

PERFORMANCE WORK STATEMENT (PWS)
FOR
Lodging 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 **lodging** services, as defined in this PWS.

1.2 Background: **This acquisition is for a TY23 Soldier Reintegration Program on 25 February 2023. Members of the Ohio Army National Guard will be present in the Wilmington / Chillicothe, Ohio area to receive benefit information.**

1.3 Period of Performance (PoP): **24 - 25 FEB 2023**

1.4 General Information:

1.4.1 Quality Control (QC): **Reserved**

1.4.2 Quality Assurance (QA): **Reserved**

1.4.3 Recognized Holidays: **Reserved**

1.4.4 Place and Performance of Services:

Primary: Wilmington, Ohio
Secondary: Chillicothe, Ohio
Tertiary: Columbus, Ohio

1.4.5 Security Requirements. **Reserved**

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

1.4.7 Special Qualifications: **Reserved**

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 Subpart 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.](#) 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 KO 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: [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 [Reserved](#)

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 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 only individual who can legally bind the government.

2.1.3 Contracting Officer Representative (COR): An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment will be in writing and will 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.

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

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

2.1.6 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.

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

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

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

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

2.1.11 Subcontractor: One that enters into 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
CMRA Contractor Manpower Reporting Application
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
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
SSN Social Security Number
TE Technical Exhibit
USD(I) Under Secretary of Defense for Intelligence

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

3.1 Property: **Reserved**

3.2 Materials: **Reserved**

3.3 Equipment: **Reserved**

3.4 Services: **Reserved**

3.5 Utilities: **Reserved**

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

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.

5.0 Requirements: The contractor shall:

**5.1 Location: Primary; Wilmington, Ohio
Secondary; Chillicothe, Ohio
Tertiary: Columbus, Ohio**

5.2: Parking: All lodging must have ample parking accommodations for attendees. This is estimated at approximately 30 vehicles. Lodging must provide parking at no cost to conference attendees. Voucher systems are acceptable.

5.3: Lodging: Must provide+ up to 25 room block at the government per diem rate with check-in 24 FEB 2023, checkout 25 FEB 2023. Rooms must be double queen sleeping rooms.

5.3.1: Per Diem rates may be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

5.3.2: Guests will check-in with personal credit cards to cover incidentals. The lodging guest shall be responsible for all incidental charges incurred during the stay.

5.3.3: Room Lock Date: Final room count will be locked in on 17 FEB 2023 but is subject to change after that date. A free 20% cancelation / no show will be honored for guests that cancel / no show after 17 FEB 2023. Equitable reduction / increase will be made for change in required lodging.

5.3.4: Lodging vendor must offer free continental breakfast to lodging guests. Plan on 75 percent of the rooms to have two guests.

5.3.5: Lodging vendor shall provide a final document of contracted rooms at the completion of the event.

6.0 Contractor Manpower Reporting Application (CMRA):

6.0.1 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 via a secure data collection site.

6.0.2 The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs shall be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2022. Contractors may direct questions to the help desk at <http://www.ecmra.mil>.

7.0 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 or http://farsite.hill.af.mil/
Defense Federal Acquisition Regulation Supplement			http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or http://farsite.hill.af.mil/
DoDM 1000.13- M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b)	01/23/2014		http://www.esd.whs.mil/Directives/issuances/dodm/
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 Regulation 5200.02 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017		http://www.dtic.mil/whs/directives/corres/pub1.html
Army Directive 2014-05	03/07/2014		http://www.apd.army.mil/ProductMaps/PubForm/ArmyDir.aspx

Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors			
AR 190-13 The Army Physical Security Program	02/25/2011		http://www.apd.army.mil/ProductMaps/PubForm/AR.aspx
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
DoDD 5400.11 Department of Defense Privacy Program	10/29/2014		http://www.dtic.mil/whs/directives/corres/dir.html#
DoD 5400.11-R Department of Defense Privacy Program	05/14/2007		http://www.dtic.mil/whs/directives/corres/pub1.html
DoDD 8140.01 Cyberspace Workforce Management	08/11/2015	OK	http://www.dtic.mil/whs/directives/corres/dir.html
DoD 8570.01-M Information Assurance Workforce Improvement Program	12/19/2005 (Change 4: 11/10/2015)	OK	http://www.dtic.mil/whs/directives/corres/pub1.html
AR 25-2 Information Assurance	10/24/2007	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 530-1 Operations Security	09/26/2014	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
DoD 5220.22-M	02/28/2006	OK	http://www.dtic.mil/whs/directives/corres/pub1.html

National Industrial Security Program Operating Manual	(Change 2: 05/18/2016)		
AR 381-12 Threat Awareness and Reporting Program (TARP) (Section II, ¶ 2-4. b)	06/01/2016	OK	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx