

**PERFORMANCE WORK STATEMENT (PWS)  
SPECIAL OPERATIONS COMMAND, PACIFIC (SOCPAC) -  
FAMILY STRENGTHENING PROGRAM (FSP) RETREAT**

**1.0 BACKGROUND**

1.1 Special Operations Command, Pacific (SOCPAC) is a subordinate Unified Command reporting directly to U.S. Pacific Command (USPACOM). SOCPAC's mission is to conduct theater-wide Special Operations in support of USPACOM. SOCPAC also comprises the core of the standing Joint Task Force (JTF) 510, which is USPACOM's primary no-notice contingency task force.

**2.0 OBJECTIVE/SCOPE**

2.1 SOCPAC seeks a qualified Contractor to provide facilities, including lodging, meeting rooms, dining areas, meals, on-site parking, and childcare to accommodate 70 adults (66 individuals, 4 SOCPAC staff members, and 20 children (ages to be determined)).

**3.0 PERIOD OF PERFORMANCE**

3.1 Check-in at 3:00 pm on 28 August 2015 and check-out at 1:00 pm on 30 August 2015

**4.0 PERFORMANCE REQUIREMENTS**

4.1 The Contractor shall provide an on-island point-of-contact (POC) for scheduling and coordination purposes. The hotel venue provided in the quote shall not change after award.

4.2 **Lodging:** The Contractor shall provide sufficient accommodations with queen beds or better for a maximum of 70 adults and 20 children for a total of 37 rooms.

4.3 **Meeting Rooms:** A main meeting room for general session(s) to accommodate participants and SOCPAC staff and an administration room.

The main meeting room shall:

- a. Be available from 1:00 pm on 28 August 2015 through 2:00 pm on 30 August 15;
- b. Be set up with 12 covered and skirted round tables that seat 6 people per table.
- c. Be set-up with one long table with 4 chairs near the main meeting room entrance for registration.

The administration room shall:

- a. Be available from 1:00 pm on 28 August 2015 through 2:00 pm on 30 August 15;
- b. Be set-up with 1 table with 6 chairs
- c. Be next to the main meeting room

4.4 **Meals:**

- a. Dinner on 28 August 2015 at 6:00 pm
    - 1. Buffet dinner provided for 70 adults in the main meeting room
    - 2. Dinner provided for 20 children at the hotel’s childcare facility
  - b. Breakfast on 29 August 2015 at 8:00 am
    - 1. Buffet breakfast provided for 70 adults in the main meeting room
    - 2. Breakfast provided for 20 children at the hotel’s childcare facility
  - c. Lunch on 29 August 2015 at 11:45 am
    - 1. Buffet lunch provided for 70 adults in the main meeting room
    - 2. Lunch provided for 20 children at the hotel’s childcare facility
  - d. Dinner on 29 August 2015 at 6:00 pm
    - 1. Dinner vouchers to the Hotel restaurant shall be provided for 70 adults and 20 children to be eaten at the hotel’s restaurant
  - e. Breakfast on 30 August 2015 at 8:00 am
    - 1. Buffet breakfast provided for 70 adults in the main meeting room
    - 2. Breakfast provided for 20 children at the hotel’s childcare facility
  - f. The contractor shall provide water in the main meeting room during the Saturday breaks at 10:00 am and 2:30 pm and the Sunday break at 10:00 am.
- 4.5 **On-Site Parking:** The Contractor shall have sufficient on-site parking to accommodate retreat participants and SOCPAC staff (to total 37 spaces).
- 4.6 **Childcare:** The Contractor shall provide childcare for up to 20 children of varying ages.

The hotel shall provide childcare during the following days:

- a. 28 August 2015: 5:30 pm – 8:00 pm
- b. 29 August 2015: 7:30 am – 4:00 pm
- c. 30 August 2015: 7:30 am – 12:00 pm

5.0 **SERVICE DELIVERY SUMMARY TABLE A**

<b>Primary Performance Requirement</b>	<b>PWS Paragraph</b>	<b>Performance Threshold</b>
1. Provide sleeping accommodations as outlined.	Paragraph 4.2	100% delivery and compliance
2. Provide meeting rooms as outlined.	Paragraph 4.3	100% delivery and compliance
3. Provide meals as outlined.	Paragraph 4.4	100% delivery and compliance
4. Provide parking as outlined	Paragraph 4.5	100% delivery and compliance
5. Provide childcare as outlined.	Paragraph 4.6	100% delivery and compliance

6.0 **GOVERNMENT FURNISHED PROPERTY AND SERVICES**

- 6.1 The Government will not provide any property or services to the Contractor in the performance of this PWS.

7.0 **CONTRACTOR QUALIFICATIONS/REQUIREMENTS**

7.1 All work performed shall be in accordance with Federal, State of Hawaii, and local laws, regulations and procedures.

8.0 **CONTRACTOR PERSONNEL**

8.1 The Contractor shall furnish sufficient personnel to perform all work specified within this contract.

8.2 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.”

8.3 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.

8.4 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.

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

8.6 The Contractor performing services shall be required to comply with all US Navy rules, regulations, and training that is applicable to conduct, safety, security, and procedures governing site entry and exit.

8.7 Contractor personnel shall not establish an employee-employer relationship with CNRH Pearl Harbor under this PWS.

8.9 The Contractor shall not provide personal services to CNRH Pearl Harbor. 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 Technical Point of Contact (TPOC).

9.0 **PERIOD OF PERFORMANCE**

9.1 28 August 2015 – 30 August 2015

10.0 **POINT OF CONTACT**

10.1 TPOC: LTCol Leah Boling, 808- 477-1637, [leah.b.boling@pacom.mil](mailto:leah.b.boling@pacom.mil)