

**PERFORMANCE WORK STATEMENT (PWS)
COMMANDER NAVY REGION HAWAII (CNRH) CREDO HAWAII
CREDO MARRIAGE ENRICHMENT RETREATS**

1.0 BACKGROUND

- 1.1 Commander Navy Region Hawaii (CNRH) is the regional coordinator for all shore-based naval personnel and shore activities in Hawaii, as well as the Navy's representative to the Hawaii community. CNRH also provides key infrastructure services including the Federal Fire Department, Security & Law Enforcement, Navy Brig, Safety Department and Religious Ministry Department.
- 1.2 CNRH Pearl Harbor Memorial Chapel (PHMC) provides Religious Ministry programs to over twenty thousand active duty Sailors, their families and the Pearl Harbor community.
- 1.3 The Chaplains' Religious Enrichment Development Operations (CREDO) Hawaii program provides on-going resiliency-building programs and events to mitigate health of force issues challenging all Oahu-based sea service and joint military communities.

2.0 OBJECTIVE/SCOPE

- 2.1 CNRH seeks a qualified Contractor to provide facilities, including lodging, meeting/dining areas, and meals to accommodate one 48-hour weekend Marriage Enrichment Retreat.
- 2.2 The Contractor shall provide a Kauai island point-of-contact (POC) for scheduling and coordination purposes. The hotel venue provided in the quote shall not change after the contract is awarded.
- 2.3 Participants are not authorized per diem as this is not official travel.

3.0 PERFORMANCE REQUIREMENTS

- 3.1 **Lodging:** The contractor shall provide sufficient lodging accommodations with queen beds or larger for 20 couples and 3 CREDO staff for a total of 23 sleeping rooms. Check-in shall be between 1500 and 1700 on Friday, 25 September. Check-in for the 3 CREDO staff shall be at 1300 on Friday, 25 September. Check-out for 20 couples and 3 CREDO staff shall not be earlier than 1300 on Sunday, 27 September.
- 3.2 **Meeting Room:** A single meeting room for general session(s) to accommodate participants and CREDO staff. The meeting room shall:
 - a. Be available from 1200 on Friday, 25 September through 1400 on Sunday, 27 September for event setup, meeting activities, and breakdown;
 - b. Have available outlets to safely connect electrical power to Government furnished audio/visual equipment.
 - c. Be set up with tables and chairs of sufficient quantity to accommodate the planned number of participants and adequate table space for participant note taking and room activities. The tables shall be crescent rounds with chairs, no more than three (3) couples per table, setup for the 40 participants positioned to provide an unobstructed view of the presenter from all chairs. One additional long table with 3 chairs shall be placed near the meeting room entrance for CREDO staff;
 - d. Ensure that all facility electrical power, environmental equipment (i.e. air conditioning, windows, etc.) and restrooms are operating properly.
 - e. Be a minimum of 1500 square feet with minimal or no visual obstructions.
 - f. Have amplified speaker system and projector screen (Government will furnish computer and projector).
 - g. Have dimmable lighting and adjustable air-conditioning controls.
 - h. Have minimal ambient noise (i.e., road noise, construction, a/c blower noise, etc.).
- 3.3 **Meals:** The following meals shall be provided for 20 couples and 3 CREDO staff:
 - a. Dinner shall be provided on Friday, 25 September at 1800;
 - b. Breakfast shall be provided on Saturday, 26 September and Sunday, 27 September at 0800;
 - c. Boxed take-away lunch with portable beverage shall be provided on Saturday, 26 September at 1200.
- 3.3.1 For only the Friday evening dinner meal the contractor shall provide a separate, semi-private dining room (other than the meeting room) for the meals listed in Paragraph 3.3 which will allow for all participants and CREDO staff to be seated together in one area, unless it is otherwise mutually agreed to by the Government and the Contractor.

- 3.3.2 Contractor shall provide an array of appropriate menu options to choose from that shall consist of a buffet style meal serving bread, butter, salad, meat chicken or fish, two vegetable dishes, a starch dish, beverages and dessert.
- 3.3.3 Contractor shall provide adequate tables and chairs, along with all necessary utensils and condiments.
- 3.4 **Parking:** The contractor shall have sufficient on-site parking to accommodate retreat participants and facilitators (up to 23 spaces) for all days of the retreat. All parking costs shall be incorporated into the contract for retreat participants and staff.
- 3.5 **Refreshments:** The contractor shall provide refreshments consisting of water, regular and decaffeinated coffee, hot teas and an assortment of baked goods during the following scheduled meeting times and all shall be refilled as necessary:
 - a. Friday, 25 September: 1645-2100;
 - b. Saturday, 26 September: 0800-1600;
 - c. Sunday, 27 September: 0800-1200.
- 3.6 A table for participant registration shall be provided in the main lobby from 1500 until 1700 on Friday, 25 September with signage indicating “CREDO Marriage Enrichment Retreat Registration” and other signage directing event participants to the meeting room and spaces designated for use during the event as necessary.

3.7 SERVICE DELIVERY SUMMARY TABLE A

Primary Reference Requirement	PWS Paragraph	Notes	Performance Threshold
1. Provide 23 sleeping rooms as outlined.	Paragraph 3.1.		100% delivery and compliance.
2. Provide meeting room as outlined.	Paragraph 3.2.		100% delivery and compliance.
3. Provide dining area, meals and refreshments as outlined	Paragraph 3.3 & 3.5		100% delivery and compliance
4. Provide on-site parking as outlined.	Paragraph 3.4		100% delivery and compliance
5. Provide a sign-up table as outlined.	Paragraph 3.6		100% delivery and compliance

4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

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

5.0 CONTRACTOR QUALIFICATIONS/REQUIREMENTS

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

6.0 CONTRACTOR PERSONNEL

- 6.1 The Contractor shall furnish sufficient personnel to perform all work specified within this contract.
- 6.1.1 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.”

- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 Contractor personnel shall not make any commitment which commits the expenditure of US Government resources.
- 6.1.5 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.
- 6.1.6 Contractor personnel shall not establish an employee-employer relationship with CNRH Pearl Harbor under this PWS.
- 6.1.7 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 COR.

7.0 PERIOD OF PERFORMANCE

- 7.1 25 – 27 September 2015

8.0 PLACE OF PERFORMANCE

- 8.1 Place of performance will be on the island of Kauai.

9.0 TECHNICAL POINT OF CONTACT

- 9.1 RP2 Johnnie Howard, 808-473-1434, johnnie.howard@navy.mil