

**PERFORMANCE WORK STATEMENT (PWS)  
COMMANDER NAVY REGION HAWAII (CNRH) CREDO HAWAII (N00R)  
CREDO MARIAGE ENRICHMENT AND RESILIENCY 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 and recreation areas, meals, and activities to accommodate twelve 48-hour weekend retreat events: A) Six Marriage Enrichment Retreats and B) Six Resiliency Retreats (specific requirements for each type of retreat event are found below in section 3.0 Performance Requirements) in accordance with the Performance Work Statement (PWS). The Contractor must schedule at least one retreat monthly starting June 2016 and continuing through May 2017. While it is preferred that the Contractor alternate between the 6 Marriage Enrichment Retreats and 6 Resiliency Retreats from month to month it is not required to alternate the retreats monthly. The contractor shall provide a calendar of estimated dates with their proposal on which retreats are to be held. These dates can be changed after award if both parties, Government and Contractor, are in agreement. **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 the contract is awarded.**
- 2.2 Participants are not authorized per diem as this is not official travel.

**3.0 PERFORMANCE REQUIREMENTS**

- 3.1 MARRIAGE ENRICHMENT RETREAT REQUIREMENTS. For each of the six Marriage Enrichment Retreats the contractor shall assist CREDO Hawaii by providing sufficient lodging accommodations with queen beds or larger for a maximum of 25 couples and 3 CREDO staff for a total of 28 sleeping rooms with check-in between 1500 and 1700 (with the exception of 3 rooms being made available for CREDO staff at 1300) on Friday and check-out not earlier than 1300 on Sunday.
- 3.2 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 through 1400 on Sunday 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 50 participants positioned to provide an unobstructed view of the presenter from all chairs. One additional long table with 4 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 1600 to approximately 3000 square feet with minimal or no visual obstructions.
  - f. Have dimmable lighting and adjustable air-conditioning controls.

- g. Have minimal ambient noise (i.e., road noise, construction, a/c blower noise, etc.).
- 3.3 The following meals shall be provided for 50 participants and 3 CREDO staff:
  - a. Dinner shall be provided on Friday at 1800;
  - b. Breakfast shall be provided on Saturday and Sunday at 0800;
  - c. Boxed take-away lunch with portable beverage shall be provided on Saturday 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 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 The contractor shall have sufficient on-site parking to accommodate retreat participants and facilitators (up to 28 spaces) for all days of the retreat. All parking costs shall be incorporated into the contract for retreat participants and staff.
- 3.5 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: 1645-2100;
  - b. Saturday: 0800-1600;
  - c. Sunday: 0800-1200.
- 3.6 A table for participant registration shall be provided in the main lobby from 1500 until 1700 on Friday 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 28 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 a dining area and meals as outlined	Paragraph 3.3		100% delivery and compliance
4. Provide on-site parking as outlined.	Paragraph 3.4		100% delivery and compliance
5. Provide refreshments as outlined.	Paragraph 3.5		100% delivery and compliance
6. Provide a sign-up table as outlined.	Paragraph 3.6		100% delivery and compliance

- 3.8 **RESILIENCY RETREAT REQUIREMENTS.** For each of the six Resiliency Retreats the contractor shall assist CREDO Hawaii by providing sufficient lodging accommodations with queen beds or larger for a maximum of 20 participants and 3 CREDO staff for a total of 23 sleeping rooms with check-in between 1500 and 1700 (with the exception of 3 rooms being made available for CREDO staff at 1300) on Friday and check-out n earlier than 1300 on Sunday.
- 3.9 A single meeting room for general sessions to accommodate participants and CREDO staff. The meeting room shall:

- a. Be available from 1200 on Friday through 1400 on Sunday for event setup, meeting activities, and breakdown (vendor will set up and breakdown all required tables, chairs, beverage stations, etc. used in support of the retreat);
  - b. Have available outlets to safely connect electrical power to Government furnished audio/visual equipment.
  - c. Be set up no later than 1500 on Friday 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, not more than 5 per table, setup for the 20 participants positioned to provide an unobstructed view of the presenter and projector screen from all chairs. One additional long table with 4 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 1400 to approximately 2000 square feet with minimal or no visual obstructions.
  - f. Have dimmable lighting and adjustable air-conditioning controls.
  - g. Have minimal ambient noise (i.e., road noise, construction, a/c blower noise, etc.).
- 3.10 The following meals shall be provided for 20 participants and 3 CREDO staff:
- a. Dinner shall be provided on Friday at 1800;
  - b. Breakfast shall be provided on Saturday and Sunday at 0800;
  - c. Boxed take-away lunch with portable beverage shall be provided on Saturday at 1200.
- 3.10.1 For only the Friday evening dinner meal the contractor shall provide a separate, semi-private dining room other than the meeting room 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.
- 3.10.2 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.
- 3.10.3 Contractor shall provide adequate tables and chairs, along with all necessary utensils and condiments.
- 3.11 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.
- 3.12 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: 1645-2100;
  - b. Saturday: 0800-1400; and 1900-2100
  - c. Sunday: 0800-1200.
- 3.13 A table for participant registration shall be provided in the main lobby from 1500 until 1700 on Friday with signage indicating “CREDO Resiliency Retreat Registration,” as well as other signage directing event participants to the meeting room and spaces designated for use during the event as necessary.

3.14 **SERVICE DELIVERY SUMMARY** **TABLE B**

Primary Performance Requirement	PWS Paragraph	Notes	Performance Threshold
1. Provide 23 sleeping rooms as outlined.	Paragraph 3.8		100% delivery and compliance.
2. Provide a meeting room as outlined.	Paragraph 3.9		100% delivery and compliance.
3. Provide meals as outlined.	Paragraph 3.10		100% delivery and compliance.
4. Provide parking as outlined.	Paragraph 3.11		100% delivery and compliance

5. Provide refreshments as outlined.	Paragraph 3.12		100% delivery and compliance
6. Provide registration table as outlined.	Paragraph 3.13		100% delivery and compliance

**4.0 QUALITY ASSURANCE**

4.1 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.

4.2 Notwithstanding the Contractor’s QCP, the Government will establish a Quality Assurance Surveillance Program (QASP) to ensure that the services that are rendered by the Contractor are acceptable and meets the government’s minimum requirements. The Government’s QASP will address what deliverables are recommended for surveillance and the method and surveillance periodicity to ensure the quality of deliverables as outlined in this PWS. The QASP addresses what will be reviewed and shall outline actions to be taken by the Government, should review(s) and /or inspections identify areas requiring remedial action.

4.3 Performance Progress Meetings: Contractor shall meet with the Contracting Officer’s Representative (COR) and/or other Government personnel, as appropriate, will meet as required with the Contractor to review the Contractor’s performance to address any issues during the period of performance. At these meetings, the COR will apprise the Contractor of how the Government views the Contractor’s performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government and may be in the form of telephone or video conferencing and/or on-site meetings at no additional cost to the government.

**5.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

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

**6.0 CONTRACTOR QUALIFICATIONS/REQUIREMENTS**

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

**7.0 CONTRACTOR PERSONNEL**

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

7.1.1 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.”

7.1.2 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.

- 7.1.3 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.
- 7.1.4 Contractor personnel shall not make any commitment which commits the expenditure of US Government resources.
- 7.1.5 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.
- 7.1.6 Contractor personnel shall not establish an employee-employer relationship with CNRH Pearl Harbor under this PWS.
- 7.1.7 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.

## **8.0 PERIOD OF PERFORMANCE**

- 8.1 The Period of Performance shall be as follows:  
Base Year: 01 June 2016 – 31 May 2017  
Performance will be located on the island of Oahu.
- 8.2 The events cannot be scheduled on the following federal and or cultural holiday weekends: Veterans' Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday/Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Martin Luther King Day, and President's Day.

## **9.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

- 9.1 The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

## **10.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)**

- a. Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for Navy Medical Health Clinic via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs).

The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom-Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported **any time during the FY**,

**all data shall be reported no later than October 31 of each calendar year.** Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.