

Statement of Work
Travis Air Force Base
60 MXG True North
10-12 February 2023
Revision 1 - 31 Jan 23
“Updated sections 3.1, 3.2 and 4”

1. General Description of Services:

Enriching marital relationships through spiritual resiliency seminars. Seminars shall focus on helping military couples build healthy communication techniques, conflict resolution skills, connecting with your spouse after trauma, and engagement/boundary tips. Each session shall incorporate activities which shall correspond with the main topics throughout the seminar. Developing strong marital couples shall provide participants the tools needed to navigate through the stressors unique to military families and encourage healthy and effective communication. The contractor shall provide accommodations for up to 60 people in 30 suite style rooms for 3 days/2 nights. On-site catering and conference space shall be provided.

2. Requirements: Contractor shall provide the following:

2.1 Dates. Friday 10th – Sunday 12th of February 2023.

2.2 Alternate Dates. The Government may have to re-schedule a conference due to unforeseen circumstances. The contractor shall offer new dates for the rescheduled conference.

2.3 Reimbursement/Credit. The Government may have unused/vacant rooms due to unforeseen circumstances. The Government shall be reimbursed the cost of unused/vacant rooms.

2.4 Location. The location will be in the California Napa Valley area.

3. General Responsibilities:

3.1 The Contractor shall provide accommodations for up to 60 people in 30 suite style rooms inclusive of parking for 3 days/2 nights, with a stylish suite with a garden, pool or fountain view. Includes complimentary breakfast as well as daytime refreshments available throughout the evening for up to 60 people.

3.2 The Contractor shall provide 6 meals and 1 snack as well as daytime refreshments available throughout the evening for up to 60 people.

3.3 The Contractor shall provide meeting space and audio/visual tech support for group teaching sessions.

4. Additional Meal Requirements:

4.1 Day 1 Dinner, 6:00 – 7:30 p.m. A dinner including a minimum of two main entrees, starters, accompaniments and a dessert. Dinner must also include water, iced tea, lemonade, coffee, and assorted soft drinks. Buffet meal is permitted.

4.2 Day 2 Breakfast, 8:00 – 9:00 a.m. A breakfast including a minimum of two egg or meat main course options, pastries and fruit. Breakfast must also include water, iced tea, lemonade, coffee, and hot tea. Buffet meal is permitted.

4.3 Day 2 Snack, 9:45 – 10:00 a.m. Snack to include assorted cookies and brownies with options for those allergic to nuts, fresh fruit, granola bars, fresh juices, water, freshly brewed coffee, teas and assorted soft drinks. Buffet meal is permitted.

4.4 Day 2 Lunch, 12:00 – 1:00 p.m. A lunch including a minimum of two main entrees, starters, accompaniments and a dessert. Lunch must also include water, iced tea, lemonade, coffee, assorted soft drinks and hot tea. Buffet meal is permitted.

4.5 Day 2 Dinner, 6:00 – 7:00 p.m. A dinner including a minimum of two main entrees, starters, accompaniments and a dessert. Dinner must also include water, iced tea, lemonade, coffee, assorted soft drinks and hot tea. Buffet meal is permitted.

4.6 Day 3 Breakfast, 7:30 – 8:30 a.m. A breakfast including a minimum of two egg or meat main course options, pastries and fruit. Breakfast must also include water, iced tea, lemonade, coffee, and hot tea. Buffet meal is permitted.

4.7 Day 3 Lunch, 12:00 – 1:00 p.m. A lunch including a minimum of two main entrees, starters, accompaniments and a dessert. Lunch must also include water, iced tea, lemonade, coffee, assorted soft drinks and hot tea. Buffet meal is permitted.

5. Conference Areas

5.1 Conference Center/Room - If not in hotel, must be located next to lodging.

Conference center must be able to accommodate 60 people with the following requirements: Must include tables and chairs able to comfortably seat 60 people. Conference center must be equipped with a video projector, projection screen, sound equipment, handheld microphone and appropriate cables and extension cords to connect a portable laptop via VGA port to both the projector and sound system. A technician must be available to support setup and troubleshooting of the audio-visual system.

6. Conference Itinerary. The following itinerary is for informational purposes and subject to change.

DAY 1.

Guests plan to arrive NLT 5:00 p.m.

6:00 – 7:30 p.m. Dinner

7:45 – 8:15 p.m. Session 1, Welcome/Intro/Ice Breaker

8:15 – 9:00 p.m. Session 1, Intention Setting

9:00 – 9:15 p.m. Session 1, Self-Care

Dismiss NLT 9:30 p.m.

DAY 2.

8:00 – 8:50 a.m. Breakfast

9:00 – 9:45 a.m. Session 2, Communication Cues

9:45 – 10:00 a.m. Break with snacks and beverages provided

10:00 – 10:45 a.m. Session 2, Conflict Minimization

10:45 – 11:00 a.m. Break OPTIONAL

11:00 – 11:30 a.m. Session 2, It's Trauma, Not Drama

12:00 pm – 1:00 p.m. Lunch

1:15 – 2:15 p.m. Session 3, Challenging Changes

2:15 – 4:00 p.m. Retreat Activity chosen by retreat coordinators (TBD)

4:00 – 6:00 p.m. Free Time

6:00 – 7:00 p.m. Dinner

7:15 – 8:45 p.m. Session 4, Open Discussion

Dismiss NLT 9:30 p.m.

DAY 3.

7:30 – 8:30 a.m. Breakfast

9:00 – 10:30 a.m. Session 5, The Path Forward

10:30 – 11:00 a.m. Questions

Dismiss NLT 11:45 a.m.

12:00 – 1:00 p.m. Lunch

11:30 – 2:00 p.m. Check-out and return home at leisure.

7. Session Times.

Friday, 7:45 – 9:30 p.m., February 10, 2023.

Saturday, 9:00 – 11:30 a.m., February 11, 2023.

Saturday, 1:15 – 2:15 p.m., February 11, 2023.

Saturday, 7:45 – 9:30 p.m., February 11, 2023.

Sunday, 9:00 – 11:00 a.m., February 12, 2023.

7. General Information

7.1. Contract Manager. The contractor shall provide a 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 prior to the contract start date. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager and alternate or alternates must be able to read, write, speak, and understand the English language.

7.2. Re-performance of Service. When service performed does not conform to contract requirements, or when service was not performed in a specific area, the contractor shall perform or re-perform the service in conformity with contract specifications at no additional cost to the government. Performance or re-performance of these services shall commence immediately upon notification by the Contracting Officer. The contractor shall have a sufficient workforce dedicated to ensuring corrections are accomplished before noon the next workday without degradation to normal scheduled services.

7.3. Government Remedies. The contracting officer shall follow FAR 52.212-4(a), Inspection and Acceptance Clause, for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

7.4 Hours of Active Operation. Contractor services for daily meals, activities, and meetings shall be provided in accordance with retreat schedule provided by the True North Religious Support Team prior to the event at a mutually agreed upon time.