PERFORMANCE WORK STATEMENT (PWS)
FOR
2/34 IBCT Sioux City Post-Deployment Event

1.0 **General:**

1.1 Scope: The contractor shall provide all personnel, facilities, equipment, tools, materials, and supervision necessary, except as specified in Paragraph 3.0 as Government Furnished, to provide sleeping rooms, meeting spaces and meals for 2/34 IBCT.

1.1.1 **Objectives:** The purpose of this event is to conduct the 2/34 IBCT Yellow Ribbon Reintegration Program (YRRP) in accordance with Department of Defense Instruction Number 1342.28. YRRP events shall inform Service members and families about the assistance and services available. Events shall utilize local, State, and Federal organizations to ensure the readiness and resiliency of Service members, their families, employers, and affected communities for the rigors of deployment and separation.

1.2 **Background:** The Warrior and Family Services Branch (WFSB) is a Joint Force initiative that serves as the foundation for support to families of the Army and Air National Guard members. As the Guard faces an unprecedented increase in military activity and deployments, it is more vital than ever to ensure that families are prepared for the stresses of deployment and supported throughout the entire deployment cycle. The WFSB acts as a network that allows families to mutually support one another. By providing families with information, resources, and support, the program strengthens both the unit and its Service Members.

1.3 **Period of Performance (PoP):** The Period of Performance shall be two (2) days.

1.4 **General Information:**

1.4.1 Place and Performance of Services: The contractor shall provide services between the hours of 3:00 p.m. (or hotel check-in) and 6:00 p.m. on Friday, August 14th and 6:00 am – 5:00 pm on Saturday August 15th. The event venue shall be located within a twenty five (25) mile radius from 3200 Remington Ave, Sioux City, IA 51111. The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1.1 Telework: The Government **will not permit** the contractor to telework in support of this requirement.

1.4.1.2 RESERVED

1.4.1.3 RESERVED

1.4.2 Recognized Holidays:

1.4.2.1 New Year's Day: January 1st
1.4.2.2 Martin Luther King, Jr.'s Birthday
1.4.2.3 President's Day
1.4.2.4 Memorial Day
1.4.2.5 Juneteenth National Independence Day: June 19th
1.4.2.6 Independence Day: July 4th
1.4.2.7 Labor Day
1.4.2.8 Columbus Day
1.4.2.9 Veteran's Day: November 11th
1.4.2.10 Thanksgiving Day
1.4.2.11 Christmas Day: December 25th

1.4.3 RESERVED

1.4.4 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 will do to 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) or defect rate(s).

1.4.5 RESERVED

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured

1.4.6.1 Key Control. RESERVED

1.4.6.2 RESERVED

1.4.7 Special Qualifications: The contractor shall ensure all employees possess all required licenses for operating equipment used in the performance of this contract. This does not include education or other qualifications for the position in which the contractor employee is performing, dress codes, or other information. (NOTE: The Government does not provide training to contractors. Contractors must ensure that any personnel

performing under a contract are fully trained, licensed, certified, and otherwise qualified to provide services.)

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO. The KO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contactor's performance. At these meetings, the KO 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.

1.4.9 Contract Manager (CM): The contactor 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 within five (5) business days after contract award. 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 COR 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. 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.

1.4.10 Identification of Contractor Employees: Identification of Contractor Employees: Contractor personnel shall wear identification badges or uniforms that clearly identify them as hotel staff.

1.4.10.1 RESERVED

1.4.11. 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. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at RFO FAR 22.17.

1.4.12 Contractor Travel RESERVED

1.4.13 Data Rights RESERVED

1.4.14 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 RFO 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. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose 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.

1.4.15 RESERVED

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 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.

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 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 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.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
CM	Contract Manager
COR	Contracting Officer Representative
DA	Department of the Army
FAR	Federal Acquisition Regulation
HQDA	Headquarters, Department of the Army
KO	Contracting Officer
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
POC	Point of Contact
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
RFO DFARS	Revolutionary Defense Federal Acquisition Regulation Overhaul
TE	Technical Exhibit
WFSB	Warrior and Family Services Branch
YRRP	Yellow Ribbon Reintegration Program

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: NONE

3.2 Materials: NONE

3.3 Equipment: NONE

3.4 Services: NONE

3.5 Utilities: NONE

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 RESERVED

4.3 Contractor Security Clearance: RESERVED

5.0 Requirements: The contractor shall:

5.1 Designate an on-site point of contact throughout the duration of the event. The on-site point of contact shall be available to troubleshoot any audio-visual issues.

5.2 Provide lodging (sleeping rooms) and meeting rooms to support the Yellow Ribbon Post-Deployment event to be held 14th August to 15th August, 2026.

5.2.1 Lodging Requirements:

5.2.1.1 40 sleeping rooms are required on Friday night, August 14th, 2026. Sleeping rooms shall be non-smoking and have two (2) beds. All sleeping rooms shall be at the same location.

5.2.1.2 Contractor shall provide a flat, firm-fixed priced room rate for both single and double occupancy rooms: inclusive of required lodging taxes and services fees, parking fees, etc. Any incidental room charges incurred by occupants, including, but not limited to: roll-away beds, room service charges, and telephone calls are the attendee's/room occupant's responsibility. The attendee/room occupant will provide a credit card at registration for incidental charges.

5.2.1.3 The Iowa National Guard Yellow Ribbon Program Point of Contact (POC) will provide a rooming list no later than seven (7) days prior to the event and subsequent, updated rooming lists as required up to the date of the event.

5.2.1.4 As this will be a registration process event, the Government requires the flexibility to cancel room reservations up to 10 days prior to the event without penalty to the Government.

5.3 Meeting Room Requirements. The Government prefers that meeting rooms and lodging are co-located in the same venue but is not required. However, if they are in separate venues, the meeting room venue shall be within walking distance (not to exceed 0.5 miles) of the lodging venue. The following specific meeting rooms are required:

5.3.1 Registration Area. One (1) registration area with three (3) skirted, 6-foot tables and 6 chairs, set up outside the General Session Room. Registration area shall be near the entrance(s) to the General Session Room. Registration area is required on Friday, 31 July, from 3:00 pm – 6:00 pm, Saturday, 15th August 2026, from 6:00 am –

5:00 pm.

5.3.2 Resource Area. One (1) resource area with 12 skirted, 6-foot tables placed a minimum of six (6) feet apart to allow room for comfortable movement. Each table shall have two (2) chairs on one side and one (1) chair on the opposite side. Resource area shall be near an electrical outlet. Resource area is required on Saturday, 15th August 2025, from 6:00 am – 5:00 pm.

5.3.3 General Session Room. One (1) general session room of adequate size to accommodate 450 people. General session room shall be equipped with a sound system, projector(s) and large screen(s) for presentations, one (1) hand held microphone, one (1) lavalier microphone, and an adequate number of electrical outlets and extension cords to operate the equipment provided. Projector screens shall be placed in a manner that all occupants of the room can view them. Provide 57 - 60” round tables with table cloths and eight (8) chairs around each table. Provide an adequate number of waste cans and a water and coffee station in the back of the room. Water and coffee shall be replenished throughout the event. General Session Room is required on Friday, 14th August 2026, from 3:00 pm – 6:00 pm, Saturday, 15th August 2026, from 6:00 am – 5:00 pm.

5.3.4 Breakout Room. One (1) room (in addition to general session room) for breakout sessions, of adequate size to accommodate 175 people. Breakout room shall each be equipped with one (1) audio/video cart, projector(s) and screen(s), in-house sound system, one (1) hand held microphone, one (1) lavalier microphone, and an adequate number of electrical outlets and extension cords to operate the equipment provided. Projector screens shall be placed in a manner that all occupants of the room can view them. Provide 18- 60” round tables with table cloths and ten (10) chairs around each table or stadium seating in each room. Provide an adequate number of waste can(s) and water station in the back of the rooms. Breakout Room is required on Friday, 14th August 2026, from 3:00 pm – 6:00 pm, Saturday, 15th August 2026.

5.3.5 Child & Youth Room. One (1) room of adequate size to accommodate 15 people comfortably and to facilitate games and activities. Provide enough tables with table cloths and chairs in corner of room to accommodate 15 children for lunch and crafts. Provide water pitchers with disposable cups. Water shall be replenished throughout the event. Child & Youth Room is required on Friday, 14th August 2026, from 3:00 pm – 6:00 pm, Saturday, 15th August 2026, from 6:00 am – 5:00 pm.

5.3.6 Childcare Room. One (1) room for childcare for children ages 5 years and under, large enough to accommodate 9 people. The Yellow Ribbon Program personnel will provide childcare. Provide enough tables with table cloths and chairs in corner of room to accommodate 9 children for lunch. Provide water pitchers with disposable cups. Water shall be replenished throughout the event. Childcare Room is required on Saturday, 15th August 2026.

5.4 Provide meals as described below. Meal quantities may be subject to change up to two (2) weeks prior to the event. Special dietary requests will be provided two (2) weeks prior to the event.

5.4.1 Beverages on Saturday, 15th August 2026. Coffee and water shall be replenished throughout the day: 8:00 am – 5:00 pm. Coffee shall only be replenished in the General Session Room.

5.4.2 Lunch on Saturday, 15th August 2026. Quantity: 450 meals per day. Hot, individually plated lunch meals shall be served in or near the General Session Room. Menu must include one (1) selection of each of the following: meat, vegetable, pasta or potato, salad with assorted dressings and condiments, bread, dessert; plus milk and iced tea. Lunch shall be served at 12:00 p.m. unless otherwise specified in the event agenda.

5.4.3 Children's Lunch on Saturday, 15th August 2026. Quantity: 24 meals per day. Children's lunches shall be served in the Child & Youth and Childcare rooms: 9 meals in Childcare room and 15 meals in Child & Youth room. Menu shall be child appropriate. Children's lunch shall be served at 12:00 p.m. unless otherwise specified in the event agenda.

5.5 Parking Passes (if applicable) on Friday, 14th August 2026, Saturday, 15th August 2026. If free parking is not provided at hotel/conference center, contractor shall provide parking passes for conference attendees for each day. The Government shall not be charged for parking passes not used. Quantity: 450 passes (40 parking passes for 14th August 2026, 410 parking passes for 15th August, 2026).

6.0 Service Contract Reporting: RESERVED

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

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Revolutionary Federal Acquisition Regulation Overhaul	Current	Mandatory	https://www.acquisition.gov/far-overhaul
RFO DFARS Defense Federal Acquisition Regulation Supplement	Current	Mandatory	https://www.acq.osd.mil/dpap/dars/dfars_far_overhaul_class_deviations.html
DoDI 5400.11 DOD PRIVACY AND CIVIL LIBERTIES PROGRAMS	29 Jan 2019,Change 1 8 Dec 2020	Advisory	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/540011p.pdf?ver=gM7QU0FeRs8wMwzFXS8uSA%3D%3D
DoD 5400.11-R DEPARTMENT OF DEFENSE PRIVACY PROGRAM	14 May 2007	Mandatory	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/540011r.pdf

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
5.1 Designate an onsite point of contact to troubleshoot any audiovisual issues	The contractor shall ensure an onsite point of contact is assigned to provide this support	The contractor does not meet performance standard not more than once throughout the contract duration.	Daily Inspection/ WFSB POC reports to KO
5.2.1 Lodging Requirements	The contractor shall ensure sleeping rooms are provided in accordance with the PWS sections 5.2 – 5.2.1.4	100%	100% inspection WFSB POC reports to KO
5.3 Meeting Room Requirements	The contractor shall meet all meeting room requirements in accordance with the PWS sections 5.3 – 5.3.6	100%	100% inspection / WFSB POC reports to KO
5.4 Meals Requirements	The contractor shall meet all meals requirements in accordance with the PWS sections 5.4 – 5.4.3	100%	100% inspection / WFSB POC reports to KO
5.5 Parking Passes (if applicable)	The contractor shall meet all parking pass requirements (if applicable) in accordance with the PWS section 5.5	100% (if applicable)	100% inspection / WFSB POC reports to KO (if applicable)