PERFORMANCE WORK STATEMENT

FOR

ADULT SPORTS OFFICIATING SERVICE

AT

TRAVIS AFB, CA

Beginning of Award of Contract **Aug 2026 – Sept 2030**
(Base year – 1 Aug 2026 - 30 Sept 2026)
(Option Year 1 – 1 Oct 2026 – 30 Sept 2027)
(Option Year 2 – 1 Oct 2027 – 30 Sept 2028)
(Option Year 3 – 1 Oct 2028 – 30 Sept 2029)
(Option Year 4 – 1 Oct 2029 – 30 Sept 2030)
(Possible 6 Month extension - 1 Oct 2030 – 30 Apr 2031)

TABLE OF CONTENTS

SECTION	TITLE	PAGE
1 Description of Service		**3**
1.1	Scope of Work	3
2 Service Summary		**3**
3 Government Furnished Property and Services		**5**
3.1	Property/Facilities/Equipment	5
3.2	Schedules	5
3.3	Contractor Provided Equipment	5
4 General Information		**5**
4.1	Contractor Personnel	5
4.2	Schedule of Work	6
4.3	Hours of Operation	6
4.4	Quality Control	7
4.5	Cancellations	7
4.6	Security Requirements	7
4.7	Invoicing	8

TRAVIS AFB ADULT SPORTS OFFICIALS

1. DESCRIPTION OF SERVICES

1.1. **SCOPE OF WORK**. Contractor shall provide/furnish all labor, tools, equipment, uniforms, material, supervision and transportation necessary to provide Sports Officiating and Scorekeeping services at Travis Air Force Base for all adult recreational sports activities as defined in the Performance Work Statement (PWS), except as specified in paragraph 3 as government furnished property and services.

2. SERVICE SUMMARY

2.1 Sports to be officiated are flag football, soccer, softball, basketball and volleyball. The contractor shall provide the required number of officials and scorekeepers at each scheduled contest. The Fitness Center Director or their assistants reserves the right to increase the number of officials for any game(s), and can remove any officials from the schedule with proper cause with 24-hour notification to contractor. This contract will cover the service period of Aug – Sep 26 the contractor will provide service for intramural Softball, Soccer, and Flag Football and sports day sports of basketball and volleyball, softball. This will also include basewide sports days.

Table 2.1

SPORT	Intramural	Championships/Varsity
Flag Football	2 referees No scorekeepers	3 referees No scorekeepers
Soccer	3 referees (1 field/2 line) No scorekeepers	3 referees (1 field/2 line) No scorekeepers
Softball	1 umpire 1 scorer/timer	2 umpires 1 scorer/timer
Basketball	2 referees 1 scorer/timer	3 referees 1 scorer/timer
Volleyball	1 referee	2 - 1 referee, 1 umpire

Note: The above is used to ensure contractor required workload to support TAFB Sports and DAFI 34-114.

2.2 Officials shall not participate as players or team coaches/managers within the leagues in which they are officiating.

2.3 Officials will attend a scheduled sports clinic or individual one on one training, at least one week prior to start of each sport, to go over any specific rules/by-laws governing the upcoming sports schedule. Contractor will submit a roster of attendance to the Sports Director prior to first regular season scheduled game. Only fifty percent of the floor/field officials assigned for each game may be first year officials. Contractor shall conduct sports clinics as requested by the Fitness Center Director IAW CLINS #3.

2.4 Officials will comply with all Air Force safety requirements when officiating on Travis AFB, and rule on any point or any situation not specifically covered within the by-laws and National Association Rules. Safety requirements will be outlined within the by-laws for each sport. By-laws will be distributed to the head official during the sport clinic for each sport, no later than one week prior to start of the season.

2.5 The contractor ensures assigned officials, scorekeepers, and time keepers arrive at the sight of the contest 30 minutes prior to the start of the competition.

2.6 The contractor will inspect the playing area and will ensure it has been properly prepared (from a safety position) and all potential safety hazards have been removed prior to any use of the playing area.

2.7 The contractor will inspect all members of the playing teams and ensures they are wearing only authorized safety equipment.

2.8 The head official shall review scorebooks/score sheets to ensure all required information is present to include time, date, teams playing, officials and scorekeepers' names. The head official's duties are not complete until the official score book/sheet is approved by and signed by all officials and scorekeepers at the end of each contest.

2.9 Officials shall acquire a team roster from both teams prior to the start of each game.

2.10 When Fitness Staff not available, the official/Scorekeeper may be required to pick up the required keys and equipment (balls, scorebooks, score sheets, and markers) 35 minutes prior to the start of the competition and return them after the last contest of the night. Fitness Center staff members will conduct inventory upon return of keys and equipment with the scorekeeper.

2.11 If Fitness Staff not available, the head official shall ensure the field lights are turned on at dusk and turned off after the last scheduled contest of the evening.

2.12 The head official shall notify the Fitness Center when any contest is protested, or players are ejected or injured. Specific procedures for officials to take will be outlined within the by-laws for each sport. Officials must report any player/coach being ejected due to unsportsmanlike conduct or inappropriate behavior; both verbal and physical; towards players, officials, or spectators. Officials will annotate all injuries in the official scorebook/sheet with detailed description of the incident, including names, rank, and unit. In case of any ejections, a written statement must be submitted to the Fitness Center Director or Sports Center Director by 12:00 p.m. the next duty day (Monday-Friday). All participant disciplinary actions are the responsibility of the Fitness Center Director or Sports Center Director. Officials are not involved in monitoring or enforcement of player eligibility rules.

2.13 Officials will enforce the Base Sports Plan and local sports by-laws. Additionally, officials will support the following sports governing bodies and enforce their official

rulebooks. These rulebooks will govern play when items when not covered in the Base Sports plan or local sports by-laws.

Table 2.2

SPORT	ADULT	ACRONYM
Flag Football	National Flag Football Association	NFFA
Soccer	Federal International Football Association	FIFA
Softball/Baseball	Amateur Softball Association	ASA
Basketball	National Collegiate Athletic Association	NCAA
Volleyball	United States America Volleyball Assn.	USAV

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The government shall provide the facilities, fixtures, equipment and services listed here or in Appendix A.

3.1. Property.

3.1.1. Facilities. The government shall furnish or make available facilities described in Appendix A. The Government shall provide the maintenance and repair of all playing areas. The government will provide adequate lighting for all games at night.

3.1.2. Equipment. The government will furnish the equipment listed in Appendix A.

3.2. Schedules. The government will provide the contractor the schedule of the games and tournaments at least one week prior to scheduled games/season.

3.3. Contractor Provided Equipment. Except for those items or services specifically stated in this section or Appendix A as government furnished, the contractor shall furnish everything needed to perform this contract according to all its terms and conditions.

4. GENERAL INFORMATION

4.1. CONTRACTOR PERSONNEL. The contractor shall provide a Contract Manager and alternate(s) that shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The Contract Manager alternate(s) shall act for the contractor when the manager is absent and shall be designated in writing to the contracting officer, prior to start of the contract.

4.1.1. The Contract Manger or alternate shall be available within 60 minutes during normal duty hours to meet on the installation with government personnel designated by the

contracting officer, to discuss problem areas.

4.1.2. Telephone numbers of the Contract Manager or alternate must always be updated and provided to the Fitness Center or Youth Sports Center for short notice cancellation notification due to inclement weather, military related commitments, or acts of God.

4.1.3. The Contract Manager and all employees must be able to read, write, speak and understand English. The government reserves the right to restrict employment of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of Travis AFB and its population.

4.1.4. Officials must maintain a professional attitude and wear appropriate professional officiating attire. Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company and employee name.

4.1.5. The Contracting Officer may, in writing, require that the contractor be removed from the work site, area or base due to objectionable behavior. Objectionable behavior includes wearing inappropriate attire, using profane language, abusing or disobeying base rules or regulations. No official shall be allowed to work a game if it is apparent he/she has been consuming alcoholic beverages. At no time shall an official consume alcoholic beverages or use tobacco products in, on or around the playing area.

4.2. SCHEDULE OFWORK

4.2.1. The contractor will be notified 15 days in advance, by the Fitness Center, concerning the type of competition being scheduled and approximate start date. The Fitness Center or will provide the contractor, schedule of the sport, current copy of applicable by-laws, dates and times, and location of the contests, no later than one week prior to the first scheduled competition of the applicable sport.

4.2.1.1. Contest Time Limits. Game duration will be in accordance with the governing rules as amended by the local by-laws, generally not to exceed one hour

4.3. HOURS OF OPERATION

4.3.1.1. Fitness Center: Mon-Fri from 0430-Midnight and Sat-Sun fr0m 0600-2000

4.3.1.2. Officials may be required to work on weekends as scheduled in advance or due to make-up contests or tournaments. Cancelled or postponed contests may also be added to the end of the schedule, extending the schedule.

4.4. QUALITY CONTROL: The contractor will be responsible for enacting quality control measures.

4.5. CANCELLATIONS

4.5.1. Cancellations of scheduled contests will be handled as follows:

4.5.1.1. The head official will be notified no later than 3:00 p.m. on the day of the competition by the Fitness Center.

4.5.1.2. Officials will have the authority to forfeit any games due to misconduct and/or no shows and/or tardiness of the teams scheduled. Game time is forfeit time.

4.5.1.2.1. If the official must cancel a contest, the exact cause of cancellation must be recorded in scorebook/sheet.

4.5.1.3. Officials will also have the authority to postpone any games due to inclement weather, suitability of the playing field, or emergencies such as military recalls/alerts.

4.5.1.4. The first set of officials will be paid for one competition if cancellation is made after their arrival at the contest site. The first set of officials shall cancel all scheduled games for that sport on that night, and notify all other officials, scorers, Fitness Center staff or Youth Sports Center staff. The government will only be responsible to pay for one cancelled competition per event site, per day.

4.5.1.5. If the contractor has not fulfilled the obligation of duties then full pay for a contest will not be received. For example, only one official arrives for a contest where two officials are scheduled.

4.5.1.5.1. The Fitness Center or Youth Sports Center reserves the right to revise by-laws and/or schedules at any time and will notify contractor's designated representative no later than 48 hours prior to the first revised competition.

4.6. INVOICING PAYMENTS

4.6.1. Units: Referee's, Umpires, Scorekeeper/Timer, and Clinics will be paid by the unit vs hourly rate when invoicing in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) system. Each official (referee/umpire) will be paid two (2) units per game. If there are two scheduled officials and only one is available, the single official will be paid three (3) units. Scorekeeper/Timer and Clinics will be paid one (1) unit per game/event. Note: If a varsity sports program is established there will be two officials (referee/umpire) and each official will be paid three (3) units per game.

APPENDIX A

GOVERNMENT FURNISHED PROPERTY

1. Government Furnished Property: The government shall provide the following facilities, equipment, and supplies to be maintained at the Fitness Center or Youth Sports Center:

1.1. Basketball: gymnasium, scorebooks, pencils, basketballs, tables, chairs, scoreboard with controls

1.2. Volleyball: gymnasium, score sheets, pencils, volleyballs, tables, chairs, scoreboard with controls, volleyballs, volleyball net, and official's stands

1.3. Softball: softball fields, scorebooks, pencils, softballs, scoreboard with controls

1.4. Soccer: soccer field, score sheets, pencils, soccer balls, soccer nets

1.5. Flag Football: flag football field, score sheets, pencils, footballs, flag football flags, downs marker.