

## PERFORMANCE WORK STATEMENT (PWS)

### FOR

#### Oklahoma National Guard (OKNG) Child and Youth Program Kids Camp

##### 1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform the use and set-up of a facility in the state of Oklahoma for a five (5) day, four (4) night residential camp during the summer months. A site visit shall be conducted after award, for pre-planning prior to the event.

1.1.1 Objectives. To secure a location that can meet needs of the requested space(s), overnight billeting, camp activities, meals, and camp personnel during the requested amount of time.

1.2 Background: The Oklahoma National Guard Child and Youth Program (C&YP) is to promote and sustain the quality of life and resilience of Army National Guard dependent children and youth by providing secure, timely, flexible, high-quality support services and enrichment programs. Events and programs are designed to assist the children of Service Members, as well as family members, and provide methods to build, learn, and share with each other as it pertains to being a military child.

1.3 Period of Performance (PoP): 4-year ordering period beginning 15 December 2023 and ending 14 November 2027.

##### 1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide a venue in the state of Oklahoma. Performance shall be at a residential camp style with some form of barrier or fence around the perimeter around the campsite preventing unauthorized guests and public traffic. The contractor shall provide services between the hours of 1000-2400 hours on the first day of camp, 0000-2400 hours on days 2 through 4 of camp, and 0000-1200 hours on the last day, except on recognized US holidays. The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1.1 Telework: Teleworking is not authorized.

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search

pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety, and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall always carry proper identification with them and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

- 1.4.2.1 New Year's Day: January 1st
- 1.4.2.2 Martin Luther King, Jr.'s Birthday
- 1.4.2.3 President's Day
- 1.4.2.4 Memorial Day
- 1.4.2.5 Juneteenth National Independence Day: June 19th
- 1.4.2.6 Independence Day: July 4th
- 1.4.2.7 Labor Day
- 1.4.2.8 Columbus Day
- 1.4.2.9 Veteran's Day: November 11th
- 1.4.2.10 Thanksgiving Day
- 1.4.2.11 Christmas Day: December 25th

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It

defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Installation Access and Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DoD), Headquarters Department of Army (HQDA) and/or local policy (see PWS 6.0). Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.5.1 Reserved.

1.4.5.2 Reserved.

1.4.5.3 Awareness Training (AT) Level 1. Reserved.

1.4.5.4 iWATCH Training. Reserved.

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.5.6 Reserved.

1.4.5.6.1 Reserved.

1.4.5.6.2 Reserved.

1.4.5.6.3 Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.

1.4.5.6.4 Reserved.

1.4.5.6.5 Reserved.

1.4.5.7 Army Training Certification Tracking System (ATCTS). Reserved.

1.4.5.8 Information Assurance (IA) Training. Reserved.

1.4.5.9 Information Assurance (IA)/Information Technology (IT) certification. Reserved.

1.4.5.10 Protection of Personally Identifiable Information (PII). Reserved.

1.4.5.11 OPSEC Training. Reserved.

1.4.5.12 OPSEC SOP/Plan. Reserved.

1.4.5.13 Access to Classified Information. Reserved.

1.4.5.14 Threat Awareness and Reporting Program (TARP). Reserved.

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.6.1 Key Control. Reserved.

1.4.6.1.1 Reserved.

1.4.6.1.2 Reserved.

1.4.6.1.3 Reserved.

1.4.6.2 Lock Combinations: Reserved.

1.4.7 Special Qualifications: The contractor shall ensure all employees possess all required licenses for operating \_machinery and equipment\_ used in the performance of this contract. This does not include education or other qualifications for the position in which the contractor employee is performing, dress codes, or other information. (NOTE: The Government does not provide training to contractors. Contractors must ensure that any personnel performing under a contract are fully trained, licensed, certified, and otherwise qualified to provide services.)

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR 42.5. The KO, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the KO will apprise the contractor of how the Government views the contractor's performance

and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed.

1.4.10.1 The contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment for any reason. The contractor shall return all identification media (i.e., badges and vehicles passes) to the KO within 14 days of an employee's departure.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Contractor Travel. The contractor shall not travel to off-site locations during the performance of this contract.

1.4.13 Data Rights: The Government has unlimited rights to all documents/materials produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the KO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.4.15 Phase In / Phase Out Periods. Reserved.

## 2.0 Definitions and Acronyms:

### 2.1 Definitions:

2.1.1 Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

## 2.2 Acronyms:

AEI	Army Enterprise Infostructure
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
COR	Contracting Officer Representative
CPR	Cardiopulmonary Resuscitation
C&YP	Child and Youth Program
DA	Department of the Army
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSCA	Defense Counterintelligence and Security Agency
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
KO	Contracting Officer
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
OKNG	Oklahoma National Guard
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement



QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SCR	Service Contract Reporting
SFPO	State Family Program Office
SSN	Social Security Number
TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will furnish the necessary workspace for the contractor to perform services outlined in this PWS to include cameras, film, and other items necessary to maintain an office environment.

3.2 Materials: Paper, name badges for participants, lanyards, notepads, pens/markers, envelopes, hand sanitizer, water bottles, bags, t-shirts, laundry soap, registration materials and other handouts.

3.3 Equipment: Signs and sign holders, cameras, games, and traveling cases.

3.4 Services: Emcee and presenters for the event.

3.5 Utilities: Reserved.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): The Contractor will furnish the necessary item for the government to perform services outlined in this PWS to include camp activities equipment, safety equipment, and other items necessary to maintain a safe camp with multiple outdoor activities.

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Secret Facility Clearance: Reserved.

4.3 Contractor Security Clearance: Reserved.

5.0 Requirements: The contractor shall:

5.1 Provide Residential Camp Style Facility. Requires use of a facility in state of Oklahoma for execution of a 5-day, 4-night residential camp. The following is required for 200 to 300 attendees:



5.1.1 One (1) area large enough for 100 people with (10) tables and chairs (2 per table) for Registration. Required for opening and closing day.

5.1.2 Use of large conference room/gym large enough to accommodate 200 or more people for entire duration of stay.

5.1.3 Use of conference room/chapel which include tables (min of 12) and chairs (min of 200) for entire duration of stay.

5.1.4 Campers shall have exclusive rights and or maintain separation from any other outside groups or organizations that may be attending camp on the same dates. All programming (activities) shall remain separate from other outside groups or organizations that are not part of the CYP or included on the CYP schedule (e.g. Generation Why, Military and Family Life Counselors).

5.1.5 Campground activities shall be at least 300 yards from high traffic roads, highways, or main through-fares.

5.1.6 Contractor shall provide camp activities (a minimum of 8 outdoor services for youth ages 9-18): Including but not limited the following activities: Ga Ga Ball/9 Square, Horseback riding, Zip line, Ropes/Confidence course, Swimming area, Activity center, Outdoor activities (i.e., Basketball, Volleyball, Softball), Go Carts, Rock climbing, Lake activities (i.e., Canoe/ Paddle boats), Hiking trails, Laser Tag.

5.1.7 Contractor shall provide cold water stations located around activities (min of 1 at each activity). Water stations shall be checked and replenished throughout the day. Water shall be drinkable and free from contaminants inside coolers or containers that dispense liquids. Cold bottled water in coolers can be an alternative.

5.1.8 Contractor shall provide an audio and visual. A/V shall be available and set up in a large room that accommodates 200 or more participants. A/V shall include a projector, projector screen, speakers/sound system, microphone, extension cords and various connection cords/wires. A minimum of one (1) person shall be available for A/V assistance according to schedule and throughout the duration of the stay.

5.1.9 Contractor must provide all personnel to supervise all camp-based activities throughout the camp schedule. All personnel shall complete and pass the Oklahoma State Background Check prior to the event. Staff pay shall be included in proposal.

5.1.10 Contractor shall provide a camp nurse. Nurse shall be available throughout the camp schedule. Nurse shall be trained and current in cardiopulmonary resuscitation (CPR). Nurse shall be equipped with a fully stocked medical supply kit/bag to accommodate 25% of participants. Nurse shall be present for registration and check-out. Nurse shall assist with lice check, medication collection, and Q&As. Nurse shall maintain control of all medication checked in and shall store medications in a secure

cabinet/container and area. Nurse shall keep accurate documentation of all medications collected (with participants name, dose, time of intake). Nurse shall issue medications to designated recipients. Nurse shall return all medications to the adult picking up the child on the last day of camp. Any unclaimed medication shall be given to C&Y personnel.

5.1.11 Private area/room for Camp Nurse/Medic must have locking cabinet or door lock. For entire duration.

5.1.12 Contractor shall provide a minimum of one (1) golf cart for CYP personnel.

5.1.13 Contractor shall provide State mandated background checks for all employees, including but not limited to, cooks/cafeteria employees, cleaning crews, maintenance employees, and groundkeepers within the last 12 months.

5.1.14 Contractor shall have all areas clean and available for use by 1000 hours on the first day. Contractor shall provide/include cleaning at end of stay.

## 5.2 Provide Overnight Billeting/Lodging.

5.2.1 Contractor shall provide overnight room accommodations for 200 or more. Separate accommodations for boys and girls. Rooms shall be double hotel rooms or bunkhouse style with beds. Rooms shall be clean and free from trash, insects, and rodents upon arrival.

5.2.2 Contractor shall provide restrooms and showers (1 per 10 campers). Restrooms and showers shall be able to separate boys and girls during shower times. Showers must be available exclusively for campers from 2000 hours to 2359 hours. Showers must have hot and cold water. Restrooms and showers shall be free from mold and standing water. Restrooms shall be stocked with hand soap, toilet paper, paper towels, trash bags and trash bins/cans for the duration of stay. Contractor shall replenish supplies when low or empty.

## 5.3 Provide Catering and Meals.

5.3.1 Catering/Meals are required for Dinner (including first evening of camp, etc.), Breakfast (all full days, including last day of camp), and Lunch (except first and last day) for 200 or more attendees.

5.3.2 Contractor shall provide cafeteria style seating at all meals. Mealtimes shall be ready and served by the times listed, however, can be subject to change due to schedule. Cafeteria shall ensure all participants are fed before shutting down. The times need to consist of the following hours:

Breakfast Ready: 0650 hours; Served: 0700-0900 hours

Lunch Ready: 1050 hours; Served: 1100-1300 hours

Dinner Ready: 1650 hours; Served: 1700-1900 hours

5.3.3 Meals for youth ages (9-18) should consist of varying options to include a meat, starch and vegetable for varying diets. Meals shall include a fresh fruit bar (consist of multiple fruit options) and salad bar with a selection of dressings and fixing/toppings, to include but not be limited to, shredded cheese, cucumbers, tomatoes, bacon bits, eggs, croutons, etc.). A limited amount of meal selections shall be available for those with a gluten and dairy sensitivity. (CYP will provide the final count 30 days prior to the event.)

Option to receive additional selections of the meals shall be given to participants if extra food is remaining after all participants have eaten.

5.3.4 A snack concession stand shall be available at a minimum of six (6) hours throughout the day based on camp schedule. Contractor shall secure and maintain the funding turned in by C&Y. Contractor shall keep an account and balance tracking system for items purchased for each participant (e.g. bracelet method). Caffeinated beverages shall not be sold.

5.3.5 Cafeteria shall have hot coffee, creamer, sugar (including artificial sweeteners), cups, and stirrers available daily during breakfast hours of 0700-0900 hours. Coffee shall only be available for adult sponsors.

5.3.6 Cafeteria shall provide a clean refrigerator with freezer space and microwave to store and warm meals for children and sponsors with sensitive food allergies. Refrigerator and microwave shall only be available to adults/sponsors/camp staff.

5.3.7 Cafeteria shall provide clean plates/trays, bowls, cups, napkins and eating utensils for every meal. \*Eating supplies and utensils can be disposable material. Trash receptacles shall be placed around cafeteria for disposal of uneaten food and trash.

5.4 Site Visit, Pre-staging. Contractor shall provide a day, sometime before the event, to conduct a walk-through of the venue layout. Contractor shall allow OKND Staff to begin pre-staging, unloading of equipment and supplies and set up living areas by 1000 hours on the first day.

5.5 Camp Liability Insurance. Contractor shall provide camp liability insurance annually.

5.6 Service Contract Reporting:

5.6.1 The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the National Guard Bureau the Oklahoma Army National Guard Child and Youth Program via a secure data collection site.

5.6.2 The contractor shall completely fill in all required data fields using the following web address: <https://sam.gov>. Log in and select Entity Registrations and then select Service Contract Reporting.

The Contractor shall report the required information annually by October 31, for services performed under this contract during the preceding Government fiscal year (October 1-September 30).

The DoD Guidebook for Service Contract Reporting in SAM, available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr>. The General Services Administration (GSA) has also posted additional guidance such as quick start guides, informational videos, and frequently asked questions, that can be accessed by going to <https://sam.gov> and searching the “HELP” section. The SAM Federal User Guide is also available in the “HELP” section for comprehensive instructions on navigating SAM. Contractors requiring assistance using SAM should contact the Federal Service Desk at <https://www.fsd.gov>.

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Federal Acquisition Regulation			<a href="https://www.acquisition.gov/?q=browsefar">https://www.acquisition.gov/?q=browsefar</a>
Defense Federal Acquisition Regulation Supplement			<a href="http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html">http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html</a> or <a href="https://www.acquisition.gov/dfars">https://www.acquisition.gov/dfars</a>
Joint Travel Regulation (JTR)			<a href="https://www.defensetravel.dod.mil/site/travelreg.cfm">https://www.defensetravel.dod.mil/site/travelreg.cfm</a>
DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b)	01/23/2014 (Change 1: 07/28/2020)		<a href="http://www.esd.whs.mil/Directives/issuances/dodm">http://www.esd.whs.mil/Directives/issuances/dodm</a>
Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9)	August 2013		<a href="http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf">http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf</a>
DoDM 5200.2 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017		<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)	09/09/14 (Change 1: 05/04/2018)		<a href="https://www.esd.whs.mil/Directives/issuances/dodi/">https://www.esd.whs.mil/Directives/issuances/dodi/</a>
Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors	08/27/2004		<a href="https://www.dhs.gov/homeland-security-presidential-directive-12">https://www.dhs.gov/homeland-security-presidential-directive-12</a>
DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs	01/29/2019		<a href="https://www.esd.whs.mil/Directives/issuances/dodi/">https://www.esd.whs.mil/Directives/issuances/dodi/</a>
DoD 5400.11-R	05/14/2007		<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>

Department of Defense Privacy Program			
DoDD 8140.01 Cyberspace Workforce Management	10/05/2020		<a href="https://www.esd.whs.mil/Directives/issuances/dodd/">https://www.esd.whs.mil/Directives/issuances/dodd/</a>
DoD 8570.01-M Information Assurance Workforce Improvement Program	12/19/2005 (Change 4: 11/10/2015)		<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM)	02/28/2006 (Change 2: 05/18/2016)		<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
Army Directive 2014-05 Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors	03/07/2014		<a href="https://armypubs.army.mil/ProductMaps/PubForm/ArmyDir.aspx">https://armypubs.army.mil/ProductMaps/PubForm/ArmyDir.aspx</a>
AR 25-2 Information Assurance	04/04/2019		<a href="http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx">http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx</a>
AR 530-1 Operations Security	09/26/2014		<a href="http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx">http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx</a>
AR 525-13 Antiterrorism	12/09/2019		<a href="http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx">http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx</a>
AR 381-12 Threat Awareness and Reporting Program (TARP) (Section II, ¶ 2-4.b)	06/01/2016		<a href="http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx">http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx</a>

#### 6.1 Applicable Forms: Forms applicable to the PWS are listed below:

Form	Date	Website
DD 1172-2 Application for Identification Card/DEERS Enrollment	Mar 2017	<a href="http://www.dtic.mil/whs/directives/forms/index.htm">http://www.dtic.mil/whs/directives/forms/index.htm</a>
I-9 Employment Eligibility Verification	10/21/2019	<a href="https://www.uscis.gov/sites/default/files/files/form/i-9.pdf">https://www.uscis.gov/sites/default/files/files/form/i-9.pdf</a>
DD 441 Department of Defense Security Agreement	Feb 2020	<a href="http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm">http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm</a>
DD 250 Material Inspection and Receiving Report	Aug 2000	<a href="https://www.esd.whs.mil/Directives/forms/dd0001_0499/">https://www.esd.whs.mil/Directives/forms/dd0001_0499/</a>

## TECHNICAL EXHIBIT 1

### Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	Performance Standard	Acceptable Quality Levels (AQL)	Surveillance Method / By Whom
5.0 Camp style venue of excellent quality for a total of five (5) days and four (4) nights.	The contractor shall provide camp style facility with billeting for the event for each day of an event. All requested rooms shall be available. All rooms shall be within reasonable distance from each other. Access to multiple restrooms and showers shall be available. Restrooms for males and females shall be segregated if layout allows. The contractor shall allow a walk-thru prior to the event.	Venue may be a combination of outdoor and indoor campground or camp site style venue with multiple facilities at one location. Venue shall allow the size, space, and layout to offer a pleasant ambiance for the capacity requested. Restrooms shall remain clean and fully stocked throughout the event.	Visual inspection prior to the event / COR
5.1.6 Camp activities for a total of five (5) days and four (4) nights.	The contractor shall provide a minimum of 8 outdoor services for youth ages 9-18.	Outdoor activities can consist of but not limited to any or all the following: Ga Ga Ball/9 Square, Horseback riding, Zip line, Ropes/Confidence course, Swimming area, Activity center, Basketball, Volleyball, Softball, Go Carts, Rock climbing, Lake activities (i.e., Canoe/ Paddle boats), Hiking trails, Laser Tag, of Bumper cars.	Visual inspection prior to the event / COR
5.1.8 High quality and performance of audio and visual when needed during the camp schedule.	The contractor shall provide A/V equipment that is up to date with all available VGA, DVI, HDMI, and Component Video options to connect to monitors, laptops, and projectors. Provide wireless microphone and/or lavalier. The contractor shall have A/V personnel available.	Audio and video connectors shall be available. Successfully, display on projector screens is designed to maximize the visual quality of digital display. Sound quality is properly projected throughout the room and shall be able to connect presentations with a thumb drive or DVD.	Visual inspection of the A/V set up operations will be tested before the event, during the site visit. / COR
5.1.9 Camp personnel for a total of five (5) days and four (4) nights.	The contractor shall provide camp personnel to supervise all camp-based activities throughout the camp schedule.	Personnel shall be available for the entire duration of the camp and provide supervision over camp provided activities. All Personnel shall have Oklahoma State background checks within 12 months of the event.	Visual inspection/ COR

5.1.10 Nurse for a total of five (5) days and four (4) nights.	The contractor shall provide a camp nurse to provide/assist with medical care, check-in and check-out process, medication storage and medication dispense.	Nurse shall be trained and current in CPR. Nurse shall be available for the entire duration of the camp.	Visual inspection/ COR
5.1.12 Golf cart	The contractor shall provide at a minimum 1 golf cart for OKARNG staff to use for entire event.	One golf cart.	Visual inspection/ COR
5.2 Lodging/billeting for a total of five (5) days and four (4) nights.	The contractor shall provide overnight room accommodations for 200 or more participants. Separate accommodations for boys and girls. Rooms shall be double hotel rooms or bunkhouse style with beds.	Clean facilities equipped with quality bunkbeds or double bedrooms. Restrooms with showers shall be clean, free from mold and remained stocked. Males and females shall be placed in separate facilities.	Visual inspection/ COR
5.3.1 – 5.3.7 Grade A standard-quality and preparation of catered meals for a total of five (5) days and four (4) nights.	The contractor shall ensure that the caterer follows all FDA Food Codes, food handling and sanitation procedures and food safety procedures. The catered refreshments preparers shall have a current state inspection and a Grade A standard. The contractor shall provide snacks or snack concession stand.	Prepared food shall be kept clean, cooked thoroughly, and served at safe serving temperatures. Beverages must be cold. Food preparers shall wear hair covers, facemasks and gloves while preparing refreshments.	Random visual monitoring / COR
5.4 Site Visit.	The contractor shall ensure a site visit is performed to show the layout of the facilities and campgrounds. The contractor shall ensure the venue is ready for use on Day 1.	Three (3) days or more prior to the event.	Visual inspection/ COR
5.5 Camp Liability Insurance	Contractor shall provide Camp Liability Insurance annually.	Annually.	Visual inspection/ COR

## TECHNICAL EXHIBIT 2



## Deliverables Schedule

PWS Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
5.1.10 Camp Nurse CPR Qualification	Provide within 10 calendar days prior to event.	1	Electronic Submission/ Paper copy prior to arrival	COR
5.1.12 Camp Staff Background Checks	Provide within 30 calendar days prior to event.	1	Electronic Submission	COR
5.5 Camp Liability Insurance	Provide annually.	1	Electronic Submission	COR