

# **PERFORMANCE WORK STATEMENT FOR STRONG BONDS: FAMILIES**

**27-29 MAY 2016**

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### **I. BACKGROUND**

1. The contractor shall, except as specified in this Performance Work Statement (PWS) as government furnished property or services, provide all personnel, supervision, and any items and services necessary to provide meals, lodging, and meeting rooms to the 154<sup>th</sup> Wing, Hawaii Air National Guard, for the Strong Bonds Event as defined in this PWS.

### **II. SCOPE OF WORK**

1. Contractor shall provide the following services:
  - a. Lodging for Strong Bonds participants to include a variety of hotel rooms and sizes for up to 15 authorized families with minor children designated by the 154<sup>th</sup> Wing, Hawaii Air National Guard Strong Bonds: POCs – Chaplain
  - b. +2016. Food will be required for 37 adults and 30 children (ages 7-17).
  - c. Meeting Rooms for the Strong Bonds event for briefings to include the following: 2 meeting rooms; 1 meeting room for Families to include 6-8 covered and skirted tables that sit 8 people per table and 1 small administration room for counseling and storage area for the event volunteers (can be excess lodging/hotel room).

- d. Provide dinner buffet meal on Friday evening, May 27 for 67 people. Food shall consist of any kinds of meat (chicken, beef, or pork), seafood (shrimp, fish, or scallops), starch (rice, noodle, potato), any type of salad, steamed vegetables, warm rolls, creamy butter, any type of dessert, and beverages (freshly brewed coffee, lemonade/iced tea, sodas, bottled or iced water).
  - e. Provide breakfast meals on Saturday, May 28 and Sunday, May 29 for 37 Adults and 30 children (can be through voucher, if cheaper).
  - f. Provide lunch on Saturday, May 28 for 67 people. Food options same as in 1.c.
  - g. Provide dinner for Saturday, May 28 for 67 people via voucher or buffet. Food options same as in 1.c. .
  - h. Hotel package may gratuitously include complimentary water service in meeting rooms at no charge to the government. AM break session will be at 10:00 and PM break at 2:30 - Saturday (AM & PM) and Sunday (AM only).
  - i. Audio Visual equipment will be provided by the 154<sup>th</sup> Wing - Chaplains.
2. Contractor shall provide full service catering to include setting up, plates, napkins, silverware, glasses/cups, clean-up, equipment to keep food hot/cold, and removal of all trash.
  3. Contractor shall have all food items delivered and available on site as mentioned above.
  4. Contractor shall provide all condiments (sugar, cream, sweetener, etc).

### **III. PERFORMANCE REQUIREMENTS**

1. Contractor Management. The contractor shall provide an onsite contract manager who shall be responsible for the performance of the work. The name of this person, and an alternate(s), who shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the operation of this contract. The contract manager or alternate shall be available at all times to meet with government personnel designated by the contracting officer to discuss problem areas. The contract manager and alternate(s) must be able to read, write, speak, and understand English. The positions shall at no time be vacant.
2. Conduct. Contractor employees shall not access any area that is not pertinent or necessary to the fulfillment of their duties in accomplishing this contract. Contractor employees are to adhere to all instructions and warnings,

communicated or posted, in regards to their work area and the facilities that occupy this area.

3. Inspections. Contractor performance shall be inspected by the Quality Assurance Evaluator (QAE) for contract compliance.
  - a. Other Authorized Observers. Government personnel, other than QAEs and contracting officers, may observe the contractor operations. However, these personnel may not conduct quality assurance inspections or interfere with employee performance.

**4. PERFORMANCE OBJECTIVES SUMMARY**

<b>POS No.</b>	<b>Performance Objective</b>	<b>PWS para.</b>	<b>Performance Threshold</b>
1	Provide Breakfast	II. 1 c.	Not more than 3 guest complaints
2	Provide Lunch	II. 1 g.	Not more than 3 guest complaints
3	Provide Dinner, on time, all items to include plates, napkins, silverware, etc.	II. 1d, e, & f.	Not more than 3 guest complaints
4	Provide correct number of lodging rooms on 27 May and 28 May	II. 1 a	100% visual inspection
5	Provide conference rooms. Audio visual will be provided by the 154 <sup>th</sup> Wing Chaplains.	II. 1 b.	100% visual inspection

**IV. GOVERNMENT-FURNISHED PROPERTY AND SERVICES.** The government will provide Audio Visual equipment.

**V. LODGING/ACCOMODATIONS**

The required number of lodging accommodations will be confirmed one week prior to the contracted service date. The hotel will not hold the Hawaii Air National Guard (HIANG) responsible of any payments for changes, modifications, and/or cancellations of lodging accommodations and need of the HIANG until one week prior to the event.

**APPENDIX A  
APPLICABLE PUBLICATIONS**

1. General. Publications that apply to the SOW are listed below. The contractor is obligated to follow those publications to the extent specified in other sections of this SOW. The contractor shall be guided by those publications to the extent necessary to accomplish requirements in this SOW.
2. Supplements, amendments and/or replacements to listed publications from any organizational level may be issued during the life of the contract. The contractor shall implement changes and notify the CO in writing of such change. If such change alters

the magnitude of work, the contractor shall provide a proposal for a change in the contract price to the CO within 30 calendar days.

**DEPARTMENT OF DEFENSE and AIR FORCE PUBLICATIONS:**

<u>Number</u>	<u>Title</u>
DoD 5500.7-R Change 1	Ethics Standards

**OTHER DIRECTIVES:**

INVOICES

Submit invoices electronically using Wide Area Workflow (WAWF): <https://wawf.eb.mil>

Invoice shall be submitted as a “**SERVICES 2 IN 1**” invoice. Please reference WAWF Distribution Table provided with contract for pertinent invoicing information. Invoices submitted incorrectly will be rejected, and will delay the payment process. Ensure **ADDITIONAL EMAILS option** is utilized when creating invoice in WAWF, to ensure timely Acceptance from the Government. Include the following email addresses when accomplishing ADDITIONAL EMAILS portion of invoice:

[Kurt.ulmer.1@us.af.mil](mailto:Kurt.ulmer.1@us.af.mil)

**Bid Schedule**

Strong Bonds Event May 27-29, 2016

BID ITEM	DESCRIPTION	PER DAY/PERSON COST	QTY / OPTIONS	SVS / TAX	TOTAL	REMARKS
1	HOTEL LODGING May 27, 2016	\$	19 ROOMS			
2	HOTEL LODGING May 28, 2016	\$	19 ROOMS			
3	MEETING ROOM May 27, 2016 4 – 9 PM	\$	70 PEOPLE			
4	STAFF ADMIN ROOM May 27, 2016 4 PM - MIDNIGHT	\$	5 STAFF			
5	MEETING ROOM May 27, 2016 7 AM – 9 PM	\$	70 PEOPLE			
6	STAFF ADMIN ROOM May 28, 2016 24 HRS	\$	5 STAFF			
7	MEETING ROOM May 29, 2016 7 AM - NOON	\$	70 PEOPLE			
8	STAFF ADMIN ROOM May 28, 2016 MIDNIGHT-NOON	\$	5 STAFF			
9	DINNER May 27, 2016	\$	70 PEOPLE			
10	BREAKFAST May 28, 2015	\$	67 PEOPLE			
11	LUNCH May 28, 2016	\$	67 PEOPLE			
12	DINNER May 28, 2016	\$	67 PEOPLE			
13	BREAKFAST May 29, 2016	\$	67 PEOPLE			
14	RESORT FEES	\$				
15	SELF PARKING FEE	\$				
<b>TOTALS</b>					\$	