STATEMENT OF WORK
FOR
AUGUST STRONG BONDS
MARRIAGE RETREAT

June 2026

Statement of Work (SOW)
For
AUGUST STRONG BONDS MARRIAGE RETREAT
Fairchild AFB, WA

1. BACKGROUND: The Fairchild AFB True North Religious Support Team provides for the emotional and spiritual wellbeing of military members and families through various activities, retreats, and educational outreach programs. The Strong Bonds **Prep Marriage** Retreat is the program which enhance our military readiness and maintains total wellness for our force.

2. SCOPE OF WORK: The Contractor shall acquire and provide fixed pricing for lodging, meeting space and meals for 46 personnel per retreat in accordance with paragraph 4, "Requirements".

3. OBJECTIVES: Ensure military couples receive the opportunity to grow, strengthen, and renew relationship bonds through guided workshops at local retreat venues. The retreat will support holistic well-being and equip participants with practical tools applicable to both personal and professional contexts.

4. REQUIREMENTS: The contractor shall acquire and provide fixed pricing for one retreat that will be offered to a group of married military members. Occupancy will consist of the following:

- 20 double-occupancy rooms for 22 couples (2 persons per room with one bed) and 2 single-occupancy rooms for instructors, with queen-sized beds or larger. Total occupancy is 46 people and rooms should have free high-speed internet.

Meeting Room: The contractor shall also provide one meeting room capable of accommodating up to 46 personnel per retreat weekend, arranged to seat 44 participants with a separate table for two instructors, a registration table for Friday check-in, and full AV equipment including a projector, speakers, and a microphone, along with free high-speed internet.

Guest arrival is anticipated around 4:00PM on Friday 28 August 2026, with meeting space preferably available for the entire weekend; at a minimum, it must be available Friday evening after dinner until 9:00PM, Saturday 29 August 2026 from after breakfast until 2:00PM , and Sunday 30 August 2026 from after breakfast until 11:00AM.

Catering shall include two (2) dinners, two (2) breakfasts, and one (1) lunch per retreat, with the cost of meals, beverages, and gratuities included in the quote. Meals are preferred to be served in the meeting room, though alternate arrangements are acceptable, and a single on-site restaurant is sufficient. Catering must be able to accommodate vegetarian and gluten-free options. Only adults will attend, but family-friendly facilities are acceptable.

The facility must be located in a non-urban, non-metropolitan setting. For the purposes of this requirement, casinos, venues in downtown, metropolitan, or otherwise densely developed urban areas do not meet the definition of a serene environment and will not be considered. The facility must provide a quiet, orderly, and well-maintained environment, including:

- A serene and aesthetically pleasing setting characterized by natural surroundings such as forests, water features, mountains, or open landscapes
- Neat and clean accommodations, with private bathrooms in all guest rooms
- Free guest parking
- Visually inspiring views that are primarily natural rather than architectural or city-based
- Recreational opportunities that support reflection, open communication, and relationship-building

Desired amenities include on-site or nearby recreational activities such as walking or hiking trails, indoor water park, included recreational activities such as fishing/boating/biking, multiple dining venues, et al., with off-site activities acceptable if within approximately five miles, including a potential Saturday afternoon excursion.

No additional fees—such as room service, alcohol, spa services, equipment rental, entertainment, high-speed internet, laundry, pet(s), or meals beyond those specified—shall be charged to the government. Multiple quotes or proposals may be submitted.

5. PLACE OF PERFORMANCE: Must be within 180 miles of Spokane, Washington. The retreat may be conducted outside Washington State provided the venue remains within a 180-mile radius, and locations in Canada will also be considered.

6. PERIOD OF PERFORMANCE: Prep Marriage retreat from 28 - 30 August 2026