Statement of Work (SOW)

Yellow Ribbon Pre/Post Deployment Events
Location: Orlando
Date: 21-23 August, 2015

General Information

GENERAL: This is a non-personnel services contract to provide a Yellow Ribbon Event August 21-23, 2015. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

Description of Services/Introduction: The contractor shall provide all personnel, lodging, supplies, meeting facilities, tools, materials, supervision, and other items and non-personal services necessary to perform the Yellow Ribbon Event as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

Background: The mission of the Yellow Ribbon Reintegration Program is a proactive approach to ensure that Airmen, their families and designated individuals are provided the optimum level of support before, during, and after deployment. This is a federally mandated program and requires all National Guardsmen attend the Yellow Ribbon program. Generally, these events are held as Pre Deployment, and Post Deployment events.

Objectives: Provision for 630 attendees with lodging and meeting space to accommodate the all of the weekend's events and activities. Lodging, meeting space, child care rooms, private counseling rooms, registration desk, locked office space will be required. Meeting space must be able to accommodate for up to 40+ community partners/service providers with tables and chairs. All space must be available exclusively beginning at 3 p.m. Friday, Aug 21 – 2 p.m. Sunday, Aug 23, 2015, to ensure that there is a learning conducive environment/atmosphere at the event venue to support Yellow Ribbon presentations and training, and to provide those government personnel and their families attending the event with quality accommodations and identified support services.

CLIN 0001
Lodging Requirements: **Lodging must be met at or below government per diem rates and will be inclusive of any surcharges.**

1. Approximately up to **285 rooms** for attendees and staff on **Friday, August 21, 2015 – Sunday, August 23, 2015.** All attendees will be self- pay – no master account for lodging. Check in and check out: Check in between 1500 hours and 2200 hours on Friday, August 21, 2015. Check out at 1200 on Sunday, August 23, 2015. The government rate shall be available to attendees both three (3) days prior and three (3) days post.
2. Lodging location needs to have a family friendly environment that will allow family members that have traveled a long distance to relax before the events begin.

   a. An all-inclusive recreational resort setting. The **International Drive, Orlando, FL area is a preferred location** due to the large number of family friendly restaurants, and family fun activities.
   b. If a secondary hotel is needed for additional lodging, secondary hotel must be within walking distance of primary hotel site/conference facility, not to exceed 3 blocks.

c. A minimum of 5 casual dining establishments, conducive to family eating and prices within 1-3 miles of the hotel. Include establishments which are willing to participate in offering discounted rates to the military and their families.
d. Access to pool and fitness center.
e. Complimentary self-parking for all attendees within walking distance to hotel registration.

3. All rooms to have basic amenities;
a. Iron
b. Ironing Board
c. Hairdryer

4. Rooms must be double occupancy, individual/private sleeping rooms with toilet and shower/tub facilities, per room.
5. Guests will make reservations directly with the hotel reservation system under a group reservation code.
6. The Contractor shall provide a list of amenities the hotel offers to guests; pool, spa, fitness center, etc. in addition to any areas of interest at the hotel or in a nearby local location for those attending the Yellow Ribbon Event.

7. The deadline for reserving rooms under the reservation code is forty-eight (48) hours prior to scheduled arrival date. Any rooms not reserved by this deadline shall be released from the block and made available for sale to the general public.
8. Cancelation of a reservation must be made twenty-four (24) hours prior to scheduled arrival date. The contractor shall attempt to "sell" any rooms not properly canceled. If rooms reserved under the block are unable to be "sold", the contractor may invoice the individual for those rooms.
9. All attendees requiring a room will provide hotel with a government travel card for payment of room. All incidental expenses such as room service, telephone calls, movie/game rentals, restaurant invoices, tec., are the responsibility of the individual attendee, and shall be billed to the individual's government travel card or other card provided. **The government shall not be responsible for individual charges/incidentals.**

CLIN 0002
Conference Space Fees/Requirements: The location of the General Session and Resource Provider's space will be adjoining to allow for an uninterrupted transition between activities.

1. **Registration Area**: The Contractor shall provide; one (1) registration room/area needed to accommodate 7-10 personnel. This area shall be Wi-Fi enabled for registration throughout the weekend. Two (2) cocktail rounds shall be provided for kiosk stands during registration. Trash cans, chairs, rope stanchions, and a small trashcan shall also be provided. Air Wing Integrator will provide all equipment for registration area. At or near this area shall be one (1) locked room set up conference style to be used as a command center for the duration of the event. Two 2 (keys) shall be provided to Air Wing Integrator/Event POC on Thursday, Aug 20, this area shall be secured, have no more than 1 (one) entrance, and used exclusively by the Yellow Ribbon staff. This area will be used for registration and travel vouchers, and as a command center

2. **General Session**: The Contractor shall provide one (1) Ballroom to accommodate up to 650 attendees from 4 p.m. Friday, August 21, 2015 through 1:30 p.m. Sunday, August 23, 2015. Ballroom shall be set with **rounds/banquet** style for 8 attendees per round with tablecloths, box of tissues, pens, and pads. Water pitchers and glasses shall also be on each table.

3. The Contractor shall provide up to eight (8) conference rooms that can accommodate up to 85 attendees theater style.

4. The Contractor shall provide 2 private counseling rooms that are secluded from all other event rooms to accommodate up to 5 people in a private setting. This room should be comfortable/cozy with table and 5 chairs and or couch and chairs.

5. The Contractor shall provide one (1) large room or area set up as an Information Fair for resource providers; to include water stations. 35-40 Six (6) foot tables; including skirting and table cloths, two (2) chairs at each table, and a small trash can.

6. The Contractor shall provide one (1) room for Judge Advocate with a large table and chairs and up to ten (10) personnel on Saturday, August 22, and Sunday, August 23.

7. The Contractor shall provide up to five (5) child care rooms – (number of rooms or space size may be negotiated to accommodate capacity of up to 100 children). Children's meals will be served in this space as well. A small refrigerator may be needed in this area. Tables and chairs may need to be provided in each room. Small cribs may also need to be provided.

8. Each meeting space shall have the ability for Florida Air National Guard to plug in to house sound and or space to set up an individual P/A System.

9. The Florida Air National Guard will provide the approximate number of children attending the Yellow Ribbon event to the Contractor no later than 7 August 2015.

10. The Contractor shall provide the required cancellation date to the government before penalties apply.

Daycare Space Requirements: Must be located within easy access/distance to restrooms for child care supervision/escort.
1. 2-3 six (six) foot tables in each room
2. 2-3 round tables with chairs in each room
3. 2-3 cribs for infant rooms

CLIN 0003
Audio/Visual Requirements

1. 1 Podium for General Session Room
2. 1 Stage – 8X8 in General Session; access on and off stage on two (2) sides.
3. Individual house sound in each meeting room space for presentations.
4. FLANG may use its own audio/visual equipment and have the ability to patch into house sound system and existing electrical outlets with no hotel usage or patch fees.

CLIN 0004
Breakfast and lunch requirements (Saturday breakfast and lunch, and Sunday breakfast only). Meals must be within Local Government Per Diem Rate.

2. **Meals**: Provide a separate dining area for participants and support staff.
3. Serve 3 meals – Saturday breakfast and lunch buffet style. Sunday breakfast only – buffet style
4. Breakfast Saturday and Sunday for 650. Breakfast must include a hot meal to include; assorted juices, eggs, 2 meat selections (bacon and sausage), potatoes, and an assortment of fresh fruit, pastries, bagels, muffins, and/or yogurt and cereal.
5. Lunch shall include the following listed below;

    a. Lunch buffet shall include a choice of two meat options, minimum serving 4oz.
    b. Choice of two vegetables: minimum serving 4oz.
    c. Garden salad with at least three varieties of dressing available to diners.
    d. Choice of two starches: minimum serving 4oz
    e. Choice of two deserts. Choice of two rolls or bread, with spreadable butter.
    f. Beverages shall be provided. When provided, beverage portions shall be at least 10oz. Beverages shall be offered in the following varieties; two types of soft drinks, hot and iced tea, coffee, and 2% milk. Sugar, honey and other assorted condiments are expected to be served as well.

1. **Children's Lunch-** Approximately 90 children's lunches to include; finger sandwiches, chicken nuggets, deli meats, 1 starch, assorted cheeses, vegetables (carrots and celery), fruits – assorted, cookies (no nuts), 2% milk and two (2)juice choices.

   a. Children's lunch head count shall be provided ten (10) days prior to event.

2. A final **Banquet Event Order (BEO)** shall be submitted for approval to the government POC at least 14 days prior to the scheduled event. At this time the Florida Air National Guard will provide Contractor with final head count.

3. **Refreshments**: The contractor shall provide ice water and coffee throughout the day, and ice water, coffee, and tea and lemonade in the afternoon. A child's snack (to include a beverage of both water and juice) shall be provided in the afternoon to all child care rooms

CLIN 0005
Additional Requirements:

1. Staff office available for the arrival of staff on Friday at 9 a.m., with house phone/external line connectivity, and one(1) high speed internet connection – secure storage space with three (3) keys.
2. Convention space pre-function set up twelve (12) hours prior to the start of event. FLANG POC/staff walk through (review) with convention staff to allow for changes if necessary.
3. Overnight parking will be inclusive in overnight hotel room rates or fee must be waived.
4. Daily parking fee will be waived for attendees, providers, and staff.
5. All tables, registration and display tables shall be inclusive
6. Per Diem rates are available three (3) days prior and three (3) days post event.
7. Hotel will not be undergoing renovations during conference dates.
8. Lodging numbers are an estimate – final numbers will be provided 72 hours prior to the event.
9. **Security**: The Contractor shall provide hotel security for a safe environment for the entire event from the earliest

Other:
1. The contractor agrees to allow the government to provide child care services for the military families by separate contract in the child care areas.