meeting. The Installation OPSEC Office, or a certified Level II trained OPSEC Officer, will provide Level I OPSEC training on Fort Leonard Wood for Contractor personnel working on this installation. The COR will coordinate this training at the time of task order modification or award. Contractor shall provide a list of personnel trained to the COR within five (5) business days of completion of training. Contractor personnel working at installations other than FLW shall coordinate with the COR and local OPSEC Office to obtain training applicable to that installation.

**9. Information Assurance (IA)/Information Technology (IT) training.** All contractor employees and associated subcontractor employees must complete the DoD IA Awareness training (available at <https://ia.signal.army.mil>) before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within 6 months of appointment to IA/IT functions. Certificates of completion for each affected contractor employee shall be submitted to the COR (or KO if no COR is appointed) within 30 calendar days after completion of training.

**10.** Contractor personnel working at installations other than FLW shall coordinate with the COR and local OPSEC Offices to obtain training applicable to that installation.

**11. IA/IT certification.** Per DoD 8570.01-M, DFARS 252.239.7001, and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.

**12.** Contractor shall provide a list of personnel trained to the COR within five (5) business days of completion of training.

**13. Access and General Protection/Security Policy and Procedures.** All Contractor and subcontractor personnel performing tasks on this PWS shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures which will be provided to the Contractor by a Government representative within five working days of Task Order award. Contractor shall provide all information required for background checks to meet installation access requirements as performed by the installation Provost Marshal Office, Director of Emergency Services or Security Office. Requesting Contractor shall submit request for installation pass to the COR or KO at <https://vcc1.icmvcc.com/im3500/>. Contractor personnel shall comply with all personal identity verification requirements as directed by DoD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of the base contract to this task order, should

the Force Protection Condition (FPCON) at any facility or installation change, the Government may require changes in Contractor security matters or processes.

**14. 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, government facilities, equipment, and materials shall be secured.