

BASIS OF AWARD (BEST VALUE) AND APPLICATION PROCEDURES

1. We are accepting applications for a Protestant Women of the Church, Children's Church Coordinator contract. This means the successful awarded bidder is an independent contractor responsible for the accounting and payment of Social Security Taxes, Federal Income Taxes, State Income Taxes, Unemployment Insurance premiums, Foreign Income Taxes and tort liability, as applicable.
2. We will use the following three-step sealed bid procedure to determine award of contract based on best value to the government:
 - a. Step One. Applicants are asked to submit resumes and sealed bids. Interviews and/or demonstration of special skills may also be required. Bidders may be required to submit their bids in a format that includes a dollar amount per unit for the basic 1-year contract and each of the four 1-year renewal periods (if any). The renewal option allows bidders to include cost of living increases.
 - b. Step Two. The chapel Contract Officer and at least two other individuals form a panel to review and evaluate applicants' resumes and special skills demonstration using a numbered grading system. Once the grading process is complete, the points are totaled for each applicant. The applications are placed in order from highest accumulated points to lowest.
 - c. Step Three. The panel will then open the bid for the individual with the most accumulated points to ensure the bid does not exceed the maximum funding limit.
3. If the individual with the most accumulated points exceeds the maximum funding limit, the panel moves to the next individual in line and open his/her bid. This process is repeated until a bid is opened that does not exceed the maximum funding limit.
4. If there is a tie between two or more applicants with the most accumulated points, the bids for these individuals are opened with the panel selecting the lowest bidder.
5. In the event of two equally low bids, a drawing by lot limited to the tied bidders is performed. If time permits, the bidders involved are invited to attend the drawing. The drawing is witnessed by at least two persons.
6. Procedures.
 - a. Pick up the Statement of Work (SOW), Basis for Award, Application Procedures, and a bid schedule from base chapel.
 - b. Submit a resume and sealed bid, **in separate envelopes**, to the CTOF Contract Officer, TSgt Nicholas Cataldi by **1630 hours on 22 March 2010**.
 - c. Interviews/demonstrations will be scheduled for **23 March 2010 at the Chapel 2 Annex** during duty hours (1130-1200).
7. Remember, all bids are based upon the qualifications and responsibilities as set forth in the SOW.
8. A public bid opening will be held on **24 February 2010 at 1630 hours at the Chapel 2 Annex**.



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

4 March 2010

MEMORANDUM FOR RECORD

FROM: Senior Protestant Chaplain

SUBJECT: Maximum acceptable bid for Protestant Women of the Chapel, Childrens Church Coordinator.

1. The maximum acceptable bid for the Protestant Women of the Chapel, Childrens Church Coordinator contract is \$2,400 annually.

A handwritten signature in black ink, appearing to read "Clyde Dyson", is positioned above the typed name.

CLYDE DYSON, Ch, Maj, USAF
Senior Protestant Chaplain
Office of the Wing Chaplain

STATEMENT OF WORK (SOW)
PROTESTANT WOMEN OF THE CHAPEL CHILDCARE
COORDINATOR
KADENA AIR BASE, JAPAN

1. **Contract Position Title.** Childcare Coordinator
2. **Scope of Responsibilities.** Serves as primary coordinator for childcare for Protestant Women of the Chapel (PWOC), Kadena Air Base Protestant Parish. The provider consults and coordinates with the President of PWOC and their sponsoring Chaplain. The PWOC Chaplain monitors the contractor's work.
3. **Education and Experience Requirement.** The childcare provider must:
 - 3.1. Show a genuine concern for the health, safety, and well-being of the children left in their care.
 - 3.2. Demonstrate enthusiasm for working with children.
 - 3.3. Have Red Cross First Aid & CPR certification.
 - 3.4. Participate in a qualifying interview and be able to express clearly the details of basic Christian doctrine.
 - 3.5. Furnish a resume including academic and work related references.
 - 3.6. Strong preference shall be given to prior experience in military service chapel religious education coordination.
4. **General Responsibilities.** The childcare coordinator shall:
 - 4.1. Ensure childcare for the children of the PWOC during PWOC meetings and activities on a weekly basis.
 - 4.2. Coordinate volunteers from PWOC as they assist in caring for the children.
 - 4.3. Ensure volunteers/substitutes show a genuine concern for the health, safety, and well-being of the children left in their care.
 - 4.4. Provide orientation for new volunteers in facilities, care, applicable Chapel policies and available resources.
 - 4.5. Comply with applicable laws and regulations.
 - 4.6. If awarded the contract, the contractor must submit an application for a background check to the Kadena Air Base Chapel according to Department of Defense Instruction (DoDI 1402.5), Criminal History Background Checks.

4.7. Ensure volunteers working with children below 18 years of age possess a current background check as described in DoDI 1402.5.

4.8. The background check must be favorable to continue in the position. Persons without a current, favorable, background check shall not work with children without another person who has a current, favorable, background check.

5. Specific Responsibilities. The childcare coordinator shall:

5.1. In consultation with the PWOC President, develop and submit a request of any resources needed to provide the best care possible for the children to the PWOC chaplain.

5.2. Coordinate all other support requirements with the PWOC chaplain or his/her designated representative.

5.3. Arrive at least one-half hour prior to the beginning of PWOC weekly meetings and one monthly PWOC board meeting.

5.4. Oversee the entire PWOC childcare program.

5.5. Keep a record of enrollment and attendance. The contractor will maintain any information collected in accordance with AFI 33-332, and the Privacy Act of 1974.

5.6. Maintain stock of expendable supplies and submit fund request as required for support of the PWOC childcare program to the PWOC President.

5.7. Submit monthly attendance reports to the PWOC President on the last Tuesday of each month.

5.8. Maintain the childcare area and storeroom in a clean, orderly, and safe manner.

5.9. Wash and sterilize all toys both at the beginning and the end of each session.

5.10. The contractor shall personally perform the services described above or coordinate performance by a substitute of equal or higher proficiency who has been approved in advance by the PWOC chaplain. Submit the names and qualifications of proposed subcontractors to the PWOC chaplain for approval at least 14 days prior to the proposed absence. Subcontractors must meet the requirements for the position as outlined in this Statement of Work (SOW). Contractor is responsible for payment of substitute.

6. The Wing Chaplain. Provides childcare space with suitable tables, chairs, toys and other items deemed necessary to perform services described in this SOW.

Bid Schedule for Protestant Women of the Chapel, Children's Church Coordinator contract.

I, _____, bid the following for the Protestant Women of the Chapel, Children's Church Coordinator contract.

\$_____ per unit for a total of \$_____ (amount bid x # units/12 months).

Applicant's Printed Name

Applicant's Signature

Address: _____

Home Phone: (_____) _____ - _____

Work Phone: (_____) _____ - _____