

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Victim Advocate Services FFP Provide Victim Advocate Services. Service shall be in accordance with the Statement of Work herein. Annual offer price will be divided by 26 pay periods for payment purposes. Services will be performed from 15 December 2003, or contract award, whichever occurs later, through 14 December 2004. PURCHASE REQUEST NUMBER: WC1SH3 4287-F003A	1	Lot		

NET AMT

FOB: Air Carriers Terminal, P of E

Section C - Descriptions and Specifications

STATEMENT OF WORK

R-RCA-CFA (AR 608-18)

Fort Richardson Army Community Service (ACS) Family Advocacy Program (FAP) Victim Advocate (VA)

C.1. GENERAL:

C.1.1. The Army Family Advocacy Program (FAP) is a victim driven program with the primary mission to protect victims of family violence. The Contractor shall perform victim advocacy services.

C.1.1.2. For the purpose of this contract, the term "Contractor personnel" applies to Contractor employee, sub-Contractor or any other person(s) acting for, or on behalf of the Contractor to perform work on this contract. The Contractor's services shall include comprehensive assistance, liaison, and services to and for victims of domestic violence as outlined in the following Statement of Work. The Contractor will interface with both military and civilian medical, legal, social service, and criminal justice systems to assure that the victim's interests are represented as outlined in the following statement of work. This contract is under the Family Advocacy Program IAW 608-18.

C.1.1.3. The Contractor will provide services in accordance with applicable Department of Defense (DOD) and Department of the Army (DA) regulations and policies, to be listed herein. The Contractor shall also abide by all applicable Federal, State and local law, regulations, policies, procedures, codes, and directives as specified in this contract. The Contractor shall prepare and provide required reports, statistics, and submit necessary information as specified in this contract.

C.1.1.4. This contract is a non-personal services contract.

C.1. APPLICABLE AUTHORITIES:

C.1.2.1. The following regulations, instructions, and documents apply to the extent referenced in this Statement of Work (SOW) and may be obtained through the FAPM.

C.1.2.2. DOD Directive 6400.1, Family Advocacy Program 1992.

C.1.2.3. DOD Directive 6400.2, Child and Spouse Abuse Report.

C.1.2.4. AR 608-18, The Army Family Advocacy Program 1995.

C.1.2.5. Memorandum of Agreement (MOA) with the State Division of Family and Youth Services, May 2003.

C.1.2.6. Army Community Service (ACS) AR 608-1.

C.1.2.7. FAP accreditation standards PARA 1-6, AR 608-1.

C.1.2.8. State and local law as pertaining to criminal domestic violence, child abuse, and child custody.

C.1.2.9. DOD Victim Advocate Manual.

C.1.2.10. Army Family Team Building (AFTB) Level-1.

C.1.2.11. Spouse Abuse Manual (SPAM)

C.1.2.12. Family Advocacy Information System (FAIS) – where/when available.

C.1.2.13. Domestic Violence Lesson Plan.

C.1.2.14. Victim Witness Handbook/Training Manual.

C.1.2.15. MOA with Abused Women's Aid In Crisis (AWAIC), Incorporated, Anchorage Multi-Services Counseling Center, AEON Counseling Center, Alaska Women's Resource Center Incorporated, The Men and Women Center, New Hope On The Last Frontier, August 2003.

C.1.2.16. U.S. Army Medical Command Pamphlet 608-1, FAP, 2 March 1998, paragraph 23e.

C.1.2.17. Transitional Compensation Packet (TCP) Appendix F, AR 608-1.

C.1.2.18. Alaska Resource Manual.

C.1.3. SCOPE OF WORK:

C.1.3.1. The Contractor shall provide service to any eligible military (Army) service member and/or their spouses and children who are alleged or substantiated victims of domestic violence, neglect, child abuse/neglect, or rape.

C.1.4. STATEMENT OF WORK:

C.1.4.1 The Contractor shall provide services outlined in the following Statement of Work.

C.1.4.2. The Contractor shall provide screening and assessment to victims of spouse and child abuse to evaluate their needs. The Contractor shall provide services as a liaison to both civilian and military agencies as listed in C.1.4.5. Upon recommendation by the Case Review Committee (CRC) and in compliance with the treatment plan developed by Social Work Service (SWS), Contractor will provide assistance to victims of violence as directed by SWS. Upon notification by SWS, the Contractor shall conduct home visits for initial screening and assessment to victims and at-risk family members. The Contractor will provide 3 month office and/or home (minimum of 4 contacts monthly) follow up assessments to all identified victims of spouse and/or child abuse, and provide copies of progress notes to SWS on a weekly basis. The Contractor shall provide services as a liaison between the victim and the legal system by accompanying the victim to meet with the judge, prosecutor, and defense attorney, and assisting the victim in obtaining protective orders.

C.1.4.3. The Contractor shall accompany the victim to court in the event he or she is required to testify. The Contractor shall render pretrial, trial, and post-trial assistance to the victim by advocating to the judge, the police, the prosecutor, and the district attorney for the expressed interest and safety of the victim when providing testimony in the court martial or civilian judicial system.

C.1.4.4. The Contractor shall develop an information packet that provides information about domestic violence, safety plans, ways to seek assistance and their rights as victims, and the resources and services available to them. The Contractor will submit the packet to the FAPM for approval within two months of award of contract. All corrections, additions, or deletions must be completed within 30 days of review by the FAPM.

C.1.4.5. The Contractor shall use available community resources to assist victims, agency programs and staff; such resources include the following installation and civilian agencies:

-Unit Commanders , FAP personnel the personnel and programs of Army Community Service (ACS), Provost Marshal's Office (PMO), Staff Judge Advocate (SJA),

-Medical Treatment Facility (MTF), Dental Treatment Facility (DTF), Alcohol and Substance Abuse Program (ASAP), Child and Youth Services (CYS), Post Chaplains,

-Local (municipal) police, County Sheriff and State Police, local Courts, , Legal Aid, Division of Family and Youth Services, Military Police, Criminal Investigative Division,

-SWS, U.S. Army Medical Activity-Alaska, The State of Alaska Department of Health and Social Services, Child Protective Services, Division of Family and Youth Services,

-AWAIC, Anchorage Multi-Services Counseling Center, Up from Depression Support Group, SouthCentral Foundation, Women's Wellness Program, Programs for Infants and Children, Women, Infants and Children, YWCA of Anchorage, Denali KidCare, Alaska Women's Resource Center, Inc, The Men and Women Center, New Hope on the Last Frontier, Elmendorf Air Force Base Hospital, and Elmendorf Air Force Base Family Advocacy,

-The Anchorage Multi-SVS Counseling Center, The Center for Men and Women, The Recovery Connection, Denali Cove Counseling Center, SAFE City Program, Veteran's Affairs, Anchorage Women's Commission, Child Support Enforcement Division, Crisis Pregnancy Center, Standing Together Against Rape-STAR, Child Welfare Services, Red Cross, Victims for Justice, Probate Master, Lawyer Referral Services, Municipality of Anchorage Department of Law-Prosecutor's Office, Alaska Native Justice Center, Catholic Social Services, Alaska Court System (Domestic Violence Office),

-Salvation Army, Safe Harbor Inn, Covenant House Alaska, Providence Hospital, Alaska Regional Hospital, Alaska Native Medical Center, HealthSouth, Anchorage Rescue Mission, Alaska Youth and Parent Foundation, Parent Resource Center, Anchorage School District, Adult Protective Services, and Passage House.

C.1.4.6. The Contractor shall serve as a non-voting visitor of the CRC on a case-by-case basis. The Contractor will provide information to members of the team on any case s/he is working on upon request of the team. Contractor will attend the CRC on only those cases where his/her victim's cases are being presented. CRC meets in Building 602 on the 1st and 3rd Tuesday of each month.

C.1.4.7. The Contractor shall complete required DA Forms as listed throughout this contract and, create a file for each victim, organize files, and maintain case records for accountability and quality assurance. The Contractor will ensure confidential handling of all documents or conversations relative to victim care. Contractor will complete DA Form 5897 (ACS Client Case Record), DA Form 5901 (ACS Single Contact Log), and progress notes. The Contractor will store and lock all case records in the ACS central filing, Building 600, Room A138.

C.1.4.8. The Contractor shall provide ACS Management Report statistics to the FAPM on a monthly basis, due to the FAPM by the 3rd working day of each month. The COR will provide a list of required statistics to the Contractor within 30 days of award, along with required reporting forms.

C.1.4.9. The Contractor shall provide prevention education relating to this contract, within the general community and ACS functions which include: Fort Richardson Town Hall meetings (no more than 2 during the period of this contract), pre and post-deployment briefings (no less than 12 during the period of this contract), Community Action Council (on a monthly basis), Newcomers Orientation and Information Fair (2nd and 3rd Wednesday and Thursday of each month), Anchorage Domestic Violence Caucus Meetings (on a monthly basis), Partners In Policymaking Project Center for Human Development at the Hope Wellness Center, (no less than 12 meetings during the period of this contract), AWAIC victim advocate training (no less than 12 during the period of this contract), Anchorage Police Department training (no less than 12 during the period of this contract), Supreme Court Advisory DV Committee (on a monthly basis), Primary Leadership Development Course (PLDC - monthly), and Single-Soldier Parent outreach services (no less than 2 during the period of this contract), installation unit briefings as mandated by AR 608-18 (monthly), Anchorage School District/professional domestic violence training (no less than 4 during the period of this contract), Child and Youth Services/professional domestic violence training (no less than 12 during the period of this contract). The education that the Contractor shall provide will consist of an oral presentation to the public concerning current events within the FAP, and handing out literature, brochures, and pamphlets relating to the FAP. Items for distribution, including presenter critique sheets, can be obtained in A16, FAP storage room.

C.1.4.10. The Contractor shall provide services at the following special events and activities: Domestic Violence (DV) Prevention Month (April and October), DV Stand Down (April and October), Child Abuse Prevention Month (April), Parent/Child Walk (April), Mayor's Spring Market (April/May), Military Appreciation Day events (June), Elmendorf Air Force Base Health Fair (May), Single Parent Outreach Services, and the ACS Birthday (August). Contractor will set up a booth for displaying prevention and education literature, reserve booth space and location space, provide oral information to the public on the FAP, hand out literature, document contacts using DA Form 5901, request command support, request civilian and military community involvement, and notify unit commanders of upcoming events. Audio and visual equipment will be available for check-out by the ACS staff in room, A138. Contractor shall set up and operate the booth for a minimum of 4 hours at each event. Contractor will hand out prevention literature; publicize information on FAP seminars, workshops, programs, and services through marketing, public affairs, and the local media. During the above-referenced functions, the Contractor shall provide oral presentations about the FAP, and will provide individuals with information and literature at each event. The Contractor will provide oral presentations for no more than 12 special events during the period of the contract, unless otherwise specified in this contract.

C.1.4.11. The Contractor shall ensure that all records, reports, files and other documentation generated by the Contractor are made available to the Contracting Officer's Representative (COR) and the FAPM. The Contractor shall obtain prior approval from the COR before releasing any information to persons outside of ACS. The Contractor shall not provide any USARAK related information for media release without prior approval from the Public Affairs Office (PAO) and the KO.

C.1.4.12. The Contractor shall provide referral services to families, couples, teens, children, and individuals identified at risk for spouse or child abuse to prevention and education services, behavioral skill training, and support groups as listed in C.1.4.5 in addition to Alcoholics Anonymous, Al-Anon, Al-Ateen, and Tough Love programs as recommended by the CRC, and in compliance with the treatment plan developed by SWS. **The Contractor's role is to prevent abuse, not to provide treatment services or therapy to people identified as victims, spouse or child abusers.**

C.1.4.13. The Contractor, along with FAP therapists, shall report on the status of at-risk families on a weekly basis to the FAPM. The Contractor shall, not less than once a week, contact FAP therapists and provide copies of assessments, status of prevention goals, progress notes, and skills training to SWS on all open abuse cases.

C.1.4.14. The Contractor shall refer any conditions or behaviors reportable under law or Army regulation for child or spouse maltreatment, suicidal or homicidal ideation, psychological conditions that present a danger to self and/or others, felony offenses, etc., to the FAPM, SWS or to the appropriate medical or legal authority. The Contractor is required to inform each person interviewed that the interview is not completely confidential and information shared may be reported under certain circumstances, AR 608-18, PARA 3-8.

C.1.5. **QUALITY STANDARDS:**

C.1.5.1. The standard of performance for any individual providing services under this contract shall be to exercise that degree of care, skill, and teaching expected of a reasonably prudent professional in the profession or class to which he or she belongs in the State of Alaska. The Contractor shall perform under the laws and regulations in effect on the execution of this contract. Period of this contract is for one year.

C.1.5.2. The Contractor personnel shall meet quality assurance standards and accreditation standards set by ACS FAP and Social Work Service (SWS) FAP and comply with all regulations and directives established by the Department of the Army and Fort Richardson, AR 608-18, PARA 1-6, and MEDCOM PAM 608-1 FAP. Please see minimum qualifications section, Paragraph C.1.7.1. Additionally, the Contractor's performance is subject to scheduled and unscheduled evaluations by MEDCOM, SWS/FAP, and FAP of pre and post clients' performance outcomes, clients' level of satisfaction, and the reduction in the overall family violence incidence among the clients served.

C.1.5.3. The FAPM, in consultation with the Contracting Officer Representative (COR), will determine unsatisfactory performance of services under the contract. Should this occur, the COR will notify the ACS Director and the Regional Contracting Office Alaska Contracting Officer (KO) of the unsatisfactory performance. The KO will notify the Contractor in writing of suspected contractual performance issues as specified within the terms and conditions of the contract and clause prescriptions therein and provide a reasonable opportunity to cure any defects.

C.1.5.4. The Contractor shall notify the COR two weeks prior to proposed changes to established hours. The Contractor will only provide services to victims in emergency situations after-hours upon approval by the COR.

C.1.5.5. The Contractor personnel shall meet quality assurance standards and accreditation standards set by ACS FAP and Social Work Service (SWS) FAP and comply with all regulations and directives established by the Department of the Army and Fort Richardson, AR 608-18, PARA 1-6, and MEDCOM PAM 608-1FAP. Please see minimum qualifications section, Paragraph C.1.6.1.

C.1.6. PROFESSIONAL QUALIFICATIONS:

C.1.6.1. The Contractor personnel shall meet the following qualifications as a minimum and provide the requested listed documents. The Contractor personnel is encouraged to cite all credentials that he or she is entitled to claim.

(a) Master's Degree in social work, as evidenced by a copy of a Master's of Social Work (MSW) degree from a school approved by the Council on Social Work Education (CSWE). Other Master's degrees such as psychology or related human services field degree from an accredited college or university may be considered, also as evidenced by a copy of that degree.

(b) The Contractor shall submit to a Criminal Background History Check (CHBC) background check in accordance with AR 680-10, AR 680-18, AR 215-3, and DOD Instruction 1402.5, as the Contractor personnel will be working with minors. The Contractor shall pay for any costs associated with obtaining background checks from state and federal authorities. The Contractor shall maintain a file documenting the results of these CHBCs and shall have this file available upon request of the KO. A Program Review Board (PRB), as described in AR 608-10 and AR 608-18, will review any derogatory information received as a result of the CHBC to determine if the Contractor will be allowed to perform services under the contract. An unfavorable CHBC may be a basis for termination of the contract under the Termination of Non-Personal Services Contract clause.

(c) Completed resume and/or curriculum vitae with complete names, addresses, and phone numbers.

(d) Completed Statement of Affirmation/Release of Information Form. Such form will be made available by the KO.

(e) Names, addresses and phone numbers of three peer references.

(f) The Contractor personnel shall read, write, and speak the English language fluently so as to be easily understood by clients, FAP staff, and other military and civilian resources and contacts.

C.1.6.2. All references, licenses, certifications, and education may be verified. Any adjudicated misconduct, licensing actions, suspensions, limitations, or revocations of privileges shall be fully explained in writing.

C.1.6.3. The Contractor personnel must meet the following requirements to be considered technically proficient:

(a) Evidence of a minimum of 2 years experience at the level of a Masters in Social Work or related field. Evidence of experience in providing individual or group intervention, home visitation, prevention programs and services, education, or advocacy services in spouse and/or child abuse to at-risk families.

(b) Evidence of a minimum of 2 years experience in aiding individuals and family members in coping with stress or working with chaotic families who have significant psychosocial and emotional factors that may lead to spouse or child abuse.

(c) Evidence of experience developing, maintaining and facilitating groups that promote healthy families and help clients increase their own coping skills.

C.1.6.4. The Contractor personnel shall have basic computer knowledge and skills in MicroSoft (MS) MS Word, MS Excel, MS Access, MS PowerPoint, and MS Outlook to accomplish brief presentations and case documentation. The prospective Contractor shall list the Contractor personnel's knowledge, skills, and abilities and which of these programs he or she is able to use at a basic level of proficiency and his or her keyboarding speed proficiency statement attached to the proposal.

C.1.6.5. The Government will not consider proposals which do not meet the minimum qualifications requirements outlined in paragraph C.1.6.1.

C.1.6.6. No proposal shall be considered if the Contractor personnel or sub-contractor offeror has been convicted of a felony, or lost a malpractice case. The Contractor shall immediately advise the Contracting Officer (KO) and the Contracting Officer's Representative (COR) upon becoming aware of a conviction arising during the contract period. In the event there is an adverse determination by a judicial authority or professional licensing authority, the Contract may be terminated for cause.

C.1.6.7. The Contractor personnel shall not be an active duty member of a uniformed service or a regular, full time, Federal, civilian employee while in the performance of this contract.

C.1.7. QUALITY CONTROL:

C.1.7.1. The Contractor shall provide weekly reports to the FAPM regarding projects and any issues which the Contractor believes to be of concern. The Contractor must notify the FAPM, ACS Director or COR of any at-risk situation involving an individual who is vulnerable to spouse or child abuse.

C.1.7.2. The Contractor shall keep the COR informed of any contractual issues that may disrupt or prevent contract performance. The COR will report any contract issues not resolved internally to the KO. The COR will perform monthly quality assessment reviews with the Contractor and forward the results to the KO on a monthly basis.

C.1.7.3. Performance of this contract will be evaluated in accordance with established Professional Review and Quality Assurance procedures of SWS and FAP. AR 608-18, PARA 1-6, and MEDCOM PAM 608-1 FAP. The Government does not credential the Victim Advocate to provide services within the medical treatment facility/SWS.

C.1.8. TRAINING:

C.1.8.1. The Contractor personnel may attend Army continuing education courses related to this contract such as the Family Advocacy Staff Training (FAST) or FAST Advanced (FASTA). The Government will offer training workshops that the Contractor personnel may attend, to increase skills or develop new skills in prevention of domestic violence and child abuse. All training costs will be borne by the Contractor. Workshops and training costs will be included in the total contract price.

C.1.8.2. The Contractor will contact the ACS Installation Volunteer Coordinator and recruit for the position of Victim Advocate Volunteer.

C.1.8.3. The Contractor will provide ongoing recruitment and training for victim advocate volunteers for the duration of this contract. Contractor will recruit for the position of the victim advocate volunteer no less than 4 times during the duration of this contract. Contractor will write a paragraph outlining the requirements for the volunteer to be submitted to the ACS Information and Referral Specialist for publication in the Moose Sentinel. Contractor will recruit for the Victim Advocate Volunteer at the NewComer's Orientation. Contractor will draft FAP screening and testing material to be administered to the volunteer in order to evaluate proficiency. Initial training will include an overview of FAP services, policies and procedures to be followed by on the job training. Contractor will provide to the volunteer the applicable authorities listed in this contract.

C.1.9. CONTRACTOR COSTS:

C.1.9.1. The Contractor shall provide privately owned conveyance at no additional costs to the Government.

C.1.10. VEHICLE REGISTRATION, SECURITY, AND SAFETY:

C.1.10.1. Vehicle Registration. Motor vehicles entering Fort Richardson shall have a valid state registration, license, and liability insurance meeting the requirements of the State of Alaska, and shall be registered with the Vehicle Registration Section of the Provost Marshal Office (PMO). The Contracting Officer Representative (COR) will provide the Contractor with the appropriate documentation that must be presented to the Provost Marshal. Vehicles shall be registered prior to commencement of contract work. The Contractor shall have all necessary operators' licenses for the category of vehicles being operated and shall comply with applicable local, state, and federal directives.

The Contractor shall return registration decals to the COR within 3 work days after termination or completion of work under this contract.

C.1.11. TELEPHONE:

C.1.11.1. Contract personnel shall not use Government telephones for any toll or long distance calls, unless such calls are related to the provision of victim assistance services and cleared with the KO or COR before such calls are placed.

C.1.11.2. Contract personnel shall be available after-hours by cellular phone to receive emergency victim advocate calls.

C.1.12. PHYSICAL SECURITY:

C.1.12.1. Contract personnel shall safeguard all Government property in the work area. At the close of each work period, facilities and equipment shall be secured.

C.1.13. KEY CONTROL:

C.1.13.1. The COR will issue keys to the Contractor. The COR shall establish a key and lock inventory list and key register DA Form 55130-R and record all key transfers with the person receiving the keys by signing and dating the register. The Contractor shall turn over the register and keys to the COR upon expiration or termination of the contract. No keys issued by the Government shall be duplicated by the Contractor. The Contractor shall be liable for any damages suffered by the Government as a result of the Contractor's failure to comply with the ACS and Community Mental Health Service's key control measures and procedures.

C.1.14. LOST KEYS:

C.1.14.1. The Contractor shall notify the COR, if a building access key is lost, within 2 hours after discovery. If the building access key is not found by close of business, the Contractor shall provide security to the building until the affected lock can be re-keyed or replaced. Cost of securing the building shall be borne by the Contractor.

C.1.15. INSTALLATION ACCESS AND CONTROL:

C.1.15.1. Access Control. All vehicles and personnel are subject to search for and seizure of contraband and/or unauthorized Government property upon entering and leaving the Installation.

C.1.16. GOVERNMENT FURNISHED PROPERTY AND/OR SERVICES:

C.1.16.1. The Government will provide property and services listed below.

C.1.16.2. The Government will provide all equipment, supplies, and utilities it deems necessary to perform required services, including office space for the Contractor to conduct work.

C.1.16.3. The Government will provide administrative supplies and equipment. The Contractor may utilize office equipment to fax invoices and other documents to Defense Finance and Accounting Services (DFAS) or as required for provision of services under this contract.

C.1.16.4. The Troop Medical Clinic (TMC) will provide emergency health care to the Contractor personnel for injuries sustained while on duty at Fort Richardson, if the Contractor so desires. The Contractor shall reimburse the Government for such medical services at the prevailing rates. The KO may deduct the cost of such services from amounts due the Contractor. The Contractor also has the option of going to a private physician at no cost to the Government instead of being treated at the TMC. In either case, the Contractor will complete the appropriate Alaska State "Department of Labor and Industries Accident Report" and take it to the treating physician. Upon completion by the physician, it shall be submitted to the Department of Labor and Industries with a copy retained by the Contractor.

C.1.17. CONTRACTOR FURNISHED ITEMS AND WORK SCHEDULES:

C.1.17.1. The Contractor personnel shall furnish his/her own personal items to include cellular phone, decorative items, reference material, professional society dues, etc. Any material developed to meet the requirements of the contract will become property of the Government with rights to reproduce materials.

C.1.17.2. The Contractor shall not be required to furnish any other property or materials relevant to this contract, but shall be responsible for receiving, caring, and accounting for and returning any Government furnished property.

C.1.17.3. The Contractor shall consult with the COR and the FAPM concerning any changes they would recommend in procedures, programs, or other changes that would improve services and assistance to clients.

C.1.17.4. Army Community Service hours of operation are Monday-Friday, 0800-1700. Unless otherwise specified in the contract, the Contractor shall ensure that services are available to customers a minimum of 8 hours each day, Monday through Friday, excluding Federal holidays. In the event that the Contractor cannot provide services for this minimal period, the Contractor will arrange for a sub-Contractor with the same or better qualifications than the Contractor. The Contractor will, within 30 days of award, provide the KO with the name and contact information of any proposed sub-Contractor, as well as copies of diplomas, licenses, and any other documents establishing the sub-Contractor's credentials. If the Contractor is unable to provide services becomes unavailable for a continuous period of 30 days or more, it will result in termination of the contract. The Contractor shall submit a subcontracting plan to the KO within 30 days of award. The Contractor shall not subcontract to any person whose employment would result in a conflict of interest or whose employment is prohibited by DOD Directive (DODD) 5500.7.R, Standards of Conduct.

C.1.17.5. Contractor personnel under this contract will be required to submit to a background security check in accordance with AR 680-10, AR 680-18, AR 215-3 and DOD Instruction 1402.5, at no expense to the Government. A Program Review Board (PRB), as described in AR 608-10 and AR 608-18, will review any derogatory information received as a result of the CHBC to make recommendations to the Garrison Commander about whether the Contractor personnel will be allowed to perform services under the contract. An unfavorable CHBC may be a basis for termination of the contract under the Termination of Non-Personal Services Contract clause.

C.1.17.6. The Contractor personnel shall not perform any work under this contract while under the influence of alcohol, drugs, or incapacitating agents. The KO may require the removal of the Contractor if the Government determines Contractor personnel are a security risk or is in violation of any safety directive.

C.1.18. FEDERAL HOLIDAYS:

C.1.18.1. Federal holidays are established by Federal Law and are listed in the table below. When one of the designated Federal holidays falls on a Sunday, the following Monday will be observed as a Federal holiday. When a Federal holiday falls in a Saturday, the preceding Friday is observed as a holiday by the United States Government Agencies.

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

C.1.18.2. The Contractor must submit a copy of the invoice signed by the COR and a form DD 250 to the COR on a bi-weekly basis. The COR will submit these to the Defense Financial Accounting Service for payment of services. The Contractor may use Government furnished property to fax invoices and other pertinent documents to the Defense Finance Accounting Service. If the Contractor fails to get the billing information to the COR by the time required, the Contractor shall be responsible for taking his/her own billing information to the finance office.

C.1.19. CONSERVATION OF UTILITIES:

C.1.19.1. The Contractor will comply with all federal, state, and local regulations concerning protection of the environment.

C.1.20. SAFETY:

C.1.20.1. 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.1.21. CONDUCT:

C.1.21.1. 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; maintain decorum and language conducive to the conduction of business in a Government setting.

C.1.22. CLOTHING AND IDENTIFICATION:

C.1.22.1. The Government will provide a photo identification badge to the Contractor personnel at Government expense. The Contractor shall immediately report any lost or stolen badges to the Fort Richardson PMO. Upon completion or termination of the contract, the Contractor shall return the photo identification badge to the COR. The Contractor shall wear at all times while on duty an ACS-furnished name tag. The Contractor shall be responsible for the cost of replacement badges, which are lost, stolen, or not returned upon termination of services. Dress is expected to be business attire. Any dress less than this, will be authorized by the COR for special occasions only.

C.1.23. CONTRACT MANAGEMENT:

C.1.23.1. Period of this contract is for one year.

C.1.24. REGULATIONS, MANUALS, AND TECHNICAL DOCUMENTS:

C.1.24.1. The Government will make available all regulations, manuals, and technical documents applicable to this contract at the full contract performance start date.

C.1.25. DEFINITIONS:

C.1.25.1. **CONTRACTING OFFICER (KO).** A person duly appointed with the authority to enter into and administer contracts on behalf of the Government. Only the KO can make changes to the contract or modify the contract to add additional services.

C.1.25.2. **CONTRACTING OFFICER'S REPRESENTATIVE.** The KO may designate in writing an individual to act as Contracting Officer's Representative (COR). The COR shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Changes in the scope of work shall be made only by the KO by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.25.3. **FAMILY ADVOCACY PROGRAM (FAP).** The army program that monitors the prevention, identification, reporting, investigation and treatment of spouse and child abuse incidents.

C.1.25.4. **FAMILY ADVOCACY PROGRAM MANAGER (FAPM).** Program Manager of overall FAP at the Fort Richardson installation.

C.1.25.5. **FISCAL YEAR (FY).** A period beginning October 1 and ending September 30 of consecutive calendar years. The fiscal year is designated by the calendar year in which it ends.

CRITERIA: VICTIM ADVOCATE:**I. TECHNICAL PROFICIENCIES:**

- A. Ability to speak, read and write English clearly
- B. State Certification or Licensure
- C. At least two years postgraduate clinical, counseling or teaching experience in family and/or children services
- D. Experience working in field of Social Work, Psychology, Nursing, or other related human service field from an accredited college or university.
- E. Experience using MicroSoft Word, MicroSoft Publisher, or PowerPoint.

II. ADMINISTRATIVE:

- A. Experience in providing group education or counseling in one or more of the following areas: Marital or family relationships, interpersonal relationships, parenting, psychological adjustment, and psychosocial skills.
- B. Experience providing assessment of family dynamics, adjustment, behavioral patterns, psychosocial and environmental factors which contribute to family discord and risk factors, and ability to identify intervention to meet identified needs.
- C. Experience in providing psychosocial education, counseling and/or cognitive behavioral skill training to groups, families, couples and individuals.
- D. Experience in working with individuals and families identified as high risk, especially in areas of spouse and/or child abuse.
- E. Demonstrated ability to meet quality assurance and documentation standards.
- F. Demonstrated experience or knowledge in working in Army social service, medical or educational programs.

All references, licenses, certifications, and education will be verified. Any adjudicated misconduct licensing actions, suspensions, limitation, or revocations of privileges shall be fully explained in writing.

No proposal shall be considered if the Contractor personnel or proposed sub-contractor offeror has been convicted of a felony, or lost a malpractice case. The Contractor shall immediately advise the Contracting Officer (KO) and the Contracting Officer's Representative (COR) upon becoming aware of any conviction arising during the contract period. In the event there is a determination by a judicial authority or professional licensing authority, the Contract may be terminated for cause.

The Contractor personnel shall not be an active duty member of a uniformed service or a regular, full time Federal civilian employee while in the performance of this contract.

III. PRICE.

Price will also be part of evaluation, but may not be the only factor considered.

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

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	15-DEC-2003	1	DIREC OF COMMUNITY ACTIVITIES (DCA) DICKERSON, MARVIN.JR ARMY COMMUNITY SERVICE ATTN- RCA-CFA ATTN: APVR-RCA-CFA BLDG 600 1ST FLR FT. RICHARDSON AK 99505-6600 (907) 384-1502 FOB: Air Carriers Terminal, P of E	ACS

Section G - Contract Administration Data

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.204-3	Taxpayer Identification	OCT 1998
52.219-1	Small Business Program Representations	APR 2002
52.219-14	Limitations On Subcontracting	DEC 1996
52.219-22	Small Disadvantaged Business Status	OCT 1999
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-42	Statement Of Equivalent Rates For Federal Hires	MAY 1989
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.232-11	Extras	APR 1984
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.249-9	Default (Fixed-Priced Research And Development)	APR 1984
52.252-1	Solicitation Provisions Incorporated By Reference	JUN 1999
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992

CLAUSES INCORPORATED BY FULL TEXT

52.232-35 DESIGNATION OF OFFICE FOR GOVERNMENT RECEIPT OF ELECTRONIC FUNDS TRANSFER INFORMATION (MAY 1999)

(a) As provided in paragraph (b) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration, the Government has designated the office cited in paragraph (c) of this clause as the office to receive the Contractor's electronic funds transfer (EFT) information, in lieu of the payment office of this contract.

(b) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (c) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (c). The Government need not use any EFT information sent to any office other than that designated in paragraph (c).

(c) Designated Office:

Name:

Mailing Address:

Telephone Number:

Person to Contact:

Electronic Address:

(End of clause)

RCO-AK 004 HOLIDAYS (Local Clause)

The following federal legal holidays are to be observed in performance of the resulting contract:

- New Year's Day (1 January of every year)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Good Friday (Friday Preceding Easter Sunday)
- Memorial Day (4th Monday in May)
- Independence Day (4th of July each year)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Veteran's Day (11th of November each year)
- Thanksgiving (4th Thursday in November)
- Christmas (25th of December each year)

When one of the above designated legal holidays falls on a Sunday, the following Monday will be observed as a legal holiday. When a legal holiday falls on a Saturday, the preceding Friday is observed as a holiday by United States Government agencies.

(End of clause)