

PERFORMANCE WORK STATEMENT
99 FSS Adult and Youth Sports Referees
Nellis AFB, NV

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PART I. DESCRIPTION OF SERVICES

1. Scope of Work

1.1 To furnish all labor, tools, parts, materials, and transportation necessary to provide certified sports referees, trained scorekeepers, and timers for all scheduled adult intramural, varsity, recreational sports, and youth program sports in accordance with commercial standards and Nellis AFB bylaws.

1.2 Background

1.2.1 The 99th Force Support Squadron oversees military and civilian personnel support, education services, enlisted professional education, and family support along with lodging, food services, club management, laundry, mortuary affairs, base honor guard, base library, and recreational activities. This contract is to support the operation by providing referees to officiate games.

1.3 Contract Manager

1.3.1 The Contractor shall provide a Contract Manager who shall be responsible for the performance of work. The name of this person and alternate(s) who shall act for the Contractor shall be designated in writing to the contracting office within 48 hours after award. If the designations change, a new document shall be delivered to the contracting office at least one week prior to the effective start date.

1.3.2 The Contract Manager and/or alternate(s) shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

1.3.3 The Contract Manager and/or alternate(s) shall be available to be contacted by voice, text and/or e-mail. The Contract Manager and/or alternates shall respond back by voice, text or e-mail within 2 hours during normal and after normal hours.

1.3.4 The Contract Manager and/or alternate(s) shall be available within 48 hours to meet with government personnel on the installation to discuss problem areas.

1.3.5 The Contract Manager and/or alternate(s) shall be able to read, write, speak, and understand English fluently.

1.3.6 The Contract Manager and/or alternate(s) shall meet with the Warrior Fitness Center (WFC) Sports Director and the Youth Sports Coordinator at least two weeks prior to the season start of each scheduled sport to discuss the rules, bylaws, and any modifications.

1.3.7 A set of Nellis AFB general, sport specific bylaws, and youth sport specific bylaws will be provided to the contract award winner at the sport's pre-performance conference meeting at the

installation. At this meeting, the Government will provide event schedule and sport specific bylaws to the Contractor. Contractor shall provide a rules interpreter at all coaches' meetings. Coaches' meetings are held 2 weeks prior to season start date to review program by-laws, schedules, and other sport related matters.

1.4 Referees

1.4.1 The Contract Manager shall provide the WFC Sports Director and Youth Sports Coordinator a referee assignment sheet no later than one week in advance of all games and tournaments.

1.4.2 Referees shall not participate as players, coaches, or managers.

1.4.3 Referees (including timekeepers and scorekeepers) shall be at the proper game location fifteen (15) minutes before game time and ready to begin the game on time. Referees, scorekeepers, and timers shall wear proper uniforms standard to the sport and have the proper equipment required to officiate the sport in their possession at each game. The same uniform codes will apply to all adult and youth sports in accordance with the sport being officiated. Scorekeepers shall maintain the scorebooks and all electronic scoreboards that are available for use. Game times and the interpretation of length of games (actual playing time) will be decided upon by the WFC Sports Director or Youth Sports Coordinator.

1.4.4 The referee in charge shall have the authority to rule on any point or situation not specifically covered in the official rules or base bylaws. For adult sports, outdoor sports referees shall have the sole responsibility to pick up and return all game equipment to the Fitness Center front desk. For adult sports, the WFC Sports Director or Fitness Center Director can dismiss any referee based on improper certification, continual poor performance, customer complaints or if under the influence of alcohol while performing his/her duties. For youth sports, the Youth Programs Director or Youth Sports Coordinator can dismiss any referee based on improper certification, continual poor performance, customer complaints or if under the influence of alcohol while performing his/her duties.

1.4.5 Contractor shall not be paid for games cancelled due to inclement weather or other acts of God if the government has notified the Contractor or Contract Manager at least **3 hours** before game time. If notification is not made 3 hours prior to the first game of the evening and that game is cancelled, the Contractor is entitled to payment for that game only. Otherwise, the Contractor shall be paid only for games actually worked.

1.4.6 Contractor shall not be paid for all other games postponed, rescheduled, or cancelled if the Government has notified the Contractor or Contract Manager by at least 3 hours before the game. For adult sports, The WFC Sports Director is responsible for notifying the Contractor or Contract Manager of all game changes. For youth sports, the Youth Sports Coordinator is responsible for notifying the Contractor or Contract Manager of all game changes.

1.4.7 Contractor shall comply with Air Force safety rules and regulations.

1.5 Qualifications

1.5.1 Sports referees (including timekeepers and scorekeepers) must be competent and understand all commercial, association, local rules and bylaws in the sport they are officiating. *Referees shall carry appropriate certification cards for the sport in which cards are issued.* The Contractor or Contract Manager shall provide the customer an updated list of certified referees on a quarterly basis and upon request. Referees must be certified for the sport they officiate by one of the following organizations: (1) Amateur Softball Association, (2) United States Specialty

Sports Association AKA United States Slo-pitch Softball Association, (3) National Collegiate Athletic Association, (4) National Federation of State High School Associations, (5) United States of America Volleyball Association, (6) National Intramural Recreation and Sports Association. The Contracting Officer Representatives (COR's) will review all certifications for acceptance. Referee's association rules shall be enforced.

1.6 Federal Holidays

1.6.1 The following Federal holidays are observed by this base:

New Year's Day 1 January

Martin Luther King's Birthday Third Monday in January

President's Day Third Monday in February

Memorial Day Last Monday in May

Juneteenth Third Monday in June

Independence Day 4 July

Labor Day First Monday in September

Columbus Day Second Monday in October

Veteran's Day 11 November

Thanksgiving Day Fourth Thursday in November

Christmas Day 25 December

PART II. GOVERNMENT FURNISHED PROPERTY

N/A

PART III. GENERAL INFORMATION

3. Quality Control

3.1 The Government will periodically evaluate the Contractor's performance by appointing COR's to monitor performance to ensure services are received. The COR's will evaluate the Contractor's performance through intermittent on-site inspections of the Contractor's quality control program and receipt of customer feedback. The COR's may inspect each task as completed or increase the number of quality assurance inspections if deemed appropriate because of repeated customer complaints. Likewise, the COR's may decrease the number of quality assurance inspections if performance dictates. The COR's will also receive and investigate complaints from various customers located at the Warrior Fitness Center, Youth Programs, or its properties. The Contractor shall be responsible for initially validating customer complaints. However, the COR's shall make final determination of the validity of customer feedback in cases of disagreement with customers.

3.2 Hours of Operation

3.2.1 Normal work hours are 8.00 A.M to 10:00 P.M., Monday through Sunday, excluding federal holidays.

3.3 Nonconformance

3.3.1 In cases where at least two referees are required for a scheduled game and one referee fails to report to the game, the game will be cancelled, and the replayed game shall be officiated at no cost to the government. In the event a game needs to be replayed due to a rule's violation, the replayed game shall be officiated at no cost to the government.

3.3.2 For adult sports, the WFC Sports Director or Fitness Center Director have the right to survey the Contractor in their respective area at any time and by any means necessary to ensure

quality service to the customers. For youth sports, the Youth Sports Coordinator or Youth Program Director have the right to survey the Contractor in their respective area at any time and by any means necessary to ensure quality service to the customers. The Contractor will be notified of the COR's at time of the pre-performance conference.

3.4 Security Requirements

The Contractor shall comply with Security and Base Access Requirements contained in clause 5352.242-9000 *Contractor Access to Air Force Installations*. Contractor employees will be required to obtain and display identification badges. All documentation shall be submitted NLT 14 day before base access is required. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.

PART IV. SPECIAL CONTRACT REQUIREMENTS

4. Liability

4.1 The Government will not be held responsible for damages to property or for injuries or death to persons which might occur without fault on the part of the Government as a result of, or incident to, performance of the contract.

4.2 Estimated Workload

The total estimated games on contract is approximately 1000 annually with a not to exceed (NTE) of 1100 annually.

Adult and Youth Sports Referees:

Description	Quantity (Estimated)	Unit
Youth Basketball - 2 Referees	80	Each
Youth Basketball - 1 Scorer	80	Each
Youth T-Ball- 1 Umpire	8	Each
Youth Coach Pitch- 1 Umpire	8	Each
Youth Coach Pitch- 2 Scorer	8	Each
Youth Machine Pitch – 2 Umpires	8	Each
Youth Machine Pitch – 1 Scorer	8	Each
Youth Baseball- 2 Umpires	8	Each
Youth Baseball- 1 Scorer	8	Each
Youth Soccer- 2 Referees	32	Each
Youth Flag Football (6-7)- 2 Referees	32	Each
Youth Flag Football (8-12)- 3 Referees	32	Each
Adult Basketball - 2 Referees	125	Each
Adult Basketball - 1 Scorer/Timer	125	Each
Adult Softball - 1 Umpire	125	Each

Adult Volleyball - 1 Referee	125	Each
Adult Volleyball - 1 Scorer	125	Each
Adult Flag Football - 3 Referees	125	Each

PART V. SERVICES SUMMARY

5.1 Service Deliverables Summary Table

SDS#	PERFORMANCE OBJECTIVE	PWS PARAGRAPH	PERFORMANCE THRESHOLD
SDS1	Written designation of Contract Manager and alternate(s).	1.3.1	Deliver to contracting office 48 hours after award. Deliver any changes at least one week prior to the effective start date.
SDS2	Contract Manager shall meet with the Warrior Fitness Center Sports Director and the Youth Sports Coordinator at least two weeks prior to the season start of each scheduled sport to discuss the rules, bylaws, and any modifications.	1.3.6	100% of the time.
SDS3	Contractor provides a rules interpreter at all coaches' meetings.	1.3.7	100% of the time.
SDS4	Contract Manager provided referee assignment sheet no later than one week in advance of all games and tournaments.	1.4.1	100% of the time.
SDS5	Referees (including timekeepers and scorekeepers) were at the proper game location fifteen (15) minutes before game time.	1.4.3	Contractor received no more than four (4) written complaints per year.
SDS6	Contractor provided the customer an updated list of certified referees on a quarterly basis and upon request.	1.5.1	No more than one (1) substantiated negative feedback in a six-month period.