

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 32	
1. REQUEST NO. DABQ03-03-T-0020	2. DATE ISSUED 24-Mar-2003	3. REQUISITION/PURCHASE REQUEST NO. DPCFWA3056K022	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY REGIONAL CONTRACTING OFFICE - ALASKA ATTN: SFCA-PRA-AC PO BOX 35510 FT WAINWRIGHT AK 99703-0510			6. DELIVER BY (Date) SEE SCHEDULE			
5b. FOR INFORMATION CALL:(Name and Telephone no.) (No collect calls) ULANDA E. GANACIAS 907-353-7178			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) SEE SCHEDULE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 30-Mar-2003						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations are are not attached.						
13. NAME AND ADDRESS OF QUOTER(Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER(Type or print)		TELEPHONE NO. (Include area code)	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	F/T Prevention Education Specialist FFP Base Period: 01 April 2003 through 31 March 2004. Personal Services at Fort Wainwright Army Community Service, Family Advocacy Program. The base period effective 1 April or the date of award, whichever is later through 31 March 2004. Contractor shall provide services in accordance with the attach Statement of Work and Technical Exhibits. The line item cost will be divided by 26 payments and Contractor shall invoice the government in a bi-weekly basis. PURCHASE REQUEST NUMBER: DPCFWA3056K022				

NET AMT

FOB: Air Carriers Terminal, P of E

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	F/T Prevention Education Specialist FFP Base Period: 01 April 2003 through 31 March 2004. Personal Services at Fort Wainwright Army Community Service, Family Advocacy Program. The base period effective 1 April or the date of award, whichever is later through 31 March 2004. Contractor shall provide services in accordance with the attach Statement of Work and Technical Exhibits. The line item cost will be divided by 26 payments and Contractor shall invoice the government in a bi-weekly basis.	1	Lot		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Training FFP Training see Statement of Work, average of \$2000.00 and not to exceed \$3,000.00.	1	Each		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	F/T Prevention Education Specialist FFP First Option Year: 01 April 2004 through 31 March 2005. Personal Services at Fort Wainwright Army Community Service, Family Advocacy Program. Contractor shall provide services in accordance with the attach Statement of Work and Technical Exhibits. The line item cost will be divided by 26 payments and Contractor shall invoice the government in a bi-weekly basis. PURCHASE REQUEST NUMBER: DPCFWA3056K022				

NET AMT

FOB: Air Carriers Terminal, P of E

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	F/T Prevention and Education Specialist FFP First Option Year: 01 April 2004 through 31 March 2005. Personal Services at Fort Wainwright Army Community Service, Family Advocacy Program. Contractor shall provide services in accordance with the attach Statement of Work and Technical Exhibits. The line item cost will be divided by 26 payments and Contractor shall invoice the government in a bi-weekly basis. PURCHASE REQUEST NUMBER: DPCFWA3056K022	1	Lot		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Training FFP Training see Statement of Work, average of \$2000.00 and not to exceed \$3,000.00.	1	Each		

NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK

STATEMENT OF WORK (SOW)
Prevention and Education Specialist
Revised: 20 February 2003

C.1.0. GENERAL This statement of work includes programs and services, which are the responsibility of the Army Community Service (ACS) Branch, Family Advocacy Program (FAP), Directorate of Community Activities (DCA), U.S. Army Garrison, Alaska located at Fort Wainwright, Alaska. The goals of the Family Advocacy Program is to improve readiness and retention: by reducing family violence, by encouraging healthier more capable family functioning during deployments, by increasing retention, by promoting earlier cohesion and bonding of young Army families to the military culture, and by reducing instances of crisis intervention due to marital difficulties, isolation, stress, and financial problems.

This contract is a personal service contract. The performance of the individual is subject to day-to-day supervision and control by the Family Advocacy Program Manager (FAPM) comparable to that exercised over military and civil service employees engaged in comparable work.

C.1.0.a. DEFINITIONS:

AR – Army Regulation
AAR – After Action Report
ACS – Army Community Services
COR – Contracting Officer Representative
DCA – Directorate of Community Activities
DFAS – Defense & Finance Accounting Services
DOC – Directorate of Contracting
DoD – Department of Defense
FAP – Family Advocacy Program
FAPM – Family Advocacy Program Manager
GFP – Government Furnished Property
NLT – No Later Than
SOP – Standing Operating Procedure
SOW – Statement of Work
TE – Technical Exhibit

C.1.1. SCOPE OF WORK.

C.1.1.1. The Contractor shall implement the Prevention and Education Program by teaching a variety of classes to promote healthy life and parenting skills to eligible personnel.

C.1.1.2. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on topics such as parent education, promoting healthy interaction between parent and child, reducing the risk of child maltreatment, healthy life skills, and the prevention of domestic violence.

C.1.1.3. The Contractor shall conduct classes and/or unit briefings on topics such as recognizing and reporting child abuse; parent education; appropriate discipline, physical care, safety, protection, supervision and nurturing of children; and classes on Anger Management, Stress Management, Healthy Communication, and similar topics as directed by the FAPM.

In addition, prevention specialist may also be required to assist the FAP Home Visitor on home visits for assessment and determination of high risk families.

C.1.1.4. The Contractor shall provide the FAPM a proposed schedule of classes for approval and/or briefings for the upcoming quarter no later than (NLT) the 5th of month preceding beginning of new quarter i.e. (a). Quarterly calendar of events for the months of April, May, June will be provided NLT 5 March; (b) the quarterly calendar of events for the months of July, August, September will be provided NLT 5 June; (c). The quarterly calendar of events for the months of October, November, December will be provided NLT 5 September; and the quarterly calendar of events for the months of January, February, March will be provided NLT 5 December.

C.1.1.5. Contractor is required to submit an After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week.

C.1.2. PERSONNEL. Contractor shall have the following minimum qualifications:

C.1.2.1. Knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others.

C.1.2.2. Knowledgeable of the military system and military family lifestyles especially the mobile lifestyle.

C.1.2.3. One year experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.

C.1.2.4. Ability to communicate effectively in the English language, both in writing and orally.

C.1.2.5. One year experience in assisting/teaching adults and children in a formal setting. This may be public speaking, experience in classroom, seminar, or other such settings.

C.1.2.6. Must have one year experience in computer operating systems such as Microsoft Windows 95 and computer applications such as Microsoft Office to perform basic word processing and telecommunications (e-mail and Internet access).

C.1.2.7. One year experience with community based social services, such as Federal or State social service agencies.

C.1.2.8. A masters degree in a social services or behavioral sciences field is preferred, but not required. Or else, the contractor shall have graduated from an accredited post secondary school with a minimum of four year degree such as in social services, psychology or education.

C.1.3. QUALITY CONTROL. Contractor shall establish a quality control program to ensure the requirements of the contract are accomplished as specified. Initial plan shall be presented to the Contracting Officer's Representative (COR) within 30 days of contract award for COR information and approval. Subsequent modification shall be made as required or to respond to concerns of the COR. Quality controls will include the following as a minimum:

C.1.3.1. A method of gathering demographic information on class and/or unit participants that will satisfy requirements of ACS annual report. See sample at Technical Exhibit (TE 02).

C.1.3.2. A method of obtaining feedback from clients. See sample at Technical Exhibit (TE 03).

C.1.3.3. A means to ensure client confidentiality.

C.1.4. QUALITY ASSURANCE. The Government will evaluate the Contractor's performance under this contract using the method of surveillance specified at Technical Exhibit 1 (TE 01). TE 01 is provided for informational purposes only, and may be changed by the government at any time.

C.1.5. PHYSICAL SECURITY. Contractor shall establish and implement methods to ensure the physical security of all US Government property and facilities. Methods established shall be in accordance with locally directed physical security and internal control procedures (see attached Standing Operating Procedures (SOP) at TE 04). Access to facilities shall be limited to those for whom the local commander has authorized access.

The Contractor shall be responsible for keys issued to him/her and shall pay for installation of locks if keys are lost or compromised. The Contractor shall also be responsible for securing the building according to the ACS policy and procedures when he/she is the last person to leave the building for the day.

C.1.5.1 CONFIDENTIALITY. Contractor shall not reveal personal information of clients and volunteers to include social security numbers, telephone numbers, and other personal information, except as provided under this contract or required by law.

C.1.6. HOURS OF OPERATION: The Contractor will provide services normally 40 hours each week, Monday - Friday; during established hours of operation. Services will normally be provided between the hours of 0800 to 1700, Monday through Friday. The nature of the service requires flexibility in work scheduling for evening, and weekend program functions, special events, and training activities. The work schedule will be adjusted by the COR to support evening and weekend special events and programs and will not exceed a total of 40 hours per week. The Contractor may be absent a total of 120 hours without reduction in the contract price, if each absence is approved by the contracting officer or COR. The Contractor must request approval of all absences, other than those due to illness, at least 24 hours in advance. The Contractor must notify the COR by 0830 on the day of absence when the Contractor is ill and needs to be out sick. No services will be required on Federal holidays. These holidays include New Year's Day, President's Day, Independence Day, Columbus Day, Veteran's Day, Martin Luther King's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

C.1.7. CONSERVATION OF UTILITIES. The Contractor shall observe and follow all pertinent U.S. Army and DOD directives regarding the conservation of utilities and energy.

C.1.8. ENVIRONMENT CONTROLS. The Contractor will comply with all federal, state and local regulations concerning protection of the environment.

C.1.9. SAFETY. Contractor shall comply with local safety requirements and make all reasonable efforts to protect all persons from harm and US Government property from damage.

C.1.10. CONTRACTING OFFICER'S REPRESENTATIVE (COR). The Contracting Officer may designate in writing an individual to act as Contracting Officer's Representative. The COR

shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Any changes in the scope of work shall be made only by the approval of a Contracting Officer and be properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.11. CONDUCT. The Contractor personnel shall not engage in activities, which negatively reflect on the office for which the Contractor will perform services for the community. The Contractor will neither refer government personnel or clients to any private practice performed by Contractor or Associate nor will Contractor conduct a private practice at government facility or locations. Contractor personnel shall not be under the influence of alcohol or illegal drugs while performing services under this contract, and shall maintain a neat, well-groomed appearance at all times. Contractor personnel shall conduct all business and discussion in a professional manner and maintain decorum and language conducive to the conduction of business in a government setting. Dress is expected to be business attire. Informal attire will be authorized by the receiving officer (Family Advocacy Program Manager) for special occasions only.

C.1.12. ORIENTATION. The FAPM will provide the Contractor with an orientation to the staff and programs available in the ACS Building #3722. This orientation will provide information on the goals and missions of the various programs, their focus in terms of ACS accreditation standards, the classes and services offered by the various programs, the staff members' names and work schedules, as well as "housekeeping" information such as bathrooms, lunch break area, room reservation policies, parking, emergencies procedures (fire, vandalism, building/telephone repairs, etc.).

C.1.13. COORDINATION. Contractor shall coordinate the Prevention and Education Program schedule of events with ACS staff members (both paid and non-paid) to optimize program attendance and participation. Optimum coordination is demonstrated when FAP Education training activities are scheduled to receive maximum participation and are not scheduled at the same time as other major community activities with similar target audiences.

C.2. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES. The government will provide to the Contractor for use in connection with this contract the following property:

C.2.1. Building - sufficient work space for one Contractor employee, plus additional space as needed and as facilities allow.

C.2.1.1. Access to a Class A telephone, to be shared with other staff.

C.2.1.2. Heat, light, and other utilities: Office space is heated and lighted.

C.2.1.4. A computer with printer for Contractor utilization and also share other office equipment and supplies as needed and available to staff. The contractor may utilize common equipment such as the copier machine, the fax machine, the overhead projector, the paper shredder, and a FAP supply area, which contains paper, pens, staples, and other everyday office supplies. The contractor may use the fax machine to fax their invoices to DFAS and DOC.

C.2.1.4. Standard US Army and government forms and regulations as requested.

C.2.1.5. Office furniture, to include desk, chair, computer, and filing cabinet.

C.2.1.6. Printing of special forms as needed and approved for use by the Printing and Publications Office.

C.2.2. The government property made available under this contract shall be for use only in the performance of the contract.

C.2.4. Within 5 days of award of the contract, a complete inventory of all property furnished or purchased by the Government will be taken by Contractor, witnessed by Contracting Officer or his/her representative, and reconciled with the installation property books. The Contractor will be liable for all shortages resulting from Contractor negligence or imprudence.

C.3. CONTRACTOR FURNISHED PROPERTY.

C.3.1. TRANSPORTATION. Contractor shall use his/her own transportation to deliver training equipment and supplies to various community locations where Prevention and Education classes are scheduled. All classes are scheduled on Fort Wainwright.

C.3.2. MINIMUM QUALITY STANDARDS: Contractor shall adhere to accreditation standards established per AR 608-10.

C.3.3. The government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings brought into the building or onto the grounds due to fire, theft, accident, or other cause.

C.4.1. SPECIFIC TASKS. The Contractor will perform the following:

C.4.1.1. Provide a Prevention and Education Program as described in this contract at Fort Wainwright, Alaska.

C.4.1.2. Within the first 30 days after contract award, the Contractor shall establish and thereafter update a schedule of classes for the first quarter. Schedule of class briefings will be made available to the FAPM for approval. The approved class schedule will also be made available to the ACS Secretary for the ACS Calendar of Activities. The schedule will be continually updated with any approved changes provided to the aforementioned personnel. The Contractor shall produce and implement a marketing plan, acceptable to the government, involving strategies for making contact with the target audience no later than 30 days after a FAP Needs Assessment has been completed. This can be done through all known resources, to include but not limited to, post newspaper, e-mail, Military distribution, Post Information TV (Channel 19). The Contractor shall produce promotional literature; i.e., flyers, brochures, posters, pamphlets, and direct mail packets outlining vital information and benefits of the program. All literature must be approved by FAPM manager prior to marketing and distribution of these materials. Within the first 30 days after contract award, the Contractor will learn and comply with FAP procedures and requirements necessary for enrollment into classes, maintenance of waiting lists, attendance reporting requirements, information sharing.

C.4.1.3. Contractor will design and conduct classes and/or unit briefings with a focus on healthy parenting skills, the prevention of child maltreatment, healthy life skills and the prevention of domestic violence. The Contractor shall reserve room space to conduct the classes; answer customer inquiries about the class topics being presented; prepare lesson plans reference the subject matter to be presented; prepare and make copies of hand-outs pertinent to the class subject matter presented; set up equipment as needed, i.e., VCR and TV for video presentations or overhead projector for overhead briefing slides, easel with flip chart for group discussions, etc. Contractor shall use an evaluation feedback tool (TE 03) to determine what the students found helpful from the classes and implement suggestions proactively to improve the classes based on customer feedback. A sample is attached as

technical exhibit 03. Contractor will conduct 12 classes per month and up to four of those 12 classes can be in the form of unit training/briefings. No minimum class signup required for class to be conducted. Contractor will conduct classes with one attendee or more depending on the size constraints of the reserved classroom space. The Contractor will develop and present new class topics based on feedback from attendees or from an installation-wide needs assessment that shall be done by the Government at least annually.

C.4.1.4. Contractor shall provide information to the FAP Specialist for the FAP portion of the ACS Management Report no later than the 7th of every month in accordance with AR 608-1, Army Community Service Program. A sample report is attached as technical exhibit (TE 05). The information will be input into the ACS Management Report, by the FAP Assistant. The ACS Management Report is a standardized format utilized by all ACS programs around the world, updated via the Internet through the ACS Link.

C.4.1.5. Contractor shall provide to FAPM a weekly consolidated After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week. The AARs will be prepared using standard AR 25-50 military correspondence memorandum format reporting: program dates, beginning and ending times, location where the program was conducted, what equipment/supplies were used (overhead, videos, workbooks, etc.), topics presented and lesson plan used, class sign in sheets, class attendees' evaluations, Contractor's suggestions for future programming initiatives based on customer feedback in the evaluations, and how the class was advertised.

C.4.1.6. Contractor shall draft and provide to the FAPM for approval a quarterly schedule of events, classes and/or unit briefings in advance as follows: the quarterly calendar of events for the months of April, May, June will be provided NLT 5 March; the quarterly calendar of events for the months of July, August, September will be provided NLT 5 June; the quarterly calendar of events for the months of October, November, December will be provided NLT 5 September; the quarterly calendar of events for the months of January, February, March will be provided NLT 5 December. The calendar shall include the time and location of all classes and/or unit briefings to be provided by the Contractor and the title of each program. If another community event targeted to the same audience has previously been scheduled, the Contractor will adjust times to avoid the conflict unless otherwise approved by the FAPM.

C.4.1.7. The Contractor shall assemble and deliver all training supplies (notebooks, lesson plans, viewgraphs, hand outs, etc.) to each scheduled classroom site using the Contractor's transportation. Contractor shall be required to lift and carry training supplies up and down flights of stairs, and deliver boxes of supplies weighing, on average, 50 pounds, to scheduled training sites. The contractor shall lift, carry, and arrange chairs, banquet tables, audio visual equipment, flip charts, and other classroom training supplies that may weigh an average of 50 pounds per equipment item. Supplies must be provided for all scheduled attendees, plus 25 percent extra for last-minute additions. Estimated classroom attendance will range from small groups of 10 attendees to 100 attendees.

C.4.1.8. Contractor shall employ a variety of marketing techniques. Marketing shall include distributing information at special events including (newcomer's briefing, annual "family" day flyers, electronic marquee, Post Newspaper, etc) and other events as directed by the COR. Contractor shall ensure that the quarterly calendar of Prevention and Education classes and/or unit briefings is advertised community-wide each week.

C.4.1.9. Conduct an average of 4 briefs per month to a variety of target audiences, i.e., family readiness groups, units, community organizations, command presentations when

scheduled by the FAPM. Community agencies, military units, commanders, etc. frequently request briefs to inform the respective group about what the program offers. Briefing content is specific to the Prevention and Education Program -- what is offered in terms of resource information and upcoming classes. These briefs are based upon community demand and lead-time varies, sometimes requests are received one day in advance and sometimes one month in advance.

C.4.1.10. The Contractor shall submit a courtesy copy of the monthly billing information to the COR no later than noon the day before the last working day of each month in order to facilitate preparation of receiving reports.

C.4.1.11. The Contractor will attend at least, (1) one professional training during this contract period not to exceed eight days to include travel time. Training must be approved by the FAPM. The cost of the training will be included in the contract price. The expenses will include registration fee, airfare, hotel, meals, and car rental. Contractor will be responsible for registration, travel arrangements, car rental and hotel accommodations. Estimated expenses average between \$2,000 and will not exceed \$3,000. The location of the training impacts on the associated expenses.

C.4.2. TRAINING LOCATIONS. The Prevention and Education classes (see C.4.1.3) will be provided on site in the Army Community Service Bldg. 3722 in the FAP conference room or as coordinated at alternate Fort Wainwright training sites. Fort Wainwright ACS has only 2 classrooms. These classrooms are also in continuous use by other ACS program managers (Financial Readiness, Relocation Readiness, Family Readiness, Army Family Team Building, etc. Therefore, if no classroom is available in the ACS building #3722, the Contractor shall reserve space at alternate Fort Wainwright locations such as the Education Center, or post Library.

C.4.3. RECORD KEEPING AND REPORTS. Program files such as class calendars, sign in sheets, lesson plans, customer evaluations, client records, resource materials, information handouts, etc. will be maintained IAW MARKS (AR 25-400-2). Contractor shall keep an accurate daily record of client contacts and program activities IAW Army Regulation 608-10, Army Community Service Program.

C.5. APPLICABLE DOCUMENTS. The Contractor shall comply with applicable portions of the following regulations and policies.

AR 610-1 Army Community Service Center and corresponding ACS accreditation standards;
AR 608-10 Child Development Services;
AR 608-18 Family Advocacy Program, 1995, and corresponding FAP accreditation standards;
DOD Directive 6400.1, Family Advocacy Program, 1992;
DOD Directive 6400.2, Child and Spouse Abuse Report;
AR 25-50 Preparing and Managing Correspondence; and
AR 25-400-2 The Modern Army Record keeping System (MARKS).

C.6. BACKGROUND CHECKS

C.6.1. IAW Army Regulations 608-10 and 608-18, the contractor must be properly cleared and meet the requirements of 42 U.S.C. Section 13041. The contractor is subject to a Criminal History Background Check (CHBC). CHBC may be required on an annual basis.

C.6.2. The government shall perform the CHBCs. The check requires fingerprinting by a law enforcement officer, the completion of DA Form 7216R (or appropriate state Form(s), DA Form 7215R, and DA Form 7214R. The FAPM will request a FBI fingerprint check through the Defense Investigative Service. The Government will mail criminal history checks to the appropriate State Agency(ies). A request must be mailed to each state in which the contractor has lived during the five-year period prior to beginning work under the contract.

C.6.3. Within 30 calendar days after contract award, the contractor shall submit the properly completed paperwork required by each individual state, along with a check(s) in the amount required by each individual state to the COR for processing by the Government.

C.6.4. The contractor shall be responsible for scheduling appointments for fingerprinting in connection with the CHBC and giving the supervisor advance notice of the appointment. The contractor shall make additional appointments for repeat fingerprinting if prints are returned due to the inability to read the initial prints clearly enough to make identification.

C.6.5. Under the conditions described in the paragraphs under C.6.7 and C.6.8, after the CHBCs have been forwarded by the COR to the appropriate agencies, the contractor may be allowed to work.

C.6.6. Any derogatory information received as a result of the CHBCs will be reviewed by a Quality Review Advisory Committee (QRAC), as described in Army Regulation 608-10 and 608-18 and DoD Instruction 1402.5, to determine if the contractor will be allowed to perform services under the contract. An unfavorable check will be a basis for termination of this contract.

C.6.7. If the contractor has previously received background checks within the last year; he/she shall provide proof of the check or obtain a new one.

C.6.8. The contractor may be permitted to work with children prior to completion of background checks, provided the child's parent or guardian or another staff person is present.

End of SOW

TE-01

**SURVEILLANCE PLAN
FOR
Family Advocacy Program Prevention Specialist**

MONTHLY INSPECTION CHECKLIST

DATE OF INSPECTION:

INSPECTOR'S NAME:

CONTRACTOR'S NAME:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Has quarterly class and/or unit briefing schedule been submitted? (Attach quarterly schedule)	_____	_____	_____
Have classes been publicized on a weekly basis? (Describe method of publicity; i.e., marquee, newspaper, flyer, method of distribution and dates of publication)	_____	_____	_____
Have 4 classes and/or unit briefings been conducted this month? (Please list: workshop topic, date, time, number of attendees:	_____	_____	_____

How many clients have utilized Prevention Specialist services:			
Received home visits	_____		
Attended classes	_____		

TE 03

Class/Home Visit Evaluation

Date:

1. The Information Was:

Useful	5	4	3	2	1	Not Useful
Understandable	5	4	3	2	1	Not Understandable
About Right	5	4	3	2	1	Too Simple

Comments: _____

2. How Well the Instructor/Home Visitor Did:

Encouraged Participation	5	4	3	2	1	Discouraged Participation
Prepared	5	4	3	2	1	Unprepared
Clear	5	4	3	2	1	Unclear
Organized	5	4	3	2	1	Unorganized

Comments: _____

3. What Was Your Reaction?

Learned a Lot	5	4	3	2	1	Learned Nothing
Enjoyed	5	4	3	2	1	Did Not Enjoy
Interested	5	4	3	2	1	Not Interested
Would Recommend	5	4	3	2	1	Would Not Recommend

Comments: _____

4. What did you like most about this class? _____

5. What information will be of the most use to you? _____

6. How could this class be improved? _____

7. What other types of classes would you like to have? _____

8. How did you hear about this class? _____

TE 4

APVR-WCA-C (608-1)

21 February 2003

MEMORANDUM FOR Army Community Service (ACS) Staff Personnel

SUBJECT: Standing Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

1. PURPOSE: This SOP establishes policies and procedures for the implementation and administration of key control and physical security for Army Community Service, Building 3722, Fort Wainwright, AK.

2. REFERENCE: AR 190-11, 190-31.

3. APPLICABILITY: This SOP governs the activities of all Fort Wainwright Army Community Service paid and non-paid staff members.

4. RESPONSIBILITIES: All paid and non-paid Army Community Service staff members (GS personnel, contractors, volunteers) are responsible for maintaining the key control and physical security activities described in this SOP.

a. The ACS Director will be responsible for:

(1) Ensuring adherence by authorized personnel to the provisions prescribed in this SOP.

(2) Reviewing and/or updating this SOP at least annually.

(3) Ensuring that physical requirements of the facility and key box comply with physical security guidelines.

(4) Reviewing claims of loss and damage; reporting stolen or lost Government or private property to the Provost Marshal.

b. The ACS Secretary is the primary Key Control Officer and is responsible for:

(1) Conducting periodic key control inventories; conducting physical control security training with incoming personnel.

(2) Maintaining ongoing accountability of hand receipts documenting property and equipment.

(3) Maintaining a file of completed SF 701 Activity Security Checklists completed by each program manager on a monthly basis.

(4) Ensuring that only authorized personnel have access to the ACS building and to secured areas within the facility.

c. ACS staff personnel will:

(1) Comply with key control and physical security guidelines prescribed in this SOP.

(2) Immediately report security and key control violations to the ACS Secretary and to the ACS Director.

(3) Maintain continual vigilance to safeguard all Army Community Service Government property against damage, loss, or theft.

(4) Close and lock facility windows; close and lock facility doors, immediately report broken or malfunctioning locks for repairs to DPW Work Order Desk, 353-7069; ensure that all personnel have left the premises prior to closing.

5. PROCEDURES:

A. ACS Staff Personnel Key Control and Security:

(1) Each ACS program manager will be permanently issued an exterior door key and a master key to ACS Building 3722. These keys will be inventoried and signed for on a quarterly basis utilizing the Key Control and Register DA Form 5513-R. The ACS Secretary who is the primary Key Control Officer will do this function.

(2) In the event that a staff member loses his/her keys, the loss will be immediately reported to the ACS Secretary who will request that DPW replace the building door locks/keys. Then, new keys will be issued to the ACS staff and a record of this issue and turn-in will be kept on the Key Control and Register DA Form 5513-R.

(3) All ACS staff are responsible for the security of their respective work areas and will utilize the Activity Security Checklist Standard Form 701 (Enclosure 1) on a daily basis to indicate that their windows are locked, office areas are secure, and electrical equipment is turned off, etc. This completed Standard Form 701 will be turned in to the ACS Secretary at the end of every month.

(4) ACS staff is responsible for securing the classroom areas that they utilize on an ongoing basis, i.e., locking windows, securing doors, turning off all electrical equipment, etc.

b. Government Property Control:

(1) All ACS property is to be safeguarded and cannot be used for personal reasons. Staffs are responsible for returning any ACS equipment (portable items such as laptop computer, overhead projector, etc.) that they utilize outside of the building at other program sites.

(2) With the ACS Director's approval and on a case by case exception to policy basis, ACS property (overhead projector, screen, tables, chairs, etc.) will be issued on a temporary DA 3161 hand receipt for authorized military installation functions and cannot be issued for individual personal use.

c. Building Security:

(1) All staff are responsible for checking their office doors and windows and facility doors and windows for security on an ongoing basis.

(2) The last remaining staff member in the ACS building is responsible for conducting a thorough security check of the building before departure. This staff member will complete and initial the security checklist at Enclosure 2.

(3) In the event that a staff member discovers that the building is unsecured, the ACS Director will be notified immediately so that:

(a) A property inventory can be conducted

(b) Measures can be implemented to improve/revise security procedures

Encls as

SANDRA FONGER
Director, Army Community Service

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A
0001AA	N/A	Government	Destination	Government
0001AB	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	N/A
0002AA	N/A	Government	Destination	Government
0002AB	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	31-MAR-2003	1	N/A FOB: Air Carriers Terminal, P of E	
0001AA	N/A	N/A	N/A	N/A
0001AB	N/A	N/A	N/A	N/A
0002	31-MAR-2003		N/A FOB: Air Carriers Terminal, P of E	
0002AA	N/A	N/A	N/A	N/A
0002AB	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

52.200-4504 CONTACT FOR CONTRACT ADMINISTRATION (Local Clause)

In the event your firm receives a contract as a result of this solicitation, please designate a person whom we may contact for contract administration.

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

E-MAIL: _____

(End Of Clause)

52.200-4511 PAYMENT OFFICE ADDRESS (Local Clause 52.0200-4511)

Payment will be made by the following finance and accounting office:

DFAS-PACIFIC
DFAS PC-FFVA
477 ESSEX STREET
PEARL HARBOR, HI 96860-5806

Payment will be made by Electronic Funds Transfer (EFT). See FAR Clause 52.232-33, entitled "Payment by Electronic Funds Transfer—Central Contractor Registration". The Contractor is required, as a condition to any payment under this contract, to provide the Government with the information required to make payment by EFT. Contractor's EFT information must be submitted to the designated paying office in this contract prior to submission of request for payment.

WARNING: To avoid payment delays, Contractor's name and address on invoice documentation must exactly match the Contractor's name and address on the contract (Block ___ of SF ___).

(End of Clause)

Section H - Special Contract Requirements

CLAUSES INCORPORATED BY FULL TEXT

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.300-4004 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.217-8	Option to Extend Services	NOV 1999
52.222-3	Convict Labor	AUG 1996
52.219-6	Notice of Total Small Business Set-Aside	JUL 1996
52.222-21	Prohibition of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	FEB 1999
52.222-35	Affirmative Action For Disabled Veterans and Veterans of Vietnam Era	APR 1998
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Disabled Veterans and Veterans Of The Vietnam Era	JAN 1999
52.223-6	Drug Free Workplace	JAN 1997
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.232-3	Payments under Personal Services Contracts	APR 1984
52.232-8	Discounts For Prompt Payment	MAY 1997
52.232-11	Extras	APR 1984
52.232-25	Prompt Payment	JUN 1997
52.232-33	Payment by Electronic Funds Transfer –Central Contractor Registration	MAY 1999
52.233-1 Alt I	Dispute (Dec 1998) – Alternate 1)	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.243-1 Alt I	Changes – Fixed Price (Aug 1987) – Alternate I	APR 1984
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-12	Termination (Personal Services)	APR 1984
252.201-7000	Contracting Officer’s Representative	DEC 1991
252.204-7000	Disclosure of Information	DEC 1991
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.200-4004 PERIOD OF PERFORMANCE (Local Clause 52.0200-4004)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 1 April 2003, or date of contract award, whichever is later, through 31 Mar 2004. One (1) consecutive 12-month option periods are also included that the Government may exercise in accordance with the terms of the contract.

(End Of Clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of the contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

GS-11 \$22.00 PER HOUR

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.hill.af.mil>

<http://www.dtic.mil/dfars>

52.300-4004 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN: _____

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.farsite.hill.af.mil>

<http://www.dtic.mil/dfars>

Section M - Evaluation Factors for Award

CLAUSES INCORPORATED BY REFERENCE

52.217-5 Evaluation Of Options

JUL 1990

EVALUATION FOR AWARD**EVALUATION FACTORS FOR AWARD**

Award will be based on best value. Price and past performance will be considered in the evaluation, with past performance being significantly more important than price. Contractors need to provide copies of credentials, past performances (Attachment 1) and experience information with the offer or quote.

- a. Contractor shall have knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others.
- b. Contractor shall have knowledgeable of the military system and military family lifestyles especially the mobile lifestyle.
- c. Contractor shall have one year experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.
- d. Contractor shall have ability to communicate effectively in the English language, both in writing and orally.
- e. Contractor shall have one year experience in assisting/teaching adults and children in a formal setting. This may be public speaking, experience in classroom, seminar, or other such settings.
- f. Contractor must have one year experience in computer operating systems such as Microsoft Windows 95 and computer applications such as Microsoft Office to perform basic word processing and telecommunications (e-mail and Internet access).
- g. Contractor shall have one year experience with community based social services, such as Federal or State social service agencies.
- h. Contractor shall have graduated from an accredited post secondary school with a minimum of four year degree such as social services, psychology or education. A Masters degree in a social services or behavioral sciences field is preferred, but not required.

In addition contractor must be properly cleared in accordance with Army Regulation 608-10 and 608-18 subject to Criminal History Background Check.

Attachment 1

Past Performance Questionnaire/survey

1. CONTRACT IDENTIFICATION

- 1. Contractor: _____
- 2. Contract Number: _____
- 3. Contact Type: _____

Competitive: Yes No

- 4. Period of Performance: _____
- 5. Current Contract Cost: _____
- 6. Description of Services: _____

II AGENCY IDENTIFICATION

- 1. Name: _____
- 2. Location of Project: _____
- 3. Name of Person
Providing Information _____
- 4. Telephone Number: _____
- 5. Duty Title: _____
- 6. Date of Questionnaire
Completion: _____

III. EVALUATION

- 1. **QUALITY OF SERVICE:** Did the Contractor meet/not meet/exceed Contract Requirements for Quality of Service? MEET
NOT MEET
EXCEED

a) Please explain how the Contractor met/did not meet/exceeded the contract requirements regarding quality of service and provide any strengths and/or weaknesses (e.g. Quality Control Plan).

b) Were there any problems encountered and/or Contract Discrepancy Reports (CDRs) issued? What were the CDRs issued for and when? Did the Contractor correct the problem?

The quality of service can be measured by how well the offeror conformed to or met Contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).

2(A) SCHEDULE: Did the Contractor meet/did not meet/exceed the schedule (Timeliness) requirements (e.g. Milestones/Deliverables)?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceeded the schedule requirements and provide any strengths and/or weaknesses.

Schedule can be measured in terms of the timeliness, in which the Contractor completes, or has completed, milestones, administrative requirements, contract requirements (e.g. efforts that contribute to or effect the schedule variance).

2(B) SCHEDULE: Did the Contractor meet/not meet/exceed the administrative requirements (e.g. invoices/billings, schedules)?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceed the administrative requirements and provide any strengths and/or weaknesses.

3. BUSINESS RELATIONS: Did the contractor meet/not meet/exceed your business relations requirement?

MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceeded your business relations requirements and provide any strengths and/or weaknesses.
