PERFORMANCE WORK STATEMENT

FOR

CATHOLIC MUSIC DIRECTOR

Malmstrom AFB, Montana

21 January 2026

1.0 Contract Title. Catholic Music Director

2.0 Scope of Responsibilities. The Contractor shall provide qualified individuals to provide in-person and on-site music support to Malmstrom AFB Chapel religious services. This includes recruitment, organization, training, and equipping of volunteers in order to lead a high-quality weekly Sunday Catholic Mass, special services, and other required Holy Day of Obligation Masses. The Contractor shall ensure individuals meet all required qualifications for their respective position, effectively communicates with the Contracting Officer to ensure individuals who fill the positions meets the education/experience requirements for the religious service or program for which they are performing services. The Contractor will work with Catholic chaplain or designated chaplain(s) responsible for the Catholic Mass in advance of each weekly service.

2.1.1 Special Extra Services: Ash Wednesday Mass, Holy Mother of God, Ascension of the Lord, Assumption of Blessed Virgin Mary, Solemnity of All Saints, Immaculate Conception of the Blessed Virgin Mary, Holy Thursday, Good Friday, Holy Saturday, Christmas Eve, Christmas Day, wedding and funeral services.

2.1.2 Total # of required hours: 420 Hours to include Sunday Services, extra special services, training/recruitment, and rehearsals.

3.0 Education and Experience Requirement. The Contractor and all individuals assigned to specified position(s) must submit a resume that includes proof of education, experience, and include two (2) professional letters of reference. Contractor will ensure the following is included:

3.1.1 Must be 18 years of age and hold a high school diploma.

3.1.2 Provide instrumental accompaniment for the Catholic Service Choir.

3.1.3 Have at least 2 years of experience as a church music director or worship leader in a Catholic Service setting.

3.1.4 Ability to play piano skillfully

3.1.5 Provide letter of reference from a Catholic Priest confirming required experience and competence in providing musical accompaniment for the Mass.

3.1.6 Have knowledge of, and experience with, Catholic Service Music.

3.1.7 Be able to work cooperatively in an interfaith setting with chaplains, staff, and parishioners of varied and diverse religious backgrounds. Respect for other religious groups must be maintained.

3.1.8 The contractor or subcontractor providing the service shall be able to arrive at all scheduled service and rehearsal times reliable throughout the year.

4.0 Period of Performance. The contract will be in effect for 12 months with 4 option years

4.1 Specific Responsibilities. The Contractor shall:

4.1.1 Coordinate all music for regular weekly Catholics Services and special services with Catholic chaplain or designated chaplain(s) responsible for the service.

4.1.2 Coordinate all musical instruments and accompaniment, lead sheets, guitar chords, etc., for volunteer choir team.

4.1.3 Be able to lead and recruit volunteers to play instruments.

4.1.4 Arrive at least one (1) hour prior to Catholic Service to set up music equipment, coordinate sound system support, and oversee volunteers. Service time may change in coordination with the Wing Chaplain and chaplain responsible for service. All notices for service time change will be given as early as possible.

4.1.5 Coordinate one (1) rehearsal per week in the chapel sanctuary unless alternate location approved by chaplain responsible for service.

4.1.6 Ensure music equipment is stored properly following rehearsals and services. The Contractor is also responsible for ensuring facility is locked, orderly, and returned to its original configuration following use.

4.1.7 Coordinate with Catholic chaplain responsible for service as required for acquiring new music, equipment, repairs/servicing and other supplies.

4.1.8 The Contractor shall provide a list of two (2) suitable subcontractor/employee substitutes, for each contracted position, of equal or greater qualifications, experience and skills when unable to perform duties no later than 60 days after hire. This list is to be coordinated with the Service Chaplain and COR. The Contractor shall inform the COR no later than 2 weeks prior to any vacancy or absence which approved subcontractor/employee will be filling in.

4.1.9 Comply with all applicable Air Force and local instructions for financial management and accounting, facility use, maintenance and security, all of which are available in the chapel contractor continuity binder.

4.1.10 Each individual working with children under the age of 18 in conjunction with this contract shall successfully complete a federally mandated criminal history background check (conducted by the Base Chapel) which shall include a National Agency Check with Inquiries (NACI) and if the individual has a prior DoD affiliation within the last two (2) years an Installation Records Check (IRC). The IRC includes a law enforcement check, drug and alcohol record check, and a check of the family advocacy program (FAP) for a minimum of two (2) years before the date of application. The results of the FBI advanced fingerprint check must be obtained prior to a personas employment under Line of Site Supervision (LOSS). Additionally, all individuals working under LOSS must wear conspicuous items such as distinctive clothing, badges, wristbands, etc. that clearly identify him as not being authorized to be alone with children. Additionally, posters or other printed information must be readily visible informing children's guardians of what the conspicuous identification means. Failure to satisfactorily complete, maintain and present compliance of the criminal history background check requirement listed above shall result in termination of the contract. The contractor will comply with the requirement to fulfill child protection policies of the chapel.

4.1.11 Ensure all volunteers working with youth below eighteen (18) years of age receive a

Background check.

4.1.12 Ensure to maintain operational security to protect critical information and indicators for the contracted activity, operation, or the program. Once hired, have the contractor make contact with this office for required OPSEC Awareness Education training within 90 days of hire.

4.1.13 While performing duties on base, Contractor is required to abide by all real world Force Protection Condition (FPCON) measures, Random Anti-Terrorism Measures (RAMs), shelter-in-place, evacuations, lockdown notices as directed (i.e. mandatory badge/ID Check, hand carried items subject to search, etc.)

5.0 The Wing Chaplain Will:

5.1 Provide all necessary equipment required to accomplish the contract.

5.2 Provide access to the sanctuary or designated area for practices and rehearsals.

6.0 Contractor Performance

6.1 Will monitor performance in accordance with program specifications and the performance work statement. The Wing Chaplain or designee reserves the right to accept and reject all or portions of the program developed.

6.2 Deficiencies documented by the Wing Chaplain or designee are to be immediately corrected at no additional cost to the government.