

PERFORMANCE WORK STATEMENT (PWS)

Guam National Guard Summer Youth Camp Monday July 10,2023 to Friday July 28, 2023

1 General: This is a services contract to provide *Food, Facilities and Activities* to support 150 youth attendees for each iteration. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services: The contractor shall provide all personnel, equipment, supplies, facilities, tools, materials, supervision, and all else necessary to perform the 2023 *Guam National Guard Summer Youth Camp* as defined in this Performance Work Statement. The contractor shall perform to the standards in this contract.

1.2 Objectives: The Guam National Guard Child & Youth Program will be conducting the 2023 Guam National Guard Summer Youth Camp on Monday July 10 to July 28, 2023. This event provides the opportunity for military youth, ages 6-18, to connect with each other in a camp setting with a programming focus on STEM, leadership, team building, resilience, life skills, personal development, and military values.

The event is for three weeks, which includes a morning travel for youth campers arriving at camp. The selected provider/facility will provide the required meeting space, food, and customized indoor/outdoor activities for the event listed in this solicitation.

The Guam National Guard Summer Youth Camp will be funded through prepared funding from Guam Army National Guard Child and Youth Program Fund and the Guam Air National Guard. This contract covers meals for all campers affiliated with the Guam Army National Guard only. It also covers possible additional outdoor activity/challenge course costs for the Guam National Guard campers. We are planning for total not to exceed 100-150 campers with registration for camp closing in early June. Based on registration numbers, we are planning that approximately 100% of the campers (100-150 campers) will be affiliated as a dependent through a member of the GUARNG and GUANG. Approved campers will be provided to the vendor by the LCYPC within two weeks following the close of registration, in order for necessary billing arrangements through this contract. Non-Guam National Guard affiliated organizations will not be allowed to be incorporated in the approved group of campers. This Contract is solely for the Youth of the Guam National Guard and must be registered in DEERS.

1.3 Scope: The objective of this Performance Work Statement is to conduct and complete the requirements for the 2023, Guam National Guard Summer Youth Camp. It is the responsibility of the contractor to ensure all requested requirements are met or exceeded. Meeting space, food, materials for each activity and possible customized outdoor activities shall be performed by the contractor with oversight by the GUNG Child & Youth Program Point of Contact (POC). The Child & Youth Program will provide the list to the contractor 1 week prior to the event. The Child & Youth Program staff will provide the numbers for food and outdoor activities to the contractor 1 week prior to the event. The Child & Youth Program staff will also confirm the meeting spaces that will be used two (2) weeks prior to the event. The Child & Youth Program Staff will provide a point-of-contact for the contractor to work with throughout the scheduling and execution process of the event. The Child & Youth Program and community partner will be charged for actual numbers of participants during the week of camp. The numbers provided in this statement of work are for estimate purposes. The number of meals per day is also subject to change based on the final Youth Camp training schedule.

1.4 Period of Performance: The Period of Performance shall be Monday July 10, to Friday July 28, 2023.

1.5 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) (defect rate(s)).

2 PLACE AND PERFORMANCE OF SERVICES: Within the State of Guam

2.1 The contractor shall provide services on Monday July 10 to Friday July 28, 2023. Performance shall be located within the State of Guam. The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS.

2.2 The contractor's employees shall become familiar with and obey the regulations of the camp venue; including fire, traffic, safety, and security regulations while at said camp. The contractor shall ensure compliance with all regulations and orders of the camp, which may affect performance.

2.3 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the Contracting Officer will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

2.4 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the KO to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

2.5 Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

2.6 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

3 DEFINITIONS AND ACRONYMS:

3.1 DEFINITIONS

3.1.1 **CONTRACTOR.** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

3.1.2 **CONTRACTING OFFICER (KO).** A person with authority to enter, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

3.1.3 **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

3.1.4 **DELIVERABLE.** Anything that can be physically delivered and includes non- manufactured things such as meeting minutes or reports.

3.1.5 **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

3.1.6 **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

3.1.7 **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

3.1.8 **QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

3.1.9 **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

3.1.10 **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have priority of contract with the subcontractor.

3.1.11 **WORKDAY.** The number of hours per day the Contractor provides services in accordance with the contract.

3.2 ACRONYMS:

| | | | |
|----------|--|-----|------------------------------------|
| AFARS | Army Federal Acquisition Regulation Supplement | AR | Army Regulation |
| AT/OPSEC | Antiterrorism/Operational Security | | |
| CFR | Code of Federal Regulations | | |
| CONUS | Continental United States (excludes Alaska and Hawaii) | COR | Contracting Officer Representative |
| COTS | Commercial-Off-the-Shelf | | |
| CYP | Child and Youth Program | | |
| DA | Department of the Army | | |
| DD250 | Department of Defense Form 250 (Receiving Report) | | |
| DD254 | Department of Defense Contract Security Requirement List | | |

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| DFARS | Defense Federal Acquisition Regulation Supplement |
| DOD | Department of Defense |
| FAR | Federal Acquisition Regulation |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services IA Information Assurance |
| GTM | Government Technical Monitor |
| IS | Information System(s) |
| KO | Contracting Officer |
| GUARNG | Guam Army National Guard |
| GUARNG CYP | Guam Army National Guard Child and Youth Program |
| LCYP | Lead Child and Youth Program |
| CMFLC | Coordinator Military Family Life Counselor |
| OCI | Organizational Conflict of Interest |
| ODC | Other Direct Costs |
| PII | Personally Identifiable Information |
| PIPO | Phase In/Phase Out |
| POC | Point of Contact |
| PRS | Performance Requirements Summary |
| PWS | Performance Work Statement |
| QAP | Quality Assurance Program |
| QASP | Quality Assurance Surveillance Plan |
| QCP | Quality Control Program |
| SFPD | State Family Program Director |
| TE | Technical Exhibit |

4 REQUIREMENTS: The contractor shall provide the following:

4.1 The camp shall provide a fully staffed outdoor/nature-oriented summer adventure camp for children and youth of the Guam Army National Guard Child and Youth Program (GUARNGCYP) to include:

4.1.01 At minimum, One (1) Camp Director, one (1) full-time certified cook.

4.1.02 One (1) Counselor for every ten (10) military youth campers, for high-risk activities one (1) counselor for every five (5) for military youth campers.

4.1.03 Twenty-four (24) hour camper supervision by trained background checked camp staff at least 18 years of age that meet ACA requirements.

4.1.04 At minimum, one (1) state certified medical staff member (i.e., CNA, RN, PA) available onsite when camp participants are present, trained and certified in child and adult CPR and first aid for treating medical conditions administering, and monitoring controlled medication to the youth.

4.1.05 On-line registration initiates the process final registration will be completed in person scheduled by the LCYPC

4.1.05.1 Provide LCYPC weekly updates to registration in order to have accurate affiliation of Sponsor in the Guam National Guard.

4.1.06 Clean and maintained facilities, separated by gender is preferred.

4.1.07 One (1) designated area for the GUNG to use for the LCYPC that is centrally located.

4.1.08 Appropriately staffed and inspected food safety certification (ServSafe or equivalent) and dining area to provide campers one or two (1 or 2) nutritious meals per day with two (2) healthy snacks in between. Snacks shall be made available daily from 9:30 a.m. to 10:00 a.m. and from 2:30 p.m. to 3:00 p.m.

4.1.09 Vendor will always provide access to potable water for campers.

4.1.10 Adjustments must be made 1-3 days prior for any camper with specific food allergies. The government shall provide the number of attendees that have food allergies and what specific food allergies they are.

4.1.11 Access to water activities with at least two (2) of the following such as water day or water park and staffed with a certified lifeguard and certified instructor (where necessary) during activity time: swimming, or other aquatic activities.

4.1.12 At least one high adventure activity, such as a high/low ropes course or a rock wall, that is safety certified and staffed with a certified staff member.

4.1.13 Facilities, grounds, access, and materials for at least 4 camping experiences such as arts and craft, field games and sports, natural environment practice, a water day activity, and an end product which is not limited to an expo, project or performance etc.

4.1.14 Indoor facility can hold all (150 PAX) campers and staff to be used for activities during inclement weather that is in keeping CDC COVID requirements.

4.1.15 Communication with Lead Child and Youth Program Coordinator (LCYPC) and/or State Family Program Director and/or Military Point of Contact (GTM) and/or Child and Youth Behavioral Military Family Life Counselor (CYP-MFLC) regarding health, well-being, questions, concerns, and management of campers throughout the week of camp. They shall be used as a resource for military campers and staff working with military campers.

4.1.16 Daily after-action meeting between the Camp Director with LCYPC/SFPD to discuss any questions, concerns, corrections that need to be addressed.

4.1.17 Camp, camp staff and campers must be covered by the camp's liability insurance.

4.1.18 The camp assumes ALL direct and indirect safety liability.

4.1.19 The camp is responsible for all indirect and direct costs associated with providing the camp week and experiences that are not stated in this PWS.

4.1.20 Provide the LCYPC/SFPD with pertinent camp registration documents (medical, camp liability, etc.) to be included in camper registration process two (2) weeks prior to camp.

4.1.21 Provide the LCYPC/SFPD/ GTM with full descriptions/camp plans/schedules/emergency procedures and other reasonable requests for information at least thirty (30) days prior to beginning of the first day of camp. Work with LCYPC/SFPD to coordinate final schedule 15 days prior to beginning the first week of camp.

4.1.22 No public advertising or information shall be shared about who is in attendance during the week of the GUARNG camp or who the customer is. All advertising for attendance at the camp shall be done through the Guam Army National Guard Child and Youth Program (GUARNGCYP).

4.1.23 Collaborate with and allow for the LCYPC/SFPD, the Government, and its partners to deliver the following:

4.2 GOVERNMENT SHALL PROVIDE: All 4.2.1 - 4.3.5

4.2.1 Organization and execution of the registration process to ensure camper eligibility is within the GUNG.

4.2.2 Communication and collaboration with Camp Director regarding staff training, logistics, schedule, activities, registration process, etc.

4.2.3 Informative discussion on familiarization for camp staff about unique qualities of military youth and families and their exceptional strength, concerns and issues and develop activities and themes to support/address the strengths, concerns, and issues prior to the start of camp.

4.3 Campers with activities, education and/or sharing opportunities designed specifically for military children and youth, to help them:

4.3.3 form bonds/connect with other military children and youth

4.3.4 learn to express themselves and communicate effectively

4.3.5 explore their unique strengths, concerns, and issues

4.3.6 build resiliency and healthy coping mechanisms

4.3.7 Coordination of all extra-curriculum activities during the day programming not provided directly by the camp based on funding availability.

4.4 OTHER:

4.4.1 The Government shall be permitted to connect its equipment to the contractor's electrical outlets and facilities, with no additional costs to the government for use of contractor's electrical service.

4.4.2 The contractor shall collaborate with the LCYPC to have adequate staff at the front desk during check-in/registration to ensure attendees are promptly served.

5 CAMPER SLOTS:

150 PAX traditional slots for campers,

5.1 For the weeks of Monday July 10, 2023, to Friday July 28, 2023. The contractor shall reserve this block of camper slots designated "GUNG Youth Camp" for the Guam National Guard only.

5.1.1. Monday July 10, 2023 to Friday July 28, 2023 – 150 slots, ages 6-18

5.2 The contractor of the camp for children shall so locate toilets in each facility. The contractor shall provide an adequate supply of toilet paper. Every door shall be equipped with a locking device. CDC COVID guidelines need to be adhered distancing, proper wear of mask, frequent hand washing and sanitizing or workspace.

5.3 The federal government will pay for the camper slots actually used and reserved by the Guam National Guard under the "Guam National Guard Youth Camps" block.

6 MEALS:

6.1.1 The contractor shall provide at least three meals (morning snack, lunch, and afternoon snack) per day that are nutritious and suited to the special needs of the campers. The minimum daily food allowance offered to each camper from July 10, 2023 thru July 28, 2023 shall be based on the following:

6.1.2 Liquid - 24 fluid ounces or equivalent as a beverage or in food preparation.

6.1.3 Protein - two or more two-ounce edible portions or its equivalent.

6.1.4 Vegetables and Fruit - four or more servings per day including at least one serving of a fruit or vegetable high in ascorbic acid and a vegetable or fruit high in vitamin A at least every other day. Every effort should be made to incorporate the use of fresh fruits and vegetables whenever possible. Fruit flavored beverages with or without vitamins added shall not be considered a fulfillment of these requirements and the use thereof is discouraged.

6.1.5 Bread, cereal or other grain product - four or more servings of enriched, restored or whole grain.

6.1.6 The contractor is responsible for all set up and clean up related to the required meals.

7 HOURS OF OPERATION: Pending daily agenda

7.1.2 Camp ages 6-18 years old from 0730-1700

7.1.3 0730 camp drop off - pick up NLT 1700

8 COVID-19 RISK MITIGATION

8.2 The contractor will ensure the following risk mitigations are conducted.

8.2.1 Hand sanitizing stations at the entry point to each room.

8.2.2 Seating/spacing for attendees based on the current CDC guidelines.

8.3 The government will ensure the following risk mitigations are conducted.

8.3.1 Each attendee in attendance will provide their own personal mask or one will be provided.

8.3.2 Temperature checks and verbal questionnaire each morning and afternoon.

8.3.3 Provide sanitation team to disinfect if required by current CDC guidelines.

9 INVOICES:

9.1 **All invoices submitted for payment shall be submitted in English and shall be billed in US Dollars.**

Invoice must have all required information as described by the Contracting Officer. Lodging, service charges, taxes removed, etc. must be itemized separately on the invoices. Vendor will send the invoice statements to Government POC contact and contracting office. All payments of invoices should be submitted through Work Area Work Flow (WAWF), website: <https://wawf.eb.mil/>

10 CONTRACTING OFFICER:

10.1 The contractor will only take direction from the Contracting Officer. The limitations of the designated work are contained within this Performance Work Statement. The contractor will not receive payment for purchases outside of the contract terms

11 CHANGES TO CONTRACT:

11.1 The only person authorized to make changes to the contract is the Contracting Officer. Failure to clear changes with the Contracting Officer IN ADVANCE of providing service may result in non-payment to the Contractor. Accordingly, the Contracting Officer SHALL be notified prior to any additional services/performance necessitating contract modification (that is, those resulting in changes in cost to the Government).

12 Contractor Manpower Reporting Application (CMRA):

12.1 All invoices submitted for payment shall be submitted in English and shall be billed in US Dollars. Invoice must have all required information as described by the Contracting Officer. Lodging, service charges, taxes, etc. must be itemized separately on the invoices. Contractor will send the invoice statements to KO and contracting office. All payments of invoices should be submitted through Work Area Work Flow (WAWF), website: <https://wawf.eb.mil/>

12.2 The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Guam Army National Guard via a secure data collection site.

12.3 The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs shall 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 August 31 of each calendar year, beginning with 20XX. Contractors may direct questions to the help desk at <http://www.ecmra.mil/>.

13 Applicable Publications: Publications applicable to this PWS are listed below:

| Publication (Chapter/Page) | Date of Publication | Mandatory or Advisory | Website |
|---|---------------------|-----------------------|--|
| Federal Acquisition Regulation | | | https://www.acquisition.gov/?q=browsefar or http://farsite.hill.af.mil/ |
| Defense Federal Acquisition Regulation Supplement | | | http://www.acq.osd.mil/dpap/dars/dfarspgi/current/ind_ex.html or http://farsite.hill.af.mil/ |
| DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b) | 01/23/2014 | | http://www.esd.whs.mil/Directives/issuances/dodm/ |
| Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9) | August 2013 | | http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf |
| DoDM 5200.2 Regulation 5200.02 Procedures for the DoD Personnel Security Program (PSP) | 04/03/2017 | | http://www.dtic.mil/whs/directives/corresp1.html |
| Army Directive 2014-05 Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors | 03/07/2014 | | http://www.apd.army.mil/ProductMaps/PubForm/Army_Dir.aspx |
| AR 190-13 The Army Physical Security Program | 02/25/2011 | | http://www.apd.army.mil/ProductMaps/PubForm/AR.aspx |
| Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors | 08/27/2004 | | https://www.dhs.gov/homeland-security-presidential-directive-12 |
| DoDD 5400.11 Department of Defense Privacy Program | 10/29/2014 | | http://www.dtic.mil/whs/directives/corres/dir.html# |

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

| Performance Objective | Performance Standard | Acceptable Quality Levels (AQL) | Surveillance Method / By Whom |
|-------------------------------|---|--|-------------------------------|
| 4 Requirements | Contractor shall provide all of the following | Meets the standard 100% of the time. | 100% Inspection / KO |
| Meeting Space | All Meeting Space shall be located on the same floor or on two floors that are directly above/below each other and are located within close proximity of each other. | Meets the standard 100% of the time. | Periodic Inspection / KO |
| 6 Meals | Contractor shall provide one meal (lunch) and two snacks (morning and afternoon) to accommodate approximately 150 attendees. Lunch menus are negotiable and must remain at or under the per diem cost allotted for meals for the venue area according to the U.S. General Services Administration website | Meets the standard 100% of the time. Alternate AQL: The contractor needs to be flexible with the total number of meals as the number is subject to shift up or down by up to 10%. | Random monitoring / KO |
| 7 Hours of Operation | Contractor shall provide accommodation to approximately 150 PAX for duration of camp. | Meets the standard 100% of the time. | Random monitoring / KO |
| 8 COVID-19 RISK MITIGATION | The contractor will ensure the following risk mitigations are conducted. | Meets the standard 100% of the time. | Periodic Inspection / KO |
| 9 Invoices | Contractor shall provide or agrees to the following miscellaneous items for duration of Camp | Meets the standard 100% of the time. | Random monitoring / KO |

TECHNICAL EXHIBIT 2

Certification Requirement

The Certifications include performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

| Performance Objective | Performance Standard | Acceptable Quality Levels (AQL) | Surveillance Method / By Whom |
|-------------------------|--|--------------------------------------|-------------------------------|
| 4.1.01 Director | Provide Certification, inspect-able prior to start of Camp | Meets the standard 100% of the time. | 100% Inspection / KO |
| 4.1.01 Cook | Provide Certification, inspect-able prior to start of Camp | Meets the standard 100% of the time. | 100% Inspection / KO |
| 4.1.04 Medical Staff | Provide Certification, inspect-able prior to start of Camp | Meets the standard 100% of the time. | 100% Inspection / KO |
| 4.1.11 Lifeguard | Provide Certification when applicable | Meets the standard 100% of the time. | 100% Inspection / KO |