

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 19	
1. REQUEST NO. W912CZ-04-Q-0012	2. DATE ISSUED 25-Nov-2003	3. REQUISITION/PURCHASE REQUEST NO. WC1SH3 4287-F004A	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-A PO BOX 5-525 FORT RICHARDSON AK 99505-0525			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE			
			7. DELIVERY [<input type="checkbox"/>] FOB DESTINATION [<input checked="" type="checkbox"/>] OTHER <i>(See Schedule)</i>			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> BOBBY K. CRITTENDEN 907-384-7104						
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> 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 TEL: (907) 384-1502 FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 05-Dec-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 <i>(Include applicable Federal, State, and local taxes)</i>						
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 <i>(Street, City, County, State, and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		TELEPHONE NO. <i>(Include area code)</i>	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Prevention Specialist FFP Provide the service of two Prevention Specialist and do all the necessary duties in accordance with the Statement of Work herein. Duties will be performed from 15 December 2003, or contract award, whichever occurs later, through 14 December 2004. Annual Offer price will be divided by 26 pay periods for payment purposes. PURCHASE REQUEST NUMBER: WC1SH3 4287-F004A	2	Lot		

NET AMT

FOB: Air Carriers Terminal, P of E

Section C - Descriptions and Specifications

STATEMENT OF WORK

APVR-RCA-CFA (AR 608-18)

Fort Richardson Army Community Service (ACS) Family Advocacy Program (FAP) New Parent Support Program (NPSP) Prevention Specialist (Social Worker, Registered Nurse)

C.1. GENERAL:

C.1.1. The mission of the Fort Richardson ACS FAP NPSP is to provide education and prevention programs that reduce the incidents of child and spouse abuse and provide families the skills necessary they need to be self-sufficient and resilient. Prevention programs that address spouse and child abuse are described in three degrees: Primary prevention programs teach skills to newly wed and first time parents with the assumption all new couples and parents can use some help with conflict management and parenting. Secondary prevention programs address families with a chaotic history, who have been identified as high-risk families because of a number of factors. They may be very young parents, dual active duty, have a history of drug or alcohol abuse, physical, emotional or sexual abuse, mental illness or other issues that get in the way of parenting and healthy relationships. Tertiary prevention programs, under the guidance of Social Work Services (SWS), provide skills to people who have already had substantiated incidents of family violence. The skills are intended to prevent subsequent incidents.

C.1.1.2. This contract is to provide center and home-based psycho-educational secondary prevention services with an emphasis placed on high-risk families. Additionally, the services provided under this contract are to be fully integrated within the overall FAP mission and the Contractor will perform these services as outlined in this contract. Accordingly, the Contractor shall perform services in accordance with Department of Defense and Department of the Army regulations, and shall coordinate his/her activities with the Fort Richardson ACS FAP Manager (FAPM). 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.

C.1.3. APPLICABLE AUTHORITIES:

C.1.3.1 The following regulations, instructions, and documents apply to the extent referenced in this Statement of Work (SOW):

C.1.3.2. DOD Directive 6400.1, Family Advocacy Program 1992.

C.1.3.4. DOD Directive 6400.2, Child and Spouse Abuse Report.

C.1.3.5. AR 608-18, the Army Family Advocacy Program, September 1995.

C.1.3.6. Memorandum of Agreement (MOA) with the State Division of Family and Youth Services, May 2003. The current MOA may be obtained through the FAPM.

C.1.3.7. Army Community Service (ACS) AR 608-1, August 2000.

C.1.3.8. FAP accreditation standards DOD Manual 6400.1-M.

C.1.3.9. State and local law as pertaining to criminal domestic violence and child abuse.

C.1.3.10 DOD NPSP policy drafted, August 2000.

C.1.4. SCOPE OF WORK:

C.1.4.1. The Contractor shall provide services in support of ACS FAP NPSP and secondary prevention of spouse and child abuse. Services listed in this contract were previously performed by two contractors. Services shall be available to soldiers and their family members identified as "at risk" for problems or behaviors that may lead to child or spouse abuse. Services shall include education and skills training for individuals, couples, families, under the guidance of SWS, and for groups to alert students to risk factors for abuse and teach coping skills to handle those situations without violence. The nature and scope of services to be provided are described in succeeding paragraphs.

C.1.4.2. Services performed shall be in accordance with the established principles, practices and ethics of the social work profession and DOD FAP standards, Army Community Service, AR 608-1, August 2000 and Army Family Advocacy Program, DOD Manual 6400.1-M.

C.1.5. STATEMENT OF WORK:

C.1.5.1. The Contractor shall provide intake and referral services to individuals, couples and families who self-refer or are referred to the FAP Prevention Intervention Program (PIP) for marital, parenting, or family distress or other indicators of risk for family violence. Intake and referral services may be provided in the home or within the ACS facility. Referrals to the PIP may come from the following installation and civilian agencies: Social Work Services (SWS), Post Chaplain, Child and Youth Services, Unit Commanders, Provost Marshall Office, 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, Abused Women's Aid in Crisis, Inc, Anchorage Multi-Services Counseling Center, Up from Depression Support Group, South Central Foundation, Women's Wellness Program, Programs for Infants and Children, Alcohol and Substance Abuse Program, 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.

C.1.5.2. The Contractor shall conduct initial assessments of referred individuals and families to evaluate the potential for family violence. The Contractor, based on that assessment, determines which services are most appropriate in assisting the individual or family to develop non-violent family skills, inter-personal skills, and lifestyle skills and refer the individual or family to the appropriate services accordingly, the Contractor shall provide services in response to the individual treatment plan established by SWS. If SWS determines that providing educational instruction in an individual setting would be more productive than doing so in a classroom setting, as is normally done, then the Contractor may provide individualized instruction, and report progress and completion back to SWS. The Contractor shall monitor the progress of the individual or family. If the Contractor believes that educational information has been ineffective in achieving change, the Contractor will report the determination to SWS. 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 on all open abuse cases to evaluate status of at-risk families and note that status in the overall treatment plan.

C.1.5.3. The Contractor will make an initial assessment of the family strengths and dynamics for stressors, behavioral patterns, and psychosocial and environmental factors that contribute to family discord and risk for domestic violence. The Contractor will utilize the Locke Wallace Relationship Measure and the Parent Stress Index in assessing each client.

C.1.5.4. The Contractor shall implement an individualized prevention plan developed by SWS, and document that plan, as determined by SWS, on DA Form 5897. Plans will include, as determined by SWS, psychosocial family risk issues for abuse, cognitive and behavioral skills training, child behavior management, parent and child bonding, anger and stress management, conflict management and deployment issues. Contractor shall refer individuals to the community agencies as listed in C.1.5.1, and to ACS prevention classes.

C.1.5.5. The Contractor shall provide prevention and education services including behavioral skill training to groups. Upon direction of the SWS, the Contractor shall provide prevention and education services to individual families, couples, teens, children, and individuals identified at risk for spouse or child abuse. **The Contractor's**

role is to prevent abuse, not to provide treatment services or therapy to people identified as spouse or child abusers. The Contractor will provide prevention classes, but will not provide individual therapy.

C.1.5.6. The Contractor will provide a list of Directorate of Community Activities FAP Significant Activities relating to services due to the FAPM by Wednesday of each week. The Contractor will create flyers relating to the FAP and FAP programs by using MicroSoft Word, MicroSoft Publisher, or PowerPoint. All flyers, brochures, and information papers will be given to the FAPM for approval prior to publication. After approval by the FAPM, the Contractor will release information to the ACS Information and Referral Manager for disbursement to the local community.

C.1.5.7. The Contractor will schedule and provide classes, programs or workshops in Anger and Stress Management not less than twice each week. The Contractor will advertise the classes through Marketing for publication in the Moose Sentinel. The Contractor will be responsible for reserving classrooms and audio/visual equipment by contacting the ACS staff located in Room A138. Class sizes should be no less than 3 individuals per class size. The Contractor will have a sign in sheet for each class, program or workshop and attach the sheet to DA Form 5901 (ACS Single Contact Log) for statistical data. Existing literature, videos, and lesson plans will be made available by the FAPM. The Contractor may utilize the FAP Wellness Library in Building 600, Room A124, for additional resources in developing lesson plans and activities for the classes. The Contractor will develop his/her own lesson plans in the area of prevention education. The lesson plans will be submitted for approval to the FAPM no less than two weeks prior to the class date.

C.1.5.8. The Contractor will instruct currently existing prevention programs, to include Aqua Play, Pooh's Playgroup, and Infant Physical Training (PT) to families on a weekly basis. The Contractor will meet with parents at Buckner Fitness Center Pool for Aqua Play each Wednesday from 1030-1200. The Contractor will encourage parent bonding and join parents in introducing the children to water play and water safety for children ages 6 months – 5 years. The Contractor will encourage parent/child bonding at Pooh's Playgroup and Infant PT. Pooh's Playgroup will take place at the gym in Building 337 every Monday and Friday from 0930-1100. The Contractor will develop lesson plans for Infant PT, and coordinate times and dates with the FAPM within 30 days of award.

C.1.5.9. Equipment and supplies for the prevention programs are available at each site as listed. The Contractor will have a sign in sheet for each class, program or workshop and will attach the sheet to DA Form 5901 (ACS Single Contact Log) for statistical data.

C.1.5.10. The Contractor shall provide educational material, handouts, and class instruction to help achieve individual and/or family goals, and will document all education, training, and prevention assistance provided on DA Form 5897. The Contractor shall also document the progress of clients as they learn and apply new skills and concepts to accomplish their goals. The Contractor will document the goals and progress of clients by completing DA Form 5897 (ACS Client Case Record), DA Form 5901 (ACS Single Contact Log), and progress notes in a case file. DA forms will be made available to the Contractor by the FAPM. The Contractor will ensure confidential handling of all documents relative to victim care. The Contractor will store and lock all case records in ACS, Room A138, central filing.

C.1.5.11. The Contractor shall provide services in response to the individual treatment plan established by SWS. 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.1.5.12. 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 Contracting Officers Representative (COR) will provide a list of required statistics to the Contractor within 30 days of award, along with required reporting forms.

C.1.5.13. The Contractor shall meet quality assurance standards and accreditation standards set by ACS FAP and 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.

C.1.5.14. 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.1.5.15. The Contractor shall provide prevention education relating to this contract, during general community and ACS functions to include: Fort Richardson Town Hall meetings (no more than 4 meetings during the period of this contract) pre and post-deployment briefings, Community Action Council on a monthly basis, Newcomers Orientation and Information Fair (2nd and 3rd Wednesday and Thursday of each month), Great Expectations (every 3rd Wednesday of the month) to be held at Elmendorf Air Force Base Hospital, and Single-Soldier Parent outreach services (four times each month). During these functions, the Contractor will provide an oral presentation to the public concerning current events within the FAP and hand 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.1.5.16. The Contractor shall provide prevention education services at the following special events and activities: Domestic Violence (DV) Prevention Month (April and October), DV Stand Down, Child Abuse Prevention Month (April), Parent/Child Walk, Mayor's Spring Market, Military Appreciation Day events, Elmendorf Air Force Base Health Fair, Single Parent Outreach Services, and the ACS Birthday. Contractor will set up a booth for displaying prevention and education literature, reserve booth space and location space, brief the public on the FAP, hand out literature, document contacts using DA Form 5901, enlist command support, enlist community involvement, notify unit commanders of upcoming events, and establish a point of contact for future event planning. Literature and equipment will be made available to the Contractor by the FAPM. Contractor shall set up, manage, and operate the booth for a minimum of 8 hours at each event. Contractor will also hand out prevention literature and publicize information on FAP seminars, workshops, programs, and services through marketing, public affairs, and the local media. The Contractor shall not provide any USARAK related information for media release without prior approval by the Contracting Officer (CO). During the above-referenced functions, the Contractor shall provide oral presentations and briefings about the FAP, and will provide individuals with information and literature at each event. The Contractor will provide prevention education services in briefings, and oral presentations for no less than 24 special events during the period of the contract, unless otherwise specified in this contract.

C.1.6. QUALITY STANDARDS:

C.1.6.1. 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.1.6.2. The Contractor shall comply with government Quality Assessment and Improvement (QA&I) standards as outlined in AR 608-18. The Government will monitor the Contractor's performance under this contract using the quality assurance procedures established by United States Army Medical Command (MEDCOM), AR 608-18, PARA 1-6, and MEDCOM PAM 608-1 FAP. 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.1.6.3. The FAPM, in consultation with the 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, KO, of the unsatisfactory services provided. 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 the Contractor with a reasonable period of time to cure any defects.

C.1.6.4. The Contractor shall establish safeguards to ensure client confidentiality within the bounds of AR 608-18, the FAP regulation. The Contractor shall not release client information to persons outside of SWS/FAP, ACS/FAP, or DOD medical staff without prior written consent of the person concerned, except as required by law, Army regulations, or the Privacy Act.

C.1.6.5. The Contractor personnel shall not perform any work under this contract while under the influence of alcohol, drugs, or incapacitating agents. The CO may require the removal of the Contractor if the Government determines that he or she is a security risk or is in violation of any safety directive.

C.1.6.6. The Contractor shall notify the COR two weeks prior to proposed changes to established hours. Deployments or mobilizations may require expanded operating hours. Unless otherwise specified in this contract, the Contractor shall respond to after-hours emergency calls only upon approval of the COR.

C.1.6.7. The Contractor shall not bill patients or any other third person or entity for services rendered under this contract.

C.1.6.8. The Contractor shall not, while performing services under this contract, advise, recommend, or suggest to persons authorized to receive care at Army expense that such person should receive treatment from:

(a) The Contractor performing under this contract.

(b) A civilian associated in practice with the Contractor. An exception may be allowed if such treatment will be furnished without cost to the patient, the government, or any other person or firm. Such an exception shall not be engaged without the prior, written consent of the FAPM and the KO.

C.1.6.9. The Contractor is not prohibited by reason of this contract from conducting a private practice, under the following conditions:

(a) No conflict with the performance of duties under the contract exists.

(b) Practice is not conducted during the regular hours established under this contract during which the Contractor is required to render services to the Government.

(c) The Contractor makes no private practice use of any government facilities or other government property in connection with this contract.

(d) The Contractor will not provide therapeutic or other counseling services in his or her private capacity to clients initially encountered in the course of performance of this contract.

C.1.6.10. The Contractor shall be subject to the same quality assurance standards as those applied to comparable military or government civil service professionals or health care providers.

C.1.6.11. Permanent adverse credentials actions and permanent adverse administrative actions due to professional misconduct against licensed or certified providers shall be reported to the licensing authorities of the State of Alaska. The Department of Defense (DOD) participates in the national reporting system established under Part B of the Health Care Quality Improvement Act of 1986, Public Law 99 660. Reports, naming individual providers, may be submitted to the National Data Bank in accordance with (IAW) this Act.

C.1.6.12. Should the Contractor become aware that he or she may be investigated or is being investigated by any professional or licensing agency or any federal, state, or local law enforcement agency, the Contractor shall report the same immediately in detail and in writing to the FAPM and the CO. Failure to do so is cause for termination under this contract. Allegations which are substantiated and result in professional adverse action may result in termination of the Contract.

C.1.7. PROFESSIONAL QUALIFICATIONS:

C.1.7.1. The Contractor personnel shall meet the following qualifications as a minimum and provide the requested listed documents to the CO.

(a) 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, or a Baccalaureate of Science in Nursing (BSN).

(b) Licenses and/or registrations from all states in which the Contractor personnel is credentialed, as evidenced by copies of licenses and/or registrations from all states in which the provider is credentialed. Contractor personnel must have one active state license or state certification in his or her area of social work, psychology, or human services.

(c) Copy of all state board certifications (BCD) or Accreditation of Certified Social Work (ACSW).

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

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

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

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

C.1.7.2. All references, licenses, certifications, and education will be verified. Any adjudicated misconduct, licensing actions, suspensions, limitations, or revocations of privileges shall be fully explained in writing.

C.1.7.3. The following criteria are required for this contract and must be submitted at the time of submission of proposal by persons wanting to provide services under the auspices of this contract:

(a) Evidence of a minimum of 2 years experience and a Masters Degree in Social Work or related field, or a Bachelor's Degree in Nursing. 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 1 year 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.1.7.4. The Contractor personnel shall have basic computer knowledge and skills sufficient to accomplish case documentation. The Contractor will utilize the following computer software to accomplish the services of the FAP: MicroSoft (MS) Word, MS Publisher, MS Excel, MS ACCESS, MS PowerPoint, and MS Outlook. The prospective Contractor shall list his or her knowledge, skills, and abilities and which programs he or she is able to use at a basic level of proficiency and his or her keyboarding speed proficiency in a statement attached to the resume.

C.1.7.5. The Government will not consider proposals which do not meet the minimum qualifications requirements outlined in paragraph C.1.7.1.

C.1.7.6. No proposal shall be considered if the offeror has been convicted of a felony or has lost a malpractice case. The Contractor shall immediately advise the (KO) and the (COR) upon becoming aware of any adjudicated misconduct arising during the contract period. In such an event, the Contract may be terminated for cause.

C.1.7.7. The Contractor personnel shall not be an active duty member of a uniformed service or a regular, full time, Federal, civilian personnel while in the performance of this contract.

C.1.8. GUIDANCE:

C.1.8.1. The Contractor shall meet with the FAPM once a week to discuss case progress and current issues regarding cases or projects, and with SWS to discuss case progress of clients under treatment by SWS. The Contractor must notify the FAPM or the ACS Director or his or her designated representative, and the SWS Social Worker managing the case, if one is assigned, of any situation in which there is a potential of imminent harm to the individual or family member.

C.1.8.2. 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.1.8.3. Performance of the 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.

C.1.9. SCHEDULED/UNSCHEDULED ABSENCES:

C.1.9.1. 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 becomes unavailable for a continuous period of 30 days or more, it may result in termination of the contract.

C.1.9.2. 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.1.10. CRIMINAL HISTORY BACKGROUND CHECK (CHBC):

C.1.10.1. IAW DA Circular 6901, the Contractor must be properly cleared and meet the requirements of 42 U.S.C. Section 13041. The Contractor will be required to submit to a CHBC IAW AR 680-10, AR 680-18, AR 215-3 and DOD Instruction 1402.5, at no expense to the Government. A CHBC may be required on an annual basis.

C.1.10.2. The Contractor personnel under this contract will be required to submit to a background security check IAW 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) will convene in the event derogatory information is found. The PRB will provide its recommendation to the Post Commander, who will determine whether the Contractor personnel should be replaced. If the Post Commander decides the Contractor personnel should be replaced, then the Contractor will be required, within 30 days of notification, to provide a suitable alternative with the same as or better qualifications than the Contractor.

C.1.10.3. The Government will perform the CHBC. 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 Federal Bureau of Investigations (FBI) fingerprint check through the Defense Investigative Service. The Government will mail criminal history checks to the appropriate State agencies. 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.1.10.4. 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 to the COR for processing by the Government.

C.1.10.5. The Contractor shall be responsible for scheduling appointments with the COR for fingerprinting in connection with the CHBC. 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.1.10.6. 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 check may be a basis for termination of the contract under the Termination of Non-Personal Services Contract clause.

C.1.10.7. If the Contractor has previously received a background check(s) which meets the requirements of 42 U.S.C. 13041 within the last year; he or she shall provide proof of the check or submit to a new one.

C.1.10.8. The Contractor may be permitted to work with children prior to the completion of background checks, provided the child's parent or guardian or another staff person is present.

C.1.11. CLOTHING AND IDENTIFICATION:

C.1.11.1. The Contractor personnel shall dress in a neat, professional manner in accordance with standard professional and health care practice.

C.1.11.2. The Contractor or sub-Contractor will be readily identifiable as a Contractor and not government employee by wearing a FAP identification badge as provided by the FAPM.

C.1.12. PREVENTIVE MEDICINE REQUIREMENTS:

C.1.12.1. The Contractor shall comply with Department of the Army, Occupational Safety and Health Administration (OSHA), Fort Richardson occupational health, infection control, and quality assurance policies such as immunizations and medical surveillance, and all Fort Richardson safety procedures and practices. Within 30 days of being awarded the contract, the Contractor shall provide the following documentation to the COR:

(a) All training and record keeping required under the OSHA Blood borne Pathogens Standard, 6 Dec 91.

(b) Proof of certification within the current calendar year in Cardiopulmonary Resuscitation (CPR) and the Contractor shall submit annual proof of re-certification.

C.1.13. REGISTRATION SECURITY, AND SAFETY:

C.1.13.1. VEHICLE REGISTRATION. Motor vehicles entering Fort Richardson shall have a valid state license and shall be registered with the Vehicle Registration Section of the Provost Marshal Office. The COR will provide the Contractor with a letter of employment that must be presented to the Provost Marshal or registration office to obtain vehicle registration. Vehicles shall be registered prior to commencement of contract work. The Contractor shall return registration decals to the COR within 3 work days after termination or completion of work under this contract.

C.1.13.2. TELEPHONE. 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.1.13.3. **PHYSICAL SECURITY.** 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.1.13.4. **KEY CONTROL.** The COR will issue keys to the Contractor. No keys issued by the government shall be duplicated. The Contractor shall be liable for any damages suffered by the government as a result of the Contractor's failure to comply with ACS key control measures and procedures. The Contractor shall, at the KO's option, replace, re-key, or reimburse the government for replacement of locks or re-keying as a result of the loss or theft of any key(s) under the Contractor's control. The Contractor shall also be responsible for securing any building or work area of which he or she is the last user of the day. The Contractor shall turn over the keys to the COR upon expiration or termination of the contract.

C.2. GOVERNMENT FURNISHED PROPERTY AND/OR SERVICES:

C.2.1. The Government will provide the property and services listed below.

C.2.1.2. The Government will provide all equipment, supplies and utilities it deems necessary to perform required services, including office space for the Contractor to conduct the work.

C.2.1.3. 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.2.1.4. The Contractor may attend Army continuing education courses related to this contract such as the NPSP Conference, Family Advocacy Staff Training (FAST) or FAST Advanced (FASTA). The government will also offer training workshops, when available, that the Contractor may attend, to increase skills or develop new skills in parent education, spouse or child abuse prevention and family wellness issues or other issues that affect Army families. Workshops and training depend on the availability of space and any costs incurred will be borne by the Contractor.

C.2.1.5. The troop medical clinic (TMC) will provide emergency health care to the Contractor 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 CO 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.2.1.6. 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 FRA Provost Marshall Office. Upon completion or termination of the contract, the Contractor shall return the photo identification badge to the COR. The Contractor personnel shall wear at all times while on duty an ACS-furnished nametag. The Contractor shall be responsible for the cost of replacement badges that are lost, stolen, or not returned upon termination of services.

C.3. CONTRACTOR FURNISHED ITEMS AND WORK SCHEDULES:

C.3.1. The Contractor shall furnish his or 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 the property of the government with rights to reproduce materials.

C.3.1.2. The Contractor will not be required to furnish any other property or materials relevant to this contract, but will be responsible for receiving, caring and accounting for and returning any government furnished property.

C.3.1.3. The Contractor shall consult with the FAPM and Chief, SWS, concerning any changes he or she would recommend in procedures, programs, or other changes that would improve services and assistance to clients.

C.3.1.4. Army Community Service hours of operation are Monday-Friday, 0800-1700. Unless otherwise specified in the contract, the Contractor must be willing to work under a flexible schedule as some educational and training classes, deployment briefings, town hall meetings, etc. may be held in the evening to accommodate Soldiers and their families. 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 of time, 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 becomes unavailable for a continuous period of 30 days or more, it may result in termination of the contract. In the event security issues affect the Contractor's ability to perform this contract, the Contractor will not be paid.

C.3.1.5. No services will be required on Federal Holidays. These include:

New Years Day	Martin Luther King's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Thanksgiving Day
Veterans Day	Christmas Day

C.3.1.6. 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.3.1.7. CONDUCT:

C.3.1.7.1. 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. Dress is expected to be business attire. Any dress less than this, will be authorized by the COR for special occasions only.

C.3.1.8. CONSERVATION OF UTILITIES:

C.3.1.8.1. The Contractor will comply with all federal, state, and local regulations concerning protection of the environment.

C.3.1.9. SAFETY:

C.3.1.9.1. 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.4. DEFINITIONS:

C.4.1. CONTRACTING OFFICER (KO). A person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

C.4.1.2. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An individual designated in writing by the CO who ensures the Contractor is in compliance with the contract requirements.

C.4.1.3. **FAMILY ADVOCACY PROGRAM (FAP).** The Army program that monitors the prevention, identification, reporting, investigation and treatment of spouse and child abuse incidents.

C.4.1.4. **FAMILY ADVOCACY PROGRAM MANAGER (FAPM).** The Program Manager of the overall FAP at the Fort Richardson installation. The FAPM works closely with SWS.

C.4.1.5. **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.

C.4.1.6. **PREVENTIVE INTERVENTION PROGRAM (PIP).** A joint venture between the FAP and SWS for secondary prevention program for spouse and child abuse.

C.4.1.7. **SOCIAL WORK SERVICE (SWS).** The Social Work program responsible for treatment of child and spouse abuse. This contract is a joint venture of FAP and SWS to provide secondary prevention services to military families.

C.5. CONTRACT MANAGEMENT:

C.5.1. Period of this contract is for one year.

END OF SECTION C

CRITERIA: PREVENTIVE INTERVENTION PROGRAM SPECIALIST

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 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 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	2	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
52.219-1	Small Business Program Representations	APR 2002
52.219-14	Limitations On Subcontracting	DEC 1996
52.219-22	Small Disadvantaged Business Status	OCT 1999
52.219-22	Small Disadvantaged Business Status	OCT 1999
52.222-21	Prohibition Of Segregated Facilities	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
52.247-34	F.O.B. Destination	NOV 1991
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	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)