

## **Performance-based Work Statement (PWS)**

**Group Fitness Aerobics Instructors  
for  
Harris / OMNI Fitness Centers, Beale AFB**

**9<sup>TH</sup> CONTRACTING SQUADRON  
BEALE AFB, CA**

### Coordination and Review

\_\_\_\_\_  
Mr. Dean Fazzio  
Fitness and Sports Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

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FOR  
Aerobics Instructor for Harris Fitness Center**

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**PERFORMANCE WORK STATEMENT FOR  
GROUP FITNESS /AEROBIC INSTRUCTOR AT  
BEALE AFB**

**(xx JAN 2023-XX JAN 2024)**

**1. DESCRIPTION OF SERVICES/GENERAL INFORMATION.** The contractor shall provide all personnel, labor, music selections, fitness routines, supervision, other items and services necessary to instruct group exercise/aerobics classes as defined in the performance work statement (PWS) at Harris Fitness Center or OMNI Fitness Center at 9 FSS/FSVS, Beale AFB. The minimum requirement of 15 group exercise classes per week will be accomplished unless approved in writing supplied to Contractor by the 9 CONS COR.

**1.1. Aerobic Instruction.** The contractor shall provide safe and effective instruction in various aerobic activities consistent with industry practices. Instruction shall include, but be limited to: step aerobics, kick boxing, circuit training, sports conditioning, body sculpting, jazzercise, hi/low aerobics, basic training, yoga/pilates, pre/post-natal exercise class and/or indoor cycling.

**1.2. Aerobathons.** The contractor shall provide instructors for aerobathons. Aerobathons will be scheduled. Contractor will be notified at least one month before each aerobathon. An aerobathon is a multi-hour event where various instructors alternate teaching aerobic dance, indoor cycling, cardio kickboxing, pilates/yoga. Instructors shall be certified in the areas of instruction they are providing and shall ensure a safe and effective environment for class participants. Contractor shall provide copy of current certification and CPR/AED/First Aid training for all active instructors and maintained updated listings for the lifetime of contract. Accepted certifications defined further in section 1.11 and Table 1.

**1.3. Class Schedules.** Classes/sessions shall be conducted on a seven day per week basis at the tentative dates, times, and locations of the fitness centers. Official schedule submissions will be provided by the Contractor to the Fitness Center Manager / NCOIC at least one month prior for review and authorization for implementation. The Contractor shall provide instructor(s) for rescheduled class/session when notification from the Fitness Manager / NCOIC has been received and during the same week when possible at requested of Fitness Center Manager / NCOIC. The Fitness Center Manager / NCOIC reserve the rights to increase or decrease class offerings base on military operations and customer request. Request is to be in writing via the COR of 9 CONS.

**1.3.1.** Dates, times and number of classes will be determined by a schedule created by the Fitness and Sports Manager. Upon receipt of the master schedule, the Contractor will schedule the instructors, as appropriate. The Contractor is not to exceed the total amount of sessions designated in the contract for the year. Classes will not be scheduled on legal holidays, down days or family days. In addition, no classes will be held on Mother's Day,

Father's Day, or during major inspections The Contractor will be compensated on the actual number of completed classes.

**1.4. Class Start Times.** Instructors shall ensure that classes begin at the published time and arrive as much as 15 minutes prior to the posted time in cases where there is a large amount of setup of equipment needed. All necessary equipment and supplies shall be in place at the start of the class to ensure classes begin on time. Fitness center staff will monitor class start times and document any late starts and the apparent cause. The Government will report late starts to the contractor's representative for resolution. Failure to maintain the standard may result in contract deductions. Classes are also to end on time. If customer and instructor are to have a discussion it can be taken to the hallway or fitness office, as needed, to allow the next class and or area reservation to proceed.

**1.4.1. Hours of Operation.** Normal hours of operation are as follow:

Harris and OMNI Fitness Centers

Monday-Friday 0500-2200

Saturday, Sunday 0800-1700

Federal holidays and Down days 0800-1700

**1.4.2.** The contractor is not required to perform on U.S. federal holidays and ACC down/family days.

**1.4.3.** The COR will notify the contractor in writing no later than three (3) workdays prior of start of a base exercise or other event that could cause unusual traffic congestion hampering instructors' ability to enter or exit the base. Exercise dates will be announced so instructors can plan ahead to ensure classes begin at the published times. Inability to conveniently enter the base or to locate a nearby parking space will not be an acceptable excuse for starting classes after the published time.

**1.5. Attendance Record.** Instructors shall ensure class participants sign Government-provided attendance rosters to document attendance statistics. Instructors shall obtain attendance sheets from the front desk at the fitness center and return the completed sheets at the end of the class.

**1.6. Class Cancellations.** A class shall be cancelled if it is not started within 10 minutes of scheduled meet time. Classes cancelled due to the fault of the contractor shall not be billed to the Government by the contractor.

**1.7. Emergency Cancellations.** In emergencies, the COR may cancel one or more classes by notifying the contractor personnel telephonically within 2 hours or more of class start time.

**1.8. Safety.** Instructors shall educate class members on safety precautions and effective exercise principles, such as, but not limited to, properly taking heart rate and proper techniques for the exercise being instructed to prevent injury.

**1.9. Care of Equipment** at the conclusion of each class, instructors shall ensure all equipment is cleaned to remove dirt, body oils and perspiration and returned to the appropriate storage location. Instructors may require class participants to clean the equipment and return it to storage. Equipment wipes or towels and non-toxic all-purpose cleaning solution will be provided by the Government and available in each aerobics room. If supplies are not available the instructor shall report the shortage to the front desk.

**1.9.1.** Instructors shall ensure all indoor cycles are properly cleaned to remove dirt, body oils and perspiration and dried sufficiently to prevent rusting of metal surfaces. Instructors may require class participants to clean the indoor cycles after use.

**1.9.2.** Instructors shall maintain a clean, safe environment for exercise. Instructors shall promptly notify fitness center representatives at the front desk of any unclean or unsafe condition encountered in performance of the work. Instructors shall promptly notify fitness center representatives at the front desk of any broken, improperly functioning or hazardous equipment and shall restrict class participants from use of such equipment.

**1.10. Contractor Personnel.** The Government reserves the right to restrict the employment, under this contract, of any contractor employee, or prospective contractor employee who is identified as a potential threat to health, safety, security, general wellbeing, or the operational mission of the installation and its population.

**1.10.1.** Contractor shall provide a contract manager and alternate(s) who shall have full authority to act for the contractor on all contract matters which are relating to the daily operation of this contract. The manager or an alternate shall be available within two hours during normal duty hours to meet on the installation with government personnel when requested by the contracting officer, Fitness and Sports Manager or NCO. The on-site contract manager and alternate(s) shall understand English and be able to read, write, and speak English fluently.

**1.10.2.** Contractor, prior to the performance start date, shall notify the contracting officer or the Mission Owner in writing of the names of the contract manager and the alternate(s) and the telephone numbers where they can be reached outside of normal duty hours. The contractor shall notify the contracting officer COR and Fitness Manager/NCO of any change in the contract manager in writing or the alternate within five days after the change.

**1.10.3.** Contractor work under the authority and direction of the Fitness and Sports Manager. Complaints and request for all issues are to be addressed utilizing the chain of command.

**1.10.4.** The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this PWS is the responsibility and prerogative of the contractor. However, the contractor shall comply with the general intent and specific policies set forth in the PWS and in regulations of Beale AFB concerning conduct of employees as referenced herein. When directed by the contracting officer or Fitness Manager/NCO, the contractor shall remove from performance on the contract any person identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

**1.10.5.** Contractor personnel shall present a neat appearance and be easily recognized. Employee clothing shall be distinctive, example showing the name of the company and the individual or by wearing appropriate badges that contain the company name and employee name and do not interfere with or create a hazard in contract performance. be safe for all operations involved in the contract performance and be within common limits and tastefulness. Wear of military clothing is not permitted.

**1.10.6.** The contractor shall not employ any person who is an employee for the United States Government if the employment of that person would create a conflict of interest, or the appearance of a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives proper approval. Requested approval must be completed on an AF Form 3902 - "Application and Approval for Off-Duty Employment". The contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military reservists and National Guard members may be subject to recall to active duty.

**1.10.7.** Contractor shall ensure before employees start work they have appropriate, current and valid professional certifications from one of the recognized DoD certification (see Table 1 Accepted Accreditations and Certifications) to perform the services in this contract. Current basic life support/cardiopulmonary resuscitation / automated external defibrillator certification (BLS/CPR/AED) and First Aid Certifications. Contractor is responsible for ensuring instructors maintain their certifications.

**1.10.8.** Contractor is responsible for procuring and maintaining and maintaining third party liability insurance coverage on all of their instructors for duration of the contract.

**1.11. Qualifications.** The fitness industry, and the Air Force, has moved to a position of only recognizing certifications from organizations that have met stringent criteria. The lists below provide the names of organizations now being accepted by HQ AFSVA / SVORF and includes those organizations that have already been Third-Party Accredited, as well as, NOCA Organizational members, and those organizations affiliated with the National Board of Fitness Examiners (NBFE). (See table 1 for sample listing). As accreditation / affiliation status changes this list will be modified so please check back prior to signing up for new courses. Waiver request must be accompanied by course syllabus.)

**1.11.1.** Group exercise instructors must have and maintain a primary instructor certification from an organization listed in the second section below. Instructors must obtain the additional necessary specialty certifications for step and cardio kickboxing classes; these may be received from organizations other than their primary certification. Yoga, group cycling, and water exercise instructors may have a specialty certification without a primary group exercise certification if yoga, group cycling, or water exercise is the only class they teach.

**1.11.2.** At the start of the contract, the Contractor will provide a listing of current certified instructors to the Fitness and Sport Manager to include name, contact number and e-mail address for all instructors and provide a copy of each of the required certifications for filing. Each time the Contractor provides the names of instructors, any updated certification copies will be provided. If instructors' certifications have expired, they will not be allowed to teach class.

**TABLE 1** (Note: This is not an exhaustive and subject to change by the Services as NCCA and DEAC)

<b>Accepted Accreditations and Certifications</b>	
<b>NCCA (National Commission for Certifying Agencies) Accredited Certifying Agencies</b>	
AAPTE - Academy of Applied Personal Training Education	
ACE - American Council on Exercise	
ACSM - American College of Sports Medicine	
ACTION Certification	
CI - The Cooper Institute for Aerobic Research	
CSCCa - Collegiate Strength and Conditioning Coaches association	
IFPA - International Fitness Professionals Association	
ISFTA - International Sports & Fitness Trainers Association	
NASM - National Academy of Sports Medicine	
NAYS - National Alliance for Youth Sports	
NCHEC - National Commission for Health Education Credentialing, Inc.	
NCSF - National Council on Strength and Fitness	
NESTA - National Exercise and Sports Trainers Association	
NETA - National Exercise Trainers Association	
NFPT - National Federation of Professional Trainers	
NSCA - National Strength and Conditioning Association	
PTA Global, Inc.	
TWCC - Training & Wellness Certification Commission	
<b>DEAC (Distance Education Accrediting Commission) Accredited Certifying Agencies</b>	
ISSA - International Sports Sciences Association	
USCI - US Career Institute	

**1.11.3.** Contractor will arrange for any substitute instructors by calling 24 hours in advance of the class start time to notify the Fitness Center. Recognizing that a 24-hour lead time is not always possible, this should be completed as soon as practicable. It is the responsibility of the Contractor to locate a suitable certified replacement instructor to teach the set class in a timely manner. No more than one cancellation per month per instructor and no more than five cancellations per month total are allowed.

**1.11.4.** Contractor shall schedule instructors to teach at varying times and days. The contractor shall provide a schedule of instructors for classes by the fifteenth of the month for the following month. Contractor will always make the Fitness Center aware of which instructors are being provided for each class. Contractor shall be required to provide instructors for 15-19 classes per week, depending on the time of the year, AF and local base policies, and special unforeseeable requests. Approximately 750 classes per contract year. Instruction will need to begin within 30 days of contract signing.

**1.12. Instructors** shall arrive 10-15 minutes prior to the scheduled class start time in order to sign out keys, and set up equipment for each class.

**1.12.1.** The Instructor shall immediately notify the fitness center staff of any injuries or accidents pertaining to the class. Fitness center staff will request medical assistance. If fitness center staff is not available, the instructor shall immediately call 911 from base phones located in fitness centers and behind the front desk.

**1.12.2.** All set-up and clean-up shall be accomplished by the Instructor. The Instructor shall ensure all equipment is returned to its proper storage place at the end of the class.

**1.12.3.** Instructor shall be responsible for recording attendance for each class on a form designated by the Fitness and Sport Manager. The form will be located in the Aerobic Center.

**1.12.4.** Instructors shall begin each class by introducing themselves and the type of class. Classes will run for 45-55 minutes.

**1.12.5.** Instructors must take at least two pulse breaks during each class taught and at least one water break.

**1.12.6.** Instructors are required to provide their own music and change the music if necessary during ideal times such as pulse breaks or water breaks. Instructors should not change music during inconvenient times where the class will be disrupted, such as in the middle of exercising. All music used during instruction must be professionally mixed and not contain controversial lyrics nor profanity.

**1.12.7.** Instructors must be able to properly demonstrate all types of steps and moves including high and low impact moves and all floor work in detail. Instructors must be



able to adjust the pace of the class for first time students as well as beginning, intermediate and advanced techniques in progressive building format.

**1.12.8.** Instructors shall guide attendees to warmup and stretch all muscles before floor work and/or after cool down.

**1.12.9.** Instructors shall appear and sound energetic and positive, and always present a professional image.

**1.12.10.** Instructors should be sharply dressed, clothes not torn, faded, inappropriate logos or exposure. Instructors are to contact Fitness Center staff for customers needing to be addressed for not complying with the Beale Fitness Center Proper Fitness Attire posting and AFI, DoDI guidance. Advise page 10, Atch 1.12.10a below is not intended to be all inclusive but overall guidance. Fitness and Sports Manager and staff are to be the staff to ask customers to leave or change clothing if instructor initial guidance is not followed.

**1.12.11.** Instructors shall take initiative to interact with the students before and/or after classes.

**1.12.12.** As closely as possible, no instructor should teach no more than 2 hi impact classes per day and no more than 10 high impact classed per week.

**1.13. Quality Assurance.** The government will periodically evaluate the contractor's performance by appointing a QAP(s) to monitor performance to ensure services are received. The QAP(s) will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program and receipt of complaints from base personnel.

**1.13.1.** The government may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated failures discovered during quality control inspections or repeated customer complaints. Likewise, the government may decrease the number of quality control inspections for excellent performance. The government will also receive and investigate complaints from various customers located on the installation. The contractor shall be responsible for initially validating customer complaints. However, the government QAP(s) shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

**1.13.2** Checklist, customer comments, staff checks will be tools to evaluate contractor and instructor performance and drive administrative or actions..

**1.14. Government Remedies.** The contracting officer shall follow the requirements of FAR 52.212-4, Contract Terms and Conditions for Commercial Items (October 2018) for contractor's failure to correct nonconforming services.

**1.16. Base Access.** The Contractor shall provide a list of instructors to be support the contract at the fitness centers. Only these instructors will be put on the EAL and be authorized access.

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

**2.1. PROPERTY/FACILITIES.** The Government will supply class room, electronic stereo system. All equipment must remain in the Aerobic Center and is for class use only. Headset/microphones are the contractor/instructor responsibility, as it is considered a personal item and a required tool of the trade. Instructors will purchase and provide their own.

**2.2. PUBLICITY.** Contractor shall not advertise or solicit any other products or services other than the Beale aerobics program without proper prior clearance through the Fitness and Sports Manager. The fitness center will provide marketing materials (such as monthly schedules and online posts). The government will furnish classrooms, cleaning wipes, attendance lists, steps, mats, dumbbells, and bikes.

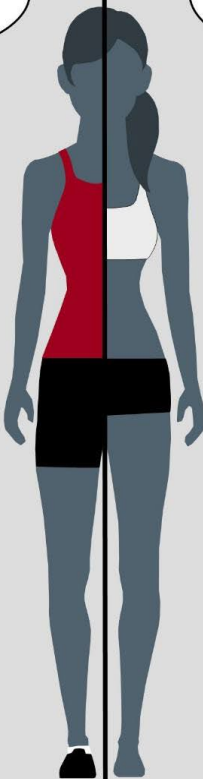
**(See next page for Atch. 1.12.10a Fitness Attire)**

Table 1.12.10A Fitness Attire

## Beale Fitness

### PROPER FITNESS ATTIRE

#### Authorized



#### Not Authorized

##### SHIRTS:

- Un-modified t-shirts
- Tank tops
- When standing, bottom of the top must meet the top of shorts

##### BOTTOMS:

- Shorts with full coverage of buttocks
- Leggings
- Sweatpants or athletic pants

##### SHOES:

- Socks
- Athletic shoes (tennis, running, court, cross-training)

##### SHIRTS:

- Bikinis
- Sports bra with no shirt
- Clothing with rivets and/or zippers on the back
- Modified/homemade t-shirts or tank-tops
- Exposed chest/nipple area
- Exposed belly and back

##### BOTTOMS:

- Sagging pants/shorts
- Denim
- Khaki or canvas pants
- Bikinis
- Exposed gluteus muscles

##### SHOES:

- Sandals
- Open-toe shoes
- Crocs/clogs
- Bare feet
- Socks only
- Flip flops (except in shower area)
- High heels
- Boots (on cardio equipment)

Approved, military-issued PT gear is allowed by those authorized to wear it.  
Fitness Center staff has final discretion on appropriate attire. Thank you for your cooperation.

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