

**PERFORMANCE WORK STATEMENT (PWS)
COMMANDER SPECIAL OPERATIONS COMMAND PACIFIC (SOCPAC)
PACIFIC AREA SPECIAL OPERATIONS CONFERENCE (PASOC) SERVICES**

1.0 BACKGROUND

1.1 Special Operations Command Pacific (SOCPAC), a subordinate command of SOCPAC, provides support for Theater Security Cooperation Program, and a wide range of strategic and operation objectives with Pacific Rim host nation's forces. Its operations include unit exchanges, combined training and operational deployments, counterdrug, humanitarian and anti-terrorist operations, ensuring peace and stability of the Pacific region.

2.0 OBJECTIVE AND SCOPE

2.1 SOCPAC seeks a Contractor to provide facility services for the Pacific Area Special Operations Conference (PASOC) to be held 4 May thru 7 May 2015 in Honolulu, Oahu, Hawaii. Approximately 150 total participants from across the SOCPAC area of responsibility (AOR), encompassing 25 nations throughout Asia and the Pacific region representing military and national security establishments, including SOCPAC senior military personnel require accommodations, event meeting room and event support services. Participants will include U.S. and foreign senior civilian and military leaders.

2.2 The Contractor shall provide the following:

- a. Event venues, including rooms for general sessions, special purpose meeting rooms.
- b. Audio Visual (AV) equipment support.
- c. Information Technology (IT) and associated equipment support.
- d. Miscellaneous Equipment support.
- e. Billeting/Accommodation support as specified in section 3.0.
- f. Services relating to the event, including security, and photography services.

2.3 **Period of Performance:** Saturday, 2 May – Friday, 8 May 2015

Event Date: Monday, 4 May – Thursday, 7 May 2015

3.0 PERFORMANCE & SERVICE REQUIREMENTS

3.1 **General:** The Contractor shall provide management, supervision, security, event and hotel rooms, IT/AV equipment and related supplies and services for the period of performance listed. Contractor services shall include setting-up, staging and coordination of scheduled events in the proper setting and with adequate AV aids: lodging accommodation facilities, and equipment support.

3.2 **Room and Service Requirements:** Individual meeting rooms may be separated by wall panes (except where annotated). AV and Automation Support requirements include but are not limited to microphones, speakers, projectors, screens, fax machines, copiers and computers. All devices shall be compatible with Microsoft Office Version 2007 to ensure that the Government can use PowerPoint. Additional printer/copier supplies (paper, toner cartridges) and AV supplies shall be readily available to prevent service disruption. The final room configurations will be coordinated between the Event Coordinator and the Technical Point-of-Contact (TPOC). Meeting rooms provided shall be on the 2nd floor of the Contractor's facility or higher, to provide for limited or controlled access.

Table A on the **following page** summarizes facility requirements:

a. FACILITY REQUIREMENTS SUMMARY TABLE A

	Description	Qty	Room Size (min sq feet)	Capacity/# of persons	PWS paragraph	Exclusive Access Period (24hours/day)
1.	Main Event Room (MER)	1	6500	150	3.2.1	3 May 1200 – 7 May 1800
2.	Event Support Center (ESC)	1	700	28	3.2.2	2 May 1200 – 7 May 1800
3.	Small Group Meeting Rooms (SGMR)	4	400	25	3.2.3	3 May 0700 – 7 May 1600
4.	Hospitality Suite	1	---	12	3.2.4	3 May 1200 – 7 May 1800
5.	Escort Officer/Duty Driver rooms (Standard Guest Rm)	4	250	4	3.2.5	3 May 0700 - 7 May 1600
6.	Security venue	1	---	150	3.2.6	3 May 1200 – 7 May 1200
7.	Group Photo Shoot/venue	1	---	150	3.2.7	4 May - Time To Be Determined (TBD)
8.	Opening Event venue	1	---	150	3.2.8	3 May 1200 - 2200
9.	Evening Event venue	1	---	150	3.2.9	7 May 1200 - 2130
10.	Parking and Validation	12	---	12	3.2.10	2 May – 8 May – Time TBD

3.2.1 Main Event Room (MER): This room shall be used for General Sessions of the event. All tables and stage platform shall have skirts installed.

- a. Minimum room size 6500 sq feet with up to 150 participants.
- b. Close proximity to other event rooms: ESC and SGMR. See paragraph 3.2.2 and 3.2.3.
- c. Exclusive access 24 hours per day in accordance with dates and times at table A.
- d. Sufficient room height to accommodate audiovisual screens.
- e. 42 inch flat panel monitor for speaker use.
- f. Adjustable light controls to be able to view numerous briefs on screen.
- g. Adjustable climate controls for room.
- h. Equipped with a raised stage approximately 16 ft x 12 ft x 27” high, with podium, one (1) 3 x 8 foot table, four (4) chairs, and sound equipment.
- i. Seating arranged to accommodate 150 participants at tables
- j. Chair and table set-up to be completed by **12:00 PM on Sunday, 3 May**. The Contractor shall coordinate the set-up with the TPOC.
- k. Room shall be able to be secured and locked.
- l. Audio Visual/Equipment requirements:
 1. Two (2) projectors, projection screens and power strip as required; two (2) screens 9 x 12 feet.
 2. Screens not mounted to the wall shall be framed with cloth.
 3. One (1) 42 inch flat screen monitor for the exclusive use of the speaker at the podium.

4. One (1) computer with Microsoft Office software installed and the ability to run PowerPoint and video files. Equipped with wireless keyboard and mouse controller, and one (1) laser presentation pointer.
5. Additional equipment: One (1) video splitter to support two (2) screens.
6. Microphone requirements: one (1) sound mixer; six (6) wireless handheld VHF microphones, six (6) microphone stands, consisting of four (4) table stands and two (2) floor stands; one (1) wireless lapel microphone.
7. Contractor shall provide the services of a sound technician to set-up and provide initial support. The Contractor shall provide on-call AV support at other times with a five (5) minute response time. The Contractor shall have spare projector bulbs and batteries available to ensure continuous equipment operation during the Event.
8. The Equipment shall be controlled from an AV table situated on the side or back of the room.

3.2.2 Event Support Center (ESC): This room shall be used to in- and out-process participants as well as perform other administrative functions.

- a. Minimum room size 700 sq feet with up to twenty-eight (28) participants.
- b. Close proximity to other meeting rooms; MER and SGMR rooms. See paragraph 3.2.1 and 3.2.3.
- c. Exclusive access 24 hours per day in accordance with dates and times at table A.
- d. Room equipment, tables, chairs & extension cords are **set up by Saturday, 2 May at 12:00 PM.**
- e. Contain twelve (12) cushioned guest chairs. Coordinate with the TPOC concerning arrangement.
- f. Contain three (3) 3 x 8 foot tables with twenty eight (28) chairs.
- g. Contain one (1) two-drawer safe.
- h. One (1) DSL line with router.
- i. Sufficient power cords and power strips for equipment.
- j. Room shall be able to be secured and locked.
- k. Additional equipment requirements:
 1. Four (4) computers (desktop or laptops) with Microsoft Office Suite, Internet browser, Anti-virus software and Acrobat Adobe preloaded. Four (4) computers shall be networked to share files and folders.
 2. Two (2) LAN ink-jet/laser printers with scanning capabilities and connectivity to the computers.
 3. One (1) high speed/large capacity copier with 2,500 copies capacity, duplexing, sort and stapling capabilities.
 4. One (1) facsimile machine.
 5. One (1) floor standing easels approximately 2-1/2 x 3-1/2 ft.

3.2.3 Small Group Meeting Rooms: These rooms will be used for small group discussions.

- a. Four rooms, minimum room size 400 sq feet for twenty (20) participants.
- b. Close proximity to other meeting rooms; MER. See paragraph 3.2.1
- c. Exclusive access 24 hours per day in accordance with dates and times at table A
- d. Room equipment, including tables, chairs & extension cords are set up by Sunday, 3 May at 12:00 PM.
- e. The rooms shall have twenty (20) chairs and sufficient 3 x 8 foot tables to accommodate a comfortable seating arrangement. Coordinate with the TPOC concerning arrangement.
- f. One (1) high speed DSL line for each of the two (2) of the rooms.
- g. Additional equipment requirements for two (2) of the rooms:
 1. One (1) computer (desktop or laptops) with MICROSOFT Office Suite, Internet browser, Anti-virus software and Acrobat Adobe preloaded.
 2. One (1) front projector and screen (6 foot size) connected to computer.
 3. One (1) floor standing easels approximately 2-1/2 x 3-1/2 size to accommodate 25 x 30 or 27 x 30 inch easel paper pads. Each room shall contain one self-stick pad (30 sheets min).
 4. One (1) 4 x 8 foot movable roller white board per room.

3.2.4 Hospitality Suite: This room will be used to stage guests prior to scheduled meetings.

- a. One (1) room, minimum room size 500 sq feet for twelve (12) participants.
- b. Location on the same floor as upgraded/suite rooms.
- c. Include a 24-hour hold in accordance with dates and times at table A.
- d. The rooms shall have two (2) living room style sofas, four (4) living room style chairs and a coffee table. Coordinate with the TPOC concerning arrangement.
- e. Access to rooms and room equipment, including tables, chairs & extension cords set up are required by Sunday, 3 May at 12:00 PM in accordance with Table A

3.2.5 Escort Officer Rooms / Duty Driver Rooms:

- a. Four (4) rooms, minimum room size 250 sq feet; standard accommodation rooms.
- b. Access to rooms by Sunday, 3 May at 0700 in accordance with Table A

3.2.6 Security Venue:

a. The Contractor shall ensure that the facility has an open, unobstructed area, located adjacent to the MER room, to be utilized as an evacuation area, in case of emergency, or any other security event, such as a terrorist threat. This area shall serve as an assembly point for all of the Event participants. Historically, this venue has been a parking lot or an open lawn.

3.2.7 Group Photo: The Contractor shall provide a venue to produce an Event photograph, consisting of 50 event VIP’s with a scenic location as a backdrop, with a backup location, should there be inclement weather. The Contractor shall provide for one row of VIP seating for fifteen persons and a platform to enable two additional rows of participants to be comfortably accommodated within the photograph.

3.2.8 Opening Event Venue: No host evening social on Sunday, 3 May at 6:00pm. Opening event may be held outside in courtyard or poolside with alternate site for inclement weather. A final headcount will be provided to the Contractor 24 hours before event.
a. Provide speakers, sound system, and microphone.

3.2.9 Evening Event Venue: Evening Event will be held on 7 May beginning at approximately 5:00 pm to 9:30pm. A final headcount will be provided to the Contractor 24 hours before event.
a. Provide a 3 x 3 foot table to accommodate A/V equipment.
b. Provide one (1) front projection device with cables for laptop connection.
c. Provide one (1) 8 x 10 foot projection screen on raised stage (12” to 16” high).
d. Provide one (1) podium with microphone with Public Address (PA) system support
e. Provide one (1) laptop computer with Microsoft Office loaded, with the ability to run PowerPoint.
f. Provide power outlet connections to all required equipment or extension cords.
g. Provide two (2) easels at entrance for display of seating charts.

3.2.10 Parking: The Contractor shall provide 12 parking passes to the TPOC to allow unimpeded 24-hour entry and exit for parking of Government staff vehicles while not in use, at no additional cost to the Government. Additionally, the Contractor shall provide the following:
a. Provide parking / waiting areas for (2) VIP/ESC vehicles situated in proximity to the center / facility entrance.
b. Provide validated parking discounts for the remainder of all event participants. Participants shall be responsible for all parking charges.
c. The Contractor shall provide a parking validation machine to the TPOC for the purposes of validating other SOCPAC support staff parking. The TPOC will keep an accurate count of tickets validated and provide these numbers to the Contractor on a daily basis if requested.

3.3 BILLETING REQUIREMENTS SUMMARY

DATE	Facility Type	Access and Usage	Notes
2-8 May 2015	19 Rooms	24 hours	Staff – Check out Friday morning
2-8 May 2015	150 Rooms	24 hours	Participants – Check out Friday Morning

3.3.1 Billeting General Requirements:

3.3.2 The cost of these rooms are the responsibility of the event participants only; the Government will not be liable for any charges associated with these "blocked" rooms. Additionally, the government will only pay for basic room rate charge, taxes, customary room charges and DSL line service. The Government will not be responsible for any charges associated with meals, room service, phone calls or other services of a personal nature. The Contractor shall provide nineteen (19) rooms for Staff. These rooms are single occupancy with a minimum size of 250 sq ft, with TV, phone and in-room safe. Parking shall be provided at reduced rates for

all rooms and shall be the responsibility of the individuals, with the exception of twelve (12) Parking spaces described in paragraph 3.2.10.

a. **The Government requires exclusive access/use of the top floor(s) where upgraded/suite rooms are located.**

b. **The charge for these rooms requires a separate billing statement. The TPOC will coordinate the with the Contractor Event Coordinator in regards to these accommodations.**

3.3.3 The Contractor shall provide one hundred fifty (150) rooms for event participants. These rooms are single occupancy with a minimum size of 250 sq ft. with TV, phone and in-room safe. "Unbooked blocked" rooms may be reduced to forty (40) rooms two (2) weeks prior to the event and the remainder of these rooms may be released two (2) days prior to the period of performance for hotel use. Any cancellation charges for these rooms shall follow the hotel policies with the individual that is associated with the reserved room.

3.3.4 The Government will provide a final rooming list by 17 April 2015. Any room reduction in excess of ten percent (10%) between 72 hrs and the day of arrival will only be charged a one (1) night's room and tax as a cancellation fee. Prior to 72 hrs, no room cancellation fees will be assessed. Non-arrival rooms (no-shows) for a particular date will be released in the morning of the day in question and charged one (1) night's room and tax. Early departures will not be assessed a penalty charge.

a. Individuals will be responsible for all incidental room charges and any additional room nights not covered by the final rooming list provided on 17 April 2015. The Government will not be liable for any charges not part of the final rooming list. Individuals requesting additional services or additional days will be subject to the Contractors established policies concerning separate guest charges and requests at individual check-in and check-out.

b. The Contractor shall provide the TPOC with information regarding the availability of rooms and contact information. The Government will forward information to event participants only and will not coordinate any lodging arrangements on behalf of any participant, nor will the Government be responsible for any lodging fees associated with any participant's lodging stay with the Contractor.

Note: Cancellation of participants lodging room reservations are the responsibility of the individual participants and not the Government.

3.3.5 **Contractor Event Coordinator:** The Contractor shall provide a single Point-of-Contact or Event Coordinator to assist the TPOC in coordinating required services described in this PWS. Event coordinator shall be available throughout the period of performance and reachable via phone or pager.

3.4 SERVICE DELIVERY SUMMARY TABLE B

Performance Objectives	SOW Paragraph	Performance Threshold
1. Facility support: 6 event/meeting rooms, 5 lodging rooms, Photo shoot, Opening event, Evening event venues, Event coordinator as described in this PWS	Paragraph 3.0, Table A	100% delivery and compliance.
2. Audio Technician Support on initial day and on-call support as described.	Paragraph 3.2, 3.2.1.m.7	100% delivery and compliance.
3. Blocked rooms	Paragraph 3.3.1	100% delivery and compliance

4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

4.1 **General:** None.

5.0 CONTRACTOR QUALIFICATIONS/REQUIREMENTS

5.1 The Contractor shall be an authorized and licensed facility provider in the State of Hawaii, located in the City and County of Honolulu. The Contractor's facility shall have a **minimum 3-star rating** or equivalent form an international recognized travel-rating agency. The Contractor shall provide references, including contact information for recent (in the past five years) of successfully providing services of similar size and scope, if requested by the Contracting Officer. The Contractor shall represent that the following facility conditions exists:

a. 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 Event.

b. That the Contractor's facility has personnel that can assist delegates with non-event related requests such as transportation, tours, recreational activities and dining reservations.

5.2 The Contractor's facility shall be within a 2 mile radius of eateries that can satisfy religious dietary restrictions of participating delegates such as vegetarian foods.

- 5.3 Physical Security Requirements:** Due to the high profile nature of the Event, the following physical conditions shall be present for both lodging and event venues:
- a.** 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 event security considerations for delegations.
 - b.** Closed Circuit Television (CCTV) throughout the property with 24/7 security monitoring and observation by dedicated Contractor security staff.
 - c. Event participants are housed in the same hotel building; and the same wing is preferred.** The compact location preferred provides better group control in the event of an emergency or the need to secure the perimeter.
 - d.** Alternate entry and exit avenues are not constricted by one way streets.
 - e.** The facility is located off main thoroughfares and free public access to facilities is restricted.
 - f.** The facility has protected access from street – as defined, the Contractor’s facility is set back from any major roadways and that 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.
 - g.** The upgraded/suite floor(s) shall be controlled/secured by the Contractor reconfiguring fire escape doors for “exit only” operation during the period of performance.
 - i.** The use of Military working dogs will be allowed on the premises. The Contractor shall provide access to all attendee rooms prior to the delegate occupancy. Additionally, the SOCPAC handlers will utilize the dogs in random inspections of **any or all** Event rooms as required during the performance period.
- 5.4 Heightened Vigilance:** The Contractor and the facility have an obligation to be alert at all times in order to contribute to the protection of event 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 Event participants. The Contractor 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 event participants.
- 5.5** Work performed shall be in accordance with Federal, State of Hawaii and local laws, regulations and procedures.
- 5.6 Security Requirements:** This contract does not require a security clearance level and clearance granted by the Defense Security Service (DSS). Should contractor personnel receive or suspect they have learned of classified information beyond their level of clearance, the Contractor shall identify and report suspicions to the TPOC.
- 6.0 QUALITY ASSURANCE**
- 6.1** Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) that identifies and results in the correction of potential and actual problems. The Government shall rely upon the Contractor to implement a Contractor designed quality control program that ensures that services will be performed in accordance with this contract, commercial standards, and applicable laws. The QCP shall be implemented on the first day of contract performance. The QCP shall encompass all services the Contractor is supplying to the Government during the period of performance.
- 7.0 CONTRACTOR PERSONNEL**
- 7.1** The Contractor shall furnish sufficient personnel to perform work specified within this contract.
- 7.2** The Contractor is required to comply with Public law 105-270, Section 5 (2)(A). This law states that contractors will not perform inherently governmental functions. Section 5(2)(A) of this Public law defines the term “inherently governmental function” as “a function that is so intimately related to the public interest as to require performance by Federal Government employees.” Per Section 5(2)(B), inherently governmental functions include management of Government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counter-intelligence operations. Per Section 5(2)(C), inherent governmental functions DO NOT include, (i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials or (ii) any function that is primarily ministerial and internal in nature.”
- 7.3** When performing work associated with this PWS, the Contractor shall make clear to all individuals they deal with that they are contract employees and not DOD employees. Contractor employees shall clearly identify themselves as a contractor (i.e. company shirt, pin, visible company identification, etc.) in a visible location as to who their employer is.

7.3.1 Contractor personnel shall not manage, supervise, direct, or task US military, DOD civilians or other personnel not associated with the Contractor while performing the tasks within this PWS.

7.3.2 Contractor personnel shall not make any commitment which commits the expenditure of US Government resources.

7.3.3 Contractor personnel shall not establish an employee-employer relationship with SOCPAC under this PWS.

7.3.4 The Contractor shall not provide personal services to SOCPAC. If Contractor employees are directed by any government employee at any time to perform services not covered under this contract, the Contractor shall immediately notify the TPOC and the Contracting Officer.

7.3.5 Any Contractor employee who procures or attempts to procure commercial sex acts or contributes in any way to trafficking in persons, per the Federal Acquisition Regulations (FAR) 22.17, shall be immediately removed from the existing task on this contract.

7.4 The Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS

8.0 **TRAVEL**

8.1 No travel is required.