

**STATEMENT OF WORK
FOR
ANG YELLOW RIBBON EVENT**

1.0 General: This is a non-personal services contract to provide support for a Yellow Ribbon Reintegration Program (YRRP) event, 24-26 February 2023. 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 Prime Contractor who, in turn, is responsible to the Government.

1.1 Scope: The Government is anticipating approximately 300 attendees. Attendees will arrive on Friday and register at the event location that day. Attendees will depart on Sunday by 12:00 PM. Core Staff will arrive the Wednesday before the event, and the Advance Party members will arrive on Thursday. Core Staff will depart on Sunday or Monday.

1.2 Objectives: The Contractor must provide for the requested number of attendees' lodging, meeting space, and childcare to accommodate one (1) event, ensure adequate space for learning, and meet the needs of the units within the Air National Guard. The Contractor shall provide hotel rooms, meeting space rooms, audio-visual (screens, audio connections, computer hookups, and microphones), space for community partners, parking, and service of meals and snacks. The Contractor shall ensure there is a conducive learning environment/atmosphere at the event venue to support Yellow Ribbon presentations and training and shall provide government personnel and their families attending the event with quality accommodations and identified support services.

1.3 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and non-personal services necessary to perform this YRRP event as defined in this Statement of Work (SOW) except for those items specified as government-furnished property and services. The Contractor shall perform to the terms, conditions, and standards in this contract.

1.4 Background: The YRRP is a Department of Defense mandated initiative designed to provide information, services, referrals, and proactive outreach programs to Air National Guard (ANG) members and their families through all phases of the deployment cycle in accordance with DoD Directive 5124.02, and DoD Instruction 1342.28. The overall objective of the program is to prepare and sustain Airmen and their families before and after mobilization.

1.4.1 This event is for Airmen and their families who are assigned to the Air National Guard. All attendees are placed on official travel orders and/or Invitational Travel Authorizations (ITAs) in accordance with the Joint Federal Travel Regulation (JFTR), the Joint Travel Regulation (JTR), and ANG Fiscal Year Financial Guidance. Family members are authorized to travel on Invitational Travel Authorizations (ITAs).

1.4.2 During these events, families gain practical, useful information based on the curriculum designed specifically for military families. Through small group and one-on-one

activities, family members learn how to maintain closeness, and leverage resources during frequent relocations, long separations, and repeated reunions. This approach provides the continuum of care needed.

1.5 Period of Performance (PoP): The Period of Performance shall be 24-26 February 2023.

1.6 General Information:

1.6.1 Place and Performance of Services: The Contractor shall provide services to support one (1) Yellow Ribbon Event, including lodging, meeting space, meals, audio/visual, additional support items, parking, and COVID-19 safety precautions when the CDC Community level is above “low”. The Government will not be responsible for room service charges, long-distance phone calls, movie rental charges, laundry, or other incidental room charges. Any such charges shall require the occupants to provide their personal credit cards to secure payment for those charges. The Government shall provide a preliminary room count upon award of the contract and a final room count seven (7) days prior to the event start date.

1.6.2 Venue: The Contractor shall provide lodging for staff and attendees for one (1) Yellow Ribbon event. The venue needs to be not more than 180 miles from the Portland Air National Guard base, but not less than 40 miles away from the Portland Air National Guard base. The venue will be a resort-like setting with family-friendly activities and restaurants within walking and/or short driving distance. At a minimum, the lodging establishment shall meet International Hospitality Association (IHA) Three Star rating criteria.

1.6.2.1 The Contractor shall provide sleeping accommodations for attendees. Estimated attendees will need lodging for a total of two (2) nights, Friday, and Saturday. One hundred fifty (150) two-bed and/or single bed sleeping rooms Friday night and 150 two-bed and/or single bed sleeping rooms Saturday night for a total of 300 sleeping-room-nights. Sleeping rooms shall, at minimum, have queen or king beds.

1.6.2.2 In addition, the Contractor shall provide staff sleeping room reservations only for support staff (support staff is self-pay). This requirement is separate from the contracted rooms in this SOW.

1.6.2.3 Security: The Contractor shall limit conference area entries to outsiders during the event. The Contractor shall ensure security patrols are provided throughout the entirety of the event. Armed security officers or off-duty police are required for the entire event.

1.6.2.4 COVID-19 Safety Protocol: When the CDC community level is above “low”, social distancing will always be followed during registration, General Sessions, Breakout Sessions, and meals. The Contractor must consider additional space needed for socially distanced tables and chairs.

1.6.2.5 Hand sanitizer will be provided throughout the venue including the registration area, General Session, and Breakout session areas.

1.6.2.6 Additional cleaning steps shall be taken by the venue to ensure sanitization of meeting rooms and common-area surfaces.

1.7 Meal service will be provided cafeteria-style so that the venue staff is serving all food items. Venue serving staff should be appropriately masked and gloved if community COVID levels are above “low”.

1.7.1 Partitions such as a plexiglass divider shall separate the attendees from the food service area if the COVID community risk is “high” per the CDC website.

1.7.2 Disposable masks shall be provided by the Contractor to ensure all participants are provided a mask if requested.

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: A supplier or vendor awarded a contract to provide specific supplies or services to the Government. The term used in this contract refers to the Prime.

2.1.2 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.

2.1.3 Contracting Officer: A person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the government. Note: This is the only individual who can legally bind the government.

2.1.4 Contracting Officer’s Representative: An employee of the U.S. Government appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has the authority to provide technical direction to the Contractor if that direction is within the scope of the contract, but it 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.

2.1.5 Defective Service: A service output that does not meet the standard of performance associated with the Statement of Work.

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

2.1.7 Government-Furnished Property or Government Property: Property in the possession of, or directly acquired by the Government and subsequently made available to the Contractor.

2.1.8 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 Contractor listed in the SOW. 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.

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

2.1.10 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.

2.1.11 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.

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

2.1.13 Subcontractor: One that enters into a contract with a Prime Contractor. The Government does not have privity of contract with the subcontractor.

2.1.14 Workday: The number of hours per day the Contractor provides services in accordance with the contract.

2.2 Acronyms:

DoD	Department of Defense
CFP	Contractor Furnished Property
GFP	Government Furnished Property
IHA	International Hospitality Association
NLT	No later than
SOW	Statement of Work

3.0 Government Furnished Property, Material, Equipment, and Services (GFP/M/E/S): The Government will not provide the property, material, equipment, and/or services to the Contractor to assist the Contractor with the requirements of this SOW.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): The Contractor shall furnish all supplies, equipment, facilities, services, labor, and management necessary to perform SOW and other contract requirements.

5.0 Requirements: The Contractor shall provide services to support the Yellow Ribbon event, including lodging, meeting space, meals, audio/visual, additional support items, and parking. The Government will not be responsible for room service charges, long-distance phone calls, movie rental charges, laundry, or other incidental room charges. Any such charges shall require the occupants to provide their personal credit cards to secure payment for those charges. The Government shall provide a preliminary room count upon award of the contract and a final

room count seven (7) days prior to the event start date. The Government shall only pay for lodging rooms used.

5.1 Lodging: The Contractor shall provide lodging for staff and attendees for (1) Yellow Ribbon event. At a minimum, the lodging establishment shall meet International Hospitality Association (IHA) Three Star rating criteria.

5.1.2 The Contractor shall provide sleeping rooms for attendees. Estimated attendees will need lodging for a total of two (2) nights, (assumption: one (1) room per family). One hundred fifty (150) sleeping rooms Friday night and 150 sleeping rooms Saturday night for a total of 300 sleeping room nights.

5.1.3 The Contractor shall provide staff sleeping room reservations only (staff is self-pay) for the following:

Yellow Ribbon Staff: Five (5) nights each for four (4) estimated Core Staff.

Additional Yellow Ribbon Staff: Six (6) nights each for three (3) estimated Advance Party Staff.

5.2 Security: The Contractor shall limit conference area entries to outsiders during the event. The Contractor shall ensure security patrols are provided throughout the conference and registration times, Friday-Sunday.

5.3 Registration: The Contractor shall set up a Yellow Ribbon registration area on Friday from 2:00 PM - 6:00 PM and Saturday from 7:00 AM – 8:30 AM preferably in proximity to the event's General Session room. The area shall be used by the Core and Advance Party staff to provide sign-in, welcome, and orientation packages for attendees. The area shall have approximately six (6) registration tables and the tables shall be properly dressed in tablecloths and skirts. Complimentary wireless high-speed Internet access for ten (10) Core and Advance Party staff shall be provided for the registration area. A power source shall be provided for at least two computers and two printers. Rope stanchions, signage, and sufficient easel stands to direct traffic to the registration area shall be provided.

5.4 Meeting Room Accommodations:

5.4.1 Meeting Rooms consist of a General Session room, Breakout Session rooms, Childcare rooms, Vendor/Exhibitor space, Operations Center room, and Counseling rooms. All Meeting Rooms are available from Friday at 4:00 PM until Sunday at 12:00 PM except for the Operations Center which shall be available on Wednesday at 8:00 AM through Sunday at 5:00 PM. The rooms shall meet the requirements below, be staged in accordance with the attached Meeting Room Staging Requirements, be available for the entire event, and be accessible 24 hours a day during the event.

5.4.2 The Contractor shall provide water stations and/or pitchers filled with water, and glasses/cups for General Session and each Breakout Session room from 7:00 AM - 4:30 PM Saturday, and 7:00 AM to 11:00 AM Sunday. Event Staff will provide the Contractor with an Event Agenda including break times to refresh rooms.

5.4.3 The Contractor shall provide one (1) General Session room capable of holding 300 attendees set with rounds of 6-8 (preferably rounds of 10 if 72-inch diameter tables are available). Social distancing must be considered in room staging. The General Session room shall not be re-arranged to serve as Breakout rooms. The General Session room and the Breakout rooms shall be separate spaces. The General Session room shall be used for dining purposes and potentially a large meeting room. The following requirements shall be met for the General Session Room: A stage that is completely dressed. The stage shall include two (2) podiums with two (2) wireless microphones and two (2) lavalier microphones. This room shall have two (2) projectors and two (2) projector screens with complimentary high-speed Internet for three (3) connections. Screens shall be placed in each corner at an angle for best viewing. An area shall be set up for a presenter to connect a computer to the projectors and connect to house sound. The presenter will also require a power strip. One (1) American flag with pole and stand and one (1) state flag with pole and stand shall be placed on the stage. The Contractor shall ensure that Core or Advance Party staff can direct which doors are locked or unlocked to control access to the General Session room. Pens and note pads shall be provided at each seat. A minimum of four (4) water stations with cups, and four (4) trashcans shall be placed throughout the room. This room shall be available for A/V check on Friday before the event no later than 4:00 PM.

5.4.4 Breakout Session Rooms. The Contractor shall provide meeting space for approximately six (6) Breakout Session rooms. The rooms shall be accessible 24 hours a day during the event.

5.4.4.1 All six (6) of the Breakout Session rooms shall be configured as follows:

1. Set up in classroom style with seating for fifty (50) people
2. One (1) 10 x 10 projector screen or larger
3. One (1) LCD projector with connections
4. One (1) A/V table
5. One (1) hand-held wireless microphone and one (1) lavalier microphone with connection to house sound
6. Sound connection to house sound for laptops to play videos
7. One (1) wireless USB presentation clicker in each meeting room
8. Internet service for two (2) connections (wireless or hardwire)
9. One (1) power strip
10. One (1) trash can
11. One (1) water station with cups

5.4.5 Childcare Rooms. The contractor shall provide four (4) Childcare Rooms. Childcare Rooms will be near each other and will be away from exits, elevators, and escalators. The Contractor will ensure that the Childcare Rooms are in an area where access is blocked to outsiders and hotel staff (for example, at the end of a hallway). Access to this area will be controlled by Core or Advance Party staff and Childcare staff. Two (2) six-foot banquet tables with tablecloths and skirting and four (4) chairs will be set up in the area to control access to the Childcare Rooms. Childcare Rooms shall be configured as follows:

5.4.5.1 Two (2) Meeting Rooms that can accommodate ten (10) children each, ages 0-5 years. The room shall consist of the following items per day:

1. One (1) water station with cups
2. One (1) large trash can
3. One (1) refrigerator
4. Two (2) portable cribs (or pack and play)
5. One (1) television with DVD player
6. One (1) table with tablecloth that can seat ten (10) children
7. Lunch will be served to the children in the designated rooms. Lunch will be served buffet style with the Contractor's staff provided to assist with serving. The Contractor will provide additional staff as needed to assist with serving.

5.4.5.2 Two (2) Meeting Rooms that can accommodate ten (10) children each, ages 6 years and older. The room shall consist of the following items per day:

1. One (1) water station with cups
2. One (1) large trash can
3. One (1) television with DVD player
4. One (1) table with a tablecloth that can seat ten (10) children
5. Lunch will be served to the children in the designated rooms. Lunch will be served buffet style with the Contractor's staff provided to assist with serving. The Contractor will provide additional staff as needed to assist with serving.

5.4.6 Counseling Rooms. The contractor shall provide one (1) Counseling Room. The room will be conference table style with seating for up to ten (10) people. The room shall include one (1) conference table with ten (10) chairs. The rooms shall consist of the following items per day:

1. Pens and note pads
2. One (1) water station with cups
3. One (1) trash can
4. Complimentary wireless Internet access for approximately two (2) users
5. One (1) power strip

5.4.7 Vendor/Exhibitor Space. The Contractor shall provide one (1) vendor/exhibitor space in an area adjacent to the General Session room capable of holding up to a minimum of thirty (30) with two (2) chairs for each vendor display, and one (1) garbage can shall be provided in the area. The tables shall be properly dressed in tablecloths and skirts.

5.4.8 Operations Center. The Contractor shall provide one (1) meeting room to be used by the Yellow Ribbon staff as an Operations Center. The room shall be available beginning Wednesday at 8:00 AM through Sunday at 5:00 PM. The room shall have complimentary wireless Internet access for thirty-five (35) users, and five (5) power strips. The room shall have a conference table with chairs. The room shall consist of the following items per day:

1. One (1) hotel phone with capabilities to call any in-house and outgoing number
2. Pens and note pads
3. Keys or digital access for three (3) Core Staff
4. One (1) water station with cups
5. One (1) large trash can.
6. This space must be able to be locked and secured with keys or digital access given to the Core Staff. In the event a hotel phone is not available, the Contractor shall secure a means of communication between the Operations Center and hotel staff offices/guest lodging rooms.

5.5 Childcare:

5.5.1 The Contractor will provide childcare services for ages 0-5 following the Federal Teacher to Child ratio and any State required ratios.

5.5.1.1 A minimum of three (3) support staff are required to provide line of sight supervision, bathroom break escort, and other childcare support for the 6 years and older room if the OSD

program, Project YES, is providing activities for youth at the event. If Project YES is not supporting the event, the Contractor shall provide the full Federal Teacher to Child ratio for the 6 years and older room. Project YES will confirm attendance fourteen (14) days prior to the event start date.

5.5.1.2 Childcare providers must be prepared and able to provide support for special needs children.

5.5.1.3 Contractor shall provide additional Childcare staff (in addition to the minimum Federal Teacher to Child ratio) for assistance, if required, with special needs children. The number of children with special needs that will be in attendance will be provided fourteen (14) days prior to the event start date.

5.5.1.4 Initial count of children in attendance will be provided thirty (30) days prior to the event start date.

5.5.1.5 Actual numbers of children including ages will be provided to Childcare Provider fourteen (14) days prior to the event. If Project YES is supporting or not supporting the event, the contractor will be notified fourteen (14) days prior to the event.

5.5.1.6 Childcare is required to be set and ready to accept children by 7:00 AM on Saturday and 7:30 AM on Sunday.

5.5.1.7 Contractor shall plan staffing accordingly to provide breaks to staff members yet provide continuous, adequate, supervision during meal and snack times.

5.5.2 Meals and Snacks:

5.5.2.1 Breakfast – No requirement. Children will eat this meal with their parents.

5.5.2.2 Saturday Lunch meal will be provided by the Venue Contractor to children from 12:00 PM-1:00 PM with Childcare providers' assistance.

5.5.2.3 Childcare providers must provide snacks for children.

5.5.3 Childcare providers must provide games, toys, activities, etc. appropriate for ages 0- 5 and activities appropriate for ages 6 and older if Project YES is not attending.

5.5.4 Childcare providers shall provide age-appropriate DVD movies for ages 0–6 and 6-17.

5.5.5 Childcare providers must provide blankets and nap time accessories. Two (2) portable cribs and/or pack and play-type beds will be provided by the Venue Contractor.

5.5.6 Childcare provider must have a security system in place for receiving/registering children, tracking children, and releasing children.

5.5.7 Seven (7) days prior to the event, the Childcare service provider shall provide to the Contracting Officer a complete listing of staff members. List shall include full names, contact

numbers, and an up-to-date copy of a Government-issued photo ID of each staff member.

5.5.8 Childcare Service Providers shall provide adequate documents for proof of favorable background checks for all staff members. In accordance with DODI 6060.02, *Child Care Programs*, and DODI 1402.05, *Background Checks on Individuals in Department of Defense Child Development and Youth Programs*, Section 3.4, two (2), Childcare providers must meet State licensing standards or school district requirements and policies for background checks. These background checks on staff members should be "favorably adjudicated", cleared by the State to provide childcare for the government, and must have been completed within 12 months of the event.

5.5.9 Childcare Service Providers must provide a copy of a valid business license and proof of insurance fourteen (14) days prior to the event.

5.5.10 Childcare Service Providers must wear name badges with their company name. Providers must wear company shirts or matching shirts or same color shirts so they can easily be identified.

6.0 Applicable Publications: Publications applicable to this SOW are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory	Website
Federal Acquisition Regulation	05/26/2022	Mandatory	https://www.acquisition.gov/?q=browsefa r
Defense Federal Acquisition Regulation Supplement	06/23/2022	Mandatory	http://www.acq.osd.mil/dpap/dars/dfarsp gi/current/index.html or https://www.acquisition.gov/dfars
DODI 6060.02, Child Care Programs	08/05/2014 (Change 2, 09/01/2020)	Mandatory	https://www.esd.whs.mil/Portals/54/Docu ments/DD/issuances/DoDI/606002p.pdf
DODI 1402.05, Background Checks on Individuals in Department of Defense Child Development and Youth Programs	01/24/2017	Mandatory	https://www.esd.whs.mil/Portals/54/Docu ments/DD/issuances/DoDM/140205_dod m_2017b.pdf
Joint Travel Regulation (JTR)	07/01/2022	Mandatory	https://www.defensetravel.dod.mil/site/tr avelreg.cfm
DOD Instruction 1342.28	02/25/2019	Advisory	https://www.esd.whs.mil/Portals/54/Docu ments/DD/issuances/DoDI/134228p.pdf
DOD Directive 5124.02	06/23/2008	Advisory	https://www.esd.whs.mil/Portals/54/Docu ments/DD/issuances/DoDD/512402p.pdf

ANNEX A – Catering

Food and Beverage. The Contractor shall provide a total of three (3) meals based on the Banquet Event Order (BEO) with two (2) meals (Breakfast and Lunch) on Saturday and one (1) meal (Breakfast) on Sunday. Food and beverage charges are based upon a maximum of 300 servings per meal. Self-serve beverage stations are preferred at each meal. Local government per diem rates for food shall apply (see Annex D). The dining room will be in the General Session room. The Contractor shall identify the notification time frame for meal cancellation. The cancellation time frame should be consistent with commercial practice. The Contractor must follow all applicable regulations regarding food and beverage services. The cost will not exceed government per diem rates associated with the hotel's physical address.

For COVID-19 safety, social distancing will be observed during meal service times. Venue staff shall serve all meals cafeteria-style when CDC Community levels are above "low".

The meal service area shall be separated from the attendees' meal line by plexiglass dividers or other acceptable dividers when COVID community level is HIGH as identified by the CDC website.

1. Coffee, tea, and water shall be available from 9:00 AM to 3:30 PM Saturday.
2. Breakfast. A hot food buffet shall be available from 7:00 AM to 8:30 AM Saturday and 7:30 AM to 9:00 AM Sunday. The buffet shall include such items as scrambled eggs, and meat (bacon or sausage) and starch (potatoes or grits), and oatmeal or waffles or pancakes or French toast, and pastries, and yogurt, and fresh fruits. Drinks shall consist of coffee, tea, milk, and juice. Self-serve beverage stations are preferred.
3. Lunch. A hot food buffet shall be available from 12:00 PM to 1:00 p.m. on Saturday. Buffet(s) shall include an option of two entrees with items such as baked or broiled chicken entrée *and* beef or pasta entrée, and garden salad with assorted toppings and dressings, vegetables, and starch selection, and a dessert. Drinks shall consist of coffee, iced tea, lemonade, punch, or juice. Self-serve beverage stands are preferred.
 - a. Children's lunch on Saturday 12:00 PM to 1:00 PM will be served in the children's meeting space area. Lunch shall consist of such items as chicken fingers, and spaghetti, or mac & cheese, and fries, and cut fresh fruit, and vegetables. Drinks shall consist of milk, juice, and water.
4. Dinner. No dinner provided.

A final BEO shall be submitted to the Contracting Officer Representative seven (7) calendar days prior to the event.

ANNEX B – Additional Support Items

The following items are required to support the event:

1. The Contractor shall provide up to twenty-five (25) display stands/easels able to support standard poster-sized signage to place throughout the Event(s) area. These shall be available at 9:00 AM on Friday.
2. The Contractor shall provide a dedicated Audio/Visual person on-site to be available to assist during the event from 6:30 AM – 5:00 PM Saturday and 6:30 AM – 12:00 PM Sunday.
3. Contractor shall provide a laser printer with toner supplied that is capable of printing twenty-eight (28) pages per minute in black and white.

ANNEX C – Parking

1. Parking: The Contractor shall provide five (5) parking spaces for up to six (6) nights. The Contractor shall provide 130 parking spaces on Friday night and 130 parking spaces on Saturday night. This will be in a parking ramp or lot adjacent to the hotel to accommodate the vehicles of staff and attendees. The cost of this parking shall be no additional charge to the Government or attendees.
 - a. An additional thirty (30) parking spaces will be “Reserved” for Vendors who will be supporting the event.

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
Annex A Food and Beverage Catering	Food and Beverage. The Contractor shall provide three (3) meals total based on the Banquet Event Order (BEO) with two (2) meals (Breakfast and Lunch) on Saturday and one (1) (Breakfast) on Sunday).	Contractor shall provide buffet style meals in accordance with Annex A of this SOW. The Contractor must follow all applicable regulations regarding food and beverage services.	Inspection/ Government
Paragraphs 5.1-5.4 Lodging and Various Room Accommodations	The Contractor shall provide lodging for staff and attendees in addition to all listed session rooms, breakout rooms, childcare rooms, counseling rooms, vendor space and operations center for one (1) Yellow Ribbon event.	At a minimum, the lodging establishment shall meet International Hospitality Association (IHA) Three Star rating criteria.	Inspection/ Government
Paragraph 5.5 Childcare Services	Childcare is required to be set and ready to accept children by 7:00 AM on Saturday and 7:30 AM on Sunday.	A minimum of three (3) support staff are required to provide line of sight supervision, bathroom break escort, and other childcare support. Contractor shall ensure Federal Teacher to Child ratio is met.	Random monitoring/ Government
Annex B Additional Support Items	Contractor shall provide easels, laser printer, and audio-visual support.	Additional support items shall be provided in quantities established in Annex B of this SOW. Audio Visual Equipment shall remain operational throughout the scheduled dates of the event.	Inspection/ Government
Annex C Parking	The Contractor shall provide five (5) parking spaces for up to six (6) nights and 130 parking spaces throughout the scheduled dates of the event.	Parking for attendees shall be available during the requested dates. Attendees shall not be required to park outside of event facility.	Random monitoring/ Government

TECHNICAL EXHIBIT 2

Deliverables Schedule

SOW Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
5.5.7, the Childcare service provider shall provide a complete listing of staff members.	Seven (7) days prior to the event	1	Electronic Submission	Contracting Officer/ Event Coordinator
5.5.8 Childcare Service Providers shall provide adequate documents for proof of favorable background checks for all staff members.	Seven (7) days prior to the event	1	Electronic Submission	Contracting Officer/ Event Coordinator