

STATEMENT OF WORK  
For  
GOSPEL SERVICE RELIGIOUS EDUCATION COORDINATOR

1. General.

1.1. Scope of Work. Contractor shall provide all labor necessary to perform the services as the Religious Education Coordinator for the Fort Campbell Gospel Service population, providing parish coordination and training.

1.2. Location. Primary facility for the services provided will be the Religious Education Center. Secondary facility for the services provided will be Memorial Chapel, where the religious services are held. Services may be required in any chapel or facility located within the confines of Fort Campbell, KY.

1.3. Requirements/Qualifications. The contractor shall be a minimum of a high school graduate able to perform clerical skills, computer skills, have knowledge of Microsoft programs such as: Word, PowerPoint, Access, Excel, and Microsoft Publisher without any supervision or directions from Government personnel. All work shall be accomplished within the guidelines of the Senior Gospel Service Pastor, Army regulations and directives, and applicable Installation Chaplain's Policy Statements. He/she shall be fully qualified to perform the required services without any supervision or directions by Government personnel.

1.4. The basis for awarding the contract is meeting the requirements herein and approval from the Installation Chaplain following an interview with the prospective coordinator. The Installation Chaplain reserves the right to personally assess the qualifications and personal ability of the coordinator and approve or disapprove the awarding of this contract.

1.5. Proper state registration, proof of insurance, and a valid driver's license are required to operate a privately owned vehicle on post. Registration with the Provost Marshal's Office is required.

1.6. PERSONNEL.

1.6.1. Contractor personnel performing under this contract shall remain employees of the contractor and shall not become employees of the Government. Such persons shall be under the control and supervision of the Contractor.

1.6.2. The contractor shall provide the Contracting Officer and Contracting Officer's Representative (COR) with the names of a primary and alternate point of contact with telephone numbers, in case of emergency.

1.6.3. Contractor shall not permit any employee(s) on Fort Campbell when his/her presence will be detrimental to the security of Fort Campbell. The Government reserves the right to require the Contractor to remove any employee(s) for misconduct, for security reasons, or for otherwise

endangering the physical security of persons or property on Fort Campbell. Removal of such employee(s) for such cause does not relieve the contractor of the requirement to provide sufficient personnel to adequately perform tasks and services required under this contract.

1.6.4. Contractor employee shall be well groomed, neat in appearance, and appropriately dressed for the work performed.

1.6.5. A background check will be performed on all individuals working with children in conjunction with contract. While revealing the personal information required to process the background check is voluntary, failure to provide this information may result in ineligibility to perform this contract. Background check will be required upon notification of award.

1.6.6. The contractor shall be familiar with and ensure compliance with provisions of the Privacy Act, Freedom of Information Act and limitations on Government collection of personal and statistical data on nonaffiliated personnel. Applicable regulations concerning these acts will be made available to the contractor for review by the Staff Chaplain.

1.7. Government Quality Assurance. The Government will monitor the contractor's performance under this contract to insure the requirements of the contract are met.

1.8. EMERGENCY MEDICAL TREATMENT. Contractor employee(s) experience emergency on-the-job injuries or illness may use Blanchfield Army Community Hospital (BACH) Emergency Room. Emergency medical care will be limited to those services necessary to prevent undue suffering or loss of life. Contractor will be billed for medical services rendered by BACH to contractor employees.

1.9. Hours. Normal duty will require a minimum of thirty hours a week which includes some nights and weekend work, but not to exceed forty (40) hours per week.

1.10. CONSERVATION OF UTILITIES. Lights shall be used only in areas where and when work is actually being performed. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted. Water faucets or valves shall be turned off after using.

1.11. Liability. The contractor shall be liable for loss, damage, or theft of Government property due to the contractor's carelessness and/or negligence. Negligence will be determined by appropriate Report of Survey findings.

1.12. The contractor shall ensure that personal property is clearly marked and identified to preclude misidentification as Government property.

1.13. The contractor shall meet with the Senior Gospel Service Pastor at least once per month. The contractor shall contact the Senior Pastor to make appointments for this meeting. The purpose of these meetings will be to discuss the needs assessment of the Gospel Service population located at Fort Campbell, program evaluation and program/activity scheduling. The contractor and/or the Contracting Officer's Representative shall notify the Contracting Officer of

any discrepancies, disputes, or indications of poor performance. The Senior Pastor Chaplain of the Gospel Service, if not the COR, shall notify the Contracting Officer of such indications.

## 2. GOVERNMENT FURNISHED PROPERTY.

2.1. Office and Equipment. The Government will provide all facilities, equipment, supplies and materials necessary for performance of these services. The Government will furnish office space at the Religious Education Center with appropriate office furnishings and equipment for the support of the contractor only in the actual performance of products and services. Said office is not permanent or dedicated solely to the use of the contractor. Appropriate office furniture and equipment includes a desk, chair, filing cabinet, and subject to availability; copier services, audio-visual equipment, curriculum and standard supplies.

2.1.1. Utilities. The Government will provide all utilities, such as electrical and water to perform the services required by the contract at the site of delivery of the services on federal property. The Government will not make any modifications to utility outlets to accommodate contractor equipment

2.1.2. The Government will not be liable for loss, damage, theft, or maintenance of personal equipment.

3. CONTRACTOR FURNISHED ITEMS. The Contractor shall furnish all labor required for performance of these services. The contractor shall provide his own transportation to and from work and also provide for his own living quarters.

## 4. SPECIFIC TASKS.

4.1. Coordinate Gospel Service Sunday School and any other religious education program as needed.

4.1.1. The contractor shall plan, coordinate, and conduct weekly Sunday School programs (52) for all age levels of preschool through adult acceptable to the Chapel participants including active supervision of the volunteer religious education staff.

4.1.2. The contractor shall provide monthly inventory, ordering and distribution services for religious education supplies, equipment, and curriculum. Submit purchase requests through the Admin Assistant to the Fort Campbell Funds Clerk for support, materials, books, and any other resources necessary.

4.1.3. The contractor shall coordinate, provide, and assist in providing monthly communication service including publicity, monthly calendars, monthly newsletter, and production of bulletins. Publicity is defined as hardcopy advertisements and shall be submitted to the chapel staff for approval at least fifteen (15) days prior to the activity.

4.1.4. The contractor shall provide one recruiting service to include developing job descriptions, interviewing and placement of teachers and assistants. Placement will ensure that instructional roles fit qualifications, based on subject material, personality, and experience.

4.1.5. The contractor shall provide one training workshop to assist teachers and assistants.

4.1.6. The contractors shall provide monthly reports to Parish Advisory Council on the status of Sunday School enrollment, instructional progress, special liturgical celebrations/events, requests for resources, and monthly financial statements.

4.1.7. The contractor shall attend monthly coordinating meetings with the Gospel Service Chaplain, Parish Advisory Council, and volunteers.

4.1.8. The contractor shall assist in the preparation of annual programs, budget and the Command Master Religious Program (CMRP), for the entire Gospel Service program and Religious Education program for submission to the Gospel Service Chaplain for inclusion in the Command Master Religious Program.

#### 4.2. Vacation Bible School.

4.2.1. The contractor shall assist in planning and conducting the annual Post-wide Vacation Bible School program including active supervision of the volunteer religious education staff throughout the event, procurement of supplies and materials, volunteer recruitment and training, and publicity preparation.

#### 4.3. Administration Duties.

4.3.1. Contractor is responsible for providing the COR with the proper requests for the ordering of supplies and equipment to support the Protestant Program in accordance with the Chapel Tithes and Offerings Fund SOP and the Resource Manager's instructions. All applicable forms, SOPs, and instructions will be provided to the contractor by the Chaplaincy Resources Manager.

4.3.2. The contractor shall maintain a log of the work performed under this contract, and shall provide a copy of the log to the Director of Religious Education (DRE) on a monthly basis at a monthly coordination meeting scheduled with the DRE.

4.3.3. The contractor will be responsible for submitting invoices for the previous month's contract services to the chaplaincy resources manager, Bldg. 3101, no later than the 10<sup>th</sup> working day of the month. The contractor must have the pastor chaplain and/or Director of Religious Education sign the invoice, verifying the accuracy of the invoice, before submitting to the chaplaincy resources manager.

### OFFER SCHEDULE

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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**BASE PERIOD: 1 October 2004 through 30 September 2005**

**0001 Gospel Service Religious Education Coordinator**

<b>0001AA</b>	<b>Conduct Weekly Club Meetings</b>	<b>52</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AB</b>	<b>Conduct Bible Studies</b>	<b>52</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AC</b>	<b>Coordinate Weekly</b>	<b>52</b>	<b>WK</b>	<b>_____</b>	<b>_____</b>
<b>0001AD</b>	<b>Contact Students</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>
<b>0001AE</b>	<b>Coordinate and Train Adult Volunteers</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>
<b>0001AF</b>	<b>Conduct Retreats</b>	<b>4</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AG</b>	<b>Conduct Fellowship Activities</b>	<b>2</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AH</b>	<b>Conduct Service Project</b>	<b>1</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AJ</b>	<b>Conduct Family Fellowship Event</b>	<b>2</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>0001AK</b>	<b>Publish Monthly Newsletters</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>

**FIRST OPTION PERIOD: 1 October 2005 through 30 September 2006**

**1001 High School Youth Ministry Coordinator**

<b>1001AA</b>	<b>Conduct Weekly Club Meetings</b>	<b>52</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AB</b>	<b>Conduct Bible Studies</b>	<b>52</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AC</b>	<b>Coordinate Weekly</b>	<b>52</b>	<b>WK</b>	<b>_____</b>	<b>_____</b>
<b>1001AD</b>	<b>Contact Students</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>
<b>1001AE</b>	<b>Coordinate and Train Adult Volunteers</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>
<b>1001AF</b>	<b>Conduct Retreats</b>	<b>4</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AG</b>	<b>Conduct Fellowship Activities</b>	<b>2</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AH</b>	<b>Conduct Service Project</b>	<b>1</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AJ</b>	<b>Conduct Family Fellowship Event</b>	<b>2</b>	<b>EA</b>	<b>_____</b>	<b>_____</b>
<b>1001AK</b>	<b>Publish Monthly Newsletters</b>	<b>12</b>	<b>MO</b>	<b>_____</b>	<b>_____</b>

**SECOND OPTION PERIOD: 1 October 2006 through 30 September 2007**

**2001 High School Youth Ministry Coordinator**

<b>2001AA</b>	<b>Conduct Weekly Club Meetings</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>2001AB</b>	<b>Conduct Bible Studies</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>2001AC</b>	<b>Coordinate Weekly</b>	<b>52</b>	<b>WK</b>	_____	_____
<b>2001AD</b>	<b>Contact Students</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>2001AE</b>	<b>Coordinate and Train Adult Volunteers</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>2001AF</b>	<b>Conduct Retreats</b>	<b>4</b>	<b>EA</b>	_____	_____
<b>2001AG</b>	<b>Conduct Fellowship Activities</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>2001AH</b>	<b>Conduct Service Project</b>	<b>1</b>	<b>EA</b>	_____	_____
<b>2001AJ</b>	<b>Conduct Family Fellowship Event</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>2001AK</b>	<b>Publish Monthly Newsletters</b>	<b>12</b>	<b>MO</b>	_____	_____

**THIRD OPTION PERIOD: 1 October 2007 through 30 September 2008**

**3001 High School Youth Ministry Coordinator**

<b>3001AA</b>	<b>Conduct Weekly Club Meetings</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>3001AB</b>	<b>Conduct Bible Studies</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>3001AC</b>	<b>Coordinate Weekly</b>	<b>52</b>	<b>WK</b>	_____	_____
<b>3001AD</b>	<b>Contact Students</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>3001AE</b>	<b>Coordinate and Train Adult Volunteers</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>3001AF</b>	<b>Conduct Retreats</b>	<b>4</b>	<b>EA</b>	_____	_____
<b>3001AG</b>	<b>Conduct Fellowship Activities</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>3001AH</b>	<b>Conduct Service Project</b>	<b>1</b>	<b>EA</b>	_____	_____
<b>3001AJ</b>	<b>Conduct Family Fellowship Event</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>3001AK</b>	<b>Publish Monthly Newsletters</b>	<b>12</b>	<b>MO</b>	_____	_____

**FOURTH OPTION PERIOD: 1 October 2008 through 30 September 2000**

**4001 High School Youth Ministry Coordinator**

<b>4001AA</b>	<b>Conduct Weekly Club Meetings</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>4001AB</b>	<b>Conduct Bible Studies</b>	<b>52</b>	<b>EA</b>	_____	_____
<b>4001AC</b>	<b>Coordinate Weekly</b>	<b>52</b>	<b>WK</b>	_____	_____
<b>4001AD</b>	<b>Contact Students</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>4001AE</b>	<b>Coordinate and Train Adult Volunteers</b>	<b>12</b>	<b>MO</b>	_____	_____
<b>4001AF</b>	<b>Conduct Retreats</b>	<b>4</b>	<b>EA</b>	_____	_____
<b>4001AG</b>	<b>Conduct Fellowship Activities</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>4001AH</b>	<b>Conduct Service Project</b>	<b>1</b>	<b>EA</b>	_____	_____
<b>4001AJ</b>	<b>Conduct Family Fellowship Event</b>	<b>2</b>	<b>EA</b>	_____	_____
<b>4001AK</b>	<b>Publish Monthly Newsletters</b>	<b>12</b>	<b>MO</b>	_____	_____

**TOTAL FOR CLINS 0001 THROUGH 4001, BASE AND  
FOUR (4) OPITON PERIODS**

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