PERFORMANCE WORK STATEMENT (PWS)
FOR SINGLES RETREAT
59TH MEDICAL WING TRUE NORTH RST SINGLES RETREAT 28-30 August 2026

5 August 2026

1. Description of Services.

1.1. Requirement With Background. The 59th Medical Wing True North Religious Support Team (RST) in San Antonio, Texas, has a requirement for non-personal services as described in this PWS. This is a requirement for a 2-night, 3-day singles retreat on the dates of 28-30 August 2026. During the retreat the chaplain shall provide training each day for the singles regarding personal development & resilience. This training shall be conducted in the conference rooms and shall include topics on spiritual and emotional connection, resiliency, and personal growth.

The RST is seeking an offsite, smoke free, family friendly resort facility that can hold a resilience retreat that is safe, relaxing, and fun for military members and their families. Resort facility must provide entertainment activities (i.e., rock climbing, water park, bowling, fitness center, in-room internet, arcades, mini golf, escape room, spa, etc.). Breakfast, Lunch, and Dinner Meals, are to be provided by the facility via meal cards.

Resort facility shall provide one (1) conference room on the same property as lodging, and no more than five minutes' walk from the lodging that includes tables and seating for adults and children (including highchairs). Audio-visual equipment for presentations shall include power cords, projection screen, audio support, and on-site tech support.

LOCATION: The venue shall be within 120 miles of the Lackland Air Force Base to accommodate traveling service members from their workplaces and residences to attend the event.

1.2. Requirements. Contractor and resort shall provide the following amenities for 28-30 August 2026.

Regarding alternate dates, the Government may have to re-schedule a retreat due to unforeseen circumstances. The Government reserves the right to re-schedule at no additional cost to an alternate date providing at least 3 days' notice is given to the Contractor in writing. The Contractor shall offer new dates for the rescheduled retreat. The government will not be held liable for individual room charges.

1.2.1. Provide 16 single occupancy and 4 multiple occupancy rooms for two nights, checking in on 26 June 2026 and checking out 28 June 2026. Each unit shall have a shower, tub, refrigerator, a safe and microwave.

The Contractor shall provide lodging for two (2) nights for the dates listed above. The lodging rooms will be available for check-in by **4:00 p.m.** on Friday, and check-out will be at **11:00 a.m**. on the Sunday of each requirement.

Date	Meal	Food Meal Card	Number of Adults	Children	Conference Rooms
Friday, 28 Aug 26	Dinner	Meal Cards	20	10	1 Conference Room A/V hook ups 5p-8p
Saturday, 29 Aug 26	Breakfast	Meal Cards	20	10	1 Conference Room A/V hook ups 8a-8p
	Lunch	Meal Cards	20	10	
	Dinner	Meal Cards	20	10	
Sunday, 30 Aug 26	Breakfast	Meal Cards	20	10	NONE
Total			100	50	

1.2.2. Provide free parking.

1.3 Contractor shall not respond to any media inquiries nor provide interviews, comments, or any other responses to the media regarding any subject related to this contract. All inquiries from the media or other sources shall be immediately relayed to the cognizant government official.

1.3.1. The contractor shall ensure that its employees conduct themselves in a professional manner while on the installation and refrain from disruptive, offensive, or otherwise improper behavior that undermines order and discipline.