

**PERFORMANCE WORK STATEMENT (PWS)
JOINT BASE PEARL HARBOR HICKAM (JBPHH)
ROMAN CATHOLIC PRIEST FOR BASE CHAPEL COMPLEXES**

1.0 BACKGROUND

- 1.1 Joint Base Pearl Harbor-Hickam (JBPHH) is the coordinator for all shore-based naval personnel and shore activities, as well as Air Force activities in the Hawaii region. The mission of Commander, JBPHH is to provide shore installation operating support to all Air Force and Navy commands located in the Hawaii Region.
- 1.2 JBPHH's Chapels provide religious support for all military personnel, DOD employees, and their family members attending services and programs. The chapels provide guidance in matters concerning the free exercise of religious beliefs and religious services relating to the spiritual needs of service members and family while stationed at JBPHH. Additionally, the chapels provide programs to strengthen and support the moral, spiritual and interpersonal relationships of the patrons it serves. Religious Ministry (RM) programs at the Pearl Harbor Memorial Chapel, Hickam Chapel Center, and Nelles Chapel currently support the Pearl Harbor-Hickam community and tenant commands reaching out to nearly thirty thousand active duty Air Force and Navy, DOD personnel and their families.

2.0 OBJECTIVE/SCOPE

- 2.1 JBPHH seeks a qualified Contractor to provide the services of a Roman Catholic Priest for the Hickam Chapel Center and the Pearl Harbor Memorial Chapel, JBPHH.

3.0 PERFORMANCE REQUIREMENTS

- 3.1 Contractor shall provide a Roman Catholic Priest to provide faith-specific religious ministry and services to the Catholic communities at JBPHH. The contractor shall perform such services at the chapel, chaplain office spaces, and other places as determined by the JBPHH Command Chaplain.
- 3.2 This includes the following weekly and monthly tasks:

3.2.1 CATHOLIC PRIEST PERFORMANCE REQUIREMENTS (HICKAM & PEARL HARBOR)

- 3.2.1.1 Historically, the services of a Catholic Priest have been approximately 676 hours for one year. This includes the following weekly and monthly tasks:
- a. Conduct 156 Weekday Masses (3 weekdays per week for 52 weeks) and 52 Weekend Masses, and Holy Days of Obligation. Pastoral obligations during the work week have historically have included weekly mass, associated confession, preparation, consultation, counseling and other meetings/services.
 - b. On the Weekend, pastoral obligations have historically included one Weekend Mass on either Saturday or Sunday, associated confession, preparation, consultation, counseling, and other meetings/services.
 - c. Conduct 10 Holy Days of Obligation sessions throughout the year and other times as agreed upon by the Command Chaplain. Time to be determined. Other Masses may be conducted off-site as required by the command chaplain or as the situation dictates. Plan, coordinate and provide Advent, Penance, 1st Communion, baptisms, anointing the sick, funeral/memorials/weddings, and confessions/reconciliations as required and in accordance with the Archdiocese for Military Services (AMS) and the Command Chaplain.
- 3.2.1.2 Contractor shall not accept fees for performing ministrations, sacraments, and ordinances, which are performed as part of this PWS. Gifts, offerings and honorariums shall be deposited in the Chapel Tithes and Offering Fund (CTOF).
- 3.2.1.3 Contractor shall provide 10 hours per month of in-office pastoral care which includes in-depth ministry (i.e. administration, counseling) for parishioners of the JBPHH Catholic Communities.
- 3.2.1.4 Auxiliary Support – Contractor will be flexible with his schedule to provide coverage when military/active duty Priest is on Temporary Duty (TDY), deployment, leave, or medically unable. Such coverage will be inclusive of, not additional to, established performance requirements.

- 3.2.1.5 In advance of scheduled absences, secure the services of a credentialed substitute from a list approved by the AMS and previously provided to the Command Chaplain. Exceptions are permitted for a local priest, who is not AMS-approved, to fill in for the CRMP as long as he has a letter from his bishop/superior granting that exception for a specific occasion or period of time.
- 3.2.1.6 Provide and compensate the pre-approved substitute when unable to perform services required within this statement of work.
- 3.2.1.7 Schedule Changes – Due to unforeseen circumstances (i.e. death in the community, emergent counseling services) there may be times the Contractor will be required to adjust their scheduled days off with the military/active duty priest and the Sr. Joint Base Installation Chaplain.
- 3.2.1.8 Government will provide the chapel and other necessities for Mass, including a chalice, cruets for water and wine, Eucharistic hosts for communion, altar linens and candles, and Mass vestments for the Contractor.

3.2.1.9 Service Delivery Table A

Performance Objectives	Surveillance Method	Frequency	PWS Paragraph	Acceptable Quality Level
Conduct three weekday Masses Conduct one Weekend Mass every week Conduct Holy Days of Obligation services	Assessment by the TPOC	Weekly	3.2.1.1	95% delivery and compliance
Provide 10 Hours of Pastoral Office Hours (i.e. administration, counseling)	Assessment by the TPOC	Weekly	3.2.1.3	95% delivery and compliance
Overall Contractor Performance	Assessment by the TPOC	Upon completion of services		95% delivery and compliance

3.2.1.10 Priest Qualifications (Hickam & Pearl Harbor)

Catholic priests who celebrate Mass and provide other sacramental requirements for Catholic personnel on military installations are required to have the endorsement of the Archdiocese for Military Services, USA (AMS). AMS is the only Department of Defense authorized endorser for the Roman Catholic Church and, as such, has established a policy whereby they grant endorsements and subsequent faculties only to those priests who will be contracting directly with the contracting office of a military installation.

3.2.1.11 Places of Performance

Pearl Harbor Memorial Chapel (PHMC), Pearl Harbor, Building 1600 and Hickam Chapel Center, Building 1750, Kunst Avenue.

4.0 TRAVEL

4.1 Any travel shall be at the Contractor’s own expense and shall not be reimbursed by the Government.

5.0 FEES/HONORARIUM

5.1 Contractor shall not accept fees for performing ministrations, sacraments, and ordinances, which are performed as part of this PWS. Gifts, offerings and honorariums shall be deposited in the CTOF unless clearly outside the scope of this PWS and not associated with services rendered by this PWS.

6.0 CONTINUITY OF SERVICE

6.1 Contractor shall be responsible for designating a qualified replacement/substitution during any planned/unplanned absence on their part as stated in paragraphs 3.2.1.5—3.2.1.6.

7.0 QUALITY ASSURANCE

- 7.1 Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) that identifies and results in the correction of potential and actual problems. Government shall rely upon the Contractor to implement a Contractor designed quality control program that ensures that service will be performed in accordance with this contract, commercial standards, and applicable laws. The QCP shall be implemented on the first day of contract performance. The QCP shall encompass all positions the Contractor is supplying to the Government during the period of performance.
- 7.2 Notwithstanding the Contractor's QCP, the Government will establish a Quality Assurance Surveillance Program (QASP) to ensure that the services that are rendered by the Contractor are acceptable and meets the government's minimum requirements. The QASP will be issued by the organization receiving services from the Contractor. The Government's QASP will address what deliverables are recommended for surveillance and the method and surveillance periodicity to ensure the quality of deliverables as outlined in this PWS. The QASP addresses what will be reviewed and shall outline actions to be taken by the Government, should review(s)' inspections or both identify areas requiring remedial action.
- 7.3 Performance Progress Meetings: Contractor shall meet with the Regional or Command Chaplain once a month or other designated Government representatives and participate in periodic progress meetings as required to address any issues during the period of performance. At these meetings, the TPOC 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 and may be in the form of telephone, video conferencing or on-site meetings at no additional cost to the government.

8.0 INCIDENTAL GOVERNMENT FURNISHED PROPERTY

- 8.1 **GENERAL:** Government shall not provide any service.
- 8.2 **FACILITIES & EQUIPMENT:** Work space for counseling, a chalice, cruets for water and wine, altar linens and, Mass vestments
- 8.3 **UTILITIES:** Existing electrical outlets and telephone access.
- 8.4 **RECORDS, DOCUMENTS AND WORK PAPERS:** Not applicable.

9.0 CONTRACTOR QUALIFICATIONS/REQUIREMENTS

- 9.1 Contract shall provide the minimum number of personnel to satisfy these services requirements. Performance of all work under this contract is restricted to US citizens and US Permanent Residents only. All work performed shall be in accordance with Federal, State of Hawaii, JBPHH and local laws, regulations and procedures.
- 9.2 Specialized Qualifications: Refer to performance requirements for special or additional qualification requirements relating to the labor category required. This may include background checks, specific educational requirements, skill sets, training or certifications.
- 9.3 Security Requirements: This contract does not require a security clearance level and clearance granted by the Defense Security Service (DSS). Should contractor personnel receive or suspect they have learned of classified information beyond their level of clearance, the Contractor shall identify and report suspicions to the TPOC.
- 9.4 Contractor shall present a neat and well-groomed appearance and maintain appropriate dress standards for chapel work environment, as well as meet the Region Commander's dress code policy as described in COMNAVREGHIINST 1020.2 (series).
- 9.5 All personnel must be able to access JBPHH per base security regulations.
- 9.6 All personnel must adhere to JBPHH/Air Force policies and publications as well as local publications and policies.
- 9.7 All personnel must adhere to computer security requirements and usage.

10.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

- 10.1 Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the COMNAVREG secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

(1) W, Lease/Rental of Equipment;

- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

Contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

10.2 Reporting inputs will be for the labor executed during the period of performance during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

11.0 CONTRACTOR PERSONNEL

11.1 Contractor is required to comply with Public law 105-270, Section 5 (2)(A). This law states that Contractors will not perform inherently governmental functions. Section 5(2)(A) of this Public law defines the term “inherently governmental function” as “a function that is so intimately related to the public interest as to require performance by Federal Government employees.” Per Section 5(2)(B), inherently governmental functions include management of government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counter-intelligence operations. Per Section 5(2)(C), inherent governmental functions DO NOT include, (i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials or (ii) any function that is primarily ministerial and internal in nature.”

11.2 When performing work associated with this PWS, the Contractor shall make clear to all individuals they deal with that they are contract employees and not DOD employees. Contractor employees shall clearly identify themselves as a Contractor (i.e. company shirt, pin, visible company identification, etc.) in a visible location as to who their employer is.

11.3 Contractor personnel shall not manage, supervise, direct, or task US military, DOD civilians or other personnel not associated with the Contractor while performing the tasks within this PWS.

11.4 Contractor personnel shall not make any commitment which commits the expenditure of US Government resources.

11.5 Contractor performing services shall be required to comply with all JBPHH rules, regulations, and training that is applicable to conduct, safety, security, and procedures governing site entry and exit.

11.6 Contractor personnel shall not establish an employee-employer relationship with JBPHH under this PWS.

11.7 Contractor shall not provide personal services to JBPHH. If Contractor employees are directed by any government employee at any time to perform services not covered under this contract, the Contractor shall immediately notify the TPOC.

11.8 Any Contractor employee who procures or attempts to procure commercial sex acts or contributes in any way to trafficking in persons, per the Federal Acquisition Regulations (FAR) 22.17, shall be immediately removed from the existing task on this contract.

11.9 Normal business workday consists of the hours between the hours of 0730-1600, Monday through Friday, except for federal holidays. Weekend chapel Catholic services hours on the weekends are on Saturdays from 1600-1800 and Sundays from 0900-1200.

11.10 Federal Holidays:

New Year’s Day	1st of January
Dr. Martin Luther King’s Birthday	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	5th Monday in May
Independence Day	4th of July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran’s Day	11th of November
Thanksgiving Day	4th Thursday in November
Christmas Day	25th of December

12.0 PLACES OF PERFORMANCE

- a. PHMC, Pearl Harbor, Building 1600
- b. Hickam Chapel Center, Building, building 1750, Kunst Avenue

13.0 POINT OF CONTACT

13.1 TPOC: CDR Chaplain George J. Mendes, george.mendes@navy.mil, 808-473-4088