PERFORMANCE WORK STATEMENT

3 DAY STRONG FAMILY RESILIENCE RETREAT

COLONIAL WILLIAMSBURG, VIRGINIA

1. Background
   1. DAFI 52-105, 3.1.1.2. 10 USC Section 1789 *Chaplain-led programs: authorized support,* permits the Chaplain Corps to assist individual members of the armed forces on active duty and any of their immediate family members and individual members of reserve components in an active status and any of their immediate family members in building and maintaining a strong family structure. Authorized support services may include costs of transportation, food, lodging, child care (when essential for member or family participation in the event), supplies, fees and training materials for members of the armed forces and their family members while participating in programs including participation at retreats and conferences even local to a military member’s Permanent Duty Station. **Note:** This authorization is only permitted while they are participating in programs (including training, retreats and conferences) designed to assist them in creating, building and maintaining a strong family structure.
   2. This 3 day strong family resilience retreat is a workshop designed to assist participants in developing knowledge, skills and abilities to strengthen resilience and enrich marriages, families and personal growth. Moreover, it provides a venue where people of various backgrounds can learn in a diverse community with respect to life experiences, practices and beliefs.
2. Statement of Objectives
   1. The facility for this requirement shall be at a hotel, conference center, or inn in the Colonial Williamsburg, VA area.
   2. The target dates will be and changed prior to award of contract only by mutual consent between the 690 COG/HC, the Contracting Officer, and the Vendor; or after the award of the contract only mutual consent between the 690 COG/HC and the Vendor.
   3. Additional objectives are listed in the Statement of Objectives attached.
3. Date, Change Rescheduling, and Cancellation
   1. Workshop dates may change only by mutual written consent between the 690 COG/HC and the vendor.
   2. The government may elect to cancel, or to reschedule the retreat to an alternate weekend or days (mutually agreed upon by the government and the vendor as above), at no additional cost to the government.
   3. If rescheduling or cancellation is required, the government shall notify the vendor of the request no later than fifteen (15) business days prior to the scheduled arrival time.
   4. All cancellations or major changes shall be finalized ONLY by written contract modification electronically signed by the Contracting Officer. Informal communication between GTPOCs and the vendor do not constitute authorized changes to the scope of this event.
4. The Workshop Facility
   1. The facility shall have the following at a minimum:
      1. The facility shall have a minimum 4-Star Rating or be a current member of the Diamond Collection or Select Registry (except as noted in Paragraph 2.2 above). The facility shall reflect an obvious enhanced level of quality throughout; include a high degree of hospitality, service, and attention to detail; and shall be free of mold, mildew or insects
      2. Meeting space suitable for “Workshop Purposes" and similar functionalities.
      3. Venue staff physically present 24-hours a day within the facility premises to provide customer service, resolve issues immediately and assist guests as necessary.
      4. Wi-Fi Internet access provided free of charge to retreat participants.
      5. Free Wi-Fi Internet accessible in the meeting space.
      6. Elevator (in safe operating condition) for any facility more than two-stories.
      7. All participants shall be provided free parking, or parking rate for one vehicle per participant
      8. A full service restaurant and/or on-site catering and access to a lounge sufficient to simultaneously accommodate at least 32 people and be able to provide meals and/or vouchers to participants.
      9. Free local transportation must be available through the facility.
      10. Access to Historic Williamsburg must be provided free of charge.
   2. The facility shall be available to persons of any race, gender, creed, religion, or sexual orientation.
   3. The facility must be compliant with the requirements of the Americans with Disabilities Act.
   4. The facility shall have appropriate and adequate physical and electronic security measures in place in support of its guests, patrons and functions.
   5. The facility shall be compliant with requirements of the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391) (15 U.S.C. 2201 et. Seq.), and is listed on the U.S. Fire Administration Hotel and Motel National Master List found at [http://www.usfa.fema.gov/hotel/search.cfm.](http://www.usfa.fema.gov/hotel/search.cfm)
5. Food Service
   1. The facility shall provide two (2) meals during the retreat. The following are required meals and preferred times:
      1. Breakfast – to be served no later than 9:00am.
      2. Lunch – to be served no later than 11:30 a.m.
   2. All meals are to be chosen by the Chaplain leading the retreat. They must be hot food items and buffet style.
   3. Beverage service. One full-day beverage service shall be provided for the retreat (7:30 a.m. to 4:00 p.m). This beverage service will include regular and decaffeinated coffee, hot tea, sodas, juice, and water.
   4. The facility shall provide food groups and food group substitutes for those with special dietary needs. These options should include gluten free and non-pork alternatives. Special needs will be communicated to the facility no less than five (5) business days prior to the retreat date.
6. Invoicing and Payment
   1. The vendor shall provide a detailed cost breakdown in support of the invoice.
   2. Payment for this contract shall be made via DFAS Electronic Funds Transfer (EFT) utilizing the Wide Area Work Flow (WAWF) System. The contractor is required to register and setup an account in the WAWF System in order to receive payment. The U.S. Government reserves the right to change this method through other means only by a contract modification, if necessary.

**690 Cyber Operations Group Airman Resilency Retreat**

**Statement of objectives (SOO)**

**Requesting Agency:** Department of the Air Force, Air Combat Command (ACC), 633d Contracting Squadron, Joint Base Langley Eustis, VA, 23665

**1. Purpose:** The purpose of the resiliency retreat is to provide Airmen the opportunity to receive resiliency training at a resort hotel location in or near Colonial Williamsburg, VA with access to nearby activities like museums, water parks, interactive history, onsite pool and fitness center as well as nearby dining options, catered food, conference space, and other amenities that foster physical, emotional, spiritual, and psychological fitness. Local transportation and tickets to Historical Williamsburg must be provided by the resort.

**2. Scope:** The objective is to provide a comfortable, desirable, and effective learning environment in a resort-like setting with lodging and conference space for up to 100 personnel and dependents with the capability to support on-site audio/video presentations and the availability of nearby recreation activities to boost physical, social, and emotional fitness.

**3. Training Environment:** The resiliency training portion of the retreat will include up to eight hours of resiliency training in a conference room setting with the capability to support audio/video presentations and must provide a projector, no less than two microphones, Wi-Fi, all cables, attachments, adapters, and cords necessary to make the equipment function properly, podium, and seating for up to 50 personnel at tables.

**4. Recreational Activities/Equipment:** Nothing required in the contract.

**5. Lodging:** For the dates of 10-12 September 2025, we will require 20 lodging rooms on-site for up to 45 personnel and dependents. For the dates of 12-14 September 2025, we will require 30 lodging rooms on-site for up to 70 personnel and dependents.

**6. Food**: The resort hotel will provide a catered dinner on the 1st night, catered breakfast on the 2nd and 3rd day, and catered lunch on the 2nd day as well as necessary seating and tables in order to accommodate up to 100 people.

**7. Period and Place of Performance:** The resort hotel must be able to accommodate up to a 3 day 2 night stay for up to 100 Airmen. The resort hotel must be no more than 150 miles from Joint Base Langley-Eustis or Joint Base Anacostia-Boling in order to provide for ease and safety of travel for Airmen. The resort hotel must be available to use year round as need and specifically during the months of June and July.

**8. Background:** The resiliency retreat supports 690 Cyber Operations Group Airman Resiliency Team objectives in accordance with AFI 52-105, Attachment 2 section 7, “Chaplain-led Comprehensive Airmen Fitness Care events, retreats, and required equipment approved by the Commander to support members of the armed forces on active duty and reservist on active status within their chain of command (e.g. Single Airmen event, resiliency event, spiritual fitness event).”

**9. Performance Objectives:** To provide a context, location, lodging, access to recreation activities, amenities, food, all required equipment and supplies in order to foster resiliency in Airmen.

**10. Operating Constraints:** Vendor must be able to provide all requirements to meet mission objectives in accordance with this SOO.