Performance Work Statement (PWS)
For

MEDICAL AID STATION AND WARMING TENTS

PART 1
GENERAL INFORMATION

1. **Background:**

The Joint Task Force, National Capital Region, Military District of Washington (JTF-NCR/MDW) is responsible for Presidential State Funerals, Inaugurations, and other events across the National Capital Region (NCR). The command frequently uses tents as medical aid stations, holding areas and troop warming/cooling stations. The anticipated Indefinite Delivery, Indefinite Quantity (IDIQ) is to provide tents, with associated items, for State Funerals, Presidential Inauguration, and other events conducted within the NCR as requested by the Contracting Officer Representative.

1.1 **Description of Services/Introduction**:
The contractor shall provide all personnel, equipment, tools, materials, supervision, and non-personal services necessary to deliver/recover and set-up/take-down 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.

1.2 **Period of Performance**: The IDIQ will be for Seven (7) years ordering period.

1.3 **General Information**

1.3.1 **Quality Assurance**: The government will evaluate the contractor's performance under this IDIQ in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must 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 the minimum acceptable defect rate(s).

1.3.2 Recognized Holidays: Contractor shall be available to work all recognized holiday, as needed.

New Year's Day	1st day of January
Martin Luther King Jr. Day	3rd Monday of January
Presidents Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth Day	19th day of June
Independence Day,	4th day of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day,	4th Thursday of November
Christmas Day	25th day of December

1.3.3 **Hours of Operation/Place of Performance:** Contractor be able to perform on short notice, seven days a week and be able to work during nighttime hours if required. For State Funerals, notice may be as short as 36 hours due to the unpredictable nature of the demise of a former or sitting president. The Contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this performance work statement. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential. Place of performance will be within the NCR.

1.3.4 **Type of Contract**: The government anticipates award of a Single firm-fixed price IDIQ contract. The Government shall issue task order in accordance with RFO 16.5.

1.3.4.1 **Contract Term:** All work and services required hereunder shall not exceed 84 months from the effective date of the IDIQ. Each task order award will have its own period of performance.

1.3.5 **Security Requirements**: Contractor personnel performing work under this IDIQ shall sign a confidentiality agreement with Joint Task Force-National Capital Region (JTF-NCR) and may be required to pass a background check conducted by US Secret Service (USSS). These measures must be met at the time of the proposal submission and must be maintained for the life of the BPA. The security requirements are in accordance with the attached DD254.

1.3.5.1 **Base Access:** Contractor personnel and property shall be subject to search and seizure upon entering all military bases and government facilities/grounds (e.g. US Capitol grounds) and upon leaving the confines of those bases, facilities, and grounds. Contractor personnel shall carry proper credentials including driver's license and vehicle proof of insurance with them at all times during execution of this contract. The Contractor shall be responsible for ensuring that all Contractor personnel authorized to perform work under this contract obtain access to all event locations.

1.3.6 **Badges**: Credentialing badges will be issued by JTF-NCR -NCR prior to movement to the venue requiring credentials (e.g. US Capital grounds) and in accordance with the instructions provided by the JTF NCR Provost Marshal's office.

1.3.7 **Special Qualifications**: The Contractor is responsible for ensuring that all Contractor personnel possess any required license or certification to perform their assigned duties, and that all Contractor personnel always have a copy of the required license or certification on them during execution of this contract.

1.3.8 **Post Award Conference/Periodic Progress Meetings:** The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.3.9 **Primary Point of Contact (POC):** The Contractor shall provide a POC who shall be responsible for the performance of the provided service or work. The name of this person and an alternate(s) shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The POC and alternate shall be designated in writing to the Contracting officer at least 24 hours after contract award.

1.3.10 **Contractor Travel:** Contractor shall be required to travel within the National Capitol Region (NCR) during the performance of this contract.

1.3.11 **Contracting Officer's Representative (COR):** The COR will be nominated by the requiring activity and appointed by the contracting officer by separate letter. A copy of the COR's appointment letter will be sent to the awarded Contractor, identifying the designated duties and limitations of the COR. The COR is authorized to conduct oversight on any and all tasks or requirements and report observations to the Contracting Officer. The COR is not authorized to change any terms or conditions in the contract that pertain to cost, schedule, performance, quality, quantity, or other legal aspects of the resulting order.

1.3.12 **Contract Manpower Reporting**: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for providing Medical Tents via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: http://www.ecmra.mil/

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2020. Contractors may direct questions to the help desk at help desk at: http://www.ecmra.mill.

PART 2
DEFINITIONS & ACRONYMS

NCR – National Capital Region

DoD – Department of Defense

IAW – In accordance with

PWS – Performance Work Statement

Contracting Officer's Representative (COR): A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the contractor

Defective Service. A service output that does not meet the standard of performance associated with it in the Performance Work Statement.

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

Quality Control. Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Assurance. Those actions taken by the government to assure services meet the requirements of the Performance Work Statement.

Best Effort: That effort expended by the contractor to perform within the awarded ceiling price all work specified in this task order (TO) and all other obligations under this TO and the basic contract. This effort includes providing required qualified personnel, properly supervised, and following industry accepted methodologies and other practices. The effort is further characterized by operating at all times with the Government's best interest in mind, using efficient and effective methods, and demonstrating sound cost control. The effort must be identical to the effort that would be expended if the contractor's profits were dependent upon reducing costs while meeting the Government's requirements in terms and quality and schedule. Failure to provide this required effort may result in the withholding of payment for hours expended that do not qualify as best effort or a reduction in the rate per hour to reflect decreased value of services received.

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3.1 **General**: The Government will provide the Contractor with the exact location of required tents, as well as the exact date and time required for delivery, set-up and recovery at the task order level.

3.2 **Post-Award Meeting**: The Government will determine the date/time and location of the post award meeting.

3.3 **Permitting:** The Government will be responsible for any permitting required for tents.

3.4 **Credentialing:** The Government will forward the Contractor's personnel information to the United States Secret Service (USSS) and federal, state and local law enforcement agencies for credentialing authorizations as required.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 **General**:

4.1.1 All tents provided under this IDIQ will be free standing (i.e. erected and supported without stakes). Tents should be white, and if available at no additional cost, **red striped roofs or identifying medical marking** are preferred for medical tents when requested by the COR or KO. Opaque side walls and a protective flooring are required. Tents will have adequate lighting, power generation, and heating/cooling to sustain these tents operationally for up to 24 hours. Tents maybe needed for up to seven (7) days per event.

4.1.2 The Contractor will provide all labor, transportation, equipment, generators, lights, and components required to install and remove these tents. Contractor shall be responsible for delivery, installation, operational testing, maintenance, clean-up and removal of all equipment and components needed to operate tents. Power connected to tents shall be provided by the contractor and in accordance with National Electric Code (NEC).

4.1.3 Contractors may be required, at government request, to relocate tents within the general area of operations.

4.1.4 No additional signs advertising the Tent Company are allowed.

4.1.5 Contractor shall provide personnel and resources (installer/repair technicians, etc.) to ensure adequate response to any concerns during the event from installation through tear down.

4.2 **CLINs Structure:**

4.2.1 CLIN 0001: The Contractor shall provide at least eight (8) 20-foot by 20-foot (20’x20’) tents.

4.2.2 CLIN 0002: The Contractor shall provide at least one (1) 20-foot by 10-foot (20’x10’) tent.

4.2.3 CLIN 0003: The Contractor shall provide at least three (3) 30-foot by 40-foot (30’x40’) tents.

4.2.4 CLIN 0004: The Contractor shall provide at least three (3) 20-foot by 50-foot (20’x50’) tents.

4.2.5 CLIN 0005: The Contractor shall provide at least three (3) 15-foot by 30-foot (15’x30’) tents.

4.2.6 CLIN 0006: The Contractor shall refuel the generators and heaters/coolers with diesel fuel when requested by the KO or COR for additional fuel.

4.2.7 <u>All provided tents shall have the following:</u>

4.2.7.1 Exterior wall color shall be white. Red and white striped roof is preferred if available at no additional cost at the request of COR or KO, otherwise white exterior roof is acceptable. Interior wall color shall be white.

4.2.7.1.1 Tents shall have four (4) doors and two (2) windows.

4.2.7.2 Tents will be AirBeam / AirFrame Soft Shelter tents or equivalent, to allow for their being erected on asphalt/concrete surfaces - tent stakes cannot be used.

4.2.7.3 Interior lighting sets providing enough lighting to conduct emergency medical procedures

4.2.7.4 Environmental Conditioning Units (ECUs), providing heating or cooling to tent depending on season as requested by the Contracting Officer or COR. Temperature control shall be capable of maintaining temperatures at or below 75 degrees and greater than 65 degrees Fahrenheit.

4.2.7.4.1 Heating and cooling units are to be powered by diesel fuel or via electricity powered by the generator.

4.2.7.5 Three (3) 2-foot by 6-foot (2'x 6') tables.

4.2.7.6 Six (6) chairs.

4.2.7.7 One (1) fire extinguisher.

4.2.7.8 Silent diesel generator. Contractor is responsible for connecting generators to the tents and testing the system.

4.2.7.8.1 Generator specifications: Contractor shall be responsible for delivery, installation, operational testing, training, maintenance, supply of fuel (full tank at start of rental), and removal of all generator equipment and material to and from sites. All equipment, cables, distribution boxes, and other miscellaneous equipment needed to operate generators and connect power to tents must be provided by the contractor and in accordance with the National Electric Code (NEC). Each tent will have six (6) power outlets (three prongs GCFI preferred). Power distribution system and outlets must have capability of handling high amperage (between 15 to 20 amps) medical devices operating simultaneously on multiple outlets. Power distribution systems will also be used to power lighting and heating/cooling unit as needed.

4.2.7.8.2 All generators will be "whisper quiet" type and provide continuous power. During Presidential Inauguration, generator noise along parade route will not exceed limits used for movie production support.

4.2.7.8.3 Contractor will ensure generators are fueled (top off) prior to the event start time. The generators must be able to operate continuously for 18 hours without refueling as needed. Provisions are to be made for cleanup response and to prevent fuel spillage to protect areas where generators are located. Catch trays or similar system are required under the generators to prevent fluids from contaminating surrounding area. Contractors will provide materials to cover spare fuel tanks and chains and locks to secure spare fuel tanks.

4.2.8 All tents and associated equipment shall be available for simultaneous use.

PART 5
SPECIFIC TASKS

5.1 Inauguration Medical Tents: The following details specific to the Presidential Inauguration are available because this is an event with known location. Due to the nature of the event, details are always subject to change.

5.1.1 The contractor shall provide nine (9) tents (eight (8) EA = 20' x 20', one (1) EA = 20' x 10'), with all associated equipment listed in Part 4, to be used as medical aid stations for inaugural events. The actual numbers of tents and sizes will be provided at the task order level. These tents will be used during Presidential Inaugural ceremonial activities, including the Inaugural Parade, medical command and control, and medical support activities. Tent locations are representative of those that have been used in previous Inaugurals but may be adjusted at the task order level based on operational, space or other changes at the time of execution. The contractor shall coordinate exact delivery schedule, location and orientation of the tents with JTF-NCR Surgeon Directorate and/or Defense Health Agency's National Capital Region Medical Market (NCR-Market) representative at a post-award meeting and site visit. Additionally, if the Government elects to exercise options for additional tents, the Contractor shall be required to provide additional tents within the general Inaugural operating area within the National Capital Region.

5.1.2 For the Inauguration, tents will be located along the inaugural parade route and general area within five miles of the United States Capitol. Due to the need to limit access to sensitive operational information, the exact locations and identifying information will be provided to the Contractor when the order is placed. The locations identified may be subsequently adjusted due to security or other concerns. These details will be identified and coordinated with the Contractor at subsequent post-award and planning meetings/site visits with sufficient time prior to the required delivery and installation dates. The Government may elect to reduce the number of tents, and the Contractor will invoice only for those tents on task order execution.

#	Name	Tent Size	Location
1	Medical Aid Station #1	20' x 20'	Corner of Jefferson and 4th St NW
2	Medical Aid Station #2	20' x 20'	NW Corner Constitution Ave and 3rd St NW
3	Medical Aid Station #3	20' x 20'	NW Corner, Pennsylvania Ave and 7th St NW
4	Medical Aid Station #4	20' x 20'	10th St NW and Pennsylvania Ave
5	Medical Aid Station #5	20' x 20'	NW Corner of Penn Ave & 13th St NW
6	Medical Aid Station #6	20' x 20'	Southwest Corner of E St & 15th St NW
7	Medical Aid Station #7	20' x 20'	Corner of 15th St NW between Pennsylvania Ave & 13th St NW
8	Medical Command and Control	20' x 10'	Corner of 15th St NW between Pennsylvania Ave & 13th St NW
9	Medical Aid Station #8	20' x 20'	Pentagon North Parking Lot

5.1.3 Contractor will provide a minimum of three (3) personnel and resources (back-up power, technical repairman, etc.) to ensure continuous power and diagnose power outages during the Inaugural Parade from time **(TBD at Task Order Award)** on the day of the parade/events to completion of the parade at approximately **(TBD at Task Order Award).** All generators must be removed NLT **(TBD at Task Order Award)** the morning after the parade.

5.1.4 Time Period Required: **Time period will be established at Task order level.**

5.1.4.1 Start Date: The exact dates for installation for events have not been established. It is very likely that most, if not all, medical tents will have to be set up the night prior to each occurrent events. If

permitting allows, some tents may be installed the week prior on 14 and 15 January in locations that will not impede traffic. Setup over the weekend would create the potential for a security requirement that will be borne by the contractor. All medical tents must be setup and operational NLT 2:00 AM the day of the inauguration.

5.1.4.2 Exact delivery schedule will be coordinated and approved by the JTF-NCR Surgeon Directorate or NCR-Market representative as part of the post-award meeting and subsequent coordination meetings that the contractor may be required to participate in as a result of award of this contract.

5.1.4.3 Tents must be removed by the vendor from all locations at the conclusion of the inaugural parade. The parade normally concludes by 5:30 PM. Removal must be accomplished no later than (NLT) 3:00 AM on the day following the inauguration.

5.2 State Funeral Medical Tents

5.2.1 The Contractor will provide tents with all associated equipment for State Funerals that conform to all specifications listed in Part 4. Locations for these tents are the same for State Funerals, but as with Inauguration Medical Tents, conditions at the time of execution may require modifications to exact locations. Unlike the Inauguration, State Funerals are conducted with very little advance notice. The dates are unknown until actual demise of a sitting or former President. The contractor will be given 36 hours notice to set up tents and associated equipment. Set up of these tents may occur on weekends and/or nighttime hours.

5.3 Warming/Cooling Tents

5.3.1 The Contractor will provide tents to various locations in the NCR as requested by the Contracting Officer or the COR. Tents will be used for various events though out the year as required.

5.4 Credentialing

5.4.1 The Contractor shall provide a list of employees' full names, birth dates, Social Security Numbers (SSNs) and home addresses for credentialing purposes. This requirement extends to the employees of any subcontractor utilized for generator or other services. Additional information may be required to obtain credentials in accordance with law enforcement authorities' requirements and will apply equally to all personnel requiring access within certain restricted movement areas in support of State Funerals, Presidential Inaugurations, or other events. Due to law enforcement concerns, contractor employees could potentially be rejected by law enforcement agencies for credentialing purposes for access to the sites to be supported by this contract. In the event this occurs, contractor shall provide replacement personnel names and associated information as set forth above for credentialing purposes within 24 hours upon notification of rejection. Expeditious submittals are required in order to ensure adequate time for credentialing and availability on required operational dates. Contractor personnel operating within certain security zones may be subject to search of their possessions and vehicles while on duty under the contract and during the specified operational period where generators will be placed, accessed and serviced. The Contractor shall coordinate with JTF-NCR for credentials and/or escorts to support tent construction for the set-up, event execution and tear-down periods. All contractor personnel shall have photo identification in their possession at all times and during operational periods under this contract. Contractor personnel with issued credentials shall visibly display their credentials on their person at all times. The credentials will be returned at the completion of the event as required by the credentialing agency.

5.5 Post Award Coordination

5.5.1 Post-Award Meeting: The contractor shall be required to participate in a post award meeting and site visit prior to installation of the tents and equipment. Date and time shall be coordinated by the contracting officer, COR, JTF-NCR Surgeon and/or NCR-Market representative. The site visit will include the physical verification of all the tent locations.

5.6 Servicing and Standard Commercial Practices.

5.6.1 Contractor shall comply with any local, state or federal environmental, safety or license laws or regulations and requirements as is required for any commercial suppliers of tents and ancillary equipment.

5.7 Invoice: The contract shall provide an invoice for services no later than five (5) business days after completion of services.

PART 6
APPLICABLE PUBLICATIONS

There are no applicable publications.

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
General Services PWS Paragraph 4.1.2	The contractor shall The Contractor will provide all labor, transportation, equipment, generators, lights, and components required to install and remove these tents.	No deviation from standard.	100% Inspection
General Services PWS Paragraph 4.2	The contract shall provide the requested tent(s) will all associated equipment.	No deviation from standard.	100% Inspection
General Services PWS Paragraph 5.7	The contract shall provide an invoice for services no later than five (5) business days after completion of services.	95% of all invoices for services should be submitted in a timely manner.	Periodic Surveillance