BRONZEWAY SERVICES GROUP LLC / SUBCONTRACTOR OPPORTUNITY

Catholic Music Director & Musician

Simplified scope of work | NAS Oceana & Dam Neck Annex | Virginia Beach, VA

Locations	NAS Oceana: Chapel of the Good Shepherd Dam Neck Annex: Chapel by the Sea
Base performance	November 8, 2026 - November 7, 2027
Price basis	Firm fixed price, quoted per service unit/event; potential annual options
Navy proposal due	November 6, 2026 at 10:00 a.m. Eastern | Partner response requested by Nov. 2

What the performing music director will do

• Weekend Masses: Provide music for Saturday Catholic Mass at approximately 5:00 p.m. at Dam Neck and Sunday Catholic Mass at approximately 9:00 a.m. at NAS Oceana. Services are approximately one hour. Schedules may change with notice.

• Weekly rehearsal: Direct a combined Catholic choir/cantor rehearsal (approximately 1.5 hours), including volunteers, children/adult voices and instrumentalists; prepare special selections. The Chaplain sets rehearsal dates/times.

• Additional services: Support holy days and special liturgies, plus memorials and events coordinated with the Chaplain.

• Planning: Consult weekly with the officiating Chaplain or Catholic priest; their approval governs final music selections. Arrive at least 20 minutes before each service.

Estimated service units per annual period

Activity	Annual units
Saturday + Sunday worship services (52 each)	104
Weekly choir / cantor rehearsals	52
Catholic holy days and special services	12
Memorial services and additional special events	6
Total - typical year	174

Option years: Base and most option periods list 174 units. The November 8, 2027 - November 7, 2028 option lists 177 units (three extra services/rehearsal events). Options are not guaranteed.

Qualifications & Quote Request

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Personnel qualifications to demonstrate on the résumé

• Three years of curriculum development and instructional-methods experience.

• Three years of organist/pianist experience supporting Roman Catholic ministries in a military setting, and ability to perform appropriate sacred musical genres.

• Knowledge of Navy organization and the pluralistic military chapel environment; ability to lead, teach, and build rapport with volunteer choral groups.

Operations, substitute coverage & reporting

• Furnish a Chaplain-preapproved substitute at no extra charge when unavailable; provide possible substitute names for prior approval and installation access. Advise of planned absences two weeks ahead.

• For illness/emergency absence, telephone and email the Chaplain at least three hours before a scheduled event.

• Track and submit weekly music-program attendance numbers; send quarterly program reports and a lessons-learned report as required by the Navy SOW.

• Coordinate advance requests for music/supplies with the Chaplain; no unauthorized purchases or reimbursement.

• Participate in required Navy/base credentialing, background screening, access procedures, and security training as applicable to assigned personnel and substitutes. Start date is extremely close to the quote deadline; access readiness matters.

Please provide for Bronzeway’s evaluation

1	Proposed performer(s) and résumé documenting the specific experience requirements
2	Availability for both recurring Mass times, weekly rehearsal, holy days and memorials; backup musician plan
3	Price per service unit for the base year and four optional annual periods, inclusive of all required services, preparation and substitute coverage
4	Relevant Catholic liturgical / military-chapel references or experience description, if available
5	Current base-access/CAC status, anticipated onboarding needs, and earliest start readiness

Requested response: Monday, November 2, 2026 by 12:00 p.m. Eastern, or sooner if possible. Please reply to chris.sanspree@bronzewayservicesgroup.com with questions or a referral to a qualified musician.

Prepared by Bronzeway Services Group LLC for preliminary subcontractor pricing. This is a simplified summary, not a government award or a substitute for the controlling Navy solicitation and any amendments.