STATEMENT OF WORK

COVERAGE OF CHAPEL SERVICES AS CATHOLIC PRIEST CONTRACT RELIGIOUS MINISTRY PROFESSIONAL (CRMP) IN SUPPORT OF THE COMMAND RELIGIOUS PROGRAM (CRP) OF NAVAL STATION (NAVSTA) GUANTANAMO BAY, CUBA FOR THE PERIOD OF 02 - 27 September 2016

1.0 BACKGROUND. Per US Navy Regulations, SECNAVINST 1730.7D, and OPNAVINST 1730.1E, it is incumbent upon Commanding Officers (COs) to have a CRP which accommodates the religious needs, preferences, and rights of assigned military personnel, eligible family members, and other authorized users. Per SECNAVINST 5351.1, at installations where the assigned chaplains cannot provide adequately for the variety of represented faith groups, it is most appropriate to augment the CRP with CRMPs to help execute mission requirements. Contracting the services of a civilian RC priest as a CRMP is authorized and appropriate.

1.1. The object of this contract is to secure a Priest CRMP to provide faith-specific religious ministry to NAVSTA personnel, oversight in the absence of, and advice to the Command Chaplain. The contractor shall perform services at the Chaplains' office spaces, chapel, and other places as determined by the Command Chaplain of NAVSTA Guantanamo Bay, Cuba.

2.0. PERFORMANCE. The performance period for this contract is 02 – 27 September 2016. The Catholic Priest CRMP shall:

2.1. Report to the Deputy Command Chaplain as Head of Staff answerable to the CO.

2.2. Provide worship, sacramental ministrations, and religious guidance. Provide pastoral care/counseling as requested, required and scheduled.

2.3. Assist the Deputy Command Chaplain with advice in defining, validating, and implementing CRP Planned Ministry Objectives (PMOs) by keeping him/her informed on all pertinent issues/concerns/matters.

2.4. Demonstrate care for all CRP customers and facilitate the religious needs of non-RC by referring them to other members of the CRP.

2.5. Accomplish administrative requirements in a timely fashion.

2.6. Be neat, clean, well-groomed, and in appropriate clergy clothing when in public areas.

2.7. Become acquainted with and obey all pertinent Command, DON, and DOD instructions; shall perform in a manner which precludes any waste of government resources; and shall not use government equipment for personal business. All motor vehicles operated on the installation by the contractor shall be registered with base security and operated according to applicable directives.

2.8. Although in fact not a Government employee, shall comply with Executive Order 11222 of May 8, 1965, Prescribing Standards of Ethical Conduct for Government Officers and Employees.

3.0 TASKS. Execute the CRP PMOs for RC personnel.

3.1. Provide Roman Catholic Mass and Reconciliation (confession).

3.1.1. Conduct Catholic Mass every Sunday and/or Saturday evening as scheduled.

3.1.2. Be on site and available for confessions every Sunday for one hour prior to the start of Mass and for fellowship opportunities for one half hour after Mass.

3.1.3. Conduct weekday Catholic Mass as scheduled.

3.1.4. Conduct Catholic Mass on all Holy Days of Obligation.

3.1.5. Conduct all other Mass requirements as defined in the CRP's PMO. Other worship services will be performed as needed and at the discretion of the Command Chaplain.

3.1.6. Conduct and effectively oversee the training and certification of worship volunteers as required.

3.1.7. Compose Prayers of the Faithful for Sunday and Holy Day liturgies with respect to liturgical guidelines and the needs of the CRP.

3.2. Perform additional sacramental and emergency ministrations.

3.2.1. Provide Anointing of the Sick and Funeral/Memorial Services as requested and authorized.

3.3. Conduct and supervise RC religious education and spiritual formation programs.

3.3.1. Instruct and supervise the Rite of Christian Initiation of Adults (RCIA), scripture study sessions, and the Confraternity of Christian Doctrine (CCD) programs.

3.3.2. Conduct and effectively oversee the training, certification, and employment of the Director of Religious Education (whether contractor or volunteer) and volunteer teachers within the RC education program as required.

3.4. Provide pastoral care/counseling and spiritual support.

3.4.1. Provide individual and/or group counseling sessions for spiritual formation, marriage preparation, baptismal preparation, and personal and/or family matters.

3.4.2. Attend community-building fellowship events.

3.5. Accomplish necessary administrative tasks.

3.5.1. Provide timely information and professional guidance to CRP personnel for worship service programs/bulletins, required sacramental documentation, and other various administrative requirements.

3.5.2. Ensure the timely submission of all required contract documentation.

3.5.3. Attend and participate in staff meetings of the CRP when convened by the Command Chaplain or Deputy Command Chaplain.

3.5.4. Maintain ministerial faculties and liaison with the Archdiocese for the Military Services, USA (AMS). This includes advising AMS of any change in ecclesiastical status or contact information along with personal attendance at the annual priest convocation convened by AMS. Travel and per diem funding for the annual AMS convocation is to be budgeted for and paid by the command.

3.5.5. Perform various administrative tasks as required. This includes quarterly reports and other such documentation as may be required by AMS.

3.5.6. Complete necessary training and maintain currency on the use of such government office equipment and computers as required.

3.5.7. Maintain current certification for access to the installation. Comply with station and government policies and regulations in regard to identification badges, parking, and professional decorum.

3.5.8. Provide Lessons Learned to the Command Chaplain within 5 days of any problems encountered and resolved.

3.5.9. Direct concerns regarding morale, breach of ethical standards, or moral infractions to the Command Chaplain as soon as possible.

3.5.10. Notify the Command Chaplain, in advance, when unable to perform services due to scheduled time off, illness, inclement weather and/or emergency leave.

4.0 DELIVERY SCHEDULE. The CRMP shall deliver all services as described above and include the following minimums:

Item Description of Service and Quantity of Units

5.0 PERIOD OF PERFORMANCE
02 September 2016 through 27 September 2016

0001 Saturday Evening Mass (1700) 3 units
0002 Sunday Mass (0900) 3 units
0003 Sacrament of Reconciliation (by request prior to Mass) 4 units
0004 Weekday Mass (1730) 14 units

0005 Daily office hours (approx. 8 hrs/day) 112 units

5.0 PERSONNEL QUALIFICATIONS. Offerors for this contract must be ordained Roman Catholic priests with the requisite skills and experience acceptable to AMS. Personnel proposed for this contract must be able to qualify for a Confidential Security Clearance at a minimum.

6.0 POINTS OF CONTACT.

6.1 Contract Subject Matter Expert (CSME) – CDR D. Mode Command Chaplain, (011) 5399-2323 for all issues regarding execution of contract.

6.2. Technical Proposal Evaluator (TPE) – RP1 A. L. Martinez, (011) 5399-2323.

6.3. Contracting Officer (CO). The contracting officer has overall responsibility for overseeing the contractor's performance in the areas of contract compliance; for reviewing the Quality Assurance Personnel's assessments of the contractor's performance; and for resolving all differences between the QAP's version and the contractor's version of events. The CO is the only person authorized to direct the contractor in the performance of his/her contractual duties and to make interpretations of and changes to the contract.

7.0 Transportation.

7.1 Contractor will make all travel arrangements from CONUS to OCONUS. GTMO NAVSTA FES personnel will assist with coordinating NAVSTA Entry Clearances for inbound contractor personnel. Contractor will submit instructor information for the clearances no later than 30 days prior to entry date for U.S. citizens or 60 days prior for foreign national personnel. Travel to/from GTMO will transit through Jacksonville Naval Air Station (NAS JAX), FL, utilizing Air Mobility Command (AMC) contracted flights. Commercial air travel to/from Jacksonville, FL will be arranged by the contractor. GTMO FES will assist with coordinating transit through NAS JAX or contact IBC Air to travel from Fort Lauderdale, FL.

7.2 Rental cars are available at contractor expense. GTMO NAVSTA is not responsible for daily transportation for the contractor(s). The base does operate a free scheduled shuttle bus if desired. Navy Exchange Car Rental: 011-5399-74316.

8.0 Lodging. Contractor will make billeting arrangements with the Navy Lodge and/or Navy Gateway Inn & Suites (NGIS) as needed. Navy Lodge: 011-5399-3103, NGIS: 011-5399-2400.

9.0 PERFORMANCE EVALUATION. Performance evaluations will be conducted at the end of contract period.

9.1. The Command Chaplain, as Installation Program Director of the CRP, will provide the contractor with a performance appraisal.

9.2. The performance appraisal will be based on how effectively and efficiently the contractor fulfills the terms of the contract and furthers the mission of the CRP.

PROPOSED EVALUATION CRITERIA FOR AWARD

1.0. QUALIFICATIONS

1.1. Professional. Offerors must have references from their governing bodies or religious order and ecclesiastical approval from their religious denomination. Offerors who have previously been endorsed as a military chaplain must renew their ecclesiastical approval to function as a CRMP.

1.1.1. Offerors must provide appropriate documentation of the offeror's status and the specific functions they are authorized to perform.

1.1.2. Offerors must possess a general working knowledge of Microsoft Word, Microsoft Excel, and Microsoft Outlook or equivalent software and desktop computer hardware.

1.1.3. Offerors must have a working understanding of Navy organization and the pluralistic ministry requirements that affect the use of chapel facilities and staff. A CRMP with no previous Department of the Navy (DON) experience must demonstrate such understanding to the satisfaction of the Command Chaplain within three months of the start date of the contract.

1.2. Personal. Offerors must have a strong religious background, an impeccable reputation, and amenable personal habits.

1.2.1. Offerors must demonstrate reliability, ability to interact with people from all socio-economic backgrounds whether military or civilian (including family members and retirees).

1.2.2. Offerors must have a positive personality and pleasant demeanor when interfacing with chapel staff, visitors, military personnel, parishioners, and others.

1.2.3. Offerors must be able to perform primarily sedentary work. Some walking, standing, carrying of light items, cleaning of immediate work area is required.

1.2.4. Demonstrably good oral and written communication skills are expected.

1.3. Upon selection, the offeror must submit to and satisfy a criminal background check performed by installation security.

Archdiocese for the Military Services, USA
Post Office Box 4469, Washington, DC 20017-0469
20 August 2008

Office of the Archbishop

Minimum Requirements for the Pastoral Care of Catholic Personnel

Introduction:

Many priests have asked for clarification regarding the Archdiocesan policies on expectations of priest-chaplains, GS and contract priests and for the pastoral care of Catholics in the military. The following is provided to assist the priest in serving the men and women of the Armed Forces and the Veterans Administration entrusted to his care. It provides clarification on the expectations of this endorsing agent about Catholic ministry, and should be shared with one's senior supervisor.

Note. The term Catholic as used throughout this and other AMS documents refers not only to the Latin Catholic Church, but also to all the Eastern Catholic Churches in union with the Apostolic See.

1. Core elements in the life of Catholic personnel that are required for a Catholic Program.

1.1 Catholic priests given permission/faculties by the Archdiocese for the Military Services to serve Catholic personnel are to ensure implementation and support of these elements in the interest of Free Exercise of Religion.

a. Sunday, Holy Day and daily Mass.
b. Comprehensive Religious Education and Sacramental preparation, with an emphasis on youth character formation, individual moral development, and military family cohesion and readiness.
c. Comprehensive Sacramental Ministry. This includes the sacraments of Baptism, First Eucharist, Confirmation, Penance, Marriage and the Sacrament of the Sick
d. Rite of Christian Initiation of Adults (RCIA)
e. Young Adult Ministry (Catholics Seeking Christ *and other programs)* focused on spiritual readiness for active duty (18-29 yrs of age)
f. Spiritual Enrichment programs (i.e. faith formation retreats, Why Catholic?, RENEW 2000, ~ Encounter Christ, Life Teen, Troops Encounter Christ, etc.)
g, Pastoral Counseling

2. Authority and Governance

2.1. The Senior Catholic priest-chaplain or GS priest will have the final authority over the entire Catholic program on any military installation or Veterans Affairs Medical Center. All assistants or pastoral associates must be accountable to the priest-chaplain or GS priest in all Catholic matters and must report to him in the interest of the common good of the Catholic community. The contract priest, although having no military authority, will nonetheless serve as the authoritative subject matter expert delegated by the AMS in all Catholic matters when he is the only priest at an installation or post. This function shall be specified in his contract before the AMS will consider the contract valid for Catholic ministry.

2.1.1. If the Catholic priest is not the senior chaplain of the installation, he will always serve as the definitive advisor to the senior chaplain regarding the Catholic program.

2.2. The Catholic chaplain should utilize a Pastoral Council to assist him in providing for those in their care. Such councils are consultive and not deliberative. Given that the priest is assigned to care for the active duty population and their dependents the priest may restrict retiree representation on the pastoral council.

3. Primary place of the Blessed Sacrament in the life of Catholics.

3.1. Catholics believe the Blessed Sacrament is the real presence of Jesus Christ in our midst. It is central to their spirituality.

3.2. The Blessed Sacrament must be reserved on all installations, ships and hospitals that have a priest-chaplain assigned. Catholics have a right to access the Blessed Sacrament for their devotion and spiritual growth. When a Blessed Sacrament Room is authorized by regulations, it shall for the exclusive use by the Catholic chaplain and for the reservation of the Blessed Sacrament.

3.3. The Blessed Sacrament must be reserved in a safe, reverential and known place (preferably a tabernacle in a small Blessed Sacrament Room/Chapel) under the exclusive care of the endorsed Catholic priest. This responsibility of safeguarding and care of the Sacrament must never be entrusted to any other person or non-Catholic chaplain under any condition. The priest is responsible and accountable for Extraordinary Ministers of Holy Communion (EMHC) who are trained and appointed to assist him in this responsibility.

3.4. Only Catholics approved by the Archdiocese may function as Lay Leaders (LL), Catholic Representatives (CR) and Extraordinary Ministers of Holy Communion (EMHC). Additionally, the CR and LL must be active duty in the grade of E-5 or higher. Authorizations are specific as to duration as well as to location. There is a mandatory training requirement for each of these three functions.

3.5. Priest-trainers are accountable for ongoing communication with deployed LLs/CRs. In the absence of a priest-chaplain, CRs and LLs, when authorized by the AMS, may conduct a *Sunday Celebration in the Absence of a Priest* and the *Liturgy of the Hours*. However, this will not include the reservation, transportation or distribution of Holy Communion. Communion Services are not permitted in the AMS.

4. Sunday and Daily Mass

4.1. The celebration of Sunday Mass is critical to the spiritual life of the community and must be available at all military installations whenever possible. This celebration must conform to the General Instruction on the Roman Missal (GIRM).

4.2. The unnecessary multiplication of Sunday Masses is discouraged. Vigil Masses that are mere celebrations of convenience, of poor quality, or divisive of the community are likewise discouraged.

4.3. The priest without exception is expected to celebrate daily Mass - even if privately on days off, holidays, or times when a scheduled Mass is not feasible. Personal spiritual sustenance is sufficient justification for this expectation because of the special challenges of the priest-chaplain living a military lifestyle.

4.4. Catholics in the military should have access to daily Mass scheduled at times convenient for them.

4.5. This sacred duty of the priest-chaplain must take precedence over all other responsibilities unless mission-essential requirements warrant otherwise.

5. Sacrament of Reconciliation

5.1. Catholics in the military will have access to a weekly scheduled celebration of the Sacrament of Reconciliation. The scheduled times must be separated from Mass by at least 15 minutes.

6. Availability of the Priest for Spiritual Care and Formation of Christian Community

6.1. The principal responsibility of the military priest-chaplain and contract civilian priest is to provide for the spiritual care of Catholic military personnel and their families. Such spiritual care includes the moral formation and spiritual readiness of Catholics. The military priest-chaplain also facilitates religious support for non-Catholics in the event that a non-Catholic chaplain is unavailable.

6.2. Consistent with operational contingencies and mission essential requirements, the priest-chaplain must be freely available for active duty Catholics *and/or* family members seeking his counsel. Since this is a primary mission responsibility, his access to work spaces near these work areas conducive to confidential counselor Confession is a mission essential requirement. Military personnel and their family members have a right to absolute confidentiality.

6.3. Consideration and recognition should be given to the intensity of the demands made upon the priest-chaplain with regard to Catholic needs when supervisors are assigning them to collateral duties and in assessing their performance. Such demands involve sacramental celebrations including daily Mass, sacramental instruction, religious education and marriage preparation.

6.4. Supervisors should recognize that at times the priest-chaplain is in need of assistance in providing for even basic pastoral care. In such circumstances, deacons and qualified religious and laity should be contracted to assist the priest-chaplain at that installation. Deacons must be endorsed by the AMS and be granted faculties by the AMS.

6.5. In keeping with the essential requirements named above, the priest-chaplain must also insure that suitable lay ministers are properly selected, trained, commissioned and certified (when required) insuring comprehensive religious education and normative liturgical celebrations.

6.6. If requirements or constraints preclude the presence of a uniformed priest-chaplain, a contracted (normally through appropriated funds) Catholic priest or GS priest should be available. Such contract-priests must obtain faculties from the Archdiocese for the Military Services, and the contract must list the specific duties to be performed.

7. Directors of Religious Education, Musicians and others assisting in the Catholic Program.

7.1. The Director of Religious Education (DRE) is the priest. He has the vested responsibility as pastor of souls to provide catechesis within his area of responsibility (cc. 773.776). This responsibility flows from his bishop (the Military Ordinary) who is the teaching authority within his territory (c. 753).

7.2. The Coordinator of Religious Education (CRE) is that individual who manages the day-to-day operation of the religious education program. Together with other catechists, they are one of the means by which the Word is proclaimed and catechesis presented (c. 761). This must be done " ... in cooperation with the bishop and the priest.;." (c. 759).

7.3. All final decisions for the content of Catholic religious instruction belong to the Catholic priest rather than hired GS lay employees or contracted lay CREs. Instructional materials used in catechesis must be contained in the *Conformity Listing* maintained by the United States Conference of Catholic Bishops (USCCB).

7.4. The CRE should have a master's degree in Religious Education or the equivalent and be experienced in Catholic theology and catechesis. The CRE must possess a valid Catechist Certificate issued by the AMS. The Catholic priest will directly supervise and evaluate the CRE contract.

7.5. A Catholic priest who is a uniformed chaplain or GS employee must have the final authority over the Catholic program on any military installation or VA Medical Center. All assistants, pastoral associates, and music directors/musicians must be accountable to the priest and must report to him in the interest of the common good of the Catholic community.

8. Ecumenical and Inter~religious opportunities for Understanding and Unity

8.1. The Archdiocese for the Military Services, USA values highly its historic collaboration with families of other faith groups who serve our military communities. It is our continuing desire and the desire of our priest-chaplains to work with commanders and chaplains of all faiths to provide complete spiritual care for the men and women in uniform and their families.

8.2. In that spirit, the Catholic priest provides first and foremost for the needs of his own Catholic people in the military and then helps facilitate the spiritual care of those belonging to other faith groups. All priest-chaplains must care for the spiritual and moral needs of all our military and VA personnel regardless of their religious preferences.

8.3. An Ecumenical and/or Inter-religious Service is one which prays for and fosters unity and understanding among all those sharing in the Service. A Catholic priest who participates in a true Ecumenical/Inter-religious Service should bring something of our Catholic tradition to the celebration (Catholic prayers, excerpts from Conciliar / Papal documents, early Church Fathers, etc.).

8.4. The Easter Vigil, which must begin no earlier than thirty (30) minutes after sunset, is the most important liturgy of the year. Its celebration should be a privileged moment in the life of the Catholic Community.

8.5. Given the unique centrality of Holy Week in Catholic tradition, Easter Sunrise Services are not appropriate Ecumenical opportunities in which Catholics or Catholic priests should participate. The feast of the Resurrection is the most sacred feast in the Catholic Church, and Catholics are required to participate actively in the celebration of the Mass. Alternative services may confuse some about their obligations.

9. Annual Responsibilities of Priest-Chaplains to maintain their Endorsements.

9.1. The Law of the Church and the frequent exhortations of the Popes advocate spiritual retreats for the good of the spiritual lives of all priests. Therefore, the priests serving in the Archdiocese for the Military Services are to arrange for an annual spiritual retreat, preferably in a religious institution, of at least five consecutive days. This is to be considered mandatory unless military mission requirements render it impossible. This retreat is additional to any "service retreats" or workshops. Spiritual retreats arranged by the priest-chaplain's bishop or religious superior are particularly recommended. These retreats should be accomplished in a TDY status.

9.2. Active duty Catholic priests, GS priests and full-time contract priests, unless deployed or TDY/TAD, will attend the annual Convocation of the Archdiocese for the Military Services. Even if deployed, priest-chaplains should make every effort to attend. Reserve, National Guard and part-time contract priests are highly encouraged to attend. VA chaplains will attend the annual conference of the National Conference of VA Catholic Chaplains (NCVACC). In case of extenuating circumstances, they may fulfill this requirement by attending an AMS Convocation).

9.3. The Catholic bishops and religious superiors who provide priests expect that the responsibility of the priest-chaplain for sacramental, pastoral and spiritual welfare of our Catholic people will be acknowledged, protected, and fostered by authorities within the military and the Veterans Administration.

9.4. The priest-chaplain is expected to maintain dialogue with his Ordinary or Religious Superior, and to share with him copies of his Quarterly Reports.

This document replaces previous *Basic Expectations of the Archdiocese for the Military Services for the Pastoral Care of our Catholic Personnel*, dated 20 August 2008.

Imprimatur

+ Timothy P. Broglio

(Most Reverend)Timothy P. Broglio
Archbishop for the Military Services, USA
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