

**PERFORMANCE WORK STATEMENT  
YOUTH OUTREACH MINISTRY  
NAS Lemoore, CA**

**Disclaimer:** The issuance of this Performance-based Work Statement (PWS) is not an endorsement by the US Government of any church, denomination, or organization.

**1. DESCRIPTION OF SERVICES/GENERAL INFORMATION.**

The services to be rendered shall consist of the development and implementation of religious youth ministries for NAS Lemoore and its tenant commands. The contractor shall provide all non-personal services and materials, except as otherwise provided for in this contract, and shall provide senior high (grades 9-12), middle school (grades 6-8), elementary school (grades 1-5) youth outreach ministry organization and direction, adult volunteer development and training, parent support group coordination, planning meetings, reports, senior high and middle school leadership training retreats and camps in support of NAS Lemoore military community. The contract will provide all volunteer help and attending youth with religious events and worship activities. Sensitivity and respect for other faith groups will be maintained at all times. The program shall have a Christ-centered content and be structured so that youth will meet, learn, and grow in spiritual and ethical values, character building, social issues awareness, and life-style choices. The contractor will ensure all activities are coordinated with the Command Chaplain.

**1.10. KNOWLEDGE AND SKILLS REQUIRED OF THIS POSITION.**

- A. Possess a Bachelor's degree or a minimum of three (3) years' experience working directly with youth and children in established youth and children organizations.
- B. Be granted a favorable background check from the Government.
- C. Child Care National Agency Check with Inquiries (CNACI) and fingerprinting.
- D. U.S. Citizen
- E. Demonstrates proper use of the English language, oral and written.
- F. Possess a good working knowledge of Microsoft Word, Excel and outlook.

**1.11 Guidelines:**

- A. Normally accepted professional ministry standards will usually serve as guidelines for most work. In many cases, guidelines and expectations will be established by the Navy Chief of Chaplains, CNRSW or CNIC. The employee uses judgment, initiative and resourcefulness in deviating from established methods to modify, adapt, or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; and propose new policies and practices.

B. The contractor is responsible to arrange for coverage for all contractual requirements in the event of personal illness, vacations, or any other times that he or she is unavailable. If the absence is scheduled, the name of the replacement will be provided 15 days prior to absence (except in case of emergency when the Command Chaplain and/or staff should be contacted immediately).

C. Must uphold and adhere to the highest standards of personal conduct, morals and ethics for a professional youth and children's leader, and must always be conscious of the trusted position he holds and the reputation he embodies as a staff member of NAS Lemoore Religious Ministries Department.

## **7 Security Clearance:**

A security clearance is not required for this position. However a security background check is required; also, a CAC (Common Access Card) is required.

**1.1 Program Development.** The contractor shall develop a program that is designed to meet the community needs based on the requirements herein to ensure an effective children's and youth ministry program. This program must address the following areas:

- a. An annual calendar of events to establish planning
- b. An annual budget estimate for each scheduled activity
- c. A core curriculum developing social, ethical and religious topics to develop life skills (e.g., AWANA, Groups VBS, etc.), coordinated and approved by the Command Chaplain
- d. Appropriate advertising of weekly, monthly and special events
- e. Properly screen and train adult and youth leaders, Child Protection Course is required
- f. Database of parents/participants, using PII guidelines
- g. Summer youth events
- h. Service projects

The vendor shall submit in writing all planning items listed above to the Command Chaplain for approval by the Commanding Officer and Regional Chaplain no later than the 5<sup>th</sup> day of the second month after the effective date of the contract. Modification of dates will be submitted as early as possible via the Command Chaplain, as well. No advertisement of proposed event or activity, either printed or verbal, will be released until funding is approved by the Regional Chaplain and the event is approved by the Commanding Officer.

**1.1.1 Specific Tasks:** Camps, humanitarian projects, and events will normally be conducted within a 100 mile radius, excepting opportunities approved by the Base Commanding Officer and necessary to a positive event for participants. All requests for deviation from this norm must be approved by the Commanding Officer, coordinated with the Regional Chaplain, and approved in writing no later than 30 days prior to the event or activity.

1. **Senior High Youth Meetings:** The vendor shall conduct a minimum of 46 weekly senior high school (9-12<sup>th</sup> grades) youth meetings. These meetings will last at least one (1) hour, and shall have a Christ centered content and be structured so that youth will meet, learn, and grow in spiritual and ethical values, character building, social issues

awareness, and life-style choices. The same emphasis shall be applied to the day events and retreats.

2. **Senior High Day Events:** The vendor shall conduct at least three (3) one day senior high day activity for senior high (9-12<sup>th</sup> grades).
3. **Senior High Retreat:** The vendor shall develop, coordinate, and implement one (1) annual weekend retreat that will enable the students to fellowship, share experiences and struggles with other teens, be given appropriate religious instruction, and to be taught about character building and leadership development. All planning, advertising, and coordination for this shall be at no additional cost to the Government.
4. **Combined Youth Group Service Project:** The vendor shall plan, coordinate, and conduct a community service project. An extended service project may be considered upon the approval of the Commanding Officer and coordinated with the Regional Chaplain. All planning, advertising, and coordination for this shall be at no additional cost to the Government.
5. **Middle School Youth Meetings:** The vendor shall conduct a minimum 46 weekly middle school (7-8<sup>th</sup> grades) youth meetings. When approved by the Command Chaplain, these meetings may be combined with the Senior High meetings above in a combine youth group setting. These meetings will last at least one (1) hour, and shall have a Christ centered content and be structured so that youth will meet, learn, and grow in spiritual and ethical values, character building, social issues awareness, and life-style choices. The same emphasis shall be applied to the small group meetings, day events, and retreats.
6. **Middle School Day Events:** The vendor will conduct at least three (3) one day middle school day activities for middle school (7-8<sup>th</sup> grades) which may be combined with the Senior High, when approved by the Command Chaplain.
7. **Middle School Retreat:** The vendor shall develop, coordinate, and implement one (1) annual weekend retreat that will enable students to fellowship, share experiences and struggles with other teens, be given appropriate religious instruction, and to be taught about character building and leadership development. This Retreat may be combined with the Senior High retreat so long as appropriate modifications are made to ensure age-appropriate activities. All planning, advertising, and coordination for this shall be at no additional cost to the Government.
8. **Children's Church Ministry:** The vendor shall conduct a minimum of 46 weekly children's (1-6<sup>th</sup> grades) worship services. These meeting will take place during the normal preaching portion of the Protestant Worship service, lasting approximately 30 minutes each, and shall have a Christ-centered content and be structured so that youth will meet, learn, and grow in spiritual and ethical values, character building, social

issues awareness, and lifestyle choices. The same emphasis shall be applied to the small group meetings, day events, and retreats.

9. **Children's Weekly Ministry:** When approved by the Commanding Officer, and coordinated with the Command Chaplain and Regional Chaplain, the vendor shall coordinate a minimum of 36 weekly meeting for children in a structured environment that promotes Christ centered content and Scripture memorization and application (e.g., AWANA). Volunteer and leader training shall be conducted through semi-annual workshops to ensure quality execution of the program.
10. **Children's Annual Events:** The vendor shall propose, plan, and conduct major annual events, to include, but not be limited to an annual Christmas Pageant and Easter Egg Hunt. The events may be combined with the Junior/Senior High Youth events listed above at the approval of the Command Chaplain.
11. **Vacation Bible School:** The vendor shall conduct a Vacation Bible School (VBS) to include all ages (K-12<sup>th</sup>), allowing for youth (grades 6-12) to participate as supervised leaders-in-training, when appropriate. VBS shall normally occur toward the end of the Summer break and advertised to ensure the greatest participation possible.
12. **Ministry of Presence:** The vendor shall be present with the children and teens, on a variety of occasions, by visiting schools, sporting events, lunches, and/or social activities where children and youth are expected to assemble or congregate. The purpose is to make and build relationships with youth and to demonstrate that the youth ministry program is accessible to all children and youth.
13. **Volunteer Training Retreat:** The vendor shall, when funding permits, conduct one (1) overnight, two day training retreat designed to train adult volunteers in particular areas of children and youth ministry. The contractor is responsible for all planning, advertising, and coordination for this, which shall be at no additional cost to the Government.
14. **Volunteer Training/Planning Sessions:** The vendor shall conduct quarterly volunteer training and planning sessions, at least one and a half hours each, consisting of training in youth ministry principles, and planning for upcoming meetings and events.
15. **Parenting Workshops:** The vendor shall, in coordination with the Command Chaplain, conduct parenting workshops and/or Bible Studies, in order to promote Christ-centered parenting techniques, leadership skills, and the foster of other basic life skills by parents connected to the Chapel.
16. **Youth Ministry Reports:** The vendor shall provide monthly Youth Reports of meetings and events to the Command Chaplain and to any other recipients deemed appropriate by the Command Chaplain. These monthly reports will be both quantitative and qualitative in nature. The reports will include as a minimum:

- a. An account of all meetings that took place, including the number in attendance, what took place, and the vendor's evaluation of the effectiveness of the meetings.
- b. A brief evaluation by the vendor regarding important issues, goals, problems, requests for assistance, etc.

**17. Community Youth Ministry Publicity:** A Youth Newsletter shall be published, one (1) per month, with the purpose of informing parents of successes and plans for the future. The vendor will provide sufficient publicity efforts prior to key youth activities in order to adequately keep parents and the general community informed. The vendor may use methods including, but not limited to, weekly bulletin announcements, the Intranet, yearly, POD/POW announcements, monthly calendars, official Facebooks pages, and verbal pulpit announcements.

**18. Community Support Group:** At least quarterly, the vendor shall conduct Community Support Group meetings to provide guidance on how parents may assist the youth ministry staff. The vendor shall seek to maintain a harmonious relationship with the Community Support Group and will provide monthly updates to them on youth ministry.

**1.2. REGULATIONS.** The contractor shall comply with all applicable DoD regulations, Navy and local Instructions for financial management and accounting, facility use, maintenance and security.

**1.3. GOVERNMENT FACILITIES.** The vendor will be responsible to safeguard all government property in assigned work areas and to clean-up facilities after events. Facilities and equipment will be secured upon completion of each service performed.

**1.4. KEYS.** The vendor will ensure that all keys issued are safeguarded against loss or use by unauthorized persons and will immediately report any loss or unauthorized use of keys to the Key control Petty Officer of the chapel.

**1.4.1.** In the event keys, other than master keys, are lost or duplicated, the vendor may be required upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due to the vendor. In the event a master key is lost or duplicated, the government shall replace all locks and keys for that system and the total cost deducted from the monthly payment due the contractor.

**1.5. VENDOR FURNISHED ITEMS AND SERVICES.** Except for those items or services specifically cited in paragraph 3 to be Government-furnished, the vendor shall furnish everything required to perform this contract in accordance with all of its terms.

**1.6. COORDINATION.** The vendor shall coordinate all support requirements with the appropriate chapel staff member(s).

**1.7. SPECIAL EVENTS.** The vendor requirements concerning off site retreats, special events or training:

a. After action reports (see Appendix 1) are required within ten (10) days following the completion of the event, and submitted to the Regional Chaplain via the Command Chaplain. Continuity folders will be maintained with these reports incorporated into them.

b. The vendor will ensure a parent brief prior to any overnight activity conducted away from chapel facilities. Permission slips will be signed by guardian and be in hand before the contractor will allow any child to proceed on a retreat or special event.

c. Parents will receive emergency contact instructions for each stage of the itinerary. In case of deviations enroute, vendor will advise the Installation Chaplain.

d. Special events will be conducted at least quarterly.

**1.8. CONTINUITY OF SERVICE.** The vendor shall be responsible for designating a qualified replacement (i.e. a trained volunteer leader to provide leadership and implementation of scheduled program activities) during any required absence on their part. The vendor will provide home phone numbers for after duty contact. The contractor will provide contact information for contact in the event of an emergency. Personal vacation days will be coordinated at least 14 days in advance with the Command Chaplain; services during such days will be performed by the replacement or, circumstances allowing, by the vendor at a later time.

**1.9. MEETINGS.** The vendor will attend all chapel staff meetings, planning days, and Parish Advisory Council meetings or as directed by the Installation Chaplain.

**1.11. LIMITATIONS.** The US Navy Chaplain Service supports religious pluralism and provides for the free exercise of religion. The vendor shall provide an ecumenical Christian program in an atmosphere of religious sensitivity to all youth and children participating in the program. The sensitivity does not limit the youth from sharing their faith, moral values, religion, or any other issues. However, the contractor shall ensure that no effort or coercion for the youth to conform to a particular religious denomination or faith group shall be manifested directly or indirectly by any staff member or volunteer. Although this is a Christ-centered youth ministry, proper respect for all religious faith groups will be maintained.

**1.12. SECURITY REQUIREMENTS.** All personnel employed by the vendor in the performance of this contract, or any representative of the vendor entering the installation, shall abide by all security regulations of the installation. When an employee no longer works for the

vendor at the installation, the contract manager shall return any government furnished identification card to quality assurance personnel or Security Forces.

**1.12.1. Base Passes:** The vendor will coordinate with the Command Chaplain to ensure that all youth workers obtain and maintain a base pass. The vendor is required to meet all US Navy security, traffic, safety, and health requirements and instructions. All passes may be obtained from the Contracting Officer or designated representative. The vendor shall inform all assigned workers that they may be subject to search, at the discretion of the Installation commander, when entering or leaving the installations.

Installation passes will be returned immediately to the Issuing Officer when:

- (1) Pass has expired.
- (2) The vendor no longer employs a pass holder.
- (3) Contract is completed.
- (4) Contracting Officer so directs.

**1.12.2. Background Checks:** The applicant must submit to and be able to pass the following items:

**a. Criminal Background Check:** In accordance with DODI 1402.5, the Government will conduct a criminal history background check on the vendor working with children. Vendors receiving an unfavorable criminal background check status shall not perform the work under this contract. Consent to the background check is mandatory. Failure to consent to the background check will be grounds for immediate cancellation of the contract at no further cost to the Government. In the event that a criminal history is found, the contract will be terminated at no further cost to the Government.

**b. Child Care National Agency Checks with Inquiries (CNACI) and Fingerprint Check:** The completion of an FBI fingerprint check with favorable results and submission of a Child Care National Agency Check with Inquiries to the Office of Personnel Management (OPM), or a DOD-determined equivalent investigation is required for all vendors working directly with children. The government shall perform security investigations on the Vendor in accordance with DoD 5200.2-R, "Personal Security Program." Vendor shall submit a request for SNACI to the designated government official (the Unit Security Manager) within five working days from the individual's first duty day. Vendors receiving an unfavorable CNACI status shall not be allowed to perform the work under this contract.

c. The vendor shall provide a list of specified volunteers who are over the age of 18 and will be working with children under 18 years of age. These volunteers are defined as those volunteers whose contact with youth is extensive, frequent, and over a period of

time; to include, but not limited to, one-one interaction, extended travel, and/or overnight activities.

**1.12.3. BASE COMPUTER NETWORK ACCESS.** Vendors are required to have access to the government LAN. The completion of a FBI fingerprint check with favorable results and submission of a National Agency Check with Inquiries to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation is required for all vendors requiring access to Government computer systems. The Government shall perform the security investigations on the vendor employees in accordance with DoD 5200.2-R, Personal Security Program and AFI 33-119, Electronic Mail Management and Use. The vendor personnel shall submit a request for required investigations to the designated government official (the Unit Security Manager) within 5 working days from the vendor's first duty day. The government and the vendor shall follow the requirements for Common Access Cards for Vendor Personnel, to obtain CAC(s) for vendor personnel.

**1.13. PHYSICAL SECURITY.** In the interest of installation security, all vehicles and personnel entering and operating on the installation are subject to search at any time.

**1.14. FUNDS.** Unless specifically states below, all planning and coordination services required by this Performance-based Work Statement shall be provided for within the contract price. Actual event costs (e.g., the purchase of goods, services, venues, etc.) will be routed via the Command Chaplain to the Regional Chaplain for approval.

**1.15. QUALITY CONTROL.** The Government shall rely upon the vendor to implement a vendor designed quality control program that ensures that service will be performed in accordance with this contract, commercial standards, and applicable laws. The Quality Control program should implement procedures to identify, prevent and ensure the non-reoccurrence defective services and should describe in detail an inspection system to cover all aspects of the services listed in the Service Delivery Summary. Quality Control procedures shall clearly present: responsibility for surveillance, a description of records kept, methods for identifying and preventing defects, and the availability of those records to the government upon request. Vendor's Quality Control plan must be submitted accepted in writing by the Contracting Officer before implementation or whenever changed.

**1.16. QUALITY ASSURANCE.** The government will periodically evaluate the contractor's performance in accordance with the contractor's Quality Control Plan.

**1.17 HOURS OF OPERATION.** Work shall be full time; composed of a 40 hour work week over seven days as requirements dictate and approved by the Command Chaplain. The vendor shall submit weekly timesheets and invoice via the Wide Area Work Flow (WAWF) system.

**1.17. OFFICIAL U.S. HOLIDAYS.** No regular meetings will be required during the below US official holidays:

New Year's Day	January 01
Martin Luther King	3 <sup>rd</sup> Monday of January
Presidents Day	3 <sup>rd</sup> Monday of February
Memorial Day	Last Monday of May
Independence Day	July 04
Labor Day	1 <sup>st</sup> Monday of September
Columbus Day	2 <sup>nd</sup> Monday of October
Veterans Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday of November
Christmas Day	December 25

However, if special events or counseling sessions are scheduled on these dates they will be performed IAW the PWS at no additional cost to the government.

**1.19. NON-CONFORMING SERVICES FORMULA.** In conjunction with the Contract Terms and Conditions – Commercial Items clause, FAR 52.212-4 the government reserves the right to make a monetary adjustment for non-conforming service and inadequate Quality Control. The Government shall utilize the following method for determining monetary adjustments:

- a. Determine monthly line item cost per unit by using the bid schedule and/or vendor's pricing documents.
- b. Determine the quantity of the service performed per month.
- c. Determine the quantity of unacceptable service.
- d. Divide the quantity of unacceptable service by quantity of service performed per month.
- e. Multiply the percentage of unacceptable service by the line item cost per month for the monetary adjustment.

**1.20. GOVERNMENT REMEDIES.** The contracting officer shall follow FAR 52.212-4, Contract Terms and Conditions-Commercial Items, for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

**1.21. VOLUNTEERS.** The vendor shall be responsible for the advertisement and vetting of proposed volunteers to the Command Chaplain. Guidelines found in para 1.12.2 shall be strictly adhered to as well as a volunteer request form on file. After completion of package; to include proof of criminal background check, CNACI, fingerprinted and volunteer form on file.

**1.21. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATION COMMAND AUTHORITY.** Vendors access to the installation may be denied during an emergency or crisis situation called by national or command authorizes. Such circumstances are deemed beyond the government's control and access to the installation may be limited in such circumstances on the basis of public safety and installation security. Should limited access be necessary, the responsible office will inform the contractor in writing and identify the date when services may resume, if possible. The contractor will not be held liable for lost time during these situations.

2. **SERVICES SUMMARY.** The vendor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

<b>Performance Objective</b>	<b>PWS Para</b>	<b>Performance Threshold</b>
<b>Program Development.</b> Vendor shall design a program to provide a structured, effective youth ministry program that will ensure youth community concerns and needs are met.	Para. 1.1	100% of program development criteria met and implemented.
<b>Special Events.</b> Vendor conducts all coordination, approvals, briefings, student permission slips, and arraignments are made in a timely manner. After action reports submitted within time frames.	Para. 1.7	95% of all events coordinated and executed on time and adequate resources available for event.
<b>After Action Reports (AAR).</b> After action reports submitted within 15 days of the event closure.	Para. 1.7	100% of all events coordinated and executed on time and adequate resources available for event.

3. **GOVERNMENT FURNISHED PROPERTY AND SERVICES.**

**3.1. GOVERNMENT FURNISHED FACILITIES.** The vendor will be provided an NMCI CAC card and computer, printer, telephone and office space to conduct duties found in this PWS. The security of any contractor owned property shall be the responsibility of the contractor and the government is not liable for losses or damage incurred by the contractor.

4. **PERIOD OF PERFORMANCE:** The period of performance shall be:

Base Year: 01 September 2015 to 31 August 2016

Option Year 1: 01 September 2016 to 31 August 2017