

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 14
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 21-Jan-2016	4. REQUISITION/PURCHASE REQ. NO. N0024516RC006F1		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVSUP FLC SAN DIEGO REGIONAL CONTRACTS (CODE 200) 3985 CUMMINGS ROAD BUILDING 116 - 3RD FLOOR SAN DIEGO CA 92136-4200	CODE N00244	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N00244-16-R-0013	
		X	9B. DATED (SEE ITEM 11) 19-Jan-2016	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to: 1. respond to contractor questions 2. Remove the QASP from the Performance Work Statement and attach it as a stand alone document 3. modify the submittal requirements for Catholic Priest				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		21-Jan-2016

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

GOV. RESPONSE TO QUESTIONS

Question 1: Is this a new or existing Ordained Catholic Priest Services requirement?

Response 1: This is not a new requirement

Question 2: What was the previous contract value?

Response 2: the previous contract was for a part time Ordained Catholic Priest in the amount of \$30,000.000

Question 3: Is there any incumbents fulfilling these services?

Response 3: This requirement is not currently being fulfilled by anyone

Question 4: Does the Service Contract Act (SCA) apply this position?

Response 4: Yes, please refer to contract clauses.

Question 5: Is a resume and completed credentials and residency form for candidate required at the time of submission?

Response 5: Yes. Please refer to clause 52.212-2 in the solicitatoin for submittal requirements.

Question 6: Can this submission be submitted electronically?

Response 6: Yes

Question 7: What are the requirements surrounding requesting and taking leave?

Response 7: Please refer to section 5.2.2 of the Performance Work Statement.

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

PERFORMANCE WORK STATEMENT

**ORDAINED ROMAN CATHOLIC PRIEST
FOR
PROGRAMS AT THE NAVAL BASE SAN DIEGO and MURPHY CANYON SAN DIEGO CHAPELS**

PERFORMANCE WORK STATEMENT (PWS)

Part 1

General Information

1. GENERAL

The purpose of this order is to provide the contractor personnel necessary to complete the mission and objectives of the Commander, Navy Region Southwest/Naval Base and Murphy Canyon Roman Catholic chapel programs. The employee for the subject position will coordinate and celebrate Sunday Mass and Holy Days of Obligation, on call for Roman Catholic internments and Funerals.

1.1 Description of Services: The contractor shall provide personnel necessary to perform programs at the Naval Base San Diego and Murphy Canyon Chapels as defined in this Performance Work Statement. The contractor shall perform to the standards in this contract.

1.2 Objectives: To provide the Commander Navy Region Southwest/Naval Base and Murphy Canyon Roman Catholic Chapel programs that promote a culture of moral leadership as well as individual and family resiliency to withstand the stresses of military life.

1.3 Scope: Contractor shall provide Religious Programs as identified below:

1.3.1 Must be available within 24 hours to provide services 7 days a week when not in a vacation status, such as memorial services and funerals for active duty military or special occasions. Notification will be phone, text and/or e-mail.

1.3.2 Oversee the Naval Base San Diego Catholic Chapel Programs, including the Religious Education Program and the Liturgical Ministry Program, for both the Naval Base and Murphy Canyon Chapels.

1.3.3 Provide Pastoral Care to active duty military and their family members, as well as unmarried/unaccompanied Service Members when needed. This may also include base Civilian Contractors, non-uniformed Federal Employees, and non-Roman Catholic authorized personnel.

1.3.4 Maintain office hours for Pastoral Care for authorized personnel with approval from the Installation Chaplain. Office hours will be during the week, Monday through Friday, as coordinated by the Installation Chaplain. Total work hours, including office hours, shall not exceed 40 hour per week over 7 days.

1.3.5 Provide a graveside prayer for internments at Rosecrans and Miramar National Cemeteries', Local Cemeteries and Funeral homes for all uniformed military active and retired as designated by the Regional Chaplain and Funeral Honors.

1.4 Period of Performance: The period of performance (POP) shall be for one calendar year.

Note: Place of Performance:

Work is to primarily be performed in the Naval Base San Diego "wet-side" chapel. The Regional Chaplain and/or the Installation Chaplain may request support for Murphy Canyon and other metro chapels as needed. The government point of contact is the Installation Chaplain, Naval Base San Diego.

1.5 General Information

1.5.1 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.2 Recognized Holidays: Contractor is not required to perform services on the following holidays:

New Years Day

Labor Day

Martin Luther King Jr.'s Birthday

Columbus Day

President's Day
Memorial Day
Independence Day

Veteran's Day
Thanksgiving Day
Christmas Day

1.5.3 Hours of Operation: The contractor is responsible for conducting business, 40 hours a week over seven days, except recognized holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. Work shall be full time; composed of a 40 hour work week over seven days.

1.6.4 Place of Performance: The work to be performed under this contract will be performed at Naval Base San Diego and Murphy Canyon San Diego Chapels.

1.6.5 Type of Contract: A Firm Fixed Price – Service contract.

1.6.6 Security Requirements: A security clearance is not required for this position.

The contractor will provide to the COR and the Security Manager a Visit Authorization Letter (VAL) identifying all employees performing on the contract. The VAL shall be validated and signed by the company Facility Security Officer (FSO) or company owner or president.

An application for a Contractor's access Card (CAC) will be initiated by the COR upon receipt of VAL. The CAC will be used to gain access to DOD resources and installations. When the CAC is no longer required, the Contractor or Program manager will recover the CAC from the Contractor employee and return the CAC to the COR.

The VAL is required for CAC issuance and will include the following information:

1.6.6.1 Contractor's company name, address, and telephone number, assigned CAGE Code, certification of the level of facility security clearance (if required), contract number and expiration date.

1.6.6.2 Name, date and place of birth, Social Security Number (SSN) and citizenship of the employee(s).

1.6.6.3 Contractor employee(s) email address (for CAC issuance).

1.6.6.4 Certification of the employees' personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed) and any special access authorizations required for the visit.

1.6.6.5 Purpose of visit.

1.6.6.6 Date or period during which the VAL is to be valid. (Can be up to 12 months)

1.6.6.1 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.

1.6.7 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.8 Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. A Technical Assistant (TA) may be assigned by CNRSW to assist the COR in the administration and surveillance of the contract. The TA has no authority to provide technical direction or make any changes to the contract.

1.6.9 Key Personnel: The following personnel are considered key personnel by the government: Ordained Roman Catholic Priest. The contractor shall also provide a Contract Manager who shall be responsible for the performance of the work and who shall have full authority to act for the contractor on all matters relating to the daily performance of the contract. While the contractor may pose more than one person for the key position, the Contract Manager cannot be named for two or more positions. The Government expects the contract manager(s) to be available during the performance period.

1.6.10 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that the contractor participation is appropriately disclosed.

PART 2

DEFINITIONS, ACRONYMS & PUBLICATIONS

2. DEFINITIONS AND ACRONYMS:**2.1. DEFINITIONS:**

2.1.1. **CONTRACTOR.** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. **DELIVERABLE.** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. **DEPARTURE FROM SPECIFICATION (DFS).** Deviation from standard parameters and specifications established in one or more of the Applicable Publications listed herein.

2.1.7. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in Lowest Price Technically Acceptable procurement, an offer can be rejected if it does not have a firm commitment [in the form of signed and dated "Letters of Intent"] from the persons that are listed in the proposal.

2.1.9. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.10. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.11. **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.12. **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.13. **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.14. **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

2.1.15. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COMNAVSURPAC	Commander Naval Surface Force Pacific Fleet
COMUSFLTFORCOM	Commander U.S. Fleet Forces Command
COR	Contracting Officer Representative
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
eDFS	Electronic – DFS System
FAR	Federal Acquisition Regulation
ISIC	Immediate Superior in the Chain of Command
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TA	Technical Assistant
TE	Technical Exhibit

PART 3

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES: Government furnished equipment under this contract are incidental to the place of performance and remains accountable to the Government (FAR 45.000(b)(5) exception) and shall remain in the Government facility at all times. Government will furnish to the contractor the following:

3.1 Standard office furnishings/equipment for contractors assigned to government facilities; e.g., desks, telephone, PCs, access to NMCI and other required software tools. The contractors shall maintain the assigned office space in a neat and orderly manner. The contractor shall not remove any government-furnished property or supplies from the complex.

3.2 Access to copy of publications listed under in Part 7, "Applicable Publications" below in either electronic or printed format.

PART 4

SPECIFIC TASKS

4. Specific Tasks: Contractor shall provide pastoral care programs Naval Base San Diego and Murphy Canyon Chapels.

4.1. Coordinate and celebrate Sunday Masses: At least twice each Sunday (for 52 Sunday's) at Naval Base San Diego and/or Murphy Canyon Chapel. Conduct Confessions before each Sunday Mass. Celebrate Mass on each of the Holy days of Obligation, to include coordination of musical support with the assistance of the Roman Catholic Music Director and Musician per the guidance set forth by the Archdiocese of the Military Services, USA. Provide Daily Mass as needed and as directed by the Senior Installation Chaplain and/or the Regional Chaplain.

Preparing for Sunday and Holy Day Liturgies includes coordinating appropriate music with music ministers. "Prayers of the Faithful" for Sunday and Holy Day Liturgies are to be composed by the Contract Priest with respect to Liturgical Guidelines and the needs of Navy Catholic community.

4.1.1 Administrative Functions: Perform the following in accordance with the guidance set forth by the Archdiocese of the Military Services, USA:

4.1.1.1 Prepare for the Sacraments of Baptism, Reconciliation, Eucharist, Confirmation, and Marriage. Celebrate Viaticum/Sacrament of the Sick when necessary. Conduct counseling, classes and/or celebrate the Masses/Liturgies appropriate to the Sacrament administered. Work with the Military Archdiocese to coordinate the annual celebration of the Sacrament of Confirmation.

4.1.1.2 To be available for Catholic and non-Catholic counseling and spiritual support.

4.1.1.3 Oversee, with the assistance of the Coordinator of Religious Education, the Catholic Religious Education Program for active duty military and their family members.

4.1.1.4 Train and certify Extraordinary Ministers of Holy Communion (EMHC), Lectors, Alter Servers and Ushers. Train and certify, when needed, members of deploying commands who seek to become Lay Leaders during deployment.

4.1.1.5 Documentation of all sacraments shall be submitted to the Military Archdiocese no later than one week after the celebration of the particular sacrament.

4.1.1.6 Religious Ministries Department obligations – required attendance at the following:

- a. Weekly Religious Ministries Staff Meetings
- b. Weekly one-on-one meeting with the Installation Chaplain as required by the Installation Chaplain.

4.1.1.7 Maintain liturgical, educational and social activities supplies provided to the Chapel by the Government by coordinating with the Supply Religious Program Specialist and Religious Offering Fund Custodian.

4.1.1.8 Participate, as requested, in command functions, Memorial Services, Retirements and Changes of Command.

Part 5

EVALUATION, GUIDELINES, COMMUNICATION, PHYSICAL DEMANDS , WORK ENVIRONMENT
AND TIME SHEET**5. Evaluation, Guidelines, Personal Contacts, Physical Demands ,Work Environment and Time Sheet:**

Contractor shall comply with the following:

5.1 Evaluation: Evaluation will be conducted by the Contracting Officer Representative (COR) via use of a Quality Assurance Surveillance Plan (QASP)

5.2 Guidelines

5.2.1 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 contractor 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.

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

5.2.3 Must uphold and adhere to the highest standards of personal conduct, morals and ethics for a professional leader and priest, and must always be conscious of the trusted position he holds and the reputation he embodies as a staff member of Naval Base San Diego Religious Ministries Department.

5.3 Communication

The contractor may be required to make phone calls to relatives of Sailors who live outside the San Diego region, provide prayer at a national cemetery for a retired 3-4 Star Commanding Officer or Admiral, and provide counseling to any individual including, but not limited to, Active duty Sailors, US Marines, US Coast Guard, Merchant Marines, including their family members, including other Government personnel, consultants, contractors, vendors or representatives of professional associations, in moderately unstructured settings.

5.4 Physical Demands

5.4.1 The contractor performs primarily sedentary work; some walking, standing, and carrying of light items, cleaning of immediate work area. On rare occasions, local travel within San Diego may be required to conduct hospital and home visitations. No overnight travel is anticipated in this contract.

5.5 Work Environment

5.51 The majority of work is performed in a chapel setting, with no unusual risks or discomfort. Government point of contact is the Installation Chaplain at (858) 268-2213.

5.6 Time Sheet

5.6.1 An electronic template will be provided by the Program Analyst, Religious Ministries for monthly invoicing. A proper monthly time sheet for work adhering to hours kept in the office space and approval of

off-site work by the Installation Chaplain or Regional Chaplain with prior approval. The time sheet, signed by the Senior Installation Chaplain will be sent to the Program Analyst for record keeping.

Part 6

APPLICABLE PUBLICATION

6. APPLICABLE PUBLICATION (CURRENT EDITIONS)

The publication is listed as a reference:

- SECNAVINST 1730.7 provides specific guidance on Religious Ministry with the Department of the Navy
- SECNAVINST 1730.8 provides specific guidance on Accommodation of Religious Practices
- SECNAVINST 1730.9 provides specific guidance on Confidential Communications to Chaplains
- SECNAVINST 1730.10 provides specific guidance on Chaplain Advisement and Liaison
- SECNAVINST 7010.6 provides specific guidance on Religious Offering Funds
- SECNAVINST 5351.1 provides specific policy guidance for Professional Navy Chaplaincy programming
- OPNAVINST 1730.1 provides specific guidance on Religious Ministry in the Navy
- OPNAVINST 1700.16 provides specific guidance on Alcoholic Beverage Control
- OPNAVINST 5360.1 provides specific guidance on State, Official and Special Military Funerals
- MILPERSMAN 1730-010 provides specific guidance for the Use of Lay Leaders in Religious Services

EVALUATION OF OFFERS – USING MINIMUM TECHNICAL CRITERIA, PRICE AND PAST PERFORMANCE FACTORS

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation in accordance with FAR 15.101-2, Lowest Price Technically Acceptable Source Selection Process, price and other factors considered. The following factors shall be used to evaluate offers.

- (i) KEY PERSONNEL
- (ii) PAST PERFORMANCE
- (iii) PRICE

Offerors' proposals will be evaluated first under Factor (i) above, which represents MINIMUM acceptable criteria. Under this factor, products offered will be determined to be either technically acceptable or unacceptable. Failure to meet the minimum criteria for this factor will render the offer to be technically unacceptable and it may not be considered further for award. See paragraph (b) below.

Only those Offers which meet the minimum requirements established by Factor (i) will be further evaluated under Factors (ii) and (iii). In the second step of evaluating those offers determined under Factor (i) to be technically acceptable, Factor (ii), PAST PERFORMANCE, shall be evaluated and only those Offers which meet the minimum requirements established by Factor (ii) to have acceptable or unknown past performance will be further evaluated under Factor (iii), PRICE.

At the discretion of the Contracting Officer, the Government intends to evaluate proposals and award a contract without discussions with Offerors'. Each initial offer should, therefore contain the Offerors' best terms from both a price and technical standpoint.

FACOTR 1: KEY PERSONNEL

KEY PERSONNEL represents the MINIMUM acceptable criteria. Offerors' key personnel information will be used to determine whether the services proposed meet the specifications included in this solicitation. Services offered, as

provided in Offerors' key personnel information, will be evaluated as technically acceptable or technically unacceptable. Offers which are determined to be technically unacceptable may not be considered further for award. Offerors must be rated technically "Acceptable" in order to be evaluated for Past Performance (Factor II). Failure to meet technically acceptable standard may result in a finding of technically "Unacceptable" for the entire proposal and the proposal may not be considered further for award. The term "technical," as used herein, refers to non-cost factors other than past performance. The purpose of the technical factor is to assess whether the Offeror's proposal will satisfy the Government's minimum requirements. The Technical Evaluation Team shall evaluate the Offeror's proposal against these requirements to determine whether the proposal is acceptable or unacceptable, using the ratings and descriptions outlined in 52.212-2.

KEY PERSONNEL

(a) Submittal Requirement (10 page maximum):

- i. Ordained Catholic Priest
 - i. Resume
 - ii. Certificate of Ecclesiastical Endorsement
 - iii. Certificate of Master of Divinity Degree in religion or theological studies. (If the contractor is required to request copies of this degree from the institution it was obtained the contractor shall provide a statement to that effect and shall provide a copy of the degree within 30 days of contract award)
 - iv. Proof of U.S. Citizenship
 - v. Archdiocese for the Military Services, USA; DD Form 2088 showing personnel Has been granted Faculties by the Archdiocese for the Military Services to include delegation for the administering of Catholic Rites/Services to military service members
- ii. Contract Manager
 - i. Resume
 - ii. Proof of U.S. Citizenship

(b) Basis of evaluation

- i. Ordained Catholic Priest: the offerors resume for Ordained Catholic Priest will be evaluated to determine if they meet the following minimum requirements:
 1. Are in good standing with registered home Diocese or religious order,
 2. Have experience in coordinating and celebrating Sunday Masses
 3. Have experience in conducting counseling and spiritual support
 4. Have a general working knowledge of Microsoft Word, Microsoft Excel and Microsoft Outlook and desktop computer hardware,
 5. Have experience in training and certifying Extraordinary Ministers of Holy Communion (EMHC), Lectors, Alter Servers and Ushers, and
 6. Possess an understanding of military customs, courtesies, traditions, protocol and honors rendered in conjunction with military ceremonies.
- ii. Contract Manager: the Government will evaluate the offerors resume for Contract Manager to determine if it clearly demonstrates experience in properly invoicing services.

Simply stating that experience is held in a certain area is not sufficient detail to determine if the proposed Key Personnel clearly meets the minimum requirement and may result in a proposal being found unacceptable. The Offeror's proposed Key Personnel resume must provide sufficient detail and explicit examples where appropriate that demonstrate experience in each criterion.

A list of the technically acceptable/unacceptable ratings is listed below:

Technically Acceptable/Unacceptable Ratings	
Rating	Description
Acceptable	Proposal clearly meets the minimum requirements of the solicitation.
Unacceptable	Proposal does not clearly meet the minimum requirements of the solicitation.

FACTOR 2: PAST PERFORMANCE

a) Submittal Requirement:

Provide performance history and references on the form provided within this solicitation for the past 10 years of relevant work experience.

b) Basis of evaluation:

The government will evaluate the submitted work experience, information obtained from references and any other sources that may have relevant information to determine if the offeror has a satisfactory performance record.

In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305 (a) (2) (iv)). Therefore, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, “unknown” shall be considered “acceptable.”

Past Performance Evaluation Ratings	
Rating	Description
Acceptable	Based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown. (See note below).
Unacceptable	Based on the offeror's performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.

FACTOR 3: PRICE will be evaluated Lowest Price Technically Acceptable (LPTA).

(e) A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

The Government will evaluate offers for award purposes by adding the total price for all options to the price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s)

(End of provision)

(End of Summary of Changes)