

## BASIS OF AWARD (BEST VALUE) AND APPLICATION PROCEDURES

1. We are accepting applications for a Protestant Choir Director, 0830 Traditional Service 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 **23 February 2010**.
  - c. Interviews/demonstrations will be scheduled for **24 March 2010** at **the Chapel 2 Annex** during duty hours (0700-1600).
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 March 2010** at **1630 hours** at **the Chapel 2 Annex**.

**STATEMENT OF WORK**  
**PROTESTANT CHOIR DIRECTOR, 0830 TRADITIONAL SERVICE**  
**KADENA AIR BASE, JAPAN**

1. INTRODUCTION: The Protestant Choir Director, 0830 Traditional Service, is responsible for all choral leadership required for the effective and efficient operation Kadena AB Protestant Chapel Traditional Service program. Services and duties are to include, but are not limited to the following:
  - a. Unlocks the chapel or annex for rehearsals, and secures the facility afterwards. Ensures all music stands, microphones, microphone stands, and microphone chords are set-up and put away for services and rehearsals. Ensures the chapel sanctuary and choir room, or other places of rehearsal, are left in a clean and orderly manner after all services and rehearsals.
  - b. Ensures the sound system is turned on and the settings for the sound system are set at appropriate levels. Will ensure that the sound system is turned off when rehearsals or services are finished.
  - c. Ensures the piano is returned to its closed position and covered. If using the organ, close and lock organ.
  - d. Coordinates, selects, and orders literature, music and equipment, as approved by the chaplain in charge, as well as coordinating with other musicians.
  - e. The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of civil, criminal, or both, types of penalties.
  - f. The Contractor will either personally perform the services described above or will cause services to be performed by a substitute of equal or higher proficiency, who is approved by the Traditional Service Chaplain or Senior Protestant Chaplain one week in advance.
    - a. Performs the following as required/requested:
      1. Protestant 0830 Traditional Service, which constitutes one unit. This will include a half (1/2) hour warm-up session before each service and performance for the service itself. Generally one (1), but no more than two (2) hours. (52 units).
      2. A weekly rehearsal of at least one (1) hour. (52 units).



Bid Schedule for Protestant Choir Director, 0830 Traditional Service Contract as of 4 February 2010

I, \_\_\_\_\_, bid the following for the Protestant Choir Director, 0830 Traditional Service 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: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_