

**DEPARTMENT OF THE AIR FORCE**

65<sup>TH</sup> Contracting Flight (USAFE)

Bldg T-615

Lajes Field, Azores

PREPARED BY: SSgt Rory A. Bryant

***Combined Synopsis/Solicitation***

***Catholic Parish Musician – Reference (F2N03H3219A903)***

***SOLICITATION DATE: 14 August 2013***

***QUOTES DUE: 28 August 2013 @ 1400***

Purchasing Agency: 65<sup>th</sup> Contracting flight – 65 CONF/LGCB

This is a combined synopsis/solicitation for a commercial item prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.

This solicitation is issued as a request for quotation IAW FAR Part 12 and 13. Submit written quotes in reference to Request for Quote (RFQ) reference number ***F2N03H3219A903***.

Due to the overseas location of this solicitation, no set-aside will be used. The NAICS code for this requirement is 611710, Educational Support Services.

This solicitation document and incorporated provisions and clauses are those in effect through *Federal Acquisition Circular 2005-69 effective 1 August 2013*, *DPN 20130808 effective 8 August 2013*, and *AFAC 2013-0327 effective 27 march 2013*.

Potential bidders are to provide a quote for the services outlined in the Performance Work Statement (PWS), which is included as an attachment to this solicitation.

**Availability of Funds:** In accordance with FAR 32.705-1(a) and FAR 52.232-18 – Availability of Funds, the following is provided:

***Availability of Funds (Apr 1984)***

*Funds are presently not 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.*

**Addendum 1 to FAR 52.212-1 – Instructions to Offerors:**

Quote shall include a unit price and total price for the following bid schedule:

BID SCHEDULE						
Line Item Number	Description	Period of Performance	Quantity	Unit	Unit Price	Total Price
0001	FY13 – Catholic Mass (See PWS)	1 Oct. – 2013 To 30 Sep. 2014	52	Each		
0002	FY13 – Catholic Mass Practice Session w/ Choir (See PWS)	1 Oct. – 2013 To 30 Sep. 2014	52	Each		
0003	Special Services (Holiday, Memorial, Funeral, Ecumenical services)	1 Oct. – 2013 To 30 Sep. 2014	10	Each		

DUNS NO: \_\_\_\_\_

CAGE CODE: \_\_\_\_\_

TAX Identification No: \_\_\_\_\_

Phone no: \_\_\_\_\_

Fax: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Prices shall be all inclusive (i.e. all material, transportation, labor, etc.).
- Prices shall be quoted in **USD (\$)/Euros** and quotes shall be valid for a minimum of 60 days.
- See Page 5 of this Solicitation “Instructions for Vendors” for further instructions on submission of quotations.

The Defense Priorities and Allocation System (DPAS) assigned rating is: *none*

**Quotes are due to this office NLT 28 August 2013, @ 1400.** Quotes may be dropped off in person at Lajes Field Air Base, BLDG. T-615 or sent via email to SSgt Rory Bryant [rory.bryant@us.af.mil](mailto:rory.bryant@us.af.mil); or TSgt Casey Hamann [casey.hamann@us.af.mil](mailto:casey.hamann@us.af.mil).

**General Information:** *All quotes must include the following general information:*

1. *Company's or individual's complete mailing and remittance address.*
2. *Discount for prompt payment – if any.*
3. *Quotes must be valid for a period of no less than 60 days.*
4. *Copy of Offeror Representations and Certifications; please see FAR 52.212-3 ALT I, for additional direction.*

**Price Information:** *Vendor must complete the bid schedule found on this page (pg. 2) of this solicitation. (Determining Factor - The vendor whose total prices per line item will be added together to arrive at a total price. The vendor whose price is the lowest will be deemed the “lowest price”.) The Government will compare the vendor's quote with competitive quotes received from other companies in the industry.*

**Technical Information:** *The vendor's audition will be evaluated in accordance with the following elements on a pass/fail basis: (see attachment 1 Grading Sheet). Vendor must provide valid evidence of the following, in the form of electronic or paper copies, in order to establish technical acceptability:*

1. *The Contractor must be able to read music*
2. *The Contractor will perform an audition satisfactory to the Catholic Chaplain. The audition will be scheduled at an appropriate time by the Chapel Personnel.*
3. *The Contractor, if military dependent or active duty, have a DEROS with a minimum of one (1) year retainability upon contract acceptance.*
4. *The Contractor must be able to read and speak English*

***AWARD BASIS: As a result of the Government's evaluation, only those vendor's whose quotes are determined to be technically acceptable will be considered for award. No trade-offs will be permitted between price and the non-price factors.***

**Primary Point of Contact:**

SSgt Rory Bryant  
Contracting Specialist  
65 CONF/LGCB  
Lajes Field, Portugal  
Email: rory.bryant@us.af.mil  
DSN: 314.535.5066/3148  
Comm: 011.351.295.57.5066

**Secondary Point of Contact:**

TSgt Casey Hamann  
Contracting Officer  
65 CONF/LGCB  
Lajes Field, Portugal  
Email: Casey.Hamann@us.af.mil  
DSN: 314.535.6493  
Comm: 011.351.295.57.6493

**The following clauses and provisions apply to this solicitation and are included by reference:**

**Federal Acquisition Regulation (FAR) Clauses and Provisions:**

52-204-7 System for Award Management  
52.209-6 protecting the Government's interest when subcontracting with Contractors  
Debarred, Suspended or Proposed for Debarment  
52.212-1 Instructions to Offerors – Commercial Items (see addenda below)  
52.212-2 Evaluation – Commercial Items  
52.212-3 Offeror Representations and Certifications – Commercial Items, *Alt 1*  
52.212-4 Contract Terms and Conditions – Commercial Items  
52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders –  
**(Deviation)**  
52.217-5 Evaluation of Options  
52.222-19 Child Labor-Cooperation with Authorities and Remedies  
52.222-50 Combating Trafficking in Persons  
52.223-10 Waste Reduction Program  
52.232-33 Payment by Electronic Funds Transfer (EFT) – CCR  
52.233-3 Protest After Award  
52.233-4 Applicable Law for Breach of Contracts  
52.237-1 Site Visit  
52.237-2 Protection of Government Buildings, Equipment, and Vegetation  
52.252-1 Solicitation Provisions Incorporated by Reference  
52.252-5 Authorized Deviations in Provisions

52.252-6 Authorized Deviations in Clauses with the following fill-in: Department of Defense (48 CFR Chapter 2)  
52.253-1 Computer Generated Forms

**Department of Defense Federal Acquisition Regulations (DFAR):**

252.203-7002 Requirement to Inform Employees of Whistleblower Rights  
252.204-7004 Alternate A (Required Central Contractor Registration)  
252.212-7001 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – **(Deviation)**  
252.222-7002 Compliance with Local Labor Laws (Overseas)  
252.225-7042 Authorization to Perform  
252.229-7000 Invoices Exclusive of Taxes or Duties  
252.229-7007 Verification of United States Receipt of Goods  
252.232-7003 Electronic Submission of Payment Requests  
252.233-7001 Choice of Law (Overseas)

**Air Force Federal Acquisition Regulations (AFFAR):**

5352.201-9101 Ombudsmen  
5352.223-9001 Health and Safety on Government Installations  
5352.242-9000 Contractor Access to Air Force Installations

The full text of the FAR, DFAR, and AFFARS can be accessed on the Internet at <http://farsite.hill.af.mil>.

Contractors must be actively registered with the System for Award Management (SAM) at <http://www.sam.gov>, and at Wide Area Work Flow (WAWF) at <http://wawf.eb.mil>.

**Addendum 2 to FAR 52.212-1 – Instructions to Offerors**

As prescribed in FAR 12.302(d) the following addenda is provided for solicitation provision FAR 52.212-1 and hereby amends any language therein:

**INSTRUCTIONS TO VENDORS -- COMMERCIAL ITEMS (JUL 2013)**

\*the term –solicitation hereby references this combined synopsis solicitation\*

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear on page one (1) of this solicitation.

(b) Submission of quotations: Submit quotations to the office specified in this solicitation on or before the date specified in this solicitation. Quotations may be submitted on letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show –

(1) The solicitation number

- (2) The date specified in the solicitation for receipt of quotations;
  - (3) The name, address, and telephone number of the vendor;
  - (4) A technical description in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
  - (6) Price and any discount terms;
  - (7) "Remit to" address, if different than mailing address;
  - (8) A completed copy of the representations and certifications at FAR [52.212-3](#) (see FAR [52.212-3\(b\)](#) for those representations and certifications that the bidder shall complete electronically);
  - (9) Acknowledgment of Solicitation Amendments
  - (10) Since this quotation will not be submitted on the SF 1449, include a statement specifying agreement with all terms, conditions, and provisions included in the solicitation. Vendors that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for validity of quotations. The vendor agrees to establish a firm timeframe in which the proposed price is good for.
- (e) Multiple quotations. Vendors are encouraged to submit multiple quotations presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each quotation submitted will be evaluated separately.
- (i) Any quote, modification, revision, or withdrawal of a quote received at the Government office designated in the solicitation after the exact time specified for receipt of quotes is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late quote would not unduly delay the acquisition; and-
- (A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of quotes; or
- (B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of quotes and was under the Government's control prior to the time set for receipt of quotes; or
- (C) If this solicitation is a request for quotation, it was the only quote received.
- (ii) However, a late modification of an otherwise successful quote, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the quote, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that quotes cannot be received at the Government office designated for receipt of quotes by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Quote may be withdrawn by written notice received at any time before the exact time set for receipt of quotes. Oral quotes in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile quotes, quotes may be withdrawn via facsimile received at any time before the exact time set for receipt of quotes, subject to the conditions specified in the solicitation concerning facsimile quotes. A quote may be withdrawn in person by a vendor or its authorized representative if, before the exact time set for receipt of quotes, the identity of the person requesting withdrawal is established and the person signs a receipt for the quote.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate quotations as described in FAR 13.106-2. Therefore, the vendor's initial quote should contain the vendor's best terms from a price and technical standpoint. The Government may accept other than the lowest quote; and waive informalities and minor irregularities in quotes received.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all quotations exceeding \$3,000 and quotations of \$3,000 or less if the solicitation requires the Contractor to be registered in the System for Award Management (SAM) database. The vendor shall enter, in the block with its name and address on the cover page of its quotation, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the vendor's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the vendor to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the vendor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A vendor within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. A vendor located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The vendor should indicate that it is a vendor for a Government contract when contacting the local Dun and Bradstreet office.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of a quotation, the vendor acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the vendor does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered vendor. Vendors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.sam.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of Provision)

**In accordance with FAR 13.004 -- Legal Effect of Quotations the following information is provided in regards to quotations.**

A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract. Therefore, issuance by the Government of an order in response to a supplier's quotation does not establish a contract. The order is an offer by the Government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract is established when the supplier accepts the offer.

When appropriate, the contracting officer may ask the supplier to indicate acceptance of an order by notification to the Government, preferably in writing. In other circumstances, the supplier may indicate acceptance by furnishing the supplies or services ordered or by proceeding with the work to the point where substantial performance has occurred.

If the Government issues an order resulting from a quotation, the Government may (by written notice to the supplier, at any time before acceptance occurs) withdraw, amend, or cancel its offer.

**Attachment(s):**

**PERFORMANCE WORK STATEMENT (PWS)  
FOR  
CATHOLIC SERVICE MUSICIAN**

**1.0. OVERALL RESPONSIBILITIES:** The Contractor will support the entire Catholic music program with choral music, traditional hymnody, and praise and worship music. The Accompanist will work with the Catholic Service Chaplain to provide piano accompaniment that supports the Catholic Mass style of worship.

**2.0. QUALIFICATIONS:**

- 2.1.** The Contractor must be able to read music
- 2.2.** The Contractor will perform an audition satisfactory to the Catholic Chaplain IAW with the grading standards
- 2.3.** The Contractor, if military dependent or active duty, have a DEROS with a minimum of one (1) year retainability upon contract acceptance.
- 2.4.** The Contractor must be able to read and speak in English

**3.0. REQUIREMENTS:**

- 3.1.** The Contractor will arrive thirty minutes prior to the start of each service in order to:



**3.1.1.** The Contractor will meet with the Catholic Chaplain, Choir Director and other service leaders to review the order of worship

**3.1.2.** The Contractor will play for the choir in warm-up as needed

**3.1.3.** The Contractor will setup and clean up music area to include microphones, stands, and musical support equipment upon completion of rehearsals and service.

**3.2.** The Contractor will arrive no later than fifteen minutes prior to the 1 hour rehearsal in order to lead the choir in warm up. (Rehearsals can be changed by the chapel staff to accommodate participants). Rehearsals will be at least 1 hour in duration.)

**3.3.** The Contractor will support up to 10 additional chapel events yearly that necessitate an accompanist, which are not part of the Sunday Catholic Mass but are part of the larger Lajes Field Catholic Parish approved by the program chaplain. Some examples are but not limited to: Christmas, Easter, Thanksgiving, Obligation Days, Penance Services, etc...

**3.4.** The Contractor will be neatly and modestly attired and well groomed. Cut-offs, blue jeans, pedal pushers, halter/tank tops, shorts, or similar attire are not acceptable. Any length of hair, including beards or mustaches, is acceptable provided it is neat, clean and properly trimmed.

**4.0. SUBSTITUTIONS:** The Contractor will locate a replacement with equal qualifications if a substitute Musician is required. The substitute must be acceptable to the Catholic program Chaplain prior to subcontracting. The Contractor will inform the Catholic Program Chaplain as soon as possible.

#### **5.0. MEETINGS:**

**5.1.** The Contractor will meet regularly at a mutually agreed time with either the Catholic Program Chaplain or the Choir/Music Director to set objectives, review programs and priorities, and plan upcoming events.

**5.2.** The Contractor will attend monthly Parish Council meetings and Worship Council meetings.

**6.0. MUSICAL SELECTIONS:** The Contractor will be responsible to coordinate music selection with the Choir/Music Director and Catholic Chaplain. The Catholic Chaplain is the approval authority for all music selections. Selections will be appropriate church music for the type of worship service being conducted and related to the church season when possible. Contractor will utilize the 65 ABW/HC Chapel's CCLI License for copy write material used in services. Contractor will ensure copy right number is visible on all material used in all services.

**7.0. EQUIPMENT AND SUPPLIES:** Government-owned key board and piano are available. Government-owned equipment will not be moved without the permission of the Wing Chaplain. The Contractor will provide any other instruments used by the Contractor. Requirements for music supplies (i.e., scores, folders, song sheets, etc) will be submitted in writing to the chaplain responsible for the service at least thirty (30) days in advance of the required date and will include: title, cost, and source.

**8.0. SECURITY OF FACILITY:** The Contractor will ensure the facility used is properly secured upon departure following a practice session or rehearsal.

**9.0. LEAVE AND ABSENCE:** In the event the Contractor will be absent for whatever reason the Contractor would need to sub-contract to a suitable qualified temporary replacement, and pay this

sub-contractor based on Department of Labor wage determination rate. Coordination would need to be made with contracting office and program Chaplain. Unscheduled absences due to illness, etc. will be worked on a case by case basis.

**10.0. IN THE EVENT** the Contractor is, or hereafter becomes, a member or of the United States Armed Forces on extended active duty and hereafter the Contractor receives permanent change of station orders to depart from the area where the Contracted Services are performed, or is relieved from active duty, retires or separates from the military then in any of these events, the Contractor may terminate this contract upon giving thirty (30) days written notice to the Contract Officer and Contracting Office. This clause applies also if the spouse of the Contractor meets this criterion.

**11.0. CERTIFICATION OF SERVICES FOR PAYMENT:** The preferred method of payment is based on a per month basis rather than a per unit basis. Base the monthly rate on a weekly basis. The Contractor must submit a monthly invoice for the service in Wide Area Work Flow (WAWF), including dates of services and rehearsals, monthly rate, and total due. The invoice will be submitted to the WAWF through the Defense Finance and Accounting Service (DFAS). The chaplain responsible for the service will certify receipt of services and forward to WAWF. Payment will be made approximately thirty (30) days of receipt of the invoice. The Contractor is responsible for all taxes on the contract.

**12.0. BIDDING FOR THE CONTRACT:**

- 12.1.** Resume including any education and experience. Your resume must detail your qualifications to fill this requirement.
- 12.2.** Background Check Release Statement.
- 12.3.** Failure to submit any of these items will result in the Contractor being determined on-responsive for contract consideration. Detrimental information from the background check may result in disqualification for contract continuation. The bid will be based on a per month price.