

PERFORMANCE WORK STATEMENT (PWS)

FOR

RING LEADERS Military Youth Summer Camp Base Year 2023, with Option Years 2024, 2025, 2026, and 2027

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, to provide a 5-day, 4-night, over-night adventure summer camp experience for Rhode Island National Guard (RING) children and youth with qualifying housing and dining facilities for Base Year 2023 plus Option Years 1-4. The camp shall gather military children and youth from around Rhode Island to assist them in making connections and developing a peer group with other military youth through shared adventure experiences in a traditional camp environment., as defined in this PWS.

1.1.1 Objectives and Overview: The camp shall provide a fully staffed, fairly remote, outdoor/nature-oriented summer adventure camp for children and youth of the Rhode Island National Guard Child and Youth Program (RINGCYP) to include: See Section 5.0 and subsections for detailed requirements.

1.1.1.1 At least eight (8) different activities offered, must include aquatics, with certified staff responsible for running activity.

1.1.1.2 Camp shall be located in Rhode Island, no more than 15 miles from a hospital.

1.1.1.3 Camp needs to provide a large indoor facility that can hold all campers, staff, and volunteers to be used for activities during inclement weather and nighttime activities.

1.1.1.4 Camp must be an ACA (American Camp Association) Accredited Camp

1.1.1.5 Camp needs to provide proof of liability insurance.

1.1.1.6 Camp grounds must have a large open field or space that can allow for large, static military vehicle displays.

1.1.1.7 Communication with Lead Child and Youth Program Coordinator (LCYPC) and/or State Family Program Director (SFPD) and/or Military Point of Contact (MPOC) and/or Military Family Life Counselor (MFLC) regarding health, well-being, questions, concerns, discipline, and management of campers throughout the week of camp. They shall be used as a resource for military campers and staff working with military campers.

1.1.1.8 Daily after-action meeting between elected camp staff (i.e., Head Counselor) and the LCYPC/SFPD/MPOC to discuss any questions, concerns, disciplinary actions, or other actions that need to be addressed.

1.1.1.9 The camp, camp staff, and campers must be covered by camp's liability insurance.

1.1.1.10 The camp assumes ALL direct and indirect safety liability.

1.1.1.11 The camp is responsible for paying all indirect and direct costs associated with providing the camp week and experiences.

1.1.1.12 No public advertising or information shall be shared about who is in attendance during the week of the RING camp or who the customer is. All advertising for attendance at the camp shall be done through the RI National Guard Child and Youth Program (RINGCYP) and its partners.

1.1.1.13 The camp shall allow parents/guardians to utilize the camp's registration system (either online or hard copies) to enroll their child in the camp only after the family has been vetted through the RINGCYP. (The RINGCYP will vet the campers through a pre-registration process and then provide the camp with a roster.)

1.1.1.14 The camp shall Collaborate with and allow for the LCYPC/SFPD/ MPOC, the Government, and its partners for deliverables in 4.1 "The Government shall provide."

1.2 Period of Performance (PoP): 21-25 August 2023 (Half days on 21 and 25 August 2023. Full days on 22-24 August 2023. Overnights on 21-24 August 2023.)

1.3 General Information:

Camper Ages: Grades 4-12 as of Fall 2023 (Minimum age 8, Maximum age 17)

Genders: Male and Female

Number of Campers: 100 (+/- 20%)

1.4 Recognized Holidays: *Not applicable to this requirement.*

1.5 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

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.

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

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

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

3.0 Acronyms:

AR	Army Regulation
COR	Contracting Officer Representative
DA	Department of the Army
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
KO	Contracting Officer
LCYPC	Lead Child and Youth Program Coordinator
MFLC	Military Family Life Counselor
MPOC	Military Point of Contact
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
RING	Rhode Island National Guard
SFPD	State Family Program Director
TE	Technical Exhibit

4.0 Government Responsibilities

4.1 The Government shall provide:

4.1.1 Organization and execution of the pre-registration process to ensure camper eligibility prior to providing camper with the camp's registration paperwork or access to the camp's registration website.

4.1.2 Communication and collaboration with Camp Director regarding staff training, logistics, schedule, activities, registration process, etc.

4.1.3 Training for camp staff about the deployment cycle, unique qualities of military kids and families and their exceptional strength, concerns and issues and develop activities and themes to support/address these strengths, concerns, and issues prior to the start of camp.

4.1.4 Campers with activities, education and/or sharing opportunities designed specifically for military children and youth, to help them (1) form bonds/connect with other military children and youth; (2) learn to express themselves and communicate effectively; (3) explore their unique strengths, concerns and issues; and (4) build resiliency and healthy coping mechanisms

4.1.5 Coordination of all extra-curricular activities during the day and evening programming not provided directly by the camp.

4.1.6 Static military displays, if a "Military Day" is planned.

5.0 Requirements:

5.1. The contractor shall provide:

5.1.1 A minimum of one (1) Camp Director.

5.1.2 One (1) full-time certified cook.

5.1.3 A minimum of one (1) Counselor for every eight (8) military youth campers.

5.1.4 Clean, safe, private, and well-maintained, gender separated cabins with beds for each of 100 (+/- 20%) campers with a counselor sleeping in each cabin at a ratio of at least one (1) counselor for every eight (8) campers.

5.1.5 One (1) adult male cabin for volunteers/RING staff only.

5.1.6 One (1) adult female cabin for volunteers/RING staff only.

5.1.7 Twenty-four (24) hour camper supervision by trained, background checked, CPR and first aid certified camp staff of at least 18 years of age.

5.1.8 One (1) medical staff member available 24 hours a day, trained and certified in child and adult CPR and first aid, for treating children and monitoring medication and medical conditions.

5.1.9 Clean, safe, private, well-maintained, and secured shower and toilet facilities, separated by gender.

5.1.10 One (1) designated storage area for the RING to use for materials and supplies that is centrally located (i.e., an empty cabin, shed, etc.)

5.1.11 Appropriately staffed and inspected kitchen with current food safety certification (ServSafe or equivalent) and dining area to provide campers and volunteers three (3) nutritious meals per day with two (2) healthy snacks in between (see menu section). Snack shall be put out in a central location, like the cafeteria or a tent, for the kids to grab on the go. Snacks shall be made available daily from 10:30 a.m. to 11:30 a.m. and from 4:00 p.m. to 5:00 p.m. Vendor shall choose one snack from the healthy snack choices listed in the menu section. Adjustments must be made for any camper with specific food allergies and/or dietary restrictions, as documented through the camp's registration process.

5.1.12 Access to water for recreational use with at least three (3) of the following activities available and staffed with a certified lifeguard and certified instructor (where necessary) during activity time: marine biology lessons, swimming, sailing, kayaking, canoeing, or other aquatic activities.

5.1.13 At least one (1) high adventure activity, such as a high/low ropes course or a rock wall, that is safety certified and staffed with a certified staff member.

5.1.14 A field-day-like competition (at least 3 hours) organized and facilitated by the camp staff, with the campers grouped into four heterogeneous teams, allowing each camper an opportunity to participate, to promote teambuilding, comradery, competition, resilience, sportsmanship, fitness, and healthy lifestyles.

5.1.15 Facilities, grounds, access, and materials for at least 3 traditional camping experiences such as arts and crafts, campfires, cookouts, field games and sports, nature walks, etc.

5.1.16 Large open field that can allow for large, static military displays for an optional military appreciation day. Displays shall be supplied by the Government.

5.1.17 Large indoor facility that can hold all campers, staff, and volunteers to be used for activities during inclement weather and nighttime activities, i.e., Camp talent show.

5.1.18 Large, outdoor movie screen, projector, DVD player/laptop computer, and sound system for one outdoor movie night.

5.1.19 Indoor power supply capable of operating a simple stage sound system and lighting.

5.1.20 Provide the LCYPC/SFPD/MPOC with all required camp registration documents (medical, camp liability, etc.) or the website information for online camper registration, no less than two months prior to first day of camp.

5.1.21 Provide the LCYPC/SFPD/MPOC with full descriptions/camp plans/schedules/emergency procedures and other reasonable requests for information

at least 30 days prior to beginning of the first day of camp. Work with LCYPC/SFPD/MPOC to coordinate final schedule 10 days prior to beginning the first day of camp.

5.1.22 Provide three (3) references for camps/events conducted within the past three (3) years that are similar in size and magnitude as it relates to participants and activities.

6.0 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
Defense Federal Acquisition Regulation Supplement			http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or https://www.acquisition.gov/dfars

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
<p>5.1.3 A minimum of one (1) Counselor for every eight (8) military youth campers.</p> <p>5.1.7 Twenty-four (24) hour camper supervision by trained, background checked, CPR and first aid certified camp staff of at least 18 years of age.</p>	<p>Appropriate staffing ratio is maintained and staffing is provided for all activities, maintaining 24-hour supervision, as per the performance work statement.</p>	<p>Campers are supervised at all times by camp staff and counselors.</p>	<p>Periodic Inspection/COR</p>
<p>5.1.11 Appropriately staffed and inspected kitchen with current food safety certification (ServSafe or equivalent) and dining area to provide campers and volunteers three (3) nutritious meals per day with two (2) healthy snacks in between (see menu section).</p>	<p>Appropriately staffed, clean, maintained kitchen and dining facility is provided where a variety of adequate, healthy meals and snacks are served, as per the work performance statement.</p>	<p>Three healthy meals and two snacks are served each day from a clean kitchen and dining facility.</p>	<p>Periodic Inspection/COR</p>
<p>5.1.4 Clean, safe, private, and well-maintained, gender separated cabins with beds for each of the campers with a counselor sleeping in each cabin at a ratio of at least one (1) counselor for every eight (8) campers.</p> <p>5.1.9 Clean, safe, private, well-maintained, and secured shower and toilet facilities, separated by gender.</p>	<p>Camp facilities provided were clean, safe, secure, and maintained.</p>	<p>Cabins, showers, toilets, and all shared camp facilities are clean upon arrival.</p>	<p>Periodic Inspection/COR</p>