

**Statement of Work (SOW)**  
**US Coast Guard, Pacific Area**  
**for**  
**The SOUTHEAST ASIA MARITIME LAW ENFORCEMENT INITIATIVE**  
**Technical Expert Workshop (TEW)**  
**Lodging, Meeting Rooms, and Event Support Services**  
**(Rev 04OCT2022)**

**1.0 BACKGROUND**

The United States Coast Guard Pacific Area as the executive agent for US Department of State, International Narcotics and Law Enforcement (INL) is seeking proposals for lodging, meeting rooms and event support services for the 2022 Technical Expert Workshop of the Southeast Asia Maritime Law Enforcement Initiative (SEAMLEI). The forum will be hosted by the USCG and funded by INL through the USCG. This unclassified forum provides an opportunity for mid-level officers to participate in a joint exercise utilizing Command Center Simulators to begin developing a SEAMLEI Standard Operational Procedure (SOP) for regional interoperability.

**2.0 OBJECTIVE AND SCOPE**

**2.1** USCG seeks an Offeror to provide facility services for SEAMLEI TEW being held 6-11 November 2022 in Petaluma, CA or Santa Rosa, CA, USA. The services required are lodging, meeting rooms, and event support services.

**SCOPE:**

The conference will be attended by approximately thirty (30) delegates from five (5) Southeast Asia countries, eight (8) Subject Matter Experts (SME), US delegates, and support staff, and twelve (12) additional forum attendees from the US and international locations, totaling an estimated fifty (50) delegates and support staff attending the forum. The primary meeting for the conference will support all the fifty (50) attendees, and lodging will be required for an estimated thirty-eight (38) attendees traveling from remote locations to attend or support the forum. A block of reserved twelve (12) rooms for attendees who will be self-funded outside this proposed contract action shall be made available for a limited time before the start of the contract period.

**2.2** The Offeror shall provide the following:

1. A plenary meeting space equipped with electronic projection and sound system adequately sized to host the entire group of fifty (50) delegates and support staff for the main session.
2. Two secretariat rooms capable of hosting twelve people each (12).
3. Lodging (Forum participants are housed in the same hotel building; the same wing is preferred).
4. Requirements relating to the forum include visual equipment in the plenary space, administrative supplies, linen services, and internet connectivity.
5. Event Coordinator services to facilitate all requirements described in this SOW. These services shall be available throughout the period of performance and a point of contact (POC) shall be reachable via cell phone.
6. The facility shall be located no more than 30 minutes from TRACEN Petaluma, CA.

**2.3 Technical Point of Contact** - The US government shall provide a Technical Point of Contact (hereafter referred to as the TPOC) to assist in coordination of the delivery of services specified under this contract and be the business communications liaison between the US government Contracting Officer and selected Offeror. The TPOC will also monitor the selected Offerors progress in fulfilling the technical requirements specified in the contract. Should the selected Offerors fail to fulfill the contractual requirements, the TPOC will inform the cognizant US government Contracting Officer of such failure. The TPOC will perform onsite monitoring of contract execution and coordinated communication and delivery of already contracted services, however at no time shall the selected Offeror accept or

cause to accepted commitments or obligations on behalf of the US Government from any person but the cognizant US government Contracting Officer.

**2.4** The Offeror shall provide facility access to USG and PCG support staff throughout the duration of the period of performance. The TPOC for the project will provide the Offeror with a list of personnel requiring access prior to the period of performance.

**Period of Performance: 6-11 November 2022**

**Conference Dates: 7-11 November 2022**

### **3.0 PERFORMANCE & SERVICE REQUIREMENTS**

**3.1 General:** The Offeror shall provide management, meeting space, accommodations and related supplies and services. Offerors services shall include scheduling and providing venue rooms, set-ups, and coordination of scheduled events in the proper setting.

**3.2 Meeting Room Requirements:** The individual meeting rooms identified below may be separated by wall panels as needed. The Offeror shall provide access to the rooms for the conference organizers' exclusive use for the period of performance as defined below and in the Meeting Room Requirements Summary Table A.

**3.2.1 Main Conference Room (MCR):** This room will be used for plenary session of the Conference from 0700-1700 hours on 8 November 2022, 0700- 1700 hours on 10 November 2022, and 0700-1200 hours on 11 November 2022.

The MCR shall meet the following requirements:

1. Minimum room size of 185 square meters to accommodate approximately up to 50 participants and staff.
2. The room location shall be within the vicinity of the secretariat room.
3. The conference organizers shall have 24-hours access.
4. Fully adjustable light intensity and climate controls for the room.
5. Conference table arranged to accommodate fifty (50) delegates and staff in groups of up to eight (8) at meeting tables arranged facing a main rostrum with an adjacent skirted hollow-rectangular table reserved for a six (6) person panel of presenters. In addition, two (2) staff tables with chairs each seating six (6) persons for a total of 12 support staff shall be placed in the rear of the room.
6. Conference table seating shall be approximately fifty (50) Executive Style chairs with cushioned seating, high back and arm rests, if possible.
7. Chairs and tables shall be set-up by 1500 hours on 7 November 2022.
8. The ability to physically secure the rooms 24 hours a day.
9. High-speed Wi-Fi available in the room
10. Provide extension cords and power strips for up to eight (8) computers.
11. Please see audio visual requirements for this room on 3.3.2 Audio Visual.

**3.2.2 Secretariat Rooms:** These rooms will be used for forum support staff and executive meetings and shall be available from 0700-1700 hours on 8 November 2022, 0700-1700 hours on 10 November 2022, and 0700-1200 hours on 11 November 2022. The secretariat rooms shall meet the following requirements:

1. 2 rooms, minimum size: 75 square meters to accommodate twelve (12) participants.
2. The room location shall be within the vicinity of the Main Conference Room (MCR)
3. A single table or combination of tables that can be configured to a single boardroom style meeting table to accommodate twelve (12) participants.
4. Conference table seating for twelve (12) with executive Style chairs with cushioned seating, high back and arm rests, if possible.
5. High-speed Wi-Fi available in the room.
6. Projection screen no smaller than 8' and LCD projection package (e.g., Projector and Remote suitable for provided screen with a 3500-lumen minimum projector capable of projecting an image with a diagonal size of adjustable from 1 meter to at least 8 meters in size equipped with USB input,

7. Provide one (1) Combination Printer/Photocopier Equipment for black and white printing and copying capability for 2,500 pages, and 2500 pages of plain white bond paper (five reams of 500pcs each ream). There only needs to be one printer in one of the Secretariat rooms.
8. Period of performance is 6 Nov to 11 Nov 2022. The Offeror shall provide a combination printer/photocopier machine meeting or exceeding the following requirements:
  - a. Configuration: Black & White Multifunction system with Automatic Document Feeder (ADF)
  - b. Initial Paper Supply – One box (2500 pages)

**3.2.3 Support Center and Registration Area (SCR):** This may be an open area immediately outside the Main Conference Room (MCR) or a separate room at the adjacent to the Main Conference Room option of the Offeror. This area will be used by the support staff to register attendees as well as perform other administrative functions 1200 to 1800 hours on 7 November 2022.

The SCR shall meet the following requirements:

1. Minimum area size 95 square meters.
2. The area location shall be within the vicinity of the Main Conference Room (MCR) as outlined above
3. The US and Host Nation conference organizers shall have 24-hours access.
4. Room/area equipment, including tables, chairs, and extension cords shall be set up by 1200 hours on 7 November 2022.
5. Contain three (3) tables with three (3) chairs each.
6. High speed internet access capable of connection CAT 5 line or wireless internet connection capable of simultaneously supporting 4 computers.
7. Sufficient power cords and power strips for a minimum of 8 outlets.
8. Ensure adequate power for all the above electric equipment.

**3.2.4 Social Event Meeting Space:** This space will be utilized for the first evening of the conference to host an informal “ice breaker” for the delegates, Subject Matter Experts and staff. This space should be available on 7 November 2022 from 1800 to 2000 and should be located on the hotel property and meet the following requirements:

1. Minimum area size
2. Cash bar and bartender provided
3. Standing tables with tablecloths provided

**MEETING ROOM REQUIREMENTS SUMMARY TABLE A**

	Meeting Rooms	Qty.	Minimum Room Size	# of persons	SOW paragraph	Inclusive Dates/Times
<b>1.</b>	Main Conference Room (MCR)	1	185	50	<b>3.2.1</b>	Tues 8 Nov 0700-1700 & Thurs 11 Nov 0700-1700, Friday 12 Nov 0700-1200
<b>2.</b>	Secretariat Room	2	75	12	<b>3.2.2</b>	Tues 8 Nov 0700-1700 & Thurs 11 Nov 0700-1700, Friday 12 Nov 0700-1200
<b>3.</b>	Support Center/Registration Area (SCR)	1	95	20	<b>3.2.3</b>	1200-1800 Mon 7 Nov
<b>4.</b>	Social Event Space	1	150	50	<b>3.2.4</b>	1800 to 2000 Monday 7 Nov

**3.3 Other Service Requirements:** The Offeror shall provide parking, a location for a Conference photo, and portorage as defined below and in the Other Service Requirements Summary Table B.

**3.3.1 Parking:** The Offeror shall provide free on-site parking for 12 vehicles with 24-hours entry and exit for parking of US and Host Nation conference organizers staff vehicles for the duration of the period of performance. Parking dates will be from November 6<sup>th</sup> until November 11<sup>th</sup>.

**3.3.2 Audio Visual (AV), Equipment, and administrative supplies for Main Conference Room:** In addition to specific equipment for the breakout and secretariat rooms, audio visual, equipment, and administrative supplies for the main conference room during conference will be provided as below details:

1. One (1) podium with microphone and sound system
2. One (1) table with microphones for instruction table at the front
3. One (1) cordless microphone for attendees
4. One (1) projection screen at the front of room
5. One (1) LCD or DLP Projectors (Min. 5000 lumens)
6. One (1) Computer connected to the internet via high-speed Ethernet
7. USB Laptop connection to the projector for display
8. A/V Technician and a concierge for troubleshooting is required

**OTHER SERVICE REQUIREMENTS SUMMARY TABLE B**

	OTHER	Qty.	# of persons	SOW paragraph	DATE and TIME
1.	Audio Visual (AV) Equipment and office Supplies	1	package	3.3.2	0800 to 1700, Nov 7-11

**3.4 LODGING REQUIREMENTS**

**3.4.1 General Requirements:**

1. The Offeror shall provide approximately 152 guest-room-nights for conference participants.
  - a. 38 mix of single/double occupancy rooms from 07 Nov 2022 (Check-in) – 11 Nov 2022 (Check-out)
2. The Offeror make available up to 12 additional “blocked” rooms for self-paying participants (48 guest-room nights). The rooms should be provided with a web link for attendees to book the room on their own.
  - a. 12 single occupancy rooms from 06 November (Check-in) – 11 November 2022 (Check-out)

**3.4.1.1 Guest Rooms:** The Offeror shall provide 38 single or double occupancy rooms with a minimum of which shall be 25 single rooms. The room shall be no smaller than 23 square meters, and include a TV, phone, and in-room safe.

**3.4.1.3 Penalties:** The TPOC will provide a final rooming list by 03 November 2022. The Offeror is to allow for a 10% reduction in room requirements at no charge to the US Government. **Any room reduction in excess of 10-percent between 4 Nov thru the 7th of November 2022 shall only be charged one (1) night’s room and tax as a cancellation fee. Non-arrival (no-shows) for a particular date may be released in the morning of the day in question and charged 1 night’s room and tax. Early departures shall not be assessed a penalty charge.**

1. The Offeror shall separately track any additional or incidental costs (i.e., personal charges to the room) incurred by the individual participants. Individual participants are responsible for any additional room nights not covered by the final rooming list provided at the latest 3 November 2022. The US Government will not incur any financial liability for this.
2. Conference participants requesting additional services or additional days are subject to the Offeror’s established policies concerning separate guest charges and requests.

**3.4.2 Blocked Guest Rooms paid for by occupants.**

1. The Offeror shall block 12 additional single occupancy rooms for participants traveling at their own individual expense. Minimum room size shall be 23 square meters, with TV, phone, and in-room safe. **The US Government will not incur any financial liability for these rooms; participants will pay the hotel directly for all costs including room/tax.** The participants will contact the hotel directly to place their reservations and guarantees by referencing the SEAMLEI TEW. Blocked rooms not reserved may be released on 03 November 2022.

### **3.43 Allowed contract charges:**

- a. The Government will only pay for the items requested on the purchase order itself.
- b. The Government is exempt from Federal taxes, State of California hospitality taxes, and local taxes. US Coast Guard Tax Exempt # - B239641
- c. The Government will not pay for any additional charges. The following are examples of what the Government will not pay for:
  - a. Telephone
  - b. Premium TV/Movie Service
  - c. Internet Service
  - d. Room Service
  - e. Restaurant Charges
  - f. Honor Bar
  - g. Laundry

**3.6 Emergent Requirements:** Emergent requirements for services and/or supplies determined to be necessary in support of the exercise. This may include telecommunication services, administrative supplies and linen services, office equipment, and incidental services/supplies requirements. Specific requirements will be identified by the TPOC and communicated to the Offeror in writing via/by the Contracting Officer.

The Offeror shall response with a quotation within five (5) hours to the Contracting Officer for review, Offeror shall furnish the quotation in U.S. Dollars. All prices shall be inclusive of applicable taxes and handling charges. A modification to the contract will be issued if required under this contract line item. The Offeror will invoice for actual costs only.

### **3.6 SERVICE DELIVERY SUMMARY TABLE F:**

Performance Objectives	SOW Paragraph	Performance Threshold
1. Performance & Service Requirements	Paragraph 3.0 – 3.5	100% delivery and Compliance.

### **4.0 QUALITY ASSURANCE:**

**4.1** The Offeror is responsible for implementing and maintaining a Quality Control Program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems. The QCP shall be implemented on the first day of contract performance.

**4.2 Periodic Planning and Progress Meetings:** The Contracting Officer, TPOC, and/or other US Government personnel, as appropriate, may meet with the Offeror before and during the conference to review the Offeror's performance. At these meetings the US Government representative will apprise the Offeror of how the US Government views the Offeror's performance and the Offeror will apprise the US Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the US Government.

## **5.0 OFFEROR QUALIFICATIONS/REQUIREMENTS:**

**5.1** The Offeror shall be an authorized and licensed facility provider near Petaluma, CA not more than 30 minutes from TRACEN Petaluma. The Offeror's facility shall have a **minimum 4-star** industry standard hotel rating. The Offeror shall represent that the following facility conditions exists:

1. That no major or minor construction or remodeling work is being scheduled or accomplished during the period of performance which would, in any way, affect, interfere, or detract from the conference.
2. That the Offeror's facility has personnel that can assist participants with non-conference related requests such as tours, recreational activities, and dining reservations.
3. The facility has the ability to handle portage for approximately 50 persons.
4. The facility has a Business Center for the use of all participants. The use of these services and any charges incurred by any individual participant is the sole responsibility of the individual obtaining these services.
5. The facility has a Health and Fitness center for the use of all participants. The use of these services and any charges incurred by any individual participant is the sole responsibility of the individual obtaining these services.
6. The facility does not have a casino attached to the property.

**5.2 Physical Security requirements:** Due to the high-profile nature of the Conference, the following physical conditions shall be present for both billeting accommodations and conference venues:

1. The facility has a 24 hour-a-day security staff. Trained security personnel available at all times with specific training in the special security conditions that exist for high level multi-national participants and conference security considerations for participants.
2. Ability to provide direct radio communication with the hotel security staff via radio or other secured method. The Offeror staff shall have the means of contacting Police/Fire/Medical assistance as required.
3. Closed Circuit Television (CCTV) throughout the property with 24/7 security monitoring and observation by dedicated Offeror security staff.
4. Conference participants are housed in the same hotel building; the same wing is preferred. The preferred compact location provides better group control in the event of an emergency or the need to secure the perimeter.
5. Alternate entry and exit avenues are not constricted by one-way streets.
6. The facility is located off main thoroughfares and free public access to facilities is restricted.
7. The facility has protected access from street – as defined, the Offeror's facility is set back from any major roadways and access points can be used as chokepoints if required by security personnel. The facility physically has installed barriers that would prevent vehicles from directly entering the lobby.
8. The upgraded and suite floor(s) shall be controlled/secured by the Offeror, reconfiguring fire escape doors for "exit only" operation during the period of performance.

**5.3 Heightened Vigilance:** The Offeror and the facility have an obligation to be alert at all times in order to contribute to the protection of Conference participants. The Facility personnel shall immediately report to the Government representatives any sign of suspicious activity in or around the site of the performance. Suspicious activities include, but are not limited to, unauthorized personnel or vehicles in the vicinity of the site of performance, unusual equipment or movement of persons or supplies, and any other activity that may be perceived as a threat to Conference participants. The Offeror also has an obligation to report any such activity perceived outside the site of performance, if such activity could reasonably have an impact on the site of performance or could be perceived as a threat to conference participants.

**5.4** All work performed shall be in accordance with United States Federal and host nation regulations and procedures.

**5.5 Security Requirements:** This contract does not require a security clearance level or clearance granted by the Defense Security Service. Should Offeror personnel receive or suspect they have learned of classified information beyond their level of clearance, the Offeror shall identify and immediately report suspicions to the TPOC.

**Covid-19 Safety Management Measures:**

1. Meet a recognized industry standard for COVID-19 cleanliness and safety such as the AHHA Safe Stay, GBAC Star, etc.
2. Provide hand sanitizer at the entrance to the conference facilities, refreshment tables, and dining facilities.
3. Ensure that tables are adequately spaced to allow for social distancing in the meeting rooms.
4. Provide for segregation of the event facilities from the general public as far as practical.

## **6.0 PERSONNEL:**

**6.1** The Offeror shall furnish sufficient personnel to perform all work specified within this contract. Personnel provided shall be fluent in spoken English. The Offeror must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this SOW.

**6.2** When performing work associated with this SOW, the Offeror employees shall clearly identify themselves (i.e. company shirt, pin, visible company identification, etc.) to avoid creating an impression that they are Host nation and US Government personnel when it is not obvious to third parties.

**6.2.1** Offeror personnel shall not manage, supervise, direct, or task U.S. military, DOD civilians or other personnel not associated with the Offeror while performing the tasks within this SOW.

**6.2.2** Offeror personnel shall not make any commitment which commits the expenditure of U.S. Government resources.

**6.2.3** Offeror personnel shall not establish an employee-employer relationship with U.S. government under this SOW.

**6.2.4** The Offeror shall not provide personal services to U.S. government personnel. If Offeror employees are directed by any government employee at any time to perform services not covered under this contract, the Offeror shall immediately notify the TPOC.

## **7.0 TECHNICAL POINT OF CONTACT (TPOC):**

**7.1** Jessica Adkisson @ Jessica.p.adkisson@uscg.mil