

PERFORMANCE WORK STATEMENT (PWS)

FOR

OK 179th IBCT Pre Yellow Ribbon Reintegration Program Event (YRRP) Services

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 3-diamond or higher AAA rated venue (based on availability), or convention center style facility for a two (2) day event service, as defined in this PWS. The use of casinos or casino type establishments shall not be permitted. 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), be equipped with audio and visual components, and supply the requested refreshments for the requested amount of time.

1.2 Background: The State Family Programs Office (SFPO), Yellow Ribbon Reintegration Program (YRRP) is a proactive outreach program that operates from pre-deployment to post-deployment. Each event is designed to assist Service members, as well as family members and Designated Individuals with resources and benefits in their communities. These events and activities are conducted in geographically centric locations to ensure maximum participation. Each event requires a comfortable setting with audio and visual equipment and food (at requested times) that is available throughout the day while information is being presented.

1.3 Period of Performance (PoP): The Period of Performance shall be Saturday, December 3, 2022, and Sunday, December 4, 2022.

1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide a venue in the Oklahoma City Metro area. Performance shall be at a 3-diamond or higher AAA rated venue (based on availability), or convention center style facility. Casinos or casino type establishments shall not be permitted. The contractor shall provide services between the hours of _1800-2100_ on _Friday_ and _0630-1800_ on _Saturday_ and _Sunday_, 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. Teleworking is not authorized.

1.4.1.1 Telework: The Government does not permit the contractor to telework in support of this requirement. In furtherance of Continuity of Operations Planning (COOP), a

telework program may be enacted to ensure that the Government's mission-critical operations stay operational during times of national emergency or incidents of national significance. Telework shall be at no additional cost to the Government.

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 Reserved.

1.4.5.4 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). The contractor shall protect all PII encountered in the performance of services in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 224.103 Personally Identifiable Information and Department of Defense Directive (DoDD) 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R. If a PII breach results from the contractor's violation of the aforementioned policies, the contractor shall bear all notification costs, call-center support costs, and credit monitoring service costs for all individuals whose PII has been compromised.

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). Per AR 381-12, Threat Awareness and Reporting Program (TARP), contractor employees with security clearances must receive annual TARP training by a counterintelligence (CI) agent or other trainer as specified in Chapter 2 Threat Awareness and Education, Section II, paragraph 2-4b. The contractor shall identify annual TARP training, personnel trained, and date of training within 15 days of training completion.

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 _____ 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 Reserved.

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. Reserved.

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
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
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
SSN	Social Security Number
TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence
YRRP	Yellow Ribbon Reintegration Program

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 laptops, scanners, printers, and other items necessary to maintain an office environment.

3.2 Materials: Paper, name badges for participants, lanyards, notepads, pens, hand sanitizer, disposable masks, resource materials and handouts.

3.3 Equipment: Laptops, printers, scanners, signs, and sign holders, 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 Government will furnish the necessary workspace for the contractor to perform services outlined in this PWS to include projectors, projector screens, DVD players, sound systems, wireless microphone, lavalier, A/V connectors, HDMI connectors, and speakers or sound system.

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 General Session Room. Requires one (1) large room/area to seat up to 800 people each day of the event. The general session room/dining area shall include banquet tables, with linens, and chairs to accommodate the number of participants. The area can be used as the dining area for refreshments and beverages. There shall be trash receptacles stationed inside and outside the general session room. Shall abide by applicable fire code regulations and health department social/physical distance guidance.

5.1.1 Audio and Visual. Usage is required in all rooms except for the resource booth area each day of the event. Main conference rooms shall be appropriately equipped with enough Projectors, and Projector Screens (2 minimum), with sound to accommodate proper viewing for up to 800 participants, one (1) Lavalier, one (1) Wireless handheld Microphone, one (1) podium and small table for presentation items. There should be access to wall outlets/power source near the staging area. Audio/Visual equipment must be equipped with HDMI connections. Audio/Visual shall belong to and maintained by property/venue site and not the Contractor.

5.1.2 Wi-Fi Internet is required for resource/ registration areas, general session areas, break out rooms (if applicable), and childcare and youth rooms. Wi-Fi password shall be provided by 0630 Saturday morning and shall be available both days.

5.2 Registration Area. Provide a room or area for the main registration. The area shall have, at a minimum, nine (9) tables, with linens and a minimum of two (2) chairs per table. The area shall be in front of the main conference area/foyer. The area shall have access to wall outlets near the tables.

5.2.1 Four (4) refreshment tables set up with cold water, hot water, hot coffee, and a selection of tea bags with the following condiments: lemon, honey, sugar, creamer, stirrers or spoons, cups, and napkins. The refreshment table shall be set up from 0630 to 1400. Coffee and tea shall not be replenished after 1400. The refreshment table shall be in close proximity to the registration area. Refreshment tables shall be provided both days of the event.

5.2.2 Exhibit Area/Tables. One large area, or hallway, with 35 tables with linens and two (2) chairs per table. Area shall be situated in close proximity to the General Session room to allow attendees to easily assess the vendors during breaks. Exhibit Area/Tables shall be provided both days of the event.

5.3 Breakout Rooms. Not applicable for this event.

5.4 Counseling Room. Requires one (1) room, or secluded area, for private "one on one" counseling, with at least one (1) table, seating, and a box of facial tissues and trash receptacle for the duration of the event. The room shall be large enough to

support four (4) adults. *Can be shared with the Lactation room. Counseling Room shall be available both days of the event.

5.5 Lactation Room. One (1) private locking room for nursing mothers with comfortable couches or chairs, electrical outlets, and a refrigerator (any size). Nursing mothers shall have access to a sink with running water, hand soap, paper towels, and trash receptacle. *Can be shared with the Counseling room.

5.6 Childcare Rooms. Shall have two (2) large, sterilized rooms (in close proximity of each other) for childcare. Childcare rooms shall have one (1) table and two (2) chairs to be centrally located in front of these rooms for registration purposes. Both rooms must be suitable to seat up to 20 children, age range of 6 weeks to 5 years old. Childcare rooms shall be available both days of the event.

5.6.1 Childcare Room One shall have up to four (4) rectangle tables for supplies and diaper bags, four (4) comfortable chairs. Round tables and adequate seating shall be provided to accommodate up to 20 children for activities and refreshments. Childcare room one shall have 1 projector, 1 projection screen, and 1 DVD player. Connections for sound from Laptop or DVD player to system shall be available.

5.6.2 Childcare Room Two shall be free of furniture and chairs, except for one (1) table against a wall for supplies. If a large room is not available, two rooms that can be joined by removing an accordion wall may be an option for youth room one.

*Each childcare room shall have a refreshment table set up which includes water, plastic or paper cups, paper towels, facial tissue, and trash receptacles both days of the event. Linens shall not be supplied in childcare rooms.

5.7 Youth Rooms. Requires two (2) large rooms in close proximity of each other for youth activities. Youth rooms shall have one (1) table and two (2) chairs to be centrally located in front of these rooms for registration purposes. Both rooms must be suitable to seat up to 20 children, age range of 6 to 18 years old. Youth rooms shall be available both days of the event.

5.7.1 Youth Room One shall have up to four (4) rectangle tables for supplies. Round tables and adequate seating shall be provided to accommodate up to 20 children for activities and refreshments. Youth room one shall have 1 projector, 1 projection screen, and 1 DVD player. Connections for sound from Laptop or DVD player to system shall be available.

5.7.2 Youth Room Two shall be free of furniture and chairs, except for one (1) table against a wall for supplies. If a large room is not available, two rooms that can be joined by removing an accordion wall may be an option for youth room one.

*Each childcare room and youth room shall have a refreshment table set up which includes water, plastic or paper cups, paper towels, facial tissue, and trash receptacles. Linens shall not be supplied in youth rooms.

5.7.3 Children's restroom shall be segregated from the rest of the event and public, but in close proximity of the child and youth rooms. Restrooms shall have stalls that are wheelchair accessible.

5.8 Catering is required for lunch and an afternoon snack. Afternoon snacks are for children only.

- a. Lunch shall consist of a buffet with options for varying diets for up to 800 guests per meal per day. The adult lunch menu will consist of a minimum of two (2) entrée choices, one (1) starch, one (1) vegetable, one (1) salad (with an assortment of salad dressings), one (1) bread and an assortment of desserts. Refreshment table to include caffeinated beverage or lemonade, tea, water with cups and trash receptacles. The contractor shall provide a detailed menu upon day of the walk thru.
- b. Lunch for Childcare and Youth shall consist of 'child' options for up to 40 guests per meal. The children lunch menu will consist of two (2) entrées, one (1) starch, one (1) vegetable, mixed sliced/chopped fruit, and one (1) bread. Meals shall take into consideration health and religious dietary requirements **to include allergies-nut**, choking hazards, and ease of consumption, **i.e. fruits should be sliced or chopped into small child bite size pieces**. Refreshment table to include a total of up to 40 assorted juices (lemonade, orange juice, grape juice or apple juice), water with cups and trash receptacles. Tea or caffeinated beverages shall not be served to children. The contractor shall provide a detailed menu upon day of the walk thru.
- c. Meal Times. Lunch shall be provided at 1200 hours on day of event. Lunch for the children and youth shall be ready to serve at 1100 hours on day of event.
- d. Afternoon refreshments and healthy snacks for the Childcare and Youth groups, ages 1-18 years of age **only**, for up to 40 children shall be provided at 1400 hours on day of event. Caffeinated beverages or snacks shall not be high in sugar content such as cookies and candy.
- e. All remaining food shall be boxed for the SFPO/YRRP personnel to take after each event is has ended or to-go-boxes or any type of food containers shall be provided for the YRRP personnel to box at the end of each lunch.

*The contractor shall provide a detailed menu list upon day of the walk thru.

- f. Refreshments prices shall be inclusive of set-up, silverware, plates, bowls, cups, condiments, and clean up.

5.9 Times of Availability. All requests listed from line number 5.1 through 5.8(a-f) shall be provided from 0630 to 1800, unless annotated for a specific day. All rooms and areas requiring tables with linen and chairs shall be set up and ready for use by 0630 each morning of the event.

5.10 Site Visit, Pre-staging. Provide a day before the event to conduct a walk-through of the venue layout. Allow two (2) hours the evening (after 1800) before the event to pre-stage, which consists of, but not limited to, unloading equipment for the events, registration table set up, placement of pens/pads on general session tables, and setting up YRRP signs for participants to find the designated rooms.

5.11 Service Contract Reporting:

5.11.1 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 YRRP via a secure data collection site.

5.11.2 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			https://www.acquisition.gov/?q=browsefar
Defense Federal Acquisition Regulation Supplement			http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or https://www.acquisition.gov/dfars
Joint Travel Regulation (JTR)			https://www.defensetravel.dod.mil/site/travelreg.cfm
DoDM 1000.13-M-V1 DoD Identification (ID) Cards	01/23/2014		http://www.esd.whs.mil/Directives/issuances/dodm

(Enclosure 2, paragraph 3.b)	(Change 1: 07/28/2020)		
Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9)	August 2013		http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf
DoDM 5200.2 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017		https://www.esd.whs.mil/Directives/issuances/dodm/
DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)	09/09/14 (Change 1: 05/04/2018)		https://www.esd.whs.mil/Directives/issuances/dodi/
Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors	08/27/2004		https://www.dhs.gov/homeland-security-presidential-directive-12
DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs	01/29/2019		https://www.esd.whs.mil/Directives/issuances/dodi/
DoD 5400.11-R Department of Defense Privacy Program	05/14/2007		https://www.esd.whs.mil/Directives/issuances/dodm/
DoDD 8140.01 Cyberspace Workforce Management	10/05/2020		https://www.esd.whs.mil/Directives/issuances/dodd/
DoD 8570.01-M Information Assurance Workforce Improvement Program	12/19/2005 (Change 4: 11/10/2015)		https://www.esd.whs.mil/Directives/issuances/dodm/
DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM)	02/28/2006 (Change 2: 05/18/2016)		https://www.esd.whs.mil/Directives/issuances/dodm/
Army Directive 2014-05 Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors	03/07/2014		https://armypubs.army.mil/ProductMaps/PubForm/ArmyDir.aspx
AR 25-2 Information Assurance	04/04/2019		http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 530-1 Operations Security	09/26/2014		http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 525-13 Antiterrorism	12/09/2019		http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 381-12 Threat Awareness and Reporting Program (TARP) (Section II, ¶ 2-4.b)	06/01/2016		http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx

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

Form	Date	Website
DD 1172-2	Mar 2017	http://www.dtic.mil/whs/directives/forms/index.htm

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

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 The contractor shall provide a venue of excellent quality for a total of two (2) days.	The contractor shall provide a 3-diamond or higher rated location 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 shall be available and be wheelchair accessible. Restrooms for children shall be segregated if layout allows. Wi-Fi signal strength shall be able to support the capacity of the participants. The contractor shall allow a walk-thru prior to the event.	A five-diamond rating matrix system used by American Automobile Association (AAA). Venue may be an indoor convention center style venue. 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
5.1.1 The contractor shall provide high quality and performance of audio and visual for a total of two (2) days.	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 lavalier. The contractor shall allow a walk-thru prior to the event to test equipment. A/V equipment, and connections shall be available in one (1) of the Childcare and Child & Youth rooms.	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 the day before the event and 1 hour prior to the start of the event. / COR
5.8 The contractor shall provide Grade A standard-	The contractor shall ensure that the caterer follows all FDA Food Codes, food handling and sanitation procedures and food safety procedures. The catered	Prepared food shall be kept clean, cooked thoroughly, and served at safe serving temperatures. Beverages must be cold.	Random visual monitoring. Provide a detailed menu upon walk thru. / COR

quality and preparation of catered meals and snacks (children only) for a total of two (2) days.	refreshments preparers shall have a current state inspection and a Grade A standard. The contractor shall provide a refreshment list prior to the event for approval.	Food preparers shall wear hair covers, facemasks and gloves while preparing refreshments. Food for children shall be chopped into small bite sizes.	
5.10	The contractor shall ensure a site visit is performed.	Three (3) days or more prior to the event.	Visual inspection/ COR

**TECHNICAL EXHIBIT 2
Deliverables Schedule**

PWS Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
1.4.11 TARP Training Certificates	Provide within 15 calendar days after training completion.	1	Electronic Submission	COR