

<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   35	
1. REQUEST NO. DABQ03-03-T-0044	2. DATE ISSUED 17-Jun-2003	3. REQUISITION/PURCHASE REQUEST NO. DPCFWA3160K035	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 [ ] FOB DESTINATION [ X ] OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> <b>SEE SCHEDULE</b>			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 01-Jul-2003						
<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 [ ] are [ ] 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>	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	New Parent Support Plus Home Visitor FFP Base Period: 7 July 2003 through 6 July 2004, Contractor shall provide a personal services contract as New Parent Support Plus Home Visitor for Fort Wainwright Army Community Services, Family Advocacy Program. Contractor shall provide services to SubCLIN's 0001AA and 0001AB, in accordance with the attach Statement of Work. The line item cost will be divided by 26 pay periods and contractor shall submit an invoice in a bi-weekly basis. PURCHASE REQUEST NUMBER: DPCFWA3160K035				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	New Parent Support Plus Home Visitor FFP Base Period: 7 July 2003 through 6 July 2004. Full Time New Parent Plus Home Visitor. PURCHASE REQUEST NUMBER: DPCFWA3160K035	1	Job		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Training FFP Training provided in accordance with the Statement of Work. The training cost averages between \$2,000 and not to exceed \$3,000. PURCHASE REQUEST NUMBER: DPCFWA3160K035	1	Each		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	New Parent Support Plus Home Visitor FFP First Option Year: 7 July 2004 through 6 July 2005, Contractor shall provide a personal services contract as New Parent Support Plus Home Visitor for Fort Wainwright Army Community Services, Family Advocacy Program. Contractor shall provide service to SubCLIN's 0002AA and 0002AB, in accordance with the attach Statement of Work. The line item cost will be divided by 26 pay periods and contractor shall submit an invoice in a bi-weekly basis. PURCHASE REQUEST NUMBER: DPCFWA3160K035				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	New Parent Support Plus Home Visitor FFP FIRST OPTION YEAR: 7 July 2004 through 6 July 2005. Full Time New Parent Plus Home Visitor. See Statement of Work. PURCHASE REQUEST NUMBER: DPCFWA3160K035	1	Job		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Training FFP Training provided in accordance with the Statement of Work. The training cost averages between \$2,000 and not to exceed \$3,000. PURCHASE REQUEST NUMBER: DPCFWA3160K035	1	Each		

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NET AMT

FOB: Destination

## Section C - Descriptions and Specifications

SOW

**STATEMENT OF WORK**  
**Fort Wainwright**  
**New Parent Support Program Home Visitor**  
Revised 21 February 2003

**C.1.0. GENERAL**

This statement of work includes programs and services, which are the responsibility of the Army Community Service (ACS) Branch, Family Advocacy Program (FAP), Directorate of Community Activities (DCA), and U.S. Army Garrison, Alaska located at Fort Wainwright, Alaska. The New Parent Support Program Plus (NPSP-Plus) targets at risk/high risk families either with a child under age three (3) or expecting a child. The NPSP-Plus provides intensive home visiting to these at risk/high risk families as a core service. Services also include parent education classes, support groups, and information and referral to other military and civilian resources. The goals of the New Parent Support Program are to contribute to mission readiness, support family member adaptation to military life, enhance the knowledge and skills family members need to form healthy relationships and provide safe nurturing environments for children to prevent family violence. Also foster a supportive military community for young military families.

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

**C.1.10.a. DEFINITIONS:**

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

**C.1.1. SCOPE OF WORK**

C.1.1.1. The Contractor shall implement the New Parent Support Program (NPSP) to support “families with children from prenatal to 3 years (target group)” through a comprehensive combination of services

offered before and after a child's birth. These services include parent education classes, home visits, support groups, and information and referral to other military and civilian resources.

C.1.1.2. The Contractor shall conduct screening and assessment activities and identify the "target group" who can benefit from additional, more intensive support. Families may be self-referred or referred by health care providers, social service staff and commands. Services are based on home visiting services and include role modeling/mentoring, pregnancy and parenting education, and appropriate military and civilian referrals.

C.1.1.3. The Contractor shall conduct home visits with "target group", at their homes to assess for risk of child maltreatment and/or family violence, provide information and support, pregnancy and parenting education, and to build upon family strengths.

C.1.1.4. The Contractor shall provide the COR a proposed schedule of classes and activities for the upcoming quarter not later than the 5<sup>th</sup> of the month preceding the beginning of the new quarter. The quarterly calendar of events of the months of April, May, and June will be provided not later than 5 March. The quarterly calendar of events for the months of July, August and September will be provided not later than 5 June. The quarterly calendar of events for the months of October, November, and December will be provided not later than 5 September. The quarterly calendar of events for the months of January, February, and March will be provided not later than fifth of December.

#### **C.1.2. PERSONNEL**

Contractor shall have the following minimum qualifications:

C.1.2.1. Minimum of one year experience providing education and support to expectant, or new parents, such as home visiting, parent education, early childhood education.

C.1.2.2. Work experience with young, low income, or special needs families preferred.

C.1.2.3. Minimum of two years experience in military lifestyle, such as prior work experience with a military community service agency, military families, or military services.

C.1.2.4. Education and Professional Requirements: The Family Advocacy Home Visitor will be a registered nurse with a BSN (a four year degree) and maintain a current US state nursing license on file. The home visitor will meet nursing standards American Nurses Association, the Association of Women's Health, and Neonatal Nurses will be responsible for remaining current in relevant areas of parent/child family issue.

C.1.2.5. Contractor must be knowledgeable and have a year experience in child development, skills in parenting issues, and unique aspects of parenting in the military.

C.1.2.6. Contractor shall have a year experience and working knowledge of local military and civilian resources to support young families and ability to work cooperatively with referral agencies to connect military families with needed services.

C.1.2.7. Contractor shall have a year experience and the knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others.

C.1.2.8. At least have a year experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.

C.1.2.9. Familiarity with DoD Family Advocacy Programs.

C.1.2.10. Contractor shall have a year experience in assisting/teaching adults in a formal setting. This may be in public speaking, classroom, seminar, or other such settings.

C.1.2.11. 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.1.2.12. Must have a current motor vehicle license and use his/her vehicle for business conducted within a 20-mile radius of Fort Wainwright, Alaska.

C.1.2.13. Contractor must have the training, experience of above requirements and the ability to communicate effectively in the English language, both orally and in writing.

### **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 2 (**TE -02**).

C.1.3.2. A method of obtaining feedback from clients. See sample at Technical Exhibit 3 (**TE 03**).

C.1.3.3. A means to ensure client confidentiality.

### **C.1.4. QUALITY ASSURANCE**

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

### **C.1.5. PHYSICAL SECURITY**

Contractor shall establish and implement methods to ensure the physical security of all US Government property and facilities. Methods established shall be in accordance with locally directed physical security and internal control procedures (see attached Standing Operating Procedures (SOP) at Technical Exhibit 4 (**TE-04**). Access to facilities shall be limited to those for whom the local commander has authorized access.

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

#### **C.1.5.1 CONFIDENTIALITY**

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

### **C.1.6. HOURS OF OPERATION**

The contractor will provide services normally 40 hours each week, Monday - Friday; during established hours of operation. Services will normally be provided between the hours of 0800 to 1700, Monday through Friday, but the

nature of the service requires flexibility in work scheduling for evening and weekend program functions, special events, and training activities. The work schedule will be adjusted by the COR to support evening and weekend special events and programs and will not exceed a total of 40 hours per week. No services will be required on Federal holidays. These holidays include New Year's Day, President's Day, Independence Day, Columbus Day, Veteran's Day, Martin Luther King's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. Contractor may utilize up to 120 hours of non-service time without a resulting reduction in contract payment, so long as it is coordinated with the COR and does not adversely impact the conditions, terms and performance of the contract.

#### **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 will appoint in writing an individual to act as 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 private practice performed by Contractor or Associate nor will Contractor conduct a private practice at government facility or locations. Contractor personnel shall not be under the influence of alcohol or illegal drugs while performing services under this contract, and shall maintain a neat, well-groomed appearance at all times. Contractor personnel shall conduct all business and discussion in a professional manner, maintain decorum and language conducive to the conduction of business in a government setting. Dress is expected to be business attire. Informal attire may be worn only when authorized by the receiving officer (Family Advocacy Program Manager) for special occasions only.

#### **C.1.12. ORIENTATION**

The ACS Director or Family Advocacy Program Manager will provide the contractor with an orientation to the staff and programs available in the ACS Building #3722. This orientation provides information on goals and missions of the various programs. Their focus of the orientation will be 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).

#### **C.1.13. COORDINATION**

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

## **C.2. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES**

The government will provide to the contractor for use in connection with this contract the following property:

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

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

C.2.1.2. Heat, light, and other utilities.

C.2.1.4. A computer with printer for Contractor utilization, as well as sharing of other office equipment and supplies as needed are available. Contractor will have shared access to ACS common equipment such as the copier machine, the fax machine, the overhead projector, the paper shredder, and a FAP supply area which contains paper, pens, staples, and other everyday office supplies. The contractor will be able to use a government fax machine to send in their invoices.

C.2.1.5. Standard US Army, 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 five (5) days of award of the contract, a complete inventory of all property furnished or purchased by the Government will be taken by Contractor, witnessed by Contracting Officer or his/her representative, and reconciled with the installation property books. The Contractor will be liable for all shortages resulting from Contractor negligence or imprudence.

## **C.3. CONTRACTOR FURNISHED PROPERTY**

### **C.3.1. TRANSPORTATION**

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

### **C.3.2. MINIMUM QUALITY STANDARDS**

Contractor shall adhere to accreditation standards established per AR 608-1.

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. The Contractor shall conduct early identification screening and assessments of expectant and new parents.
- C.4.1.2. The Contractor will make outreach phone calls to expectant and new parents, with special emphasis on engaging those screened as “high-needs” to offer home visits, office consultation, or advice of available classes and support services.
- C.4.1.3. The Contractor shall visit parents of newborns at Basset Army Hospital at least once per week to advise of New Parent Support Services and determine their interest in home or office visits. The Contractor will also present an overview to expectant parents at the Basset Army Hospital OB/GYN Clinic on an every Tuesday weekly basis.
- C.4.1.4. The Contractor shall conduct a need assessment with each family accepting home visiting or office-based services and develop a strength-based service agreement. Service agreements and case records will be reviewed by the COR quarterly or more frequently upon COR request. Appropriate services may include parent education, support, and skill-building; screening young children for developmental delays, home management skills, assistance with special needs, referrals to community resources, etc.
- C.4.1.5. Contractor shall provide scheduled home or office visits to a minimum of 50 high-needs families (average SIX (6) visits per family) or a total of 300 visits during a contract year. Length and duration of visits with each family will be determined by service plan.
- C.4.1.6. New Parent Support is a voluntary and preventive program. However, clients may include families referred by agencies (Social Work Service, Civilian Department of Family and Youth Services) for parenting skills building secondary to a substantiated incident of child abuse or neglect. Contractor will keep FAPM and referral sources apprised of clients with significant needs and provide feedback to referral source. All families will be informing at the outset of contractor’s legal and moral obligation to report suspected child abuse and neglect and spouse abuse. Contractor will not be expected to conduct home visits in any situation where personal safety is in question. Contractor will be expected to be available via cellular phone for reasons of safety and accountability.
- C.4.1.7. Contractor shall document all home visits, contacts, and other client-related activities in a client case file. Contractor will maintain and submit a monthly statistical report documenting all program activities. Report forms will be furnished by COR.
- C.4.1.8. Contractor shall market and distribute Prenatal Information Packets, Welcome Baby Bags, and Baby Bundles to all eligible families.
- C.4.1.9. Contractor shall facilitate at least one weekly playgroup for Fort Wainwright families with young children. Playgroups are held on Tuesday and Thursday mornings from 0930 -1100 hours. Play group format and equipment will be provided by COR.
- C.4.1.10. Contractor shall provide outreach services two hours per week at the Fort Wainwright Bassett Army Hospital Well-Baby Clinic.
- C.4.1.11. Contractor shall offer at least four (4) parenting classes, workshops, and/or special events per month on topics related to healthy growth and development, behavior management, child safety, special needs, etc. Plans/curriculum must be approved by COR.
- C.4.1.12. The Contractor shall provide the COR a proposed schedule of classes and/or briefings for the upcoming quarter not later than the 5<sup>th</sup> of the month preceding the beginning of the new quarter. The quarterly calendar of events of the months of April, May, and June will be provided not later than five (5) March. The quarterly calendar of events for the months of July, August and September will be provided

not later than fifth (5) June. The quarterly calendar of events for the months of October, November, and December will be provided not later than five (5) September. The quarterly calendar of events for the months of January, February, and March will be provided not later than five (5) December.

C.4.1.13. Contractor shall conduct a support group for expectant parents on a monthly basis. This event will be conducted during weekday evenings or on Saturdays. Plans for curriculum, marketing and evaluation must be approved by COR.

C.4.1.14. Contractor will develop working relationships and coordinate with area military and civilian agencies to ensure most effective and efficient service delivery for all military families.

C.4.1.15. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on parenting education, promoting healthy interaction between parent and child and to reduce the risk of child maltreatment and the prevention of domestic violence.

C.4.1.16. Contractor shall provide FAPM with After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week.

C.4.1.17. Provide a New Parent Support Program as described C.1.0 and C.1.1 in this contract at ACS, Fort Wainwright, Alaska.

C.4.1.18. Within the first 30 days after contract award, the contractor shall establish and thereafter update a schedule of classes and activities for the first quarter. Schedule of classes and/or unit briefings will be made available to the FAPM. The class and/or unit briefing schedule will also be made available to the ACS Secretary for the ACS Calendar of Activities. The schedule will be continually updated with any changes provided to the aforementioned personnel. The contractor shall produce and implement a marketing plan, acceptable to the government, involving strategies for making contact with the target audience. This can be done through all known resources, to include but not limited to, post newspaper, e-mail, military distribution, Post Information TV (Channel 19). The contractor shall produce promotional literature; for example: flyers, brochures, posters, pamphlets, and direct mail packets outlining vital information and benefits of the program which literature will be subject to the approval of the COR and/or FAP manager. Within the first 30 days after contract award, the contractor will learn and comply with FAP procedures and requirements necessary for enrollment into classes, maintenance of waiting lists, attendance reporting requirements, information sharing, referrals and child care procedures for persons participating in the classes.

C.4.1.19. Contractor will design and conduct classes and/or unit briefings with a focus on healthy parenting skills for parent of children, 0 to 3 years, and the prevention of child maltreatment and domestic violence. The Contractor shall (a) reserve the room space to conduct the classes. (b) Answers customer inquiries about the class topics being presented. (c) Prepare lesson plans in reference to the subject matter to be presented. (d) Prepare and make copies of handouts pertinent to the class subject matter presented. (e) Set up equipment as needed, like VCR and TV for video presentations or overhead projector for overhead briefing slides, easel with flip chart for group discussions, and other material or supplies. Contractor shall use an evaluation feedback tool Technical Exhibit 3 (**TE-03**) to determine what the students found helpful from the classes and implement suggestions proactively to improve the classes based on customer feedback. Contractor will conduct a minimum of 6 classes per month. 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.

C.4.1.20. 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 5 (**TE-05**). The FAP Assistant will input the information into the ACS Management Report. 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.4.1.21. Contractor shall provide FAPM with a weekly consolidated After Action Reports (AARs) on classes and/or unit briefings within three (3) days after last scheduled class and/or briefing during a given week. The AARs will be prepared using standard AR 25-50 Military Correspondence Memorandum format for reporting program dates, start/end times, and location where the program was conducted. In addition, what equipment /supplies were used (overhead, videos, workbooks and other items), topics presented and lesson plan used, class sign in sheets, class attendees' evaluations, contractor's suggestions for future programming initiatives based on customer feedback in the evaluations, and how the class was advertised.

C.4.1.22. The Contractor shall assemble and deliver all training supplies (notebooks, lesson plans, viewgraphs, handouts, etc.) to scheduled classroom sites using the Contractor's transportation. Contractor shall lift, carry and deliver boxes of supplies (up and down, flights of stairs) with an average of 50 pounds per box to the scheduled training sites. Contractor shall lift, carry, and arrange chairs, banquet tables, audio visual equipment, flip charts, and other classroom training supplies that may weigh an average of 50 pounds per equipment item. Supplies must be provided for all scheduled attendees, plus 25 percent extra for last-minute additions. Estimated classroom attendance will range from small groups of 10 attendees to 100 attendees.

C.4.1.23. Contractor shall employ a variety of marketing techniques (flyers, electronic marquee, Bear Necessities, Post Newspaper, etc.) to ensure that the quarterly calendar of New Parent Support Program classes and activities are advertised in accordance with the Army Community Service Marketing and Publicity Standing Operating Procedures.

C.4.1.24. 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.4.1.25 The Contractor will attend at least, one professional training during this contract period not to exceed eight days to include travel time. Training must be approved by the FAPM. The cost of the training will be included in the contract price. The expenses will include registration fee, airfare, hotel, meals, and car rental. Contractor will be responsible for registration, travel arrangements, car rental and hotel accommodations. The estimated expenses average between \$2,000 and will not exceed \$3,000. The location of the training impacts on the associated expenses.

## **C.4.2. TRAINING LOCATIONS**

The New Parent Support Program classes (see C.4.1.5) will be provided on site in the Army Community Service building or as coordinated at alternate Fort Wainwright training sites. If no classroom are available in the ACS building the contractor shall reserve space at alternate Fort Wainwright locations such as the Education Center, Library, or post HQ Command Conference Room.

## **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 REGULATIONS AND DIRECTIVES**

The contractor shall comply with applicable portions of the following regulations and policies: The referenced regulations can be viewed at: [www.usapa.army.mil/USAPA\\_PUB\\_search\\_P.asp](http://www.usapa.army.mil/USAPA_PUB_search_P.asp)

1. AR 608-1 Army Community Service Program and corresponding ACS accreditation standards;
2. AR 608-18 Family Advocacy Program, 1995, and corresponding FAP accreditation standards;
3. AR 608-10, Child Development Service, 1990,
4. DOD Directive 6400.1, Family Advocacy Program, 1992;
5. DOD Directive 6400.2, Child and Spouse Abuse Report
6. AR 25-50 Preparing and Managing Correspondence;
7. AR 25-400-2 The Modern Army Record Keeping System (MARKS).

## **C.6. BACKGROUND CHECKS**

C.6.1. IAW DA Circular 690-1, 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). CHBCs may be required on an annual basis.

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

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

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

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

C.6.6. Any derogatory information received as a result of the CHBCs will be reviewed by a Quality Review Advisory Panel (QRAP), as described in DA CIRC 690-1, 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.

C.6.9. IAW Department of Army (DA) Circular 690-1, 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). CHBCs may be required on an annual basis.

**End of SOW**



TE-01

**SURVEILLANCE PLAN  
FOR  
Family Advocacy Program  
New Parent Support Home Visitor**

**MONTHLY INSPECTION CHECKLIST**

DATE OF INSPECTION: \_\_\_\_\_

INSPECTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

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

(Please list: workshop topic, date, time, number of attendees:

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How many clients have utilized Prevention Specialist services:

Received home visits \_\_\_\_\_

Attended classes \_\_\_\_\_

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TE 03

## Class/Home Visit Evaluation

Date: \_\_\_\_\_

### 1. The Information Was:

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

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

### 2. How Well the Instructor/Home Visitor Did:

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

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

### 3. What Was Your Reaction?

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

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

4. What did you like most about this class? \_\_\_\_\_

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

6. How could this class be improved? \_\_\_\_\_

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

8. How did you hear about this class? \_\_\_\_\_

**TE 4**  
APVR-WCA-C (608-1)

21 Feb 2003

MEMORANDUM FOR Army Community Service (ACS) Staff Personnel

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

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

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

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

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

a. The ACS Director will be responsible for:

- (1) Ensuring adherence by authorized personnel to the provisions prescribed in this SOP.
- (2) Reviewing and/or updating this SOP at least annually.
- (3) Ensuring that physical requirements of the facility and key box comply with physical security guidelines.
- (4) Reviewing claims of loss and damage; reporting stolen or lost Government or private property to the Provost Marshal.

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

- (1) Conducting periodic key control inventories; conducting physical control security training with incoming personnel.
- (2) Maintaining ongoing accountability of hand receipts documenting property and equipment.
- (3) Maintaining a file of completed SF 701 Activity Security Checklists completed by each program manager on a monthly basis.
- (4) Ensuring that only authorized personnel have access to the ACS building and to secured areas within the facility.

c. ACS staff personnel will:

- (1) Comply with key control and physical security guidelines prescribed in this SOP.
- (2) Immediately report security and key control violations to the ACS Secretary and to the ACS Director.
- (3) Maintain continual vigilance to safeguard all Army Community Service Government property against damage, loss, or theft.

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

## 5. PROCEDURES:

### A. ACS Staff Personnel Key Control and Security::

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

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

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

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

### b. Government Property Control:

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

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

### c. Building Security:

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

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

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

(a) A property inventory can be conducted

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

Encls

SANDRA FONGER  
Director, Army Community Service

**TE - 05:**

Input requirements for FAP portion of ACS Management Report:

**Prevention Program Summary Report by Category:**

Category	Classes	Hours	Participants	Active Duty	Family	Civilian	Other
FAP Overview							
Spouse Abuse							
Abuse							Child
Child Safety							
Parenting - General							
Parenting - New							
Parenting - Adolescent							
Parenting - Step/Blend							
Parenting - Parent Aide							
Family Life - General							
Family Life - Stress							
Family Life - Anger							
Family Life - Communication							
Victim Advocacy							Crisis
Intervention							
Foster Care							
Respite Care							
Other							
Totals							

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 003 PERIOD OF PERFORMANCE (Local Clause)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 7 Jul 2003 or date of contract award, whichever is later, through 6 Jul 2004. One consecutive 12-month option period(s) are also included that the Government may exercise in accordance with the terms of the contract. If award is made after 7 Jul 2003, the first month of performance will be prorated on a thirty day basis.

(End of Clause)

RCO-AK 005 PAYMENT OFFICE POINT OF CONTACT (Local Clause)

The point of contact for any problems associated with the payment of invoices will be Ms. Faith Lehano, Chief Army Alaska Vendor Pay, telephone (808) 472-7750, or Facsimile (808) 472-5825. Customer Service is available by dialing 1-888-222-6950 (toll free) or Facsimile (808)472-5836. The EFT Team may be reached by telephone at (808) 472-7776 or 472-7771.

(End of clause)

RCO-AK 006 POST TRAFFIC REGULATION (Local Clause)

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

(End of clause)

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

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

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	07-JUL-2003	1	N/A FOB: N/A	
0001AA	07-JUL-2003	1	DIREC OF COMMUNITY ACTIVITIES (DCA) FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 FOB: Destination	FW-FAP
0001AB	28-NOV-2003	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP
0002	07-JUL-2003	1	N/A FOB: N/A	
0002AA	POP 07-JUL-2004 TO 06-JUN-2005	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) FAMILY ADVOCACY PROGRAM 1060 GAFFINEY RD #6600 FT. WAINWRIGHT AK 99703-6600 FOB: Destination	FW-FAP
0002AB	30-SEP-2005	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	FW-FAP

Section G - Contract Administration Data

Accounting Data Information will be included in the award document.

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY FULL TEXT

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

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

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

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

(End of clause)

## 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **813319**.

(2) The small business size standard is **\$6,000,000**.

(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).

"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)

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

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

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

**GS-11 \$22.00 PER HOUR**

(End of clause)

#### 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<http://www.arnet.gov/far>  
<http://www.hill.af.mil>  
<http://www.dtic.mil/dfars>

52.217-8	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	AUG 2002
52.222-35	Affirmative Action For Disabled Veterans and Veterans of Vietnam Era	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Disabled Veterans and Veterans Of The Vietnam Era	DEC 2001
52.223-6	Drug Free Workplace	MAY 2001
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	FEB 2002
52.232-11	Extras	APR 1984
52.232-25	Prompt Payment	FEB 2002
52.232-33	Payment by Electronic Funds Transfer –Central Contractor Registration	MAY 1999
52.233-1 Alt I	Dispute (Dec 1998) – Alternate 1)	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.243-1 Alt I	Changes – Fixed Price (Aug 1987) – Alternate I	APR 1984
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-12	Termination (Personal Services)	APR 1984
252.201-7000	Contracting Officer’s Representative	DEC 1991
252.204-7000	Disclosure of Information	DEC 1991
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001

## Section K - Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY FULL TEXT

## 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

## (a) Definitions.

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

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

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

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

## (d) Taxpayer Identification Number (TIN).

\_\_\_ TIN: \_\_\_\_\_

\_\_\_ TIN has been applied for.

\_\_\_ TIN is not required because:

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

\_\_\_ Offeror is an agency or instrumentality of a foreign government;

\_\_\_ Offeror is an agency or instrumentality of the Federal Government.

## (e) Type of organization.

\_\_\_ Sole proprietorship;

\_\_\_ Partnership;

\_\_\_ Corporate entity (not tax-exempt);

\_\_\_ Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other \_\_\_\_\_

(f) Common parent.

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

Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(End of provision)

## Section L - Instructions, Conditions and Notices to Bidders

## CLAUSES INCORPORATED BY FULL TEXT

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

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

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

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

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

## Section M - Evaluation Factors for Award

## CLAUSES INCORPORATED BY FULL TEXT

## 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

(a) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(b) The Government may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(End of provision)

EVALUATION

## 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. Contractor need to provide copies of their credentials, past performances (last three years) and experience information with the offer or quote. Provide no more than three of the past performance questionnaire survey with your offer. This survey/questionnaire will be use evaluate your past performance. The contractor shall have such as:

- a. Minimum one (1) year experience providing education and support to expectant or new parents, such as home visiting, parent education, early childhood education.
- b. Work experience with young, low income, or special needs families preferred.
- c. Minimum of two (2) years experience in military lifestyle, such as prior work experience with a military community service agency, military families, or military services.
- d. Education: The Family Advocacy Home Visitor will be a registered nurse with an unrestricted license and maintain a current US state nursing license on file. The home visitor will meet nursing standards American Nurses Association (ANA), the Association of Women's Health, and Neonatal Nurses (AWHONN), and other pertinent nursing organization will be responsible for remaining current in relevant areas of maternal/child family violence nursing practices.
- e. Knowledgeable in child development, skills in parenting issues, and unique aspects of parenting in the military.
- f. Working knowledge of local military and civilian resources to support young families and ability to work cooperatively with referral agencies to connect military families with needed services.
- g. Knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching these skills to others.
- h. Experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.

- i. Familiarity with DoD Family Advocacy Programs.
- j. Experience in assisting/teaching adults in a formal setting. This may be in public speaking, classroom, seminar, or other such settings.
- k. 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).
- l. Must have a current motor vehicle license and use his/her vehicle for business conducted within a 20-mile radius of Fort Wainwright, Alaska.
- m. Ability to communicate effectively in the English language, both orally and in writing.

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

**Past Performance Questionnaire**

**1. CONTRACT IDENTIFICATION**

1. Contractor \_\_\_\_\_

2. Contract Number \_\_\_\_\_

3. Contact Type \_\_\_\_\_

**Competitive:**  Yes  No

4. Period of Performance \_\_\_\_\_

5. Current Contract Cost \_\_\_\_\_

6. Description of Services \_\_\_\_\_

**II AGENCY IDENTIFICATION**

1. Name \_\_\_\_\_

2. Location of Project \_\_\_\_\_

3. Name of Person \_\_\_\_\_

Providing Information \_\_\_\_\_

4. Telephone Number \_\_\_\_\_

5. Duty Title \_\_\_\_\_

6. Date of Questionnaire \_\_\_\_\_

Completion \_\_\_\_\_

**III. EVALUATION**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**2(A) SCHEDULE:** Did the Contractor met/did not meet/exceed the schedule (Timeliness) requirements (e.g. Milestones/Deliverables)? MEET [ ]  
NOT MEET [ ]  
EXCEED [ ]

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

EXCEED

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

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

MEET   
NOT MEET   
EXCEED

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

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Business relations can be measured by the offeror’s active participation during contract administration. This includes but is not limited to, the timeliness, completeness and quality of problem identification; corrective action plans; customer satisfaction; and timely award and management of subcontracts.

**4. MANAGEMENT OF KEY PERSONNEL:** Has the Contractor’s ability to manage key personnel met/not met/exceeded your requirement?

MEET   
NOT MEET   
EXCEED

Please explain how the Contractor has met/not met/exceeded the requirement for proper management of key personnel and provide any strengths or weaknesses.

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Management of key personnel can be measured by the offeror’s performance in selecting, training, retaining, supporting and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and on behalf of the Contractor.

**5. OTHER:**

a) If applicable, what were the Contractor’s strong points?

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b) If applicable, what were the Contractor’s weak points?

c) How would you rate this Contractor overall?

- Exceptional-** No performance problems. No Government oversight needed.
- Very Good-** Displayed considerable initiative. Little Government oversight needed.
- Satisfactory-** Displayed some initiative. Some Government oversight needed.
- Marginal-** Displayed little initiative. Substantial Government oversight needed.
- Unacceptable-** Displayed no initiative. Failed to meet specified minimum performance