PERFORMANCE WORK STATEMENT (PWS)
MCIP PLANNING STAFF WORKSHOP (PSW) 2 FOR
HEADQUARTER US PACIFIC COMMAND HEADQUARTERS (HQ USPACOM)

1.0 **BACKGROUND**

1.1 HQ USPACOM Business Operations Office, J02HQ2, provides a variety of logistical support services to the Commander and his staff of over 1,400 personnel. The J02HQ2 provides contracting and procurement services, property accountability management, disposal of excess property, management of warehousing operations, and central receiving of all incoming materials to the Nimitz-MacArthur Pacific Command Center (NMPCC), Building 700, located at Camp H.M. Smith, Hawaii.

1.2 The MCIP (Multinational Command, Control, Communications, and Cyber (C4) Program was established in 2003 and supports Humanitarian Assistance and Disaster Relief (HADR) response in the USPACOM area of responsibility. Multinational MCIP participants (militaries, USA agencies, NGOs, United Nations entities, academia and industry) come together to test systems for interoperability, address communications and cyber capacity issues, codify processes, and develop/adopt technical standards and standard operating procedures. To accomplish its objectives in 2016, MCIP plans to conduct 3 one week PSW's and culminate those efforts into a 2-week capstone event called PACIFIC ENDEAVOR (PE). The 2016 events planned to occur in: Papua New Guinea (PSW1/22-26Feb16); Honolulu Hawaii (PSW2/4 – 8Apr16); Ulaanbaatar (PSW3/6 – 10Jun16), and Brisbane, Australia (22Aug – 2 Sep16) 15).

2.0 **OBJECTIVE/SCOPE**

2.1 PACOM seeks a qualified Contractor to provide facilities to accommodate approximately 70 delegates for this event held **from 4 – 8 Apri16 to include room set up on Sunday, 3 April 2016**.

3.0 **PERFORMANCE REQUIREMENTS FOR MEETING ROOMS**

3.1 **Administrative Room from 3 – 8 April to accommodate 10 participants and the following**:

a. Three (3) Power Strips: Two (2) power strips to support 6 computers on the table and one (1) power strips to support one (1) Color Laser Printer; one (1) Color Copier; and Wired Connections Tables
b. Wireless internet available
c. Six (6) hard-wire (Cat 5e cable) internet connections in this room
d. Exclusive access 24 hours per day in accordance with dates and times at table A.
e. One (1) Hotel Phone
f. One (1) Color Laser Printer
g. One (1) Color copier
h. See PWS Attachment 1 for layout. Final administrative room layout will be coordinated with site management and technical point of contact.
i.

3.2 **Main Planning Room from 3 – 8 April to accommodate up to 75 participants and the following:**

a. Wireless dedicated 2MB
b. One (1) Podium with A/V Connection
c. One (1) Projector with interface cables to laptop (laptop provided by customer)
d. One (1) Projection Screen (8 to10 Feet)
e. One (1) Monitor positioned in-front of podium.
f. Unobstructed view of the speaker, podium, and projector screen.
g. Two (2) power strip connections per table; Include 1 at Podium (Total: 25).
h. Exclusive access 24 hours per day in accordance with dates and times at table A..
i. Two (2) hard-wired Internet Connections
j. One (1) Hotel Phone
k. Two (2) Wireless Microphones with Stands
l. See PWS Attachment 1 for layout. Final planning room layout will be coordinated with site management and technical point of contact

3.3 **SERVICE DELIVERY SUMMARY TABLE A**

Primary Performance Requirement	PWS Paragraph	Performance Threshold	Exclusive Access Period (24hours/day)
1. Provide Admin room for up to 10 individuals.	Paragraph 3.1	100% delivery and compliance.	3 April 0900 – 8 April 1400
2. Provide Main Planning room for up to 75 individuals.	Paragraph 3.2	100% delivery and compliance.	3 April 0900 – 8 April 1400

3.4 **BILLETTING REQUIREMENTS SUMMARY TABLE B**

DATE	Facility Type	Access and Usage	Notes
1-8 April 2016	60 Rooms	24 hours	Participants – Check out Friday Morning

3.4.1 The Government has a requirement for 60 blocked rooms. The costs 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**.

3.4.2 The Contractor shall provide 60 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 as low as 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.

3.4.3 The TPOC will provide a final rooming list by 15 March 2016. The charge for these rooms requires a separate billing statement. The TPOC will coordinate with the Contractor event coordinator in regards to these accommodations. The Contractor shall provide the TPOC with information regarding the availability of rooms and contact information. The TPOC 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.

4.0 **GOVERNMENT FURNISHED PROPERTY AND SERVICES**

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

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 **nimum 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 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 function s 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 USPACOM under this PWS.

6.1.7 The Contractor shall not provide personal services to USPACOM. 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).

6.1.8 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.

7.0 QUALITY ASSURANCE

7.1 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.

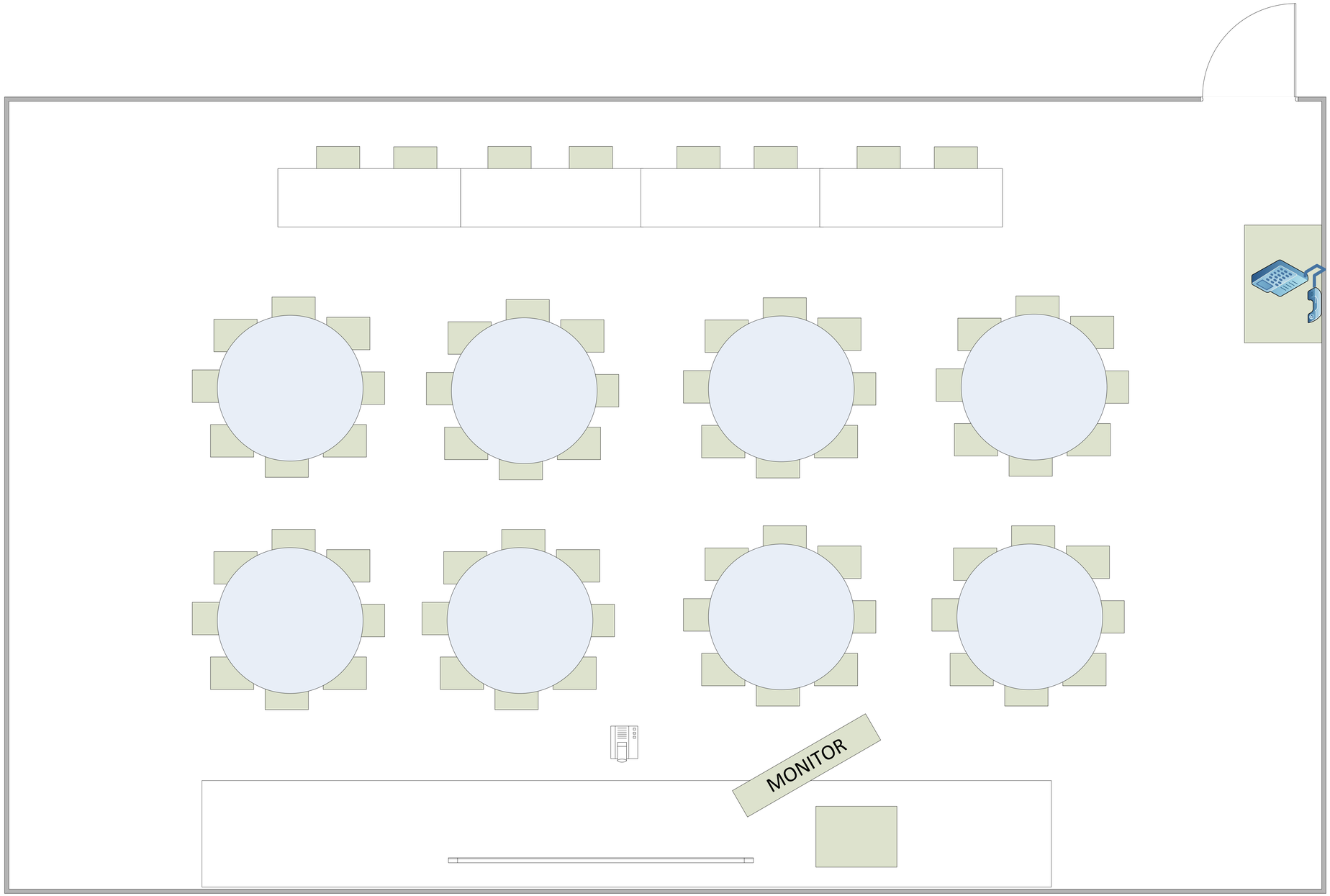
8.0 TRAVEL

8.1 No travel is required.

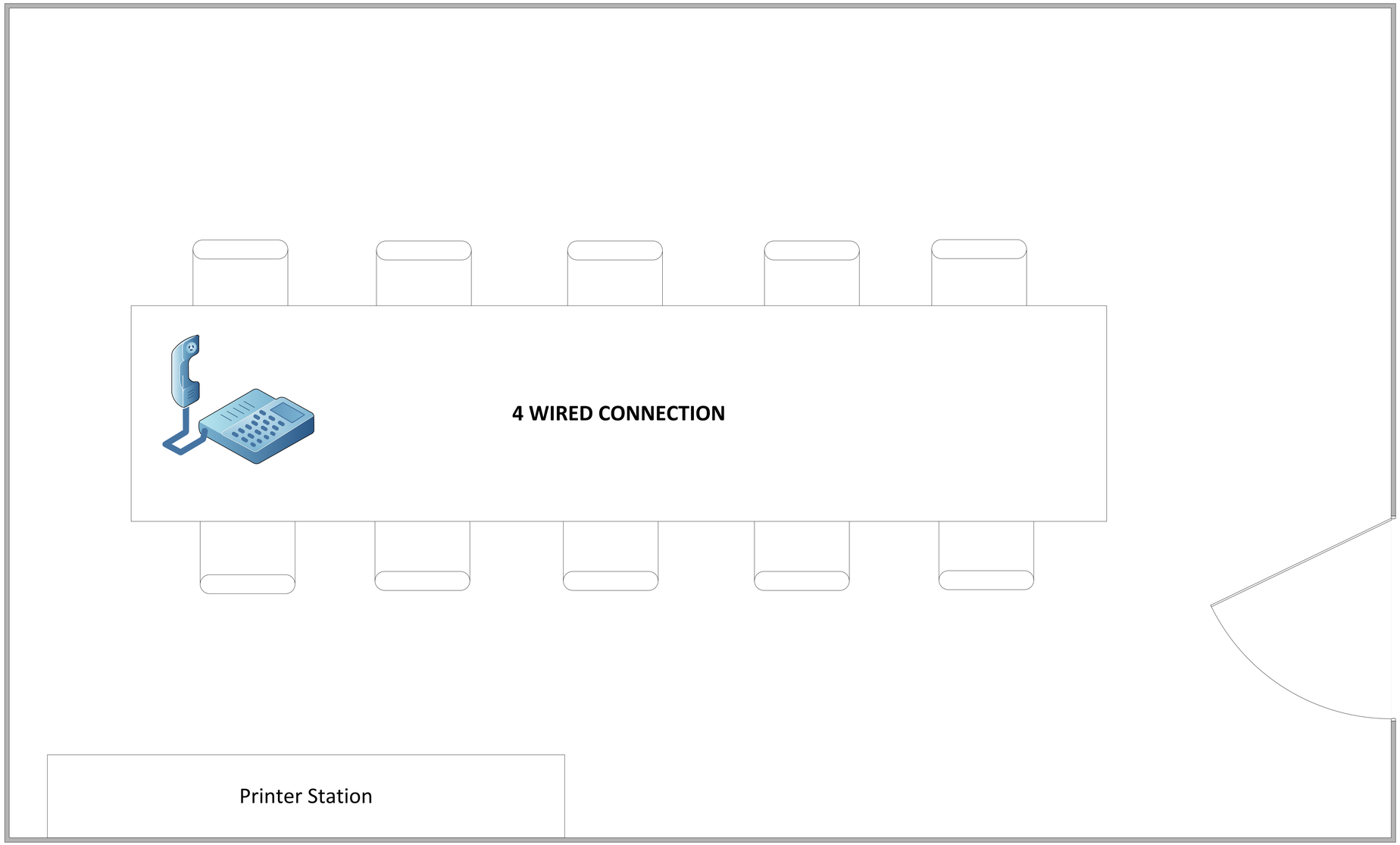
9.0 POINT OF CONTACT

9.1 **Primary POC:** Nana Forsen, USPACOM, J02HQ2, Commercial, (808) 477-9015, nana.forson@pacom.mil

9.2 **Technical POC:** Martin Ortogero Jr., MCIP Program Manager, 808-477-7347, martin.ortogero@pacom.mil



Main Planning Room
(minimum size 14 X 20 meters)



Administrative Room
(minimum size 6 x 8 meters)