

PERFORMANCE WORK STATEMENT (PWS)

United States Army Reserve Command (USARC)
Yellow Ribbon Reintegration Program (YRRP) Events
99th Readiness Division (RD)
Atlantic City, NJ
Dated 8 June 2023

PART 1 GENERAL INFORMATION

1. General: This is a non-personal, firm fixed price (FFP) services contract to provide support for an anticipated one-time Yellow Ribbon Reintegration Program (YRRP) event. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: Contractor shall provide all necessary facilities, personnel, labor, equipment, supplies, materials, supervision, and other items and non-personal services necessary to perform YRRP Event Services as defined in the PWS except for those items specified as Government furnished property and services. The Contractor shall furnish facilities along with ancillary equipment, supplies, and services as specified in accordance with (IAW) the standards, and terms and conditions in the Performance Work Statement (PWS), resultant contract; and local, state, and federal laws and regulations.

1.2 Background: The United States Army Reserve Command (USARC) commands all United States Army Reserve units and is responsible for overseeing unit staffing, training, management, and deployment. The YRRP is a congressionally mandated initiative designed to provide information, services, referrals, and proactive outreach programs to Reserve Component Service members and their Families through all phases of the deployment cycle. The overall objective of the program is to prepare and sustain Service members and their Families before and after their mobilization.

1.3 Objectives: The Contractor must provision for the requested number of attendees' lodging, parking, meals, and meeting space to accommodate a United States Army Reserve conducted YRRP event, to ensure adequate space for learning, and to meet the needs of the units within the United States Army Reserve Headquarters. The Contractor shall provide hotel rooming; meeting space rooms; space and connections for audio-visual (screens, speakers, computers, mixers, and microphones); secure storage space; space for attendees', government staff, and community partners' parking; transportation (shuttles); and meals. The Contractor shall ensure there is a conducive learning environment/atmosphere at the event venue to support YRRP presentations and training and shall provide those Government personnel, Reserve Component Service members and their Families attending the event with quality accommodations and identified support services.

1.4 Scope: The Contractor shall provide a venue that can accommodate up to eight hundred (800) attendees and government staff for the event. Attendees will arrive on the Friday and register at the event location that day. Readiness Division (RD) Core staff will arrive the Wednesday before the event, and the Support Staff members will arrive on Thursday. RD Core staff will depart on Monday, all other support staff and attendees will depart on Sunday. A reconciled number of sleep and conference meeting rooms will be provided the Sunday prior to the event start. The government will give at least a 72-hour notice of cancellation for lodging and meeting rooms. Additional nights for lodging may be required due to inclement weather, flight delays or other Government approved reasons. Up to fifty (50) additional sleeping rooms are being included in the required quantities for these types of potential delays. These additional rooms are not subject to the 72-hour notice for cancellation as these are for emergency need and cannot be determined for cancellation until the day of. Any additional room requirements beyond the contract stated quantity and dates of performance will require Contracting Officer approval prior to the increased rooms or extended stays.

1.5 The Contractor shall provide a facility that will offer the following: lighted parking lot, an exercise room, one full-service restaurant and or food court, elevators for access to other than the ground floor, and ice machines.

Restricted Access afterhours, such as key cards used as a security measure to enter the hotel, and 24-hour on-site security. The venue shall have no less than a three (3) diamond rating (in accordance with American Automobile Association (AAA), Distinguished). The event venue shall have meeting spaces designated for multiple simultaneous briefings, a staff operations center, equipment storage space, and parlor rooms (counseling rooms), as defined in this PWS. The event venue shall have sufficient seating to meet the requirements for the anticipated attendance under this contract plus normal hotel occupation or concurrent events. Other events shall not interfere with this contract requirements. The Contractor shall provide a 24/7, on-site representative from the time the advance party arrives on the Wednesday before the event until the Government staff leaves on Monday.

1.5.1 Event Agenda: At least 72 hours prior to the YRRP event the Contractor shall receive a roster of required sleep and meeting rooms that the Contractor shall provide for the upcoming YRRP event. The Contractor shall also receive a listing for all government Community Partners participating in the YRRP event requiring parking. The government reserves the right to cancel lodging or meeting rooms at any time during the event, at least 72 hours prior to the designated check-in/check-out dates/times. This cancellation will be provided in writing by the designated Contracting Officer Representative (COR) or Contracting Officer (KO) and may occur multiple times throughout the event. The government will only pay for the actual number of rooms used.

1.5.1.1 Tuesday prior to the YRRP event start date, the Contractor shall contact the Contracting Officer's Representative (COR) to reconfirm the actual number of attendees and review the agenda.

1.5.1.2 Wednesday prior to the YRRP event start date, the RD Core staff will arrive at the facility. Contractor shall provide double occupancy sleeping rooms for up to fifteen (15) staff members for five (5) nights, 12 July 23 – 17 July 23, for the YRRP event. The Contractor shall establish a Government Staff Operations Room for Wednesday prior to the YRRP event through the Sunday for the use of up to sixteen (16) staff members.

1.5.1.3 Thursday prior to the YRRP event start date, the Support Staff will arrive at the hotel. The Contractor shall provide double occupancy sleeping rooms for up to thirty (30) Support Staff for three (3) nights, 13 July 23 – 16 July 23, for the YRRP event. At this time, the Contractor shall meet with the COR to review Banquet Event Order (BEO) to confirm the event setup and agenda timelines.

1.5.1.4 Friday of the YRRP event, Attendees will arrive at the hotel to check-in and register for the event. Contractor shall provide up to four hundred (400) sleeping rooms (occupancy type is dependent on each attendee and family sizes, see 5.2.7.2) for attendees for two (2) nights, 14 July 23 – 16 July 23, for the YRRP event. Friday morning, prior to Attendees' arrival the Contractor shall establish a YRRP event registration in proximity to the lodging facility's registration desk; and a help desk in an area visible from the registration desk. Contractor shall ensure YRRP event conference/meeting rooms will be set up and ready for Saturday YRRP event activities.

1.5.1.5 Saturday of the YRRP event, the first formal program of the day will begin at 7:30 A.M. and end at 7:30 P.M. The programs will consist of one (1) general session program for up to eight hundred (800) attendees, as well as up to ten (10) breakout sessions accommodating up to sixty (60) attendees each. There will be up to three (3) full-service meals for all attendees and government staff.

1.5.1.6 Sunday of the YRRP event, the first formal program of the day will begin at 7:30 AM and end at 2:00 P.M. Sunday's programs will consist of one (1) general session for up to eight hundred (800) attendees, with up to ten (10) breakout sessions accommodating up to sixty (60) attendees each. There will be up to one (1) full-service breakfast meal for all attendees and government staff. YRRP Event attendees and Support Staff will depart the afternoon and evening of the Sunday of the event.

1.5.1.7 Community Partners: Community Partners will attend the YRRP event on Saturday and Sunday. The Contractor shall provide, parking and meeting space for up to forty (40) Community Partners at no additional expense to the government. If a charge is incurred for non-government Community Partners parking, it will be charged to the individual, not the government. Parking shall be located in an area adjacent to the General Session room.

1.6 Period of Performance: 12 July 2023 – 17 July 2023.

1.7 General Information:

1.7.1 Quality Control: Quality Control is the responsibility of the Contractor. The Contractor shall ensure all work described in this contract is performed at or above the standard defined in the Performance Requirements Summary (PRS). The Contractor is responsible for the delivery of quality services/supplies to the Government (see FAR 52.212-4, Contractor Terms and Conditions – Commercial Items). A formal Quality Control Plan (QCP) is not required for this commercial service. However, the Contractor shall maintain an inspection system commensurate with commercial practices to ensure the Contractor as well as their subcontractors only tender for acceptance those items or services that conform to the requirements of this contract all applicable laws and regulations.

1.7.2 Quality Assurance: The COR will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP) to include Government collected and graded customer satisfaction comment cards as part of the Government's performance evaluation process. This plan is a government only document focused on what the COR must do to assure that the Contractor has performed in accordance with the performance requirements within this PWS.

1.7.3. The Contractor shall maintain communications (direct and indirect) with the Government regarding performance of the contract. Communication shall include regular and formal meetings with the Government for review and analyses of key process indicators, analysis of process deficiencies, and problem resolution.

1.8 Non-conformance Report (NCR): When the Contractor's performance is unsatisfactory, an NCR will be issued. The Contractor shall reply in writing within two (2) hours from the time of receipt of the NCR, giving the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence.

1.8.1 Non-conforming Services: When a contractor's performance is identified as unsatisfactory (e.g. does not meet contract PWS requirements and/or work schedules and/or timeframes) it is considered a non-conformance. The Contractor shall reply within the specified timeframe upon receipt of a non-conformance report (NCR) from the COR or Contracting Officer (KO). Non-conformance shall be classified in one (1) of three (3) categories:

1.8.1.1 Level I (Minor) non-conformance: is defined as a non-conformance that is a departure from established standards having little bearing on the effective use or operation of the services. Minor non-conformance usually can be corrected by the Contractor within a short timeframe, where no further corrective action (CA) response is necessary and can be issued by the COR to the Contractor either through a verbal or written NCR. Minor non-conforming services shall be re-performed within a specified time frame at no increase in contract price. If minor non-conformances are recurring or re-performance is not completed in full and within the specified time a Level II non-conformance may be issued to the Contractor by the KO.

1.8.1.2 Level II (Major) non-conformance: is defined as a non-conformance, other than critical, that is likely to result in failure of services, or to materially reduce the usability of the services for their intended purpose, or it is a recurring Minor non-conformance, or a non-responsive Contractor indicating a trend or failure of the Contractor's quality control. Major non-conformances shall result in the issuance of a written NCR from the KO to the Contractor requiring a response by the Contractor by a specified timeframe identifying the reasons for the unsatisfactory performance, corrective action(s) taken, and date resolution has/will occur, and procedures to preclude recurrence of unsatisfactory performance. The KO may also reduce the payment to the Contractor in accordance with (IAW) the performance requirements summary (PRS); reduce payment to reflect the value of the services performed if re-performance is not possible; or may have the identified non-conforming service performed and charge the Contractor for any related cost incurred.

1.8.1.3 Level III (Critical) non-conformance: is defined as a non-conformance that is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the services; is likely to prevent performance of a vital agency mission; is for a repeated or uncorrected level II NCR; or is for a non-responsive Contractor to a level II NCR. Critical non-conformances shall result in the issuance of a written NCR from the KO to the Contractor requiring a response by the Contractor by a specified timeframe identifying the reasons for the unsatisfactory performance, corrective action(s) taken, and date resolution has/will occur, and procedures to preclude recurrence of unsatisfactory performance. The KO may also reduce the payment to the Contractor IAW the

PRS; reduce payment to reflect the value of the services performed if re-performance is not possible; or may have the identified non-conforming service performed and charge the Contractor for any related cost incurred.

1.8.2 Inspection Results: The Contractor will be notified of Government inspection results within one (1) hour. The Contractor shall acknowledge receipt of the inspection results by email within two (2) hours. The Contractor may be notified of inspection results verbally or via email. Verbal notifications of defective work will be confirmed by email. When Government inspectors are unable to contact the Contractor to notify the Contractor of inspection results, acceptance or rejection of work will be made on the basis of the initial inspection.

1.9 YRRP Event Hours of Operation: The Contractor is responsible for ensuring a point of contact is available twenty-four (24) hours a day through arrival of the advance party until conclusion of the event on the last day, or unless unforeseen holdover attendees with air travel arrangements for the morning following the event conclusion. The Contractor shall, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS at the Contractor's place of business.

1.10 Type of Contract: Firm Fixed Priced Contract (FFP)

1.11 Place of Performance: The work to be performed under this contract shall be accomplished in Atlantic City, NJ within 25 miles of Atlantic City International Airport, (ACY) as identified through google maps.

1.12 Security Requirements: The Contractor personnel performing work under this contract shall allow the USARC Provost Marshall to conduct a Vulnerability Threat Assessment no later than two (2) weeks prior to the YRRP event for each facility provided by the Contractor. The Contractor shall be responsible for safeguarding all government equipment, information, and property. The Contractor shall provide room lockout keys for the staff operations room, the conference/meeting rooms, and the storage room to secure pilferable items. The keys shall be given to the RD staff upon their arrival to the facility on the Wednesday prior to the YRRP event. In the event of loss or damage of any nature, caused by Contractor operations or employees, due to improper protection, precaution or safety measures, such damages shall be repaired, or such property shall be replaced by the Contractor at its expense. In the event the Contractor does not satisfactorily repair or replace such damages, the Government reserves the right to make necessary corrections and the Contractor shall reimburse the Government for all labor and materials costs associated with repairs or replacement.

1.13 Safety: The Contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal notification to the COR and the KO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports by email to the COR within five (5) calendar days of each occurrence.

1.14 Environment and OSHA: The Contractor shall comply with all local, state, and Federal environmental and occupational safety laws, rules, and regulations. Any apparent conflict between compliance with such local, state, and Federal laws, rules and regulations, and compliance with the requirements of the contract shall be brought to the attention of the COR verbally or in writing, with final resolution NLT the end of the business day.

1.14.1 Verbal Notifications Follow Up. The Contractor shall notify COR by email in addition to any verbal notification of such conflicts NLT two (2) business days. The Contractor shall be liable for all fines, penalties, and costs which result from violations of, or failure to comply with, all such local state, or Federal laws, rules, and regulations.

1.14.2 Hazards. All unsafe acts or conditions fostered by the Contractor or Contractor personnel may be grounds for the KO or COR, to halt all Contractor performance with a commensurate deduction of monies due the Contractor until such unsafe conditions are corrected. The Contractor shall take due caution not to endanger personnel during performance of this contract. Upon discovery of any hazard such as, but not limited to, fire, or large fuel spill, the Contractor shall immediately within the hour of occurrence notify COR verbally and by email.

1.15 Contract Administration

1.15.1 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5, Post Award Orientation. The Contracting Officer or COR may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer or COR 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 not take any action as a result of these meetings without written authorization from the Contracting Officer. These meetings shall be at no additional cost to the Government and the use of conference calls is acceptable methods to conduct these meetings.

1.15.2 Contracting Officer's Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR. The COR is not authorized to change any of the terms and conditions of the resulting order, direct action that changes the negotiated price of the contract (either increase or decrease) or changes delivery dates. A letter of designation will be issued to the COR by the KO. A copy of the letter will be sent to the Contractor. The letter of designation states the responsibilities and limitations of the COR, especially with regard to changes in cost, price estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions with regard to cost, quantity, or schedule of the resulting contract.

1.15.3 Contractor POC: The following personnel are considered Contractor POCs by the Government: designated Point of Contact (POC) and an alternate POC, who shall act for the Contractor when the designated POC is absent. The Contractor shall provide Contractor POCs, who shall be responsible for the competent performance of the work required under the specifications of this contract immediately after award notice, within 24 hours after contract award and as changes occur. The name and contact information of the POCs shall be provided by email to the COR. The POCs shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The POC(s) shall be available throughout the event. The POCs shall be able to read, write, speak, and understand English.

1.15.3.1 The Contractor POC(s) shall meet with the COR to discuss immediate problem areas. The POC(s) shall respond by phone or email to the COR within two (2) hours after notification of deficiencies and correct the deficiency(s) within one (1) hour of notice or provide a course of action to resolve prior to the next day.

1.15.4 Organizational Conflict of Interest: The Contractor shall not employ any person or perform a contract in a situation where the existence of conflicting roles may bias the Contractor's judgement or prevent unfair competitive advantage in accordance with Organizational Conflict of Interest Rules in FAR 9.5.

1.15.5 No later than seventy-two (72) hours prior to the Friday of a given event, the Government will provide final numbers required for lodging, meals, and parking.

1.15.6 Invoicing Instructions:

1.15.6.1 The Contractor shall invoice for actual services/supplies provided. Actual services/supplies provided/ rendered in accordance with the terms and conditions of this contract will be accepted and paid for by the Government.

1.15.6.2 Invoices shall contain sufficient detail to include, the sleeping rooming roster, the final banquet event order, and the parking roster.

1.15.6.3 The Government shall not be responsible for any cost deficits between the contract's preliminary number of required services and the confirmed number of services required. Invoice amounts can be less than what is on the contract but shall not exceed the quantities ordered. Actual services provided IAW the terms and conditions of this contract will be accepted and paid for by the Government.

1.15.6.4 Contractor shall invoice per contract line-item number (CLIN) structure.

1.16 Required Insurance. All types of Insurance Coverage requested in Solicitation, at the stated limits required, shall be provided at time of proposal submittal.

PART 2 DEFINITIONS & ACRONYMS

2. Definition and Acronyms

2.1 Definitions

2.1.1 BANQUET EVENT ORDER. Event agenda and setup timelines. The BEO shall contain the following information on room type, room setup, time of room setup, quantity of meals, time of meal service, and location of meal service, type of meal service, complete menu for each meal and specialty meal menus with ingredients lists.

2.1.2 COMMUNITY PARTNERS. There are two (2) types of community partners, government and non-government. Both types of community partners are resource providers, instructors, briefers, or other subject matter experts. An example of a non-government provider is the American Red Cross, USAA, Military One Source; to name a few. Examples of government community partners would be Financial Literacy, Family Action Plan Representatives, and Chaplin's; to name a few.

2.1.3 CONTRACT ADMINISTRATOR. The official Government representative delegated authority by the Contracting Officer to administer a contract. This individual is normally a member of the appropriate Contracting/Procurement career field and advises on all technical contractual matters.

2.1.4 CONTRACTOR. A supplier or Contractor awarded a contract to provide specific supplies or services to the Government. The term used in this contract refers to the prime.

2.1.5 CONTRACTING OFFICER (KO). A person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The KO is the only individual who can legally bind the Government.

2.1.6 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be by email and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.7 CONTRACTOR PERSONNEL. Contractor and subcontractor employees performing work under this contract.

2.1.8 CONTRACTOR POC. 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 who shall act for the Contractor when the manager is absent shall be designated by email to the COR immediately, within 24 hours, after contract award and as changes occur. The contract manager and alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

2.1.9 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.10 DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.11 GOVERNMENT-FURNISHED PROPERTY (GFP) OR GOVERNMENT PROPERTY (GP). Property in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor.

2.1.12 NONCONFORMANCE: Failures to meet all contract requirement: products, services, construction work, submittals, or clause requirements.

2.1.13 ONSITE PARKING: Onsite parking is defined as parking located on the venue property. It may be located in an adjacent parking ramp or lot of the venue. Parking ramp or lot must be lit.

2.1.14 PERFORMANCE REQUIREMENT SUMMARY (PRS): A listing of the service outputs under the contract that are to be evaluated by the COR on a regular basis, the surveillance methods to be used for these outputs, and the performance requirement of the listed outputs.

2.1.15 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.16 QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are acceptable in accordance with established standards and requirements of this contract.

2.1.17 QUALITY ASSURANCE SPECIALIST. An official Government representative concerned with matters pertaining to the contract administration process and quality assurance/quality control. Acts as technical advisor to the Contracting Officer in these areas.

2.1.18 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.19 SUBCONTRACTOR. One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

2.1.20 WORKDAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.2 Acronyms

AAA	American Automobile Association
ACOR	Alternate Contracting Officer's Representative
ADA	American with Disabilities Act
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
BASOPS	Base Operations
BEO	Banquet Event Order
CA	Corrective Action
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CLIN	Contract Line-Item Number
SCR	Service Contact Reporting
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DEERS	Defense Enrollment Eligibility Reporting System
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FSC	Federal Service Code
FY	Fiscal Year

GFP	Government Furnished Property
HIPAA	Health Insurance Portability and Accountability Act of 1996
IDIQ	Indefinite Deliver Indefinite Quantity
IAW	In accordance with
JAX	Jacksonville International Airport
KO	Contracting Officer
MCO	Orlando International Airport
MFLC	Military Family Life Consultant
NCR	Non-Conformance Report
NLT	No later than
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
OFT	Operations, Functional, Training
ODC	Other Direct Costs
OSHA	Occupational Safety and Health Administration
PDHRA	Post Deployment Health Reassessment
PIPO	Phase In/Phase Out
POC	Point of Contact
POP	Period of Performance
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
RAPIDS	Real-Time Automated Personnel Identification System
RD	Readiness Division
SAF	Subject to Availability of Funds
TE	Technical Exhibit
UIC	Unit Identification Code
USARC	United States Army Reserve Command
YRRP	Yellow Ribbon Reintegration Program

PART 3
GOVERNMENT FURNISHED PROPERTY (GFP), EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 Not applicable. No GFP provided.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Part Three (3) of this PWS. The Government shall not be invoiced for any cost associated with this effort to include any loss or damage to the Contractor's property.

4.2 Materials: The Contractor shall provide the following supplies and/or materials necessary to meet the requirements under this PWS.

4.3 Easel Stands. Forty (40) easel stands capable of supporting thirty-eight (38) inches x twenty-six (26) inches x one (1) inch framed signage to place throughout the event area for the duration of the event. The Government shall provide the signage to the Contractor.

4.4 Tables and Chairs: The Contractor shall provide round and rectangular tables. All tables will be covered with a clean, serviceable, and properly fitting cloth fabric table covering and matching table skirt. There shall be no more than two (2) different colored table coverings and table skirts, in one meeting area. All chairs shall have a padded seat to accommodate extended meetings. The location and set up configuration of tables and chairs are specified in Part 5 of this PWS. The exact numbers of tables and chairs required will be determined by the number of confirmed YRRP event attendees.

4.5 Water Stations with Disposable Cups: Water stations with disposable drinking cups shall be provided in the general session room, each of the breakout rooms, and in each of the parlor (counseling rooms). Water stations shall be available from 7:15 AM until 7:30 PM on Saturday, and 7:15 A.M. to 12:00 P.M. Sunday of the YRRP event. The water stations shall be located in each meeting area, where it will be easily accessible to all attendees without being disruptive to the meeting. Each water station shall contain a sufficient number of disposable cups and a sufficient number of clean serviceable covered water dispensing containers, filled with clean ice water. Water stations shall be refreshed throughout each day only during room vacancies or break times. The Contractor shall provide trash cans throughout the general session and breakout session rooms near the water stations. The Government will provide the Contractor with an Event Agenda containing break times to allow scheduling.

4.6 Facial Tissues: The Contractor shall provide one box of tissue at each table where attendees will be sitting. These will be in the General session, breakout rooms, and counseling areas.

4.7 Adjustable Easel with attached Dry Erase Board and Flip Chart Display and Pad: The Contractor shall provide up to ten (10) adjustable easels with attached six (6) foot by four (4) foot dry erase boards and flip chart displays. Each easel shall have a twenty-seven (27) by thirty-four (34) inch Flip Pad with a minimum of 20 pages.

4.8 Bulk Copier. Contractor shall provide all items necessary (toner, paper, etc.) for bulk copying of up to 5,000 copies. Copier shall have the capability to copy and print black and white, two-sided copies in both standard eight and a half (8.5) inch by eleven (11) inch size paper, and legal, eight and a half (8.5) inch by fourteen (14) inch, paper. Copier shall have the capability to collate and staple copies.

4.9 Podium. Contractor shall also provide a single box styled lectern podium with microphone and A/V connection capability.

PART 5 SPECIFIC TASKS

5. SPECIFIC TASKS GENERAL INFORMATION

5.1 Registration. Attendee Registration Area: The Contractor shall setup a YRRP registration area in the lobby of the primary lodging/event facility or in proximity to the lodging facility's registration desk NLT 6:30 A.M. the Friday of the YRRP event. The area shall include sign-in, welcome/direction signage, and orientation packages for attendees; all provided by the Government staff members. The area shall have thirteen (13) registration tables; the tables shall be properly dressed in tablecloths and skirted, with two (2) chairs at each table. Wireless high-speed Internet access shall be provided for the registration area. Attendee registration will take place on Friday of the YRRP event at 8:30 A.M. and conclude at 7:00 P.M.

5.1.1 Attendee Help Tables: The Contractor shall provide two (2) separate tables with four (4) chairs at each table between 6:00 A.M. Friday and 5:00 P.M. Sunday of the YRRP event, for Government staff to address all attendee questions and concerns. The tables shall be capable of seating four (4) people. On the Friday of the YRRP event the tables shall be in a location visible from the hotel reception area. On Saturday and Sunday of the YRRP event the tables shall be in a location visible from the event meeting rooms.

5.2 Sleeping Rooms: Contractor shall be capable of providing at least four hundred (400) sleeping rooms on-site of the venue for the event. If additional rooms are required in excess of four hundred (400) and cannot be provided on-site, required remaining rooms shall be in a lodging facility that shall meet all of the terms and conditions for lodging rooms of this PWS and is within a two (2) mile distance of the main venue. Sleeping rooms shall meet all local and federal safety requirements. The Contractor will also provide shuttle service for attendees to the main event venue as needed; see 5.6.3, Overflow Transportation.

5.2.1 The cost shall not exceed Government per diem lodging rates for the local ZIP code when calculated on a per person basis. www.gsa.gov/travel/plan-book/per-diem-rates.

5.2.2 Lodging Government Tax Exemption: The cost of sleeping rooms shall not include tax if a Government Lodging Tax Exemption exists. The Contractor shall be responsible for obtaining and filing all Government Lodging Tax Exemption documentation.

5.2.3 The Government shall not be responsible for any cost deficits between the contract's preliminary number of sleeping rooms and the confirmed number of sleeping rooms required. The Government will only pay for the final confirmed number of rooms used and in accordance with the cancellation policy.

5.2.4 Lodging facility(ies) shall be on the list of approved hotels and motels for federal travelers located at <https://apps.usfa.fema.gov/hotel/>.

5.2.5 Lodging facility(ies) shall meet the American with Disabilities Act (ADA) requirements and provide up to five (5) ADA compliant rooms. These rooms shall be included in the total contract quantities. A preliminary number of actual ADA compliant sleep rooms will be provided to the Contractor in accordance with 5.2.6.

5.2.6 Sleeping Room Roster: The COR will provide an initial sleeping room roster to the Contractor which includes the sleeping rooms, and number of days the rooms are required the Sunday prior to the start of the YRRP event; and final adjustments no later than 72 hours prior to the event check-in date. The Contractor shall provide an updated sleeping room roster which includes the sleeping rooms number, number of days the rooms were used, cost per room and the total cost of all sleeping rooms for the YRRP event. The final sleeping room roster shall be submitted with the invoice into the appropriate invoicing system.

5.2.7 Sleeping room requirements:

5.2.7.1 All rooms provided under this contract shall be non-smoking rooms.

5.2.7.2 A minimum of seventy percent (70%) of the attendee rooms shall be double occupancy with the option to include roll-away beds and sofa sleepers as needed

5.2.7.3 Lodging room, main entry shall not open to the exterior of the building.

5.2.7.4 Sleeping Rooms shall contain the following:

- Working television with remote
- Working telephone
- Working refrigerator
- High Speed Wireless - Internet access (Hotel Guest may be required to pay a fee for hotel room internet use).

5.2.8 Responsibilities: The Government shall not be responsible for room service charges, long distance phone calls, movie rental charges, laundry charges, room service, or any other incidental room charges. Any such charges shall require the occupants to provide their personal credit cards to secure payment for those charges.

5.3 Conference Spaces/Rooms. Conference Spaces/Room shall be located in the same facility/venue as sleeping rooms. If multiple hotels are used, the conference venue shall be at the location with the majority of sleeping rooms. All conference spaces shall meet all local and federal safety requirements. The COR will provide an initial conference room list to the Contractor which includes the conference room needs, and number of days the rooms are

required the Sunday prior to the start of the YRRP event; and final adjustments no later than 72 hours prior to the event check-in date. The Contractor shall provide an updated conference rooms list which includes the room number/description, number of days the rooms were used, cost per room and the total cost of all conference rooms for the YRRP event. The final conference rooms list shall be submitted with the invoice into the appropriate invoicing system. The Government shall not be responsible for any cost deficits between the contract's preliminary number of conference spaces/rooms and the confirmed number of conference spaces/rooms required. The Government will only pay for the confirmed number of rooms required for the event.

5.3.1 General Session Room:

5.3.1.1 Availability: 7:00 A.M. Friday through 2:00 P.M. Sunday (local time).

5.3.1.2 Capacity: Room shall be capable of hosting up to eight hundred (800) attendees in addition to space for the Government's audio-visual (A/V) equipment.

5.3.1.3 The Contractor shall have the capability to provide round tables and chairs to support up to eight hundred (800) attendees and allow for ADA compliance. All tables, with the exception of the water station, shall be arranged to allow all sides of the table to be accessible for seating.

5.3.1.4 Ceiling Height: General Session room shall have a minimum ceiling height of sixteen (16) feet to accommodate government A/V equipment.

5.3.1.5 When possible, the general session room may be used for dining purposes. If the general session room will be used for the dinner meal, the room will be available for dinner meal service set up after 4:00 PM Saturday of the YRRP Event.

5.3.1.6 The General Session Room shall remain configured as the general session room for the duration of the event.

5.3.1.7 The Contractor shall provide a twenty-four (24) foot by twenty-four (24) foot stage that is between twenty-four (24) and thirty (30) inches high with a covered front side. The stage shall have a minimum of one (1) handicap access ramp on the front or side of the stage and one (1) set of stairs on either side of the stage. The stage shall be equipped with one (1) speaker's podium which will be provided by contractor.

5.3.1.8 Room shall have High Speed Wireless Internet access, (In addition to the normal internet provided by the hotel). Internet access shall be provided to General Session Room presenters only.

5.3.2 Breakout Rooms:

5.3.2.1 Quantity: Ten (10) rooms

5.3.2.2 Availability: 7:00 A.M. Friday through 12:00 P.M. Sunday (local time).

5.3.2.3 Capacity: Each room shall be capable of hosting up to sixty (60) attendees with tables and chairs plus space for the Government's A/V equipment and a water station.

5.3.2.4 The Contractor shall have the capability to provide round tables and chairs to support up to sixty (60) attendees and allow for ADA compliance. All tables, with the exception of the water station, shall be arranged to allow all sides of the table to be accessible for seating.

5.3.2.5 Rooms shall have High Speed Wireless Internet access (In addition to the normal internet provided by the hotel). Internet access shall be provided to Break Out Room presenters only unless otherwise specified in PWS paragraph 5.3.2.

5.3.2.6 Ceiling Height: Breakout rooms shall have a minimum ceiling height of ten (10) feet to accommodate government A/V equipment.

5.3.3 Parlor Rooms (Counseling Rooms):

5.3.3.1 Quantity: Eight (8) rooms.

5.3.3.2 Availability: 7:00 A.M. Friday through 12:00 P.M. Sunday (local time).

5.3.3.3 Capacity: Five (5) of the eight (8) possible rooms required shall be capable of hosting up to sixteen (16) attendees and allow for ADA compliance. Two (2) of the eight (8) parlor style rooms (Counseling Room) shall be capable of hosting up to three (3) attendees and allow for ADA compliance. One (1) of the eight (8) parlor style rooms (DEERS/RAPIDS Room) shall be capable of hosting up to six (6) attendees and allow for ADA compliance.

5.3.3.4 Additional Requirements: Rooms shall have High Speed Wireless Internet (In addition to the normal internet provided by the hotel). One (1) of the eight (8) parlor style rooms (DEERS/RAPIDS Room) shall include an Ethernet port and cord with direct access to the internet. High Speed Internet connectivity must NOT prompt username/password or any other type of verification to connect onto to the internet. The room shall include two (2), six (6) foot by thirty (30) inch rectangular tables and six (6) chairs. The tables shall be arranged in two (2) separate L-shaped configurations with three (3) chairs at table configuration. Tables shall be arranged to allow all sides of the table to be accessible for seating.

5.3.3.5 Two (2) of the eight (8) parlor style rooms (Counseling Room) must be private and have limited access; however, it can be in the general vicinity of the rest of the meeting spaces. Each of these rooms shall include a minimum of three (3) upholstered armchairs, one (1) coffee table, one (1) small trash can, one (1) box of facial tissues and a water station.

5.3.3.6 The remaining five (5) of the eight (8) possible parlor rooms shall include four (4), six (6) foot by thirty (30) inch rectangular tables with three (3) chairs per table. Tables shall be arranged to allow all sides of the table to be accessible for seating.

5.3.4 Community Partners Room

5.3.4.1 Quantity: One (1) room

5.3.4.2 Availability: 12:00 P.M. Friday through 1:00 P.M. Sunday (local time).

5.3.4.3 Capacity: Room shall be capable of holding a minimum of forty (40), six (6) foot by thirty (30) inch rectangular tables with eighty (80) chairs, two (2) chairs at each table, for Community Partner displays and allow for ADA compliance. Tables shall be arranged to allow all sides of the table to be accessible for seating.

5.3.4.4 Additional Requirements: Room shall be in close proximity to the General Session Room. Room shall have High Speed Wireless Internet access for approximately twenty (20) users, (In addition to the normal internet provided by the hotel) and a minimum of twenty (20) power strips for the area.

5.3.5 Staff Operations Room

5.3.5.1 Quantity: A minimum of One (1) room

5.3.5.2 Availability: 11:00 A.M. Wednesday through 2:00 P.M. Sunday (local time).

5.3.5.3 Capacity: Room shall be capable of hosting up to sixteen (16) attendees and allow for ADA compliance.

5.3.5.4 Additional Requirements: Must be able to secure this room. Room shall include a minimum of six (6), six (6) foot by thirty (30) inch rectangular tables and sixteen (16) chairs. Tables and chairs must be set up in a U-shape-style. Room shall have wireless Internet access for approximately sixteen (16) users, and four (4) power strips for the area (In addition to the normal internet provided by the hotel). The room shall consist of the following items per day: One (1) hotel phone with capabilities to call any in-house numbers, lockout keys, one (1) bulk copier with addition paper and one (1) water station with disposable cups.

5.3.6 Logistics/Storage Room.

5.3.6.1 Quantity: One (1) room

5.3.6.2 Availability: 11:00 A.M. Wednesday through 2:00 P.M. Sunday (local time).

5.3.6.3 Capacity: Equivalent to a fifty (50) person occupancy room capable of storing resources and IT equipment (up to six (6) pallets, plus four (4) large crates and four (4) totes (tuff boxes)).

5.3.6.4 The Contractor shall provide package handling for logistics/resources and on-site storage space that is secured for up to six (6) pallets, plus four (4) large crates including receiving and handling the pallets if necessary. There may be an additional four (4) totes (tuff boxes) shipped to the hotel by another vendor.

5.3.6.5 Additional Requirements: Must be able to secure this room. Room will require double doors (no middle bar on doors) to move pallets in and out, preferably near the freight elevator (if equipped).

5.4 Meals: The Contractor shall provide two (2) breakfasts, one (1) lunch and one (1) dinner for the event. Food and beverage charges are based upon a total of up to eight hundred (800) servings per meal. Meals shall be buffet style, boxed, or self-service. Meals shall be properly portioned, and at quantities sufficient to ensure all personnel are fed. Due to unknown exact number of attendees at time of solicitation, see paragraph 1.4, the Government will provide a preliminary meal count upon award and a final meal count the Sunday prior to the arrival of the Advance party. The Government shall not be responsible for any cost deficits between the award preliminary number of meals and the confirmed number of meals required. The Government will only pay for the confirmed number of meals required for the event. Self-serve beverage stations are preferred at each meal. The Contractor shall provide specialty meals for individual with food allergies. Requests for specialty meal will be provided to the Contractor NLT Sunday prior to the YRRP event. The dining room can be the same as the general session room and/or breakout rooms. Venue must be compliant with all applicable commercial, local, and state regulations and practices. Cost shall not exceed Government per diem food rates for the local ZIP code when calculated on a per person basis, www.gsa.gov/travel/plan-book/per-diem-rates.

5.4.1 Breakfast

5.4.1.1 Availability: Saturday, 6:00 A.M. to 8:00 A.M. local time and Sunday, 6:30 A.M. to 9:00 A.M. local time.

5.4.1.2 Quantity: Up to eight hundred (800) meals per breakfast.

5.4.1.3 Food: The breakfast shall include such items as: scrambled and boiled eggs; two (2) types of meat (pork bacon or sausage and turkey sausage or bacon); potatoes or grits; oatmeal; waffles, pancakes, or French toast; pastries; bread (toast or biscuits); yogurt; fresh fruits; and an assortment of cereal. Drinks shall consist of coffee, hot tea, milk, water, and juice.

5.4.2 Lunch

5.4.2.1 Availability: Saturday, 11:00 A.M. to 1:00 P.M. local time.

5.4.2.2 Quantity: Up to eight hundred (800) meals.

5.4.2.3 Food: The lunch shall include such items as a garden salad with assorted toppings and dressings; one (1) baked or broiled chicken entrée; one (1) beef entrée; one (1) side vegetable selection; and one (1) starch selection. Drinks shall consist of soda, coffee, milk, hot and cold tea, and juice.

5.4.3 Dinner

5.4.3.1 Availability: Saturday, 5:00 P.M. to 7:00 P.M. local time.

5.4.3.2 Quantity: Up to eight hundred (800) meals.

5.4.3.3 Food: The dinner shall include such items as a garden salad with assorted toppings and dressings; one (1) baked or broiled chicken entrée; one (1) beef entrée; a pasta dish; two (2) side vegetable selections; and one (1) starch selection. Drinks shall consist of soda, coffee, milk, hot and cold tea, and juice.

5.5 Parking: The Contractor shall provide onsite and specialty parking.

5.5.1 Onsite Parking: Onsite parking is defined as parking located on the venue property. It may be located in an adjacent parking ramp or lot of the venue. Parking ramp or lot shall be lit, and parking is Self-Park only for attendees, staff; and designated government community partners, and VIPs.

5.5.1.1 Availability: 6:00 A.M. Wednesday through 12:00 P.M. Monday local time.

5.5.1.2 Quantity: The Contractor shall accommodate up to thirty-six (36) parking spaces on Wednesday and Thursday; and accommodate up to four hundred (400) parking spaces Friday through Sunday. Parking includes attendees, staff, and designated government community partners. The Contractor shall receive the confirmed number of required parking spaces NLT Wednesday prior to the YRRP event.

5.5.1.3 Parking Roster: If parking is invoiced separately, the Government will only pay for utilized parking. The Contractor shall provide a parking roster which includes the number of utilized parking spaces, room number of the attendee utilizing the space, the individual cost of each space, number of days the space was used and the total cost of parking for the YRRP event. The parking roster shall be submitted with the invoice into the appropriate invoicing system. Parking for non-government Community Partner personnel is to be paid for by the individual, not by the government under this contract.

5.5.2 Specialty Parking

5.5.2.1 Availability: 11:00 A.M. Wednesday through 4:00 P.M. Sunday local time.

5.5.2.2 Quantity: Two (2) specialty parking spaces.

5.5.2.3 Capacity: Shall accommodate a government bus and box truck up to 26 feet long.

5.5.2.4 Additional requirements: If these parking spaces are not located on the venue property, they shall be within a quarter mile of the venue.

5.6 Transportation (Shuttles): The Contractor shall provide ADA compliant, round-trip transportation between the lodging facility and the Airport for event attendees. Transportation shall be provided for the duration of the event to accommodate the arrival and departure of attendees; up to eight hundred (800) attendees.

5.6.1 To the lodging facility from the airport listed in section 1.11.

5.6.1.1 Availability: Friday, 10:00 A.M. to 8:00 P.M. local time.

5.6.1.2 Frequency: Guests shall not wait more than thirty (30) minutes between shuttles.

5.6.2 To the airport listed in section 1.11 from the lodging facility.

5.6.2.1 Availability: Sunday, 6:00 A.M. to 3:00 P.M. local time.

5.6.2.2 Frequency: Guests shall not wait more than thirty (30) minutes between shuttles.

5.6.2.3 Shuttle Roster: If shuttle services are invoiced separately, the Government will only pay for the actual number of round-trip shuttle services utilized by YRRP event attendees. The Contractor shall provide a shuttle roster that shall include the following information: the origin and destination of the shuttle service, the date of shuttle service, the number of shuttle service trips and attendee passengers, and the total cost of shuttle services for the YRRP event. The shuttle roster shall be submitted with the invoice into the appropriate invoicing system.

5.6.3 Overflow Transportation: Round-trip, transportation for YRRP event attendees from the lodging facility to the event venue, for event attendees with lodging accommodations in a separate location from the event venue. Overflow Transportation shall be provided by the contractor and the cost is to be included in the overflow lodging room costs as a convenience to the government for the split hotel use.

5.7 Banquet Event Order (BEO): A final Banquet Event Order (BEO) shall be submitted to the COR NLT Thursday prior to the YRRP event. The BEO shall contain the following information on room type, room setup, time of room setup, quantity of meals, time of meal service, and location of meal service, type of meal service, complete menu for each meal and specialty meal menus with ingredients lists. The Contractor shall meet with the COR NLT Thursday prior to the YRRP event to review BEO.

PART 6 APPLICATION PUBLICATIONS

6. Application Publications: RESERVED

Attachment 1. Performance Requirements Summary (PRS)



05.1 PRS 99th RD
Atlantic City 12-17 Ju

Attachment 2. Reports and Documentation Submittals



05.2 Submittals
99th RD Atlantic City