

**PERFORMANCE WORK STATEMENT**  
**Joint Base Anacostia Bolling (JBAB)**  
**Intramural Adult & Youth Sports Officials**  
**FY 2024**  
**22 August 2023**

**1.0 DESCRIPTION OF SERVICES**

**1.1. SCOPE OF WORK.** The Contractor shall provide non-personal services to include all personnel, labor, tools, equipment, uniforms, material, supervision, transportation, and other items necessary to perform Sports Officiating and Scorekeeping services for all Varsity Adult Sports, Intramural/Adult and Youth Sports activities as defined in this performance work statement.

**1.2. AREAS OF RESPONSIBILITY.**

**1.2.1.1 Minimum Requirements:**

- A. Contract sports officials must be certified and trained through a recognized and approved US National Governing Body (NGB) for each sport (per DAFI34-114 December 2022; page 20 sec. 3.2.8 Contract Sports Officials) and/or in accordance with local association rules for each sport. Listing of the NGB rules used for that sport. Current list of NGB. (DAFI34-114 December 2022; page 50-51, Attachment 2)
- B. Fitness and sports managers verify certification of officials. (per DAFI34-114 December 2022; page 25 sec. 3.5.5 Officials)
- C. The Contractor shall provide a list of officials to be used to the Youth Sports Coordinator and Fitness Center Sports Coordinator prior to the start of the season. Only these officials will be authorized access to JBAB.
- D. The Contractor shall provide officials, timekeepers, and score keepers for rescheduled games when notification from the Athletic Director's office has been received at least by 1500 on game day.
- E. All officials scheduled to officiate at JBAB must be able to gain authorized access to the installation.
- F. Minimum of 5 years' experience officiating (Both Youth and Adults Sports)

- G. All officials shall be members of the National Association of Sports Officials (NASO) or of a state registered sports officials association for the sport being accredited.

**1.2.1.2 CERTIFICATION/LICENSE ACCREDITATION REQUIRED FOR**

**ADULT/YOUTH SPORTS:** Contractor shall have experience in sports officiating, training of officials and scheduling. Contractor shall supply a copy of each individual referee's certification/membership/accreditations and insurance to the Sports Office one week prior to the individual's working/officiating his or her first game. All certifications must be valid prior to the official being scheduled to officiate any game(s) and remain in effect throughout this period.

**1.3. ADULT INTRAMURAL/INTRAMURAL YOUTH/VARISTY SPORTS:**

sports to be officiated are flag football, basketball, volleyball, soccer, baseball, and softball. The contractor shall provide the required number of officials and scorekeepers at each scheduled contest (see Appendix A for total estimated number of games per season).

**1.3.1** Officials shall not participate as players, coaches, or team managers within the league in which they are officiating.

**1.3.2.** The head official or designated representative shall attend a scheduled sports clinic and or coaches meeting, at least one week prior to start of each sport, to go over any specific rules/by-laws governing the upcoming sports schedule.

**1.3.3** Officials shall comply with US Air Force safety requirements when officiating on JBAB and rule on any point or any situation not specifically covered within the by-laws and National Association Rules. Safety requirements will be outlined within the by-laws for each sport. By-laws will be distributed to the head official during the sport clinic and coaches meeting for each sport, one week prior to start of the season.

**1.3.4.** The head official shall review scorebooks/score sheets to ensure all required information is present to include time, date, teams playing, officials, and scorekeeper's names. The head official score book/sheet is approved by and signed by all officials and scorekeepers at the end of each contest.

**1.3.5.** Officials shall acquire a team roster from both teams prior to the start of each game.

**1.3.6.** Scorekeeper shall pick up the required equipment/keys and return them back to the Sports Office after the last contest of the night. The Sports Office will conduct an inventory upon return of keys and equipment. **(Youth Sports).**

**1.3.7.** The head official shall ensure the field lights are turned on at dusk and turned off following last scheduled contest of the evening. **(Youth Sports).**

**1.3.8.** The head official shall notify the Sports office if a contest is protested, if a player receives

an ejection, or is injured. Officials must report any player/coach being ejected due to unsportsmanlike conduct or inappropriate behavior; both verbal and physical; towards players, officials, or spectators. A detailed description of the situation, listing name, rank, unit, and what/why/how will be entered into the official score book/sheet, and in the case of an ejection, a written statement must be submitted to the Sports Office by 1200 of the next duty day (Monday-Friday).

**1.3.9.** Officials working for the sports programs at JBAB shall enforce JBAB’s Adult general by-laws for each sport (Basketball, Flag Football, Slow-pitch Softball, Volleyball and Soccer) as furnished by the Sports Specialist. Local rules take precedence over the aforementioned regulations for each sport. These rulebooks will govern play when items are not covered in JBAB’s general by-laws and local sports by-laws. Officials for Youth Programs do not follow JBAB’ general by-laws or local sports by-laws but will follow the specific sport’s governing bodies.

**Governing Documents for Youth Sports:**

- A. Basketball – National Federation Highschool Sports (NFHS)
- B. Flag Football – NFL Flag Football
- C. Softball – LittleLeague.org
- D. Soccer – American Youth Soccer Organization
- E. Volleyball -- United States of America Volleyball (USA V)
- F. Baseball -- LittleLeague.org

**Governing Documents for Adult Sports:** APPLICABLE DOCUMENTS under US National Governing Bodies (per DAFI34-114 December 2022; page 50-51, Attachment 2).

\*NOTE: Be sure to enclose copies of your rule books as stated below.

- Intramural Basketball - US Basketball Collegiate (National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA) or National Junior College Athletic Association (NJCAA) Rule Book.
- Varsity Basketball - US Basketball Collegiate (National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA) or National Junior College Athletic Association (NJCAA) Rule Book.
- \*\*Flag Football – National Intramural and Recreation Sports Association (NIRSA) Flag Football, US Flag & Touch Football League (USFTL), NFL Flag Football, or USA Flag Football Rule Book
- Slow-pitch Softball – United States of America Softball (USA Softball formerly Amateur Softball Association ASA) Rule Book

- Volleyball – USA Volleyball Collegiate (National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA) or National Junior College Athletic Association (NJCAA) Rule Book
- Soccer – US Soccer Federation (Federation Internationale de Football Association (FIFA), United States Adult Soccer Association (USASA), United Soccer Leagues (USL), or North American Adult Soccer Association (NAASA) Rule Book.
- Local rules for each sport (Basketball, Flag Football, Slow-pitch Softball, Volleyball and Soccer) as furnished by the Sports Specialist. Local rules take precedence over the regulations for each sport.

**2.0 SERVICE DELIVERY SUMMARY (SDS).**

SS	PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD
1	The Contractor shall provide non-personal services to include all personnel, labor, tools, equipment, uniforms, material, supervision, transportation and other items necessary to perform Sports Officiating and Scorekeeping services for all Varsity/Adult Intramural and Youth Sports activities as defined in this performance work statement	No more than 3 discrepancies per individual sport season.
2	Review scoreboards/score sheets to ensure all required information is present to include time, date, teams playing, officials and scorekeeper's names.	No more than 3 discrepancies per individual sport season.
3	The head official shall ensure the field lights are turned on at dusk and turned off following the last scheduled contest of the evening (Youth)	No more than 3 discrepancies per individual sport season.
4	The head official shall notify the Sports Office if a contest is protested or if a player receives an ejection. A detailed description of the situation will be entered into the official scorebook/sheet and in the case of an ejection, a written statement must be submitted to the Sports Office by 1200 the next duty day	No more than 3 discrepancies per individual sport season.
5	Officials shall enforce the JAB's sports plan and local sports by-laws. Officials will support the following sports governing bodies and enforce their official rulebooks. These rulebooks will govern play when items are not covered in JAB's plan and local sports by-laws.	No more than 3 discrepancies per individual sport season.
6	Contractor shall wear appropriate professional officiating attire. Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company or Accredited Association.	No more than 3 discrepancies per individual sport season.

### **3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES.**

**3.1. Facilities.** The government shall furnish or make available facilities. The Government shall provide the maintenance and repair of all playing areas. No alterations shall be made to furnished facilities without specific written permission from the contracting officer. The government will provide adequate lighting for all night games.

**3.2. Equipment.** The government shall furnish the equipment listed in Appendix B.

**3.3. Schedules.** The government will provide the contractor with a schedule of games and tournaments at least one week prior to scheduled game/season.

### **4.0 CONTRACTOR FURNISHED ITEMS AND SERVICES.**

**4.1.** Except for those items or services specifically stated in section 3 as government furnished, the contractor shall furnish everything needed to perform all terms and conditions reflected in this PWS.

### **5.0 GENERAL INFORMATION.**

**5.1. CONTRACTOR PERSONNEL:** The contractor shall provide a Point of Contact (POC) and alternates who shall have full authority to act for the contractor on all contractual matters relating to daily operation of this contract.

**5.1.1.** The contractor/official shall be available within fifteen (15) minutes prior to event time to discuss any issues/problem areas with sports official.

**5.1.2.** Telephone numbers of the contractor and/or alternate must always be updated and provided to the Sports Office for short notice cancellation notification due to inclement weather, military related commitments, or acts of God. Games will be rescheduled as necessary with updated schedule provided to contractor NLT one week from the cancelled game.

**5.1.3.** The contract manager and all employees must be able to read, write, speak, and understand English. The government reserves the right to restrict employment of any contractor employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general wellbeing, or operational mission of Joint Base Anacostia Bolling and its population.

**5.1.4.** Officials shall wear appropriate professional officiating attire. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company and Accredited Association. The contractor for the following sports shall wear officials' uniforms: Flag football, basketball, baseball, softball, volleyball and soccer. Officials shall have the athletic ability and

stamina to run for the full length of all athletic contests, approximately 1 to 3 hours. Each official must demonstrate hustle, knowledge of game rules, being in position and ability to make proper, quick, and accurate calls, ability to handle potentially tenuous on field/court situations and always conduct himself/herself in a professional manner. Officials shall be on time and punctual to be present on all games/events to avoid any delays.

**5.1.5.** The Sports Office may, in writing, request that the contractor be removed from the work site, area or base due to objectionable behavior. Objectionable behavior includes wearing inappropriate attire, using profane language, abusing, or disobeying base rules or regulations. No official shall be permitted to work a game if it is apparent, he/she has been consuming alcoholic beverages. At no time shall an official consume alcoholic beverages or use tobacco products in, on or around the playing area.

## **5.2. SCHEDULE OF WORK.**

**5.2.1.** The contractor will be notified 15 days in advance, by the Sports Office, concerning the type of competition being scheduled and approximate start date. The Sports Office will provide the contractor with a schedule of contests, coaches meeting information, current copy of applicable by-laws, location of contests and dates and times not later than one week prior to the first scheduled competition of the applicable sport.

## **5.3. HOURS OF OPERATION.**

### **5.3.1. Fitness Center and Youth Center**

Fitness Center hours of operation are as follows:

Monday – Friday: 0500 - 2000

Saturday – Sunday 0700 - 1500

Youth Center Hours of operation are as follows:

Monday – Friday: 0600 – 1800

Saturday – Sunday: As Needed

**5.3.2.** Officials shall be required to work on weekends as scheduled in accordance with the sports schedule, other instances of officials having to work on the weekends include but are not limited to advanced notice schedule changes for both adult, varsity and youth sports and due to make-up contests. Canceled or postponed contests may also be added to the end of the schedule, extending the schedule. Contests will not be scheduled on federal holidays or AFDW family days.

## **5.4. QUALITY ASSURANCE.**

**5.4.1.** The government will periodically evaluate contractor's performance.

**5.4.2.** The government is responsible for the inspection and acceptance of services authorized. All work shall be accomplished in a timely and professional manner. Work which does not

conform to the specifications contained herein, will be justification for rejection. Correction of any deficiency shall be at no cost to the United States Government.

**5.4.3.** The contractor shall respond to written concerns or complaints received by the contracting and sports office. The contractor will provide the contracting officer a written response within five (5) working days from the day the concern or complaint was received.

**5.4.4** Should the sports office receive a minimum of 3 written complaints from participants or parents regarding officials performance, the sport office reserves the right to request to terminate the contract through the Contracting Officer (CO).

## **5.5. CANCELLATIONS**

**5.5.1.** Cancellations of scheduled contests will be handled as follows:

**5.5.2.** If the Fitness cancels a contest, the head official will be notified by email, call or text no later than 1500 and officials will not be paid for the scheduled contest. If the head official is notified after 1500 scheduled officials will be paid for the 1800 game only. The Youth Sports office will notify the head official no later than one hour of the scheduled contest.

**5.5.3.** Officials will have the authority to forfeit any game due to gross misconduct and/or show/tardiness of teams scheduled with the permission of the sports office.

**5.5.4.** If an official must cancel a game due to misconduct or forfeiture, the exact cause of cancelation must be recorded in scorebook/sheet.

**5.5.5.** Officials will also have the authority to postpone any game due to inclement weather, suitability of the playing field, or emergencies such as military recalls/alerts.

**5.5.6.** One (1) set of officials will be paid for one (1) contest if cancellation is made after their arrival at the game site. When field/area weather conditions warrant, the first set of officials shall cancel all scheduled game for that sport, on that night, and notify all other officials, scorekeepers and Youth/Fitness Center staff. The government will only be responsible to pay for one (1) canceled game per event site, per day.

**5.5.8.** The Fitness and Youth Center reserves the right to revise by-laws and/or schedules at any time. The Fitness Center will notify the contractor's designated representative no later than 48 hours prior to the first revised competition.

## **5.6. SECURITY REQUIREMENTS**

**5.6.1** All personnel employed by the contractor in the performance of this contract or any representation of the contractor entering the government installation shall abide by the security

regulations of the installation. All officials scheduled to officiate at JBAB must be able to gain authorized access to the installation.

**5.6.2.** The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of each work period, all government equipment and materials shall be secured.

**5.6.3.** Contractor shall submit a roster of officials and JBAB VCC Contractor In-Take Sheet to the Sports Office prior to the start of the sport for any officials that do not have current base access.

## **APPENDIX A WORKLOAD ESTIMATES**

### **Workload Estimates**

	SPORTS	DESCRIPTION	# OF OFFICIALS	ESTIMATE MONTHS	ESTIMATE NUMBER OF GAMES
<b>Intramural/ Adults</b>					
1	Flag Football (Fall 2023)	Contractor will provide: (1) <b>lead referee</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular season games	3	OCT - DEC	90
	Flag Football (Playoffs) fall 23	Contractor will provide one (1) <b>lead referee</b> , one (1) <b>referee</b> , one (1) <b>timekeeper</b> and one (1) <b>score keeper</b> to be used for the post season games.	4	Dec.	7
	Varsity Flag Football	Contractor will provide one (1) <b>lead referee</b> , one (1) <b>down marker</b> , one (1) <b>timekeeper</b> and one (1) <b>score keeper</b> to be used for regular and post season games.	4	Aug. - Sept.	20
	Flag Football	Contractor will provide one (1) <b>lead referee</b> , one (1) <b>timekeeper</b> and one (1) <b>score keeper</b> to be used for regular and post season games.	3	July - Spet.	100
	Flag Football (Playoffs)	Contractor will provide one (1) <b>lead referee</b> , one (1) <b>referee</b> , one (1) <b>timekeeper</b> and one (1) <b>score keeper</b> to be used for the post season games.	4	Sept.	14
2	Basketball	Contractor will provide: (2) <b>referee's</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	4	JAN - MAR	120
	Basketball (Playoffs)	Contractor will provide three (3) <b>referees</b> , one (1) <b>score keeper</b> , one (1) <b>time keeper</b> and to be used for the post season games.	5	Mar.	14
	Varsity Basketball	Contractor will provide: (3) <b>referee's</b> , (1) <b>timekeeper</b> , (1) <b>scorekeeper</b> & (1) <b>table official</b> for regular and post-season games	6	DEC - MAR	30
3	3 on 3 Basketball	Contractor will provide one (1) <b>referees</b> , one (1) <b>score keeper</b> to be used for regular and post season games.	2	Aug. - Sept.	35
	3 on 3 Basketball (Playoffs)	Contractor will provide two (2) <b>referees</b> , one (1) <b>score keeper</b> to be used for the post season games.	3	Sept.	7
4	Volleyball	Contractor will provide: (2) <b>referees</b> & (1) <b>scorekeeper</b> for regular and post-season games	2	MAR - JUN	50
	Volleyball (Playoffs)	Contractor will provide two (2) <b>referee</b> and one (1) <b>score keeper</b> to be used for post season games.	3	June	7
5	Varisty Soccer	Contractor will provide: (1) <b>lead referee</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	MAR - MAY	14
	Soccer	Contractor will provide: (1) <b>lead referee</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	APR - JUN	50
	Soccer (Playoffs)	Contractor will provide one (1) <b>lead referee</b> , one (1) <b>referee</b> & one (1) <b>timekeeper</b> to be used for post season games.	3	June	7
6	Varsity Slow-Pitch Softball	Contractor will provide: (2) <b>plate umpires</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	JUN - AUG	14
	Slow-Pitch Softball	Contractor will provide: (2) <b>plate umpires</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	MAY - JUL	174

**APPENDIX A – cont.  
WORKLOAD ESTIMATES**

YOUTH					
8	Flag Football	Contractor will provide: (1) <b>lead referee</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	Sep - Nov	104
9	Basketball	Contractor will provide: (2) <b>referee's</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	4	Jan - Mar	208
10	Volleyball	Contractor will provide: (1) <b>lead referee</b> & (1) <b>scorekeeper</b> for regular and post-season games	2	Sep - Nov	16
11	Soccer	Contractor will provide: (1) <b>lead referee</b> , (1) <b>timekeeper</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	Sep - Nov	16
12	Little League Softball	Contractor will provide: (2) <b>plate umpires</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	Mar - Aug	216
13	Little League Baseball	Contractor will provide: (2) <b>plate umpires</b> & (1) <b>scorekeeper</b> for regular and post-season games	3	Mar - Aug	216

**APPENDIX B  
GOVERNMENT FURNISHED PROPERTY**

**Government Furnished Property (GFP)**

CLIN	SPORTS	GOVERNMENT FURNISHED PROPERTY
<b>INTRAMURAL / VARSITY</b>		
1	Intramural/Varsity <b>Flag Football</b>	A. Flag Football Field
		B. Flag Football Flags
		C. Footballs
		D. Scoreboard & Console
		E. Down Marker
2	Intramural/Varsity <b>Basketball</b>	A. Fitness Center Gymnasium Basketball Court
		B. Basketballs
		C. Scorebooks & pencils
		D. Scorekeepers Table with Chairs
		E. Scoreboard with Console
		F. Possession Arrow
3	<b>Volleyball</b>	A. Fitness Center Gymnasium Basketball Court
		B. Volleyballs
		C. Scorebooks & pencils
		D. Scorekeepers Table with Chairs
		E. Scoreboard with Console
		F. Volleyball Net with Officials Stand
4	Intramural/Varsity <b>Soccer</b>	A. Soccer Field
		B. Soccerballs
		D. Soccer Goals
5	Intramural/Varsity <b>Softball</b>	A. Softball Field
		B. Scorebook & Pencils
		C. 12' ASA/USA Softballs
		D. Scoreboard & Console

**APPENDIX B – cont.  
GOVERNMENT FURNISHED PROPERTY**

YOUTH		
6	<b>Flag Football</b>	A. Flag Football Field
		B. Flag Football Flags
		C. Footballs
		D. Scoreboard & Console
		E. Down Marker
7	<b>Basketball</b>	A. Fitness Center Gymnasium Basketball Court
		B. Basketballs
		C. Scorebooks & pencils
		D. Scorekeepers Table with Chairs
		E. Scoreboard with Console
		F. Possession Arrow
8	<b>Volleyball</b>	A. Fitness Center Gymnasium Basketball Court
		B. Volleyballs
		C. Scorekeepers Table with Chairs
		D. Scoreboard with Console
		E. Volleyball Net with Officials Stand
9	<b>Soccer</b>	A. Soccer Field
		B. Soccerballs
		D. Soccer Goals
10	<b>Little League Softball</b>	A. Softball Field
		B. Scorebook & Pencils
		C. Softballs (age specific)
		D. Scoreboard & Console
11	<b>Little League Baseball</b>	A. Softball Field
		B. Scorebook & Pencils
		C. Baseballs (age specific)
		D. Scoreboard