

**PERFORMANCE WORK STATEMENT (PWS)  
COMMANDER NAVY REGION HAWAII (CNRH) CREDO HAWAII (N00R)  
CREDO MARRIAGE 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 two 48-hour weekend retreat events: A) One Marriage Enrichment Retreat and B) One Resiliency Retreat (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 shall schedule both retreats as follows: 9 - 11 September 2016; and 16 - 18 September 2016. These dates can be changed after award if both parties, Government and Contractor, are in agreement. **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.**
- 2.2 Participants are not authorized per diem as this is not official travel.

**3.0 PERFORMANCE REQUIREMENTS**

- 3.1 MARRIAGE ENRICHMENT RETREAT REQUIREMENTS. For the Marriage Enrichment Retreat, the contractor shall assist CREDO Hawaii by providing sufficient lodging accommodations with queen beds or larger for a maximum of 15 couples and 3 CREDO staff for a total of 18 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 30 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 The following meals shall be provided for 30 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 18 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

Performance Objectives	PWS Paragraph	Surveillance Method	Frequency	Acceptable Quality Level
1. Provide lodging as required.	Paragraph 3.1.	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance.
2. Provide meeting room as outlined.	Paragraph 3.2.	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance.
3. Provide a dining area and meals as outlined	Paragraph 3.3	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance
4. Provide on-site parking as outlined.	Paragraph 3.4	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance
5. Provide refreshments as outlined.	Paragraph 3.5	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance
6. Provide a sign-up table as outlined.	Paragraph 3.6	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance

- 3.8 RESILIENCY RETREAT REQUIREMENTS. For each Resiliency Retreat, the contractor shall assist CREDO Hawaii by providing sufficient lodging accommodations with queen beds or larger for a maximum of 15 participants and 3 CREDO staff for a total of 18 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 15 participants positioned to provide an unobstructed view of the presenter and projector screen 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.).
- 3.10 The following meals shall be provided for 15 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 18 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

Performance Objectives	PWS Paragraph	Surveillance Method	Frequency	Acceptable Quality Level
1. Provide lodging as required.	Paragraph 3.8	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance.
2. Provide a meeting	Paragraph 3.9	On-site	Daily	98% delivery and

room as outlined.		monitoring by TPOC	throughout retreat.	compliance.
3. Provide meals as outlined.	Paragraph 3.10	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance.
4. Provide parking as outlined.	Paragraph 3.11	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance
5. Provide refreshments as outlined.	Paragraph 3.12	On-site monitoring by TPOC	Daily throughout retreat.	98% delivery and compliance
5. Provide registration table as outlined.	Paragraph 3.13	On-site monitoring by TPOC	Daily throughout retreat.	98% 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 Government technical point of contact (TPOC) and/or other Government personnel, as appropriate, to review the Contractor’s performance to address any issues during the period of performance. At these meetings, the TPOC 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 TPOC.

## **8.0 PERIOD OF PERFORMANCE**

- 8.1 The Period of Performance shall be as follows:  
9 - 11 September 2016; and 16 - 18 September 2016  
Performance will be located on the island of Kauai.

## **9.0 TECHNICAL POINT-OF-CONTACT (TPOC)**

- 9.1 The TPOC monitors all technical aspects of the contract and assists in contract administration. The TPOC 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; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies. The TPOC is not authorized to change any of the terms and conditions of the resulting order.

Technical Point(s) of Contact:

RP2 Johnnie Howard, tel. (808) 473-1434  
LT James P. Hogan, tel. (808) 473-3971