

<b>REQUEST FOR QUOTATIONS</b> <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   29	
1. REQUEST NO. DABQ03-03-T-0003	2. DATE ISSUED 06-Dec-2002	3. REQUISITION/PURCHASE REQUEST NO. DPCFWA2318K007	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 <i>(Date)</i> <b>SEE SCHEDULE</b>			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> ULANDA E. GANACIAS 907-353-7178			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER DESTINATION <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> DIREC OF COMMUNITY ACTIVITIES (DCA) SCHADER, BRANDI FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 TEL: 907-353-4243 FAX: 907-353-4200			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 16-Dec-2002						
<b>IMPORTANT:</b> 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)
<b>SEE SCHEDULE</b>						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No.   %	
<b>NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.</b>						
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>	

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Full Time Victim Advocate FFP Personal service contract for the Fort Wainwright Army Community Service Family Advocacy Program. Duties are described in the Statement of Work. Period of Performance: Date of Award through a period of twelve months.	1			
PURCHASE REQUEST NUMBER: DPCFWA2318K007					

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NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK

**STATEMENT OF WORK**

Fort Wainwright Family Advocacy Program  
Victim Advocate

**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), and U.S. Army Garrison, Alaska located at Fort Wainwright, Alaska. The Army Family Advocacy Program is a victim driven program with the primary mission to protect victims of family violence. The Victim Advocate Program provides comprehensive assistance, liaison, and services to and for victims of spouse and child abuse. This contract is a personal services 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. Within established guidelines, the contractor shall perform independently and keep the FAPM advised of program status and unprecedented or controversial issues that arise.

**C.1.0.a. Definitions.**

AR – Army Regulation
AAR – After Action Report
ACS – Army Community Services
AICNVL – Alaska Interior Center for Non-Violent Living
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
IAW – In Accordance With
MARKS –Modern Army Record Keeping System
NLT – No Later Than
POC – Point of Contact
SOP – Standard Operating Procedure
SOW – Statement of Work
TE – Technical Exhibit
WIC – Women, Infant, Children

**C.1.1. SCOPE OF WORK.** C.1.1.1. The Contractor shall assist professional social work and counseling staff in providing assistance to victims of domestic violence. The Contractor shall receive referrals from Social Work Services, Case Review Committee, Military Police, unit commanders or the FAPM. Upon receipt of the referral, the Contractor will conduct a needs assessment and provide linkage to crisis intervention and emergency services as indicated within 72 hours. [The Contractor can not see private clients on government time or in a government facility and can not refer government personnel, service members, or family members to their own private practice or to the practice of an associate.](#) The Contractor shall work with the victim(s) to develop appropriate victim safety plan and shall coordinate and communicate safety plans to Social Worker/Case Manager, Commanders and/or FAPM. The safety plans may

include, but is not limited to the following: separation of victim(s) and alleged offender, referral of victim(s) to Alaska Interior Center for Non-Violent Living, (AICNVL) assisting victims in scheduling necessary medical or legal appointments, and accompanying victims to court for court appearances as necessary. The Contractor shall coordinate with the Social Work Services Case Manager (or FAPM if appropriate) to ensure that Case Manager is fully apprised of the victim(s)' situation. The Contractor shall ensure that all identified victim(s) receive 30, 60, and 90-day follow-up actions to ensure cases are resolved and victim(s) are safe.

C.1.1.2. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on domestic violence and related community resources, both on and off post which would be beneficial to victims to include, but not limited to: resources available to victims, tips on how to develop a safety plan, ways to seek assistance, victim rights as Army spouses and resources and services available to them as Army spouses, etc. The Contractor shall maintain current knowledge of local, state, and federal laws and military regulations pertaining to victims of domestic violence.

C.1.1.3 The Contractor will be required to conduct unit briefings monthly.

DOD Directive 6400.1, Family Advocacy Program, 1992 DOD Directive 6400.2. Child and Spouse Abuse Report AR-608-18, The Army Family Advocacy Program, 1995 AR-608-1, The Army Community Service Program, 1999
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**C.1.2. PERSONNEL.** Contractor shall have the following minimum qualifications:

C.1.2.1. Must have a good working knowledge of the Alaska Court System, Domestic Violence Protective Orders, Safety Planning and a minimum of one-year experience working directly with Victims of Spouse or Child Abuse. A master's degree in a social services or behavioral sciences field is preferred, but not required.

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

C.1.2.3. Knowledge of the theory, practices and problems involved in social services delivery issues.

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

C.1.2.5. Demonstrated capacity for implementing victim advocacy services. Demonstrated capacity means that the Contractor shall submit evidence of having had a minimum of one year successful experience in provided integrated victim advocacy services to victim(s) involved in domestic violence, to include but not limited to: conducting initial assessments of victim(s) needs, awareness of community resources available to victims, ability to refer victims to appropriate agencies, on or off post.

C.1.2.6. Must have experience (12 months or more) 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.1.3. 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 not provide keys, or copies of keys, issued pursuant to this Contract to any other individuals, and shall bear the cost of replacement locks and keys in the event that keys are provided to unauthorized personnel. 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 shall provide services Monday through Friday, 0800 to 1700, for a total of forty hours a week. The contractor must be willing to work under a flexible schedule as some victim advocacy services may be provided in the evenings and weekends to accommodate soldiers and their families. The contractor may be excused from providing services without incurring a reduction in the contract payment in the event that the Contractor is sick, for up to 40 hours during the life of the contract, and of recreational purposes, for up to 80 hours during the life of the contract. 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 0900 on the day of absence when the contractor is ill and needs to be out sick. Services are not required on recognized holidays. These 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.** The Contracting Officer may designate in writing an individual to act as Contracting Officer's Representative, or COR. The COR shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Only the Contracting Officer shall make changes in the scope of work by 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 provide neither private practice performed by Contractor or Associate nor will Contractor conduct a private practice at government facility or location, **nor use Government materials for purposes of conducting a private practice.** 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 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.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. Office - sufficient workspace 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.

C.2.1.4. A computer with printer for Contractor utilization, as well as sharing of other office equipment and supplies as needed and available. All staff at ACS share 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

C.2.1.5. Standard US Army and government forms and regulations as requested.

C.2.1.6. Office furniture, to include desk, chair, computer, and filing cabinet.

C.2.1.7. 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.2.3. 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 Victim Advocacy services.

C.3.2. MINIMUM QUALITY STANDARDS. Contractor shall adhere to accreditation standards established per AR 608-1.

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 FAP Victim Advocacy Program as described in this contract at ACS, Fort Wainwright, Alaska.

C.4.1.2. The Contractor shall assist professional social work and counseling staff in providing assistance to victims of domestic violence. The Contractor shall receive referrals from Social Work Services, Case Review Committee, Military Police, unit commanders or the FAPM. Upon receipt of the referral, the Contractor will conduct a needs assessment and provide linkage to crisis intervention and emergency services as indicated within 72 hours.

C.4.1.3. Within 72 hours upon receipt of referral, the Contractor shall work with the victim(s) to develop appropriate victim safety plans and shall coordinate and communicate safety plans to Social Worker/Case Manager and/or FAPM. The safety plans may include, but is not limited to: separation of victim(s) and alleged offender, referral of victim(s) to AICNVL, assisting victims in scheduling necessary medical or legal appointments, and accompanying victims to court for court appearances. The Contractor shall coordinate with the Social Work Services Case Manager (or FAPM if appropriate) to ensure that Case Manager is fully appraised of the victim(s)' situation. The Contractor shall ensure that all identified victim(s) receive 30, 60, and 90-day follow-up actions to ensure cases are resolved and victim(s) are safe.

C.4.1.4. Within 30 days of contract award, the Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on domestic violence and related community resources, both on and off post which would be beneficial to victims to include, but not limited to: resources available to victims, tips on how to develop a safety plan, ways to seek assistance, victim rights as Army spouses and resources and services available to them as Army spouses, etc. The Contractor shall maintain current knowledge of local, state, and federal laws and military regulations pertaining to victims of domestic violence.

C.4.1.5. The Contractor shall serve as victim(s) liaison with other social service and government agencies, such as but not limited to: Medical Treatment Facilities, Social Work Service, state and local social service agencies to include DFYS, Provost Marshall, Staff Judge Advocate, CID, state and local jurisdiction law enforcement agencies, and unit commanders. The contractor shall assist victim(s) in scheduling necessary appointments. Appointments may vary upon situation, and may include, but are not limited to: medical, dental, legal, Chaplain, unit commanders, AICNVL, WIC/Food Stamps, Financial Readiness, Relocation Readiness, New Parent Support Program, FAP education class information, and Child and Youth Supplemental Program Services for child care information and registration. Contractor shall render pretrial, trial, and post-trial support.

C.4.1.6. The Contractor shall be responsible for accurate record keeping of all client contacts, to include, but not limited to, in person and/or telephone contacts, with victim(s), about victim(s), or for victim(s). Documentation of victim(s) involvement and/or intervention in FAP case file must be IAW ACS, MEDDAC/SWS Department guidance, policies, and procedures.

C.4.1.7. The Contractor shall assist in conducting specific special events/activities of the FAP education programs such as Domestic Violence Prevention Month (October), Child Abuse Prevention Month (April). Contractor shall coordinate with the Fort Wainwright MWR Marketing Office to publicize information on FAP seminars, workshops, and programs and services available.

C.4.1.8. The Contractor shall assist with the formulation of MOAs with local domestic violence shelters, and other community organizations, which provide safety for victims of child and/or spouse abuse.

C.4.1.9. The Contractor will be required to conduct a maximum of 4 unit briefings per month with a focus on domestic violence, spouse and child abuse. The 4 briefings offered would be scheduled as follows: One class will be offered on Saturday, one class will be offered in the evening, starting from 6:00 PM, and one class will be offered during lunch schedule. 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.4.1.10. The Contractor will work under the following guidelines to include DOD Directives, Army Regulations, state and local laws as pertaining to criminal domestic violence, other materials and professional standards appropriate to the various fields of human services, ACS Family Advocacy accreditation standards and standard operating instructions, MEDDAC pamphlets, policies, and procedures, SWS policies and procedures, and under the direct supervision of the FAPM.

**DOD Directive 6400.1, Family Advocacy Program, 1992**  
**DOD Directive 6400.2. Child and Spouse Abuse Report**  
**AR-608-18, The Army Family Advocacy Program, 1995**  
**AR-608-1. The Army Community Service Program, 1999**

C.4.1.11. Contractor shall provide information to FAP Assistant for the FAP portion of the ACS Management Report no later than the 7<sup>th</sup> 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 Specialist. 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.4.1.12. Contractor shall employ a variety of marketing techniques (flyers, electronic marquee, Bear Necessities, Post Newspaper, etc.) to ensure that the FAP Victim Advocacy program is advertised community-wide each week.

C.4.1.13. The Contractor shall submit a courtesy copy of the monthly billing information to the government POC no later than noon the day before the last working day of each month in order to facilitate preparation of receiving reports.

C.4.1.14. The Contractor shall attend quarterly Family Advocacy Committee meetings and shall attend Case Review Committee meetings when requested by the FAPM.

C.4.1.15. The Contractor will attend at least, one (1) professional training during this contract period not to exceed eight days, which includes 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. Estimated expenses average between \$2,000 and should not exceed \$3,000. The location of the training impacts on the associated expenses.

**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 hand-outs, 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 608-1, Army Community Service Program.

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

AR 608-1 Army Community Service Center and corresponding ACS accreditation standards
AR 608-18 Family Advocacy Program, 1995, and corresponding FAP accreditation

standards
AR 608-10, Child Development Services, 1990
DOD Directive 6400.1, Family Advocacy Program, 1992
DOD Directive 6400.2, Child and Spouse Abuse Report
AR 25-50 Preparing and Managing Correspondence
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.7.7 and C.7.8, 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

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JAN-2003 TO 31-DEC-2003	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) SCHADER, BRANDI FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 907-353-4243 FOB: Destination	FW-FAP

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

52.200-4502 CONTRACT ADMINISTRATOR (Local Clause)

All matters pertaining to Government administration of this contract should be directed to:

Regional Contracting Office-Alaska  
ATTN: Contract Administrator (907) 353-7178  
P.O. Box 35510  
Fort Wainwright, Alaska 99703-5510

(End of clause)

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)

52.200-4505 ACCOUNTING AND APPROPRIATION DATA (Local Clause)

\_\_\_\_\_

(End Of Clause)

52.200-4508 INVOICES (Local Clause)

Submit invoices to the following office:

1 copy: Regional Contracting Office-Alaska  
ATTN: Victim Advocate Administrator

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

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PO Box 35510  
Fort Wainwright, AK 99703-5510

Original to the Payment Office: DFAS-PACIFIC  
DFAS PC-FFVA  
477 ESSEX STREET  
PEARL HARBOR, HI 96860-5806

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 15 of DD 1155).**

(End of Clause)

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)

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

Section I - Contract Clauses

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 Jan 2003, or date of contract award through 31 Dec 2003 or not to exceed a twelve month period.

(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-12, \$21.07 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>

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 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

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

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 I	DEC 1998
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	AUG 1987
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

Section J - List of Documents, Exhibits and Other Attachments

TE-1

**TE-1**

**SURVEILLANCE PLAN  
FOR  
Family Advocacy Program Victim Advocate  
MONTHLY INSPECTION CHECKLIST**

DATE OF INSPECTION:

\_\_\_\_\_

INSPECTOR'S NAME:

\_\_\_\_\_

CONTRACTOR'S NAME:

\_\_\_\_\_

YES

NO

Has the Victim Advocacy Resource File been established?  
within 30 days of contract award?

(list date when Resource when file was completed: \_\_) \_\_\_\_\_

Has the Victim Advocacy Program been  
advertised on a weekly basis?  
(Describe method of publicity; i.e., marquee, newspaper,  
flyer, method of distribution and dates of publication)

\_\_\_\_\_

Has the Victim Advocacy Resource File been updated  
on a quarterly calendar basis?  
(Please list: date of quarterly update: \_\_\_\_\_)

\_\_\_\_\_

How many drop in customers have utilized the FAP

\_\_\_\_\_

Victim Advocacy Program this month? State number: \_\_\_\_\_

How many clients have been referred to the  
Victim Advocacy Program this month? State number: \_\_\_\_\_

List dates and types of special events that Contractor has  
participated in: \_\_\_\_\_

Attach copies of MOAs that Contractor has updated or formulated with local domestic violence shelters, and other  
community organizations, which provide safety for victims of child and/or spouse abuse. List date of MOA  
update: \_\_\_\_\_

List dates of Family Advocacy Committee meetings  
attended: \_\_\_\_\_

List dates of Case Review Committee meetings  
attended: \_\_\_\_\_





<b>Understandable</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Not Understandable</b>
<b>About Right</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Too Simple</b>

Comments: \_\_\_\_\_

## 2. How Well the Instructor Did:

<b>Encouraged Participation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Discouraged Participation</b>
<b>Prepared</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Unprepared</b>
<b>Clear</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Unclear</b>
<b>Organized</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>Unorganized</b>

Comments: \_\_\_\_\_

## 3. What Was Your Reaction?

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

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? \_\_\_\_\_

*Additional Comments? Thanks.*

TE-4

APVR-WCA-C (608-1)

19 June 2000

MEMORANDUM FOR: Army Community Service (ACS) Staff Personnel

SUBJECT: Standard 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.

1. 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.

APVR-WCA-C

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

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.

b. 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; to 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 are

APVR-WCA-C (608-1)

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

turned off , etc. This completed Standard Form 701 will be turned in to the ACS Secretary at the end of every month.

4. ACS staffs are 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.

9. Building Security:

c. All staffs 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.

d. 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

SUZANNE JAMES  
Director, Army Community Service



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);

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

\_\_\_ 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)

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](mailto:globalinfo@mail.dnb.com).

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is ( ) (insert NAICS code).

(2) The small business size standard is ( ) (insert size standard).

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It ( ) is, ( ) is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ( ) is, ( ) is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Family Advocacy Program, Army Community Service, Fort Wainwright, Alaska

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) ( ) It has, ( ) has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) ( ) It has, ( ) has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (FEB 1984)

The offeror represents that

- (a)  it has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or
- (b)  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

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

EVALUATION FACTORS 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.

In order to evaluate past performance, your offer must include the following:

1. Three (3) references for similar services to include name, address, telephone number and point of contact.
2. Evidence of a minimum of two (2) years' experience in providing individual or group intervention, home visitation, prevention programs/services, advocacy services in spouse and/or child abuse to at risk families.
3. Evidence of a minimum of one year's 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.
4. Evidence of experience of good working knowledge of the Alaska Court System Domestic Violence Protective Orders, Safety Planning and a minimum of one year's experience working directly with victims of spouse or child abuse.
5. Evidence of experience developing, maintaining and facilitating groups which promote healthy families and help clients increase their own coping skills.
6. The contractor shall have basic computer knowledge and skills sufficient to accomplish case documentation.
7. Evidence of a Baccalaureate and/or Masters degree in Social Work, Psychology or related human services field, or equivalent from an accredited college or university.