PERFORMANCE WORK STATEMENT (PWS)

FOR

September 11-13, 2026, Greenville, SC 29601

YELLOW RIBBON REINTEGRATION PROGRAMS

1.0 INTRODUCTION

The vendor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform a weekend retreat for Service Members with or without children or family members to improve their relationship skills, communication, and conflict resolution requested in the requirements. These events are for the Service Members, and Families of the South Carolina National Guard. All Family Member attendees are placed on travel orders and/or invitational travel orders in accordance with the Joint Federal Regulation (JFTR), the Joint travel regulation (JTR) and with Operation Order (OPORD) 08-102 mandated by Congress.

2.0 BACKGROUND

The South Carolina National Guard Yellow Ribbon Reintegration Program was initiated by the Secretary of Defense. The program provides information, services, referral, and proactive outreach programs to Service Members of the SC National Guard and their Families through all phases of the deployment cycle. The goal of the Yellow Ribbon Reintegration Program is to prepare Service Members and their Families for mobilization, sustain Families during mobilization, and reintegrate Service Members with their Families, communities, and employers upon redeployment or REFRAD. The program includes information on current benefits and resources available to help overcome the challenges of reintegration. Yellow Ribbon Reintegration Programs are offered by the State with the full support of their Commanding Officers. Families gain practical, useful information based on curriculum designed especially for Military Families. Through small group and one-on-one activities, Family members learn how to maintain closeness during frequent relocation, long separations, and repeated reunions.

OBJECTIVES:
Vendor shall:

- Provide high quality sleeping rooms with adequate space and amenities for Service Members or Family Members with or without children. Contractors are required to identify the number and types of rooms in their proposals if they are not broken down into **double size bed rooms, king size bed rooms, queen size bed rooms or two queen size bed rooms** on the line items. Non-smoking rooms are preferable, but if the hotel does not have enough, they must indicate in their proposal.

- Provide a variety of healthy food choices for breakfast, lunch and dinner. Estimated number of meals and attendees will be identified on each line item. (see section 3.10).

3.0 SCOPE

3.1. Lodging:

Vendor shall contact the Contracting Officer Representative (COR) prior to conference start date to reconfirm actual number of attendees and review the agenda. **The quantities ordered in this contract are estimates**. **The Federal Government is tax exempt**. Vendor accommodations must be within the area of Greenville, SC zip code **29601**.

All sleeping rooms must be at or below the Government's per diem rate. The support staff usually arrives on one day prior to the event starts date. These staff members should be provided with assistance from Hotel Managers or Event Coordinators to be ready for in-processing. Attendees who meet our requirements for lodging will start to arrive on **Friday**. On Friday prior to event start date, the COR and Program Manager will arrive to do the final walk through with the hotel staff to ensure that everything asked for within the Purchase Order is received. The time frame for this to occur can be from 9:00am-4:00pm.

3.2. Billing:
The vendor shall invoice for actual services/supplies provided only. The Vendor will receive a final count no later than September 10th at 5:00pm.

3.3. Personal Expenses:
Personal expenses in guest rooms such as long-distance phone charges, movie rentals, laundry, room service, etc. will be paid for by the guest and shall not be billed under the resultant contract.

3.4. Conference Space:
Conference space must be co-located with sleeping accommodations. They are required to be located in the same facility as the guest rooms. No onsite renovations or other activities shall interfere with meeting space with noise or unsightly distractions. **Line of site requirements:** no pillars or posts obscuring views. Comfortable padded chairs are required to accommodate extended meetings. Conference space should be secluded to minimize distractions and improve counseling process. Conference space will be held from 6:30am-3:00pm on the day of the event.

Meeting Rooms:
Meeting Requirements are needed for two days (Saturday & Sunday). This room should have a water station at the back of the room/s. A small table for projectors in second or third row with enough space for one individual to monitor with laptop connection. **Please see requirements below Section 6.0.**

3.5. Security:
No conference meeting spaces are allowed in basements. The meeting rooms shall be secured enough for Attendees, Staff, Government's information, supplies, equipment and other properties.

3.6. Space: (**The dimensions mentioned below are different for all events. Size of the meeting rooms are determined by the number of attendees**). Therefore, Hotel Managers or Event Coordinators are required to work closely with the Contracting Officer's Representatives. Please see requirements below in paragraph 6.

Seating style – Theater Style. The Square footage indicated in section 6.0 is a minimum square footage required. Please see requirements below for room square footage required for each break out/conference room. Section 6.0

3.7. Schedule or Performance Period: A tentative schedule (**subject to change**) should be sent to you at least 3 days after a contract is provided to you (Vendor). Receipt of an Agenda for the events is dependent on when you receive a contract. Hotel Managers or Event Coordinators are required to work closely with Contracting Officer's Representatives for questions and answers pertaining to room setup and layout after Purchase Order is received.

FRIDAY- Please see requirements below**.** Section 6.0
SATURDAY - Please see requirements below. Section 6.0
SUNDAY- Please see requirements below. Section 6.0

3.8. Set-up:

Area must be well lit. Windows must have coverings to darken the room and enable the viewing of videos and slides. Additional or less items may be required for "Audio Visual" depending on each event and the turnout of attendees.

3.9. Refreshments:
Ice water, glasses. The items shall be replenished at the beginning of each session (as necessary).

3.10. Meals:
(Preferably – buffet type). The attendees will use the hotel restaurant, or the COR will make arrangements with the hotel for other options. Below is a tentative schedule. Quantities of meals are determined by the number of attendees. Once again, vendor shall contact the COR prior to conference start date to reconfirm actual number of attendees.

The hotel restaurant shall comply with all SC DHEC Regulations concerning storing, preparing, cooking and serving of food. The restaurants Food Permit Decal rating shall not be lower than an A and the Food Inspection Report shall not be lower than 88%.

Breakfast: Buffet will be served on **Saturday and Sunday to overnight guest**. Menu shall include but not be limited to hash brown, grits, scrambled eggs, pancakes or French toast, bacon or ham or turkey sausage, Danishes, assorted juices, milk, coffee, tea, and water and appropriate condiments.

Lunch: Buffet will be served on **Saturday and Sunday.** The menu shall include but not be limited to tossed salad with assorted dressing, 2 hot meats, starch, vegetable, coffee and unsweet & sweet tea.

3.11. Invoicing: Invoices shall be submitted via the Wide Area Work Flow (WAWF) system. The quantities ordered in this contract are estimates. The vendor shall invoice for actual services/supplies provided only. Actual services/supplies provided/rendered in accordance with the terms and conditions of this contract will be accepted and paid for by the Government. Upon sending a final invoice you must also provide a rooming roster of all personnel that was booked under the contract.

3.12. Site Visits: Site visits will be conducted on two (2) separate occasions. The first site visit will be conducted once we receive notice of those who meet the requirements to verify that those vendors actually met our requirements. Those 2 individuals will make a recommendation to the KO on whether to omit them from the selection pool and or process. The second site visit will be once a contract is awarded the COR and Program Manager will schedule a visit with the Hotel Staff to give a detailed description of how we want the set-up to be. This will include but not limited to, time lunch will be served, how many lunch breaks will be served and the amount that will be served in each wave.

4.0 TECHNICAL REQUIREMENTS

Technical Requirements: Lighting must be easily adjustable to accommodate multiple transitions from Power Point presentations to group discussion and practical exercises. (**The dimensions mentioned below are different for all events**)

Please see requirements below Section 6.0

5.0 DEFINITIONS

5.1. CONTRACTOR: The term refers to the primary (prime) vendor.

5.2. CONTRACTING OFFICER: The government official who has authority to enter into contract, administer or terminate contracts. He/she can make related determinations and findings on behalf of the government. He/she is the **ONLY** individual who can legally bind the government.

5.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR): An employee of the U.S. Government appointed by the Contracting Officer to monitor contractor's performance. This individual has

authority to provide technical directions to the Vendors, as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

6.0 Specifications

Dates: 11-13th September 2026 Location: Greenville, SC 29601

Requirements	Fri, Sep 11th	Sat, Sep 12th	Sun, Sep 13th
Sleeping Rooms	75	45	0
Breakfast Coupons	0	150	90
General Session	0	500	500
Adult Lunches	0	450	450
Exhibitor Tables	0	25	25
Parking Passes		250	250
AV	N/A	See Below	See Below
Meeting Space			
Event	**Pax**	**Set Up**	**Square Footage**
General Session (Saturday & Sunday)	500	Theatre	9,125 sq. ft.
Lunch (Saturday & Sunday)	Flow	Rounds	9,125 sq. ft.

AV Requirements: Two Days Required (SAT/SUN)

Quantity	Days	Description
1	2	**PSAV-AV Support Package:** **GS-two large screen w/support package, 1 podium with wireless microphone, stage, audio sound for laptop and one internet connection**