

BASIS OF AWARD (BEST VALUE) AND APPLICATION PROCEDURES

1. We are accepting applications for a Catholic Youth Activities 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. The maximum funding limit for this contract is \$8,400.
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 TSgt Nicholas Cataldi by **1600 hours on 5 July by 1600**.
 - c. Interviews/demonstrations will be scheduled for **7 July 2010 at Chapel 2** during duty hours (0730-1630).
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 **8 July 2010 at 1600 hours at Chapel 2**.



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

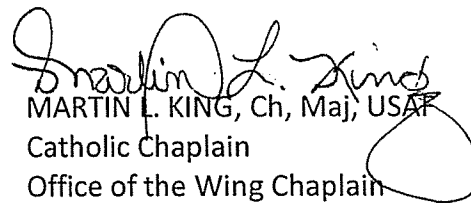
15 June 2010

MEMORANDUM FOR RECORD

FROM: 18 WG/HC

SUBJECT: Maximum acceptable bid for Catholic Youth Activities Coordinator

1. The maximum acceptable bid for the Catholic Youth Activities Coordinator contract is \$8,400 annually.


MARTIN L. KING, Ch, Maj, USAF
Catholic Chaplain
Office of the Wing Chaplain

**STATEMENT OF WORK
CATHOLIC YOUTH ACTIVITIES COORDINATOR
KADENA AIR BASE JAPAN
(As of 15 Jun 2010)**

1. **Introduction:** The Catholic Youth Activities Coordinator shall be responsible for providing for the general coordination, and enhancement, of the immediate needs of the Kadena Air Base Catholic Youth Program (Middle School Age). The main function of the Youth Activities Coordinator shall be to lead and oversee The Edge CYO program, coordinate the Youth Appreciation, and other special programs. Contractor services and duties are to include, but are not limited to, the following:

- a. Shall recruit, interview, and assign volunteer youth leaders for different programs. Shall maintain, on computer and a hard copy, a current roster of Youth Activities volunteer members to include: name, address, phone numbers, DEROS, e-mail address, and other information as needed. A computer will be available for use in a designated office.
- b. Shall ensure completion of criminal history background checks, as required by 42 U.S.C. section 13040 and DoD Instructions 1402.5, on all volunteers, submit background check paperwork to the Kadena Chapel Security Manager, and maintain a roster of completion information (names and dates).
- c. Shall ensure the coordination, and security, of all teaching aids, facilities, audiovisual devices, equipment, supplies, and all items needed by Youth Leader volunteers for their meetings/activities.
- d. Shall be required to assist Youth Leader volunteers in the development of their lesson plans.
- e. Shall be available to all Catholic Youth volunteer members, and make sure that supplies and materials are available in a timely manner to those who need them.
- f. Shall develop annual budget for Catholic Youth Program, to be submitted to the Senior Catholic Chaplain for approval, no later than (NLT) 1 July every year. Shall monitor/track all funds spent on the program account for what they were spent on, and how they were spent, within the confines of the budget, and obtain prior approval by Senior Catholic Chaplain for all expenditures.
- g. Shall ensure all literature and supplies needed for the program are ordered in a timely manner and inventoried when received. Ensure all Funds Requests are approved by the Senior Catholic Chaplain and GPC Approving Official, if required, prior to the purchase and are filed for accounting purposes.
- h. Shall submit, in writing, a youth program and activity attendance and volunteer's hour statistical report, weekly, to the Pastoral Coordinator.
- i. Shall develop and coordinate the Annual Program Calendar with the Senior Catholic Chaplain NLT 31 July.
- j. Shall actively encourage youth participation in other Catholic community social functions upon request from the Sr. Catholic Chaplain, in conjunction with the Pastoral Advisory Committee, Pastoral Coordinator, and/or RE Coordinator.
- k. Shall be accountable for ensuring all youth program Funds Requests, Receipts, and Project Officer Reports, are filled out, routed, and submitted properly, in a timely manner (NLT 24 Hrs following program/activity), according to local procedures.

Contractor Initials:

Acquisition Officer Initials:

- l. Shall attend the monthly Pastoral Advisory Committee Meeting and brief on program/activities as needed.
 - m. Shall attend weekly Chapel Staff Meetings, and Weekly Catholic Staff Meetings, upon request.
 - n. Shall complete additional training in accordance with local, PACAF and Air Force requirements, as required.
2. The above tasks shall be subject to coordination with appropriate chapel staff personnel and monitoring by the Senior Catholic Chaplain who shall serve as the Quality Assurance Evaluator.

3. Preferred Qualification/Experience:

- At least one year experience in working or volunteering in a Catholic Youth Program.
 - Must be a practicing Roman Catholic in good standing with the Church.
 - Must be an active, registered, member of the Holy Family Catholic Community.
 - Must be fluent in English with proper grammar and communication skills.
 - Must be willing to work weekends.
 - Provide references, or letter of recommendations, showing:
 1. Successful recruitment and motivations of a volunteer Youth program and communication with said staff.
 2. Effective communication and working with Youth leaders and youths.
 - Satisfactory record of performance of past Youth Activities Coordinator type contracts.
 - Shall be computer literate with specific qualifications for Microsoft Word, Excel, Outlook, PowerPoint, Access, etc.
 - Must, if hired, favorably complete background investigation, as required by 42 U.S.C. section 13040, DoD Instructions 1402.5, and AFI 33-332, as a requirement of continued employment.
4. Hours: A minimum of 12 hours per week are required to fulfill this contract. Services shall be performed at Chapel Facilities, Kadena Elementary School, Chapel Youth Programs Bldg, or other places where RE activities are held.

MARTIN L. KING, Ch, Maj, USAF
Catholic Chaplain
Office of the Wing Chaplain

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Bid Schedule for Catholic Youth Activities Coordinator as of 20100615

I, _____, bid the following for the Catholic Youth Activities Coordinator contract.

Year One: \$_____ per unit for a total of \$_____ (amount bid x 124 Units).

Year Two: \$_____ per unit for a total of \$_____ (amount bid x 124 Units).

Year Three: \$_____ per unit for a total of \$_____ (amount bid x 124 Units).

Year Four: \$_____ per unit for a total of \$_____ (amount bid x 124 Units).

Year Five: \$_____ per unit for a total of \$_____ (amount bid x 124 Units).

Applicant's Printed Name

Applicant's Signature

Address: _____

Home Phone: (_____) _____ - _____

Work Phone: (_____) _____ - _____