PERFORMANCE WORK STATEMENT
FOR
ADULT INTRAMURAL SPORTS OFFICIALS
Version: 23 Apr 2026

1. GENERAL. The purpose of this contract is to perform adult sports officiating service at Joint Base Elmendorf-Richardson (JBER) in accordance with the terms and conditions of this Performance Work Statement (PWS). This is an IDIQ contract and all quantities and dates in the PWS are estimate, with firm requirements to be established via individual Task Order

2. SCOPE OF WORK. The Contractor shall provide officials and additional personnel identified in Table 1 to officiate for intramural sport activities to support the JBER Adult Intramural Sports Program.

2.1. The JBER Adult Intramural Sports representative(s) are identified as the Contracting Officer Representative(s) (COR) from this point forward. The COR's are located at the Buckner Fitness Center, building 690. COR information will be provided to the Contractor upon contract award.

2.2. Intramural games will be played at the Buckner Fitness Center complex unless otherwise noted within this PWS.

2.3. The Contractor shall only be paid for games officiated unless otherwise noted within the PWS.

2.4. Quality Assurance. The Government will evaluate the Contractor's performance under this contract in accordance with (IAW) a separate Quality Assurance Surveillance Plan (QASP). This Government-only plan is primarily focused on what the Government will do to ensure that the Contractor has performed IAW contract performance standards. The QASP provides a systematic method to evaluate performance to include how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels for each of the metrics identified in Exhibit 1, Performance Requirements Summary. The QASP is created with the premise that the Contractor is responsible for management and quality control actions to meet the terms of the contract while the Government is responsible for quality assurance actions.

2.5. Quality Control Plan (QCP): The Contractor shall have a planned and systematic QCP that outlines the quality control process covering every aspect of the Contractor's operation under this contract. The Contractor shall submit a QCP as outlined in Exhibit 2 of this contract.

2.6. The Contractor shall include periodic/random in person evaluations of officials' performance within the QCP.

3. CONTRACTOR RESPONSIBILTIES:

3.1. The Contractor shall provide a list of contractor employees for each sport officiated NLT than 10 days prior to the start date of the specified sport season so that base access can be coordinated. The list of certified officials shall be kept current for the duration of the season. New additions to the list require a minimum of two business days to process. Members of the JBER sports/fitness staff are not required or obligated to escort contractor employees on scheduled game days that have not yet been granted base access.

3.2. The Contractor shall provide contractor employees (i.e. officials, score keepers, line judges, and timers) that are trained and certified to an extent that complies with the JBER Intramural Sports Bylaws for the sports scheduled to officiate. This includes but is not limited to C-Level (league) officiating and varsity level (post-season/championship) for most games. League and post-season designations are found in Table 1 of this PWS. Proof of training shall be provided to the COR no later than (NLT) five days prior to the start date of the specified sport season or upon addition of new contractor employees.

3.3 The Contractor Manager shall attend in person pre and post-season team meetings (estimated one hour) for each specified sports season, IAW Table 1 estimates, when requested and scheduled by JBER Sports.

3.4. The Contractor shall contact the COR within two business days of being provided a season schedule or schedule update to verify contractor employee coverage for all scheduled games.

3.5. The Contractor shall give 24 hours advance notification to JBER Sports and the COR if unable to have contractor employees available on a scheduled game day. Failure to provide this notification may cause the Government to cancel a game(s). If the Government cancels a game(s) due to lack of required notification and the game(s) are rescheduled, the service will be provided at no cost to the Government.

3.6. Contractor employees (i.e. officials, score keepers, line judges, and timers) shall arrive at the correct game location NLT 15 minutes prior to the scheduled game time (ready to officiate with the full, competent, and certified officials, and in proper uniform). Contractor employees shall ensure that all pre-game preparations (score book, time clock, field inspection, coin toss, etc.) are completed prior to scheduled game time. If contractor employees are late for a scheduled game the Government reserves the right to cancel the game. If the Government cancels the game due to tardiness or no show of the contractor employees and the game(s) are rescheduled the service will be provided at no cost to the Government.

3.7. The Contractor shall ensure that all games are officiated according to current National Collegiate Athletic Association (NCAA) rules as amended by the JBER Intramural Sports by-laws.

3.8. The Contractor and contactor employees shall comply with the National Association of Sports Officials (NASO) Code of Conduct for Sports Officials, Sports Officials Code of Ethics & CARE Sportsmanship, and the University Interscholastic League Athletics rules at all times.

3.9. Contractor employees shall not officiate while under the influence of drugs or alcohol. Contractor employees shall not consume alcohol on site before, during, or after performing service under this contract (drugs are prohibited on JBER to include marijuana). This includes but is not limited to the Buckner complex parking lot.

3.10. The Government retains the right to remove contractor employees from their duties for gross unprofessionalism/misconduct, being under the influence, or if they present a general threat to the safety and well-being of the gym staff, players, or spectators. Following removal of a contractor employee a meeting will be held between the CO, COR, and Contractor within two business days to determine further action required.

3.11. Games lost due to removal of contractor(s) due to unprofessionalism/misconduct, being under the influence, or if a general threat toward staff, players, or spectators is present, the games stopped and/or unable to be performed due to this removal will be at no cost to the Government unless CO or higher review determines the removal to have not been warranted.

3.12. The contractor and contractor employees shall abide by determinations made by the JBER Adult Intramural Sports Staff (i.e. Sports Director, Sports Assistant, and Buckner Director) for unexpected game cancelations, player removals, or any other stop play orders.

3.13. If a protest is filed or a player or coach is ejected from a game for any reason, the contractor employee will document it in the score book for the COR to review. If requested by the COR, the Contractor or contractor representative will provide a written response to a protest or ejection within two business days of notification.

3.14. If a player(s) protest is upheld on a rule misinterpretation by the contractor employee and it results in the game being rescheduled/replayed, it shall be officiated at no cost to the Government. Judgement calls made by contractor employees cannot be protested.

3.15. The Contractor or contractor representative shall provide written response to the COR within two business days to address customer or staff comments concerning negative officiating behavior. At a minimum the written response shall address:

a. Explanation of events from officiating standpoint
b. Actions taken to correct or improve performance

3.16. If required by the Contracting Officer (CO), the Contractor shall identify in writing a local contractor representative that has the authority to act on the Contractor's behalf.

3.17. If required by the CO, the Contractor or contractor representative shall attend quarterly progress meetings at no additional cost to the Government.

3.18. The Contractor must compensate contractor employees with wages that are equal to or greater than fair market value of commensurate sports official duties within the local area.

4. GOVERNMENT RESPONSIBITIES:

4.1. The Government will provide playing fields, courts, utilities, equipment, and supplies necessary
for the teams to play the sport (balls, time clock, score books, etc.).

4.2. The Government will prepare, maintain, repair, clean, and care for playing fields, courts and associated facilities and sites.

4.3. The COR will provide the Contractor game schedules NLT 15 days prior to the start of the specified sport season. Tournament dates will be provided to the Contractor NLT 15 days prior to the start of the tournament. Schedules are subject to change due to inclement weather, acts of God, or unforeseen military related missions that affect troop availability or base access. It is the Contractor's responsibility to notify contractor employees of schedule changes.

4.4. The COR will provide the Contractor with rule modifications in the form of by-laws NLT 15 days prior to the start of the specified sport season.

4.5. The COR will provide the Contractor notice (via email, phone call, or text if available) NLT 1400 hours for game cancellations, postponements, or schedule changes due to mission or weather-related conditions. If Government notice is provided after 1400 hours, scheduled contractor employees will be paid for one game, regardless of the number of games that were scheduled for that specific day. It is the Contractor's responsibility to notify contractor employees of schedule changes.

4.6. If mission or weather-related conditions become a factor during game play and the game has to be canceled, the scheduled contractor employees will be paid for games in progress. Compensation will not be provided for subsequent canceled games.

4.7. If weather related conditions become a safety factor during game play the decision to cancel or delay the game will be made by the contractor employee that is officiating the game. The Government reserves the right to override the contractor employees' decision.

4.8 Forfeitures. Teams must be assembled with the required number of players NLT 15 minutes past the scheduled game start time or forfeit the game. If a team forfeits, the scheduled contractor employees will be compensated for the forfeited game. Contractor employees will annotate that the game was forfeited in the score book. It is at the discretion of the COR or the fitness center staff to approve games to be played without the correct number of players.

4.9. Canceled games (for any reason) will be rescheduled at the COR's discretion. If a game is rescheduled the Contractor will be notified NLT two business days prior to the game date.

5. GOVERNMENT FURNISHED PROPERTY AND SERVICES:

None.

Table 1 - Games & Officials (number of meetings, games, officials, & dates are estimates only)

Sport	Estimated Annual Number of Games	General Seasons	Estimated Number of Meetings per Sport	Estimated Number of Officials per game	Estimated Number of Score Keepers per game	Estimated Number of Line Judges per game	Estimated Number of Timers per game
Indoor Soccer	125	Winter	2	1	N/A	N/A	N/A
Basketball	208	Winter	3	2	1	N/A	1
Basketball Championship	1-2	Winter	N/A	3	1	N/A	1
Volleyball	141	Winter	2	1	N/A	1	N/A
Softball Pre; Regular' & Post Season	316	Summer	3	1	N/A	N/A	N/A
Softball Championship	1-2	Summer	N/A	2	N/A	N/A	N/A
Outdoor Soccer	97	Summer	2	2	N/A	N/A	N/A
Flag Football	125	Summer	2	3	N/A	N/A	N/A

Table 2 - Estimated Concentration of Games

Sport	Regularly Scheduled Games	Occasionally Scheduled Games (w/ 2 business day advanced notice to the contractor)	Rarely Scheduled Games (w/ 4 business day advanced notice to the contractor)
Basketball	Two (2) concurrently in one (1) gymnasium	Three (3) concurrently in one (1) gymnasium	4-6 concurrently spread between two (2) gymnasiums
Volleyball	One (1) at a time in one (1) gymnasium	Two (2) concurrently in one (1) gymnasium	Two (2) concurrently spread between two (2) gymnasiums
Softball	Two (2) to four (4) concurrently in one (1) field complex	Five (5) concurrently in one (1) field complex	Six (6) concurrently in one (1) field complex
Tournament	Four (4) to six (6) concurrently in one (1) field complex	BLANK	BLANK
Flag Football	One (1) at a time on one (1) field	Two (2) concurrently in one (1) field complex	BLANK
Indoor Soccer	One (1) at a time in one (1) gymnasium	BLANK	Two (2) concurrently in one (1) gymnasium
Outdoor Soccer	One (1) at a time on one (1) field	BLANK	Two (2) concurrently at geographically separated fields on base

PART 5 EXHIBITS

Service Delivery Summary
PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The following performance outcome acceptable quality levels (AQL) for minimum quality levels of service are required on this contract:

Performance Objective	Reference	Performance Threshold	Method of Surveillance	AQL
Provide trained and certified contract employees.	3.2	Percentage of employees trained and certified.	Periodic Surveillance & Government Management Oversight. CORs will be conducting oversight and surveillance	100%
Provide (on time) officiating service for scheduled games.	3.6	Percentage of scheduled games officiated.	Periodic Surveillance & Government Management Oversight. CORs will be conducting oversight and surveillance	100%
Deliverable Timeliness (Exhibit 2)	2.5, 3.13, 3.15	Percentage of on time deliverables.	Periodic Surveillance & Government Management Oversight. CORs will be conducting oversight and surveillance	100%
Notification Timeliness (Exhibit 3)	3.4, 3.5	Percentage of on time notifications.	Periodic Surveillance & Government Management Oversight. CORs will be conducting oversight and surveillance	100%

EXHIBIT 2
To the end of the third performance objective

Deliverable	Frequency	# of Copies	Format	Submit To
Written response to protest or ejections	NLT two business days following government request.	1	Electronic Copies	JBER Sports & COR
Written response to customer comments	NLT two business days following government request.	1	Electronic Copies	JBER Sports & COR
Quality Control Plan	NLT five days after contract award.	1	Electronic Copies	CO/COR

EXHIBIT 3
To the end of the fourth performance objective

Notification	Frequency	# of Copies	Format	Submit To
Verify season schedule or schedule changes	Within two business days of notice from the government.	1	Electronic Copies	COR
Notice of inability to provide scheduled service	24 hours advance notice.	1	Electronic Copies	COR
Updated copy of sports officials roster with certifications per official	1-day prior to start of each season and within 72 hours of GOV request thereafter	1	Electronic Copies	COR & JBER Sports