

Scope of Work

Piano Player Services

FOR

U.S. COAST GUARD AIRSTA BORINQUEN

Religious Ministries Program

Aguadilla, Puerto Rico

December 2008-September 2009

GENERAL

1. GENERAL SCOPE OF WORK

The Contractor shall provide piano/organ service in support of Air Station Borinquen's Religious Ministries Program. All services will be provided to both Catholic and Protestant worship Sunday services and respective special events throughout period of performance (December 2008-November 2009).

2. REFERENCES

The publications listed below form a part of this scope of work. The publications are referred to in the text by the basic designation only. Contractor must follow the latest edition.

- COMDTINST M1730.4B : Religious Ministries in the Coast Guard
- OPNAVINST 1730.1D : Religious Ministries in the Navy

3. SPECIAL REFERENCES

None

4. SUBMITTALS

- a. Contractor shall provide a bid proposal inclusive of all special events/dates, both Sunday morning services, and all practices that are addressed in the Work Requirements (Section 5). Contractor shall provide bid based on a "per session" charge, covering December 01, 2008 thru September 30, 2009. A session is defined as follows: Complete Sunday service including both Catholic and Protestant Worship Services or one completed individual special event. Bids will be negotiated and discussed individually to obtain the best proposal possible. Any recommended changes after award must be approved by the Contracting Officer (KO).
- b. Resume
- c. Interview
- d. Audition

5. WORK REQUIREMENTS

Work shall be performed as detailed below:

- a. Be able to follow directions and discuss the nuances of the services fluently in English.
- b. Lead the chapel worship by preparing and performing an appropriate instrumental support on a weekly basis, or as deemed necessary by the chapel pastor.
- c. Make efforts to provide an adequate substitute as necessary during periods of long absence.
- d. Advise the chapel pastor concerning the conditions of musical instruments belonging to the chapel program. Be active in the decision making process concerning the upgrading of chapel instruments and sound systems.
- e. Assist in coordinating the overall Chapel music program.

- f. Demonstrate knowledge of the worship style and familiarity with the sequence of Catholic Mass and Protestant Worship and be to evaluate, select, and play appropriate styles of music.
- g. Able to coordinate rehearsals and work with other music ministry volunteers, before Chapel services.
- h. Be able to play organ and/or piano, hymns and choruses.
- i. Be available for 5 special services as directed by the Chaplain Office (i.e. Memorial Service, Holy Days of Obligation, Holy Saturday, etc.)
- j. Generally, special services do not exceed one hour except for Holy Saturday and Confirmation Masses which may take up to two and half hours.

6. EVALUATION FACTORS:

- a. Price
- b. Musical knowledge and experience
- c. Knowledge and understanding of Worship Service Progression
- d. Ability to communicate verbally in English
- e. Best overall value to the Government

7. PAYMENT

- a. Payment will be made to Contractor after a proper monthly invoice is received by the Supply department. Proper invoice shall have the Contractor contact information, invoice number, date of invoice, dates of service provided, description of each service (i.e. Regular Sunday service, Memorial Service, etc.) cost of each service, and monthly total.
- b. If contractor isn't able to take the Government Purchase Card for payment, a check will be issued to the Contractor. It can be mailed to the Contractor or picked up in the Supply Department at the address below.
- c. Payment cannot be made for services not rendered during the specific month of performance.

8. SUBMIT BID PROPOSALS AND RESUME TO:

- a. Bid proposal and resume shall be submitted to the Contracting Officer via U.S. Postal Service, fax, e-mail or in person. Bid proposal and resume must arrive to the below address no later than 21 November 2008 to be acceptable. If delivery is via the U.S. Postal Service; it must also be post marked no later than 21 November 2008.

U. S. Coast Guard Air Station Borinquen
260 Guard Road
Attn: Contracting Officer/Supply Dept.
Aguadilla, Puerto Rico
Phone: (787) 890-890-8432 or 8433
Fax: (787) 890-8437
Jason.C.Etters@uscg.mil
Frank.A.Rojas@uscg.mil

- - End of Scope of Work - -