

**1000 SUNDAY CATHOLIC MASS MUSICIAN
STATEMENT OF WORK (SOW)
1 October 2016**

I. GENERAL

The Sunday Catholic Mass Musician (hereafter called “The Contractor”) will ensure quality music is provided for all Contemporary and Traditional Catholic Masses and will provide musical accompaniment for the choir, during the regularly scheduled Sunday Mass. The Contractor will provide direction and musical accompaniment for congregational singing and the rehearsals and performance of the Choirs. Regularly scheduled Masses include one service on Sunday, New Year’s day, Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil of Holy Saturday, Ascension Thursday, Assumption, All Saints Day, Immaculate Conception, Children’s Mass on Christmas Eve, Christmas Midnight Mass, Christmas Day, Confirmation Mass and additional services as requested.

II. QUALIFICATIONS

The Contractor shall include in proposal a list of experience that demonstrates:

1. Minimum of three year’s experience accompanying a Catholic Choir.
2. Ability to accompany congregational singing.
3. Ability to sight-read and transpose music.
4. Proficiency in playing the organ, or piano.
5. Understand of the flow of common forms of Catholic worship.
6. Ability to select and prepare appropriate music according to the Catholic Liturgical Calendar for the church year.

All individuals performing services under this contract must have access to Andersen AFB and may be required to provide necessary materials to obtain access to Andersen AFB such as a favorable GPD background check and proof of US citizenship or valid work permit.

III. SELECTION CRITERIA

Selection for this position will be based on experience and price. Contractor has to be able to demonstrate that they are able to perform the services.

IV. SPECIFIC RESPONSIBILITIES

1. Accompany the choirs.
2. Participate in at least one rehearsal with choir every week for a minimum of 60 minutes.
3. Assist in planning special performances for chapel programs, especially Christmas and Easter, under the guidance of the chaplain.
4. Accompany choir, congregational, and worship singing.

5. Arrive no later than 30 minutes before the set time for the service to begin to rehearse with the choir and prepare for the Mass.
6. Play prelude, interlude, and postlude.
7. Accompany special musicians as requested by the chaplain responsible.
8. Submit written requests for purchase of copyright music to the chaplain responsible for the service and ensure copyright laws are followed.
9. Report problems with chapel supplied instruments and equipment to the chapel service support personnel on duty.
10. Attend monthly Parish Advisory Council meeting. Provide input and feedback as necessary.
11. The base chapel provides services to active duty and their dependents which are dependent largely upon volunteers. It is essential that the contractor performs services with minimal customer complaints.

V. SUBSTITUTIONS

1. The contractor will provide a substitute when not personally performing the contracted service.
2. The contractor must provide a suitable substitute who meets the qualifications set forth in Section II of this SOW.
3. The contractor will notify the chaplain responsible for the service when a substitute will be used and provide the chaplain the substitute's name and phone number no later than 24 hours before the service.
4. When the contractor knows ahead of time he/she will be absent for a service the selected substitute shall conduct the rehearsal and the service to provide consistent direction.
5. Payment of the substitute is the responsibility of the contractor.
6. The Contractor shall notify the contracting officer prior to performance in the event that services are to be performed by a bona fide employee of the contractor, in order to prepare a contract modification incorporating the Service Contract Act into this contract.

VI. ESTIMATED WORKLOAD AND MAXIMUM BILLABLE SERVICE UNITS

The contractor shall submit a price proposal priced per Service Unit.

Service Units are defined as follows:

Sunday Mass (1-2 hour) = 1 Service Unit

Choir Rehearsal (1-2 hour) = 1 Service Unit

Parish Advisory Council Meeting (1-2 hours) = 1 Service Unit

Special Events (1-2 hours) = 1 Service Unit

Estimated annual workload is as follows:

Sunday Masses X 52 = 52 Units

Choir Rehearsals X 52 = 52 Units

Parish Advisory Council Meetings X 12 = 12 Units

Additional/Special Events X 16 = 16 Units

Estimated workload for the base performance period 1 Oct 2016 through 30 September 2017 is 132 Units.

Service units under this contract shall not exceed the maximum 132 per period of the contract.

This contract will be for one (1) base year and four (4) option years.

VII. INSPECTION AND ACCEPTANCE OF SERVICES

The contractor will not be under the direct supervision of government personnel. However, contractor providing services will be monitored and inspected by a designated Government Representative.

1. Contractor performing services under this work statement is an independent contractor who is responsible for accounting and payment of social security taxes, federal income taxes, state income taxes, unemployment insurance premiums, and tort liability.

VIII. INVOICING

Service units to be paid under the contract will be based upon actual work performed by the contractor and accepted by the government. Service units under this contract shall not exceed 120 Service Units per year. Invoices shall be submitted electronically via the government's Wide Area Workflow System. Payments shall be made by EFT.

IX. PROPOSAL REQUIREMENTS

In response to the Request for Quote the contractor shall submit a Proposed Price Per Service Unit and supporting documents sufficient to demonstrate qualifications (Work History and/or Past Performance Information and/or Resume, etc.).