Performance Work Statement (PWS)

For

Sports Officiating and Scorekeeping Services IDIQ

Beale AFB, CA

September 2026

1. BACKGROUND

Beale Air Force Base (AFB) maintains an active sports and fitness program designed to promote the health, morale, and welfare of its military personnel and their families. This program includes a variety of intramural, varsity, and recreational sports activities throughout the year. To ensure fair play, safety, and the proper execution of these events, the services of qualified sports officials and scorekeepers are essential. This PWS outlines the requirements for professional services to support these critical morale, welfare, and recreation (MWR) initiatives.

2. SCOPE OF WORK

The Contractor shall provide all labor, tools, equipment, uniforms, materials, supervision, and transportation necessary to provide Sports Officiating and Scorekeeping services for all intramural, varsity, and recreational sports activities at Beale AFB CA, as defined in this PWS.

3. APPLICABLE DIRECTIVES

To support the intramural sports program, this requirement is in accordance with DAFI 34-114, *Air Force Fitness and Sports Programs*, dated December 2024. Paragraph 3.2.8 states: "Contract sports officials must be certified and trained through a recognized and approved National Governing Body for the particular sport."

4. CONTRACTOR REQUIREMENTS

4.1. Personnel Qualifications and Conduct

4.1.1. Certification: All officials must be members of the National Association of Sports Officials (NASO) or a state-registered sports officials association for the sport being officiated. The Contractor shall supply a copy of each individual's respective certification to the Beale AFB Sports Director one week prior to the individual officiating their first game.

4.1.2. Contract Manager: The contractor shall provide a contract manager and alternate(s) who shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract. The contract manager and alternate(s) shall be designated in writing to the Contracting Officer (CO) prior to the contract start date. Contact telephone numbers for the manager or alternate must always be updated and provided to the Fitness Center for short-notice cancellation notifications.

4.1.3. Professional Conduct:

All contractor employees must be able to read, write, speak, and understand English.
Officials must maintain a professional attitude and wear appropriate professional officiating attire.
Contractor personnel shall present a neat appearance and be easily recognizable.
Officials shall not participate as players, coaches, or team managers within the leagues in which they are officiating.

At no time shall a working official consume alcoholic beverages or use tobacco products in, on, or around the playing area.

The CO may, in writing, require that the contractor remove an employee from the work site due to objectionable behavior. Objectionable behavior includes wearing inappropriate attire, using profane language, or abusing or disobeying base rules and regulations. 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, or general well-being of the installation and its population.

4.2. Officiating Responsibilities

4.2.1. Rules Enforcement: Officials will enforce local sports by-laws provided by the Government.

Additionally, officials will enforce the official rulebooks of the following governing bodies, which will govern play when items are not covered in local by-laws:

- Basketball: National Federation of State High School Associations (NFHS)
- Flag Football: American Football Association (AFA) or National Football League (NFL)
- Softball: United States Specialty Sports Association (USSSA) / USA Softball (ASA)
- Volleyball: USA Volleyball (USAV)
- Soccer: United States Soccer Federation (USSF)
- Pickleball: USA Pickleball (USAP)

4.2.2. Game Management:
Sports to be officiated are flag football, soccer, softball, basketball, volleyball, and pickleball. The Fitness Director will determine if a scorekeeper is required and or will be supported by Harris Fitness Center staff for each game.

Officials shall acquire a team roster from both teams prior to the start of each game.
The head official shall review scorebooks/score sheets to ensure all required information is present, including time, date, teams playing, and the names of all officials and scorekeepers. The head official's duties are not complete until the official score sheet is approved and signed at the end of each contest.

4.2.3. Incident Reporting: The head official shall notify the Fitness Center staff if a contest is protested, a player is injured, or a player/coach is ejected due to unsportsmanlike conduct. A detailed description of the situation, listing name, rank, unit, and what/why/how will be entered into the official score book/sheet. In the case of an ejection, a written statement must be submitted to the Fitness Center, Beale Sports/Intramural Director by 12:00 PM the next duty day (Monday-Friday).

4.2.4. Game Attendance: Officials shall report to the game site at least 15 minutes prior to the scheduled start time for all games.

5. QUALITY ASSURANCE

5.1. Government Remedies: The Government is responsible for the inspection and acceptance of services. Work which does not conform to the specifications contained herein will be justification for rejection. The CO shall follow FAR 52.212-4, *Contract Terms and Conditions—Commercial Products and Commercial Services*, for a contractor's failure to perform satisfactory services or failure to correct nonconforming services.

5.2. Complaints: The contractor will respond to written concerns or complaints received by the contracting office. The contractor will provide the CO a written response within 5 working days from the day the concern or complaint was received.

5.3. Invoice Certification: Payment will be paid upon receipt of a properly certified invoice through Wide Area Work Flow (WAWF) for services rendered. The Fitness Center Director, Sports Director, FSS FSR, or designated representative are the only persons authorized to certify this pay document.

5.4. Service Summary (SS): The SS outlines the performance objectives and thresholds critical to mission success.

Performance Objective	PWS Para.	Performance Threshold	Method of Surveillance
PO-1: Sufficient Staffing for Scheduled Games The contractor shall provide the correct number of certified officials and scorekeepers as required for all scheduled games.	2.0, 4.2.2, App. A	98% of all scheduled games per month are staffed with the required number of personnel. Less than 98% may result in a formal Contractor Discrepancy Report (CDR).	Review of official score sheets, game schedules, and random spot checks by the COR or Fitness Center staff.
PO-2: Timely and Accurate Documentation The contractor shall ensure all game score sheets and special incident reports are completed accurately and submitted on time.	4.2.2, 4.2.3, 6.0	100% of official score sheets are properly completed and signed at the end of each contest. 100% of required player/coach ejection reports are submitted by the 12:00 PM next-business-day deadline.	100% inspection of deliverables (score sheets and incident reports) by the COR or Sports Director.
PO-3: Maintain Certified and Qualified Officials The contractor shall provide officials who hold and maintain the required certifications for the sports they are assigned to officiate.	4.1.1, 6.0	100% of all officials possess current certification from NASO or a state-registered association for the sport they officiate. Documentation must be provided one week prior to an individual's first game.	100% inspection of certification records submitted by the contractor.
PO-4: Punctual Arrival The contractor's officials shall arrive at the designated game site ahead of schedule to prepare for the contest.	4.2.4	95% of officials arrive at the game site at least 15 minutes prior to the scheduled start time.	Random spot checks by the COR or Fitness Center staff; documented feedback from team coaches or players.
PO-5: Professional Conduct and Appearance The contractor's personnel shall maintain a professional appearance and conduct themselves in accordance with PWS standards at all times.	4.1.3	No more than two (2) substantiated complaints per month regarding unprofessional attire, language, or conduct.	Review of customer complaints, COR observations, and feedback from Fitness Center staff.
PO-6: Adherence to Game Rules and By-laws The contractor's officials shall properly enforce the established rules of play from recognized governing bodies and local by-laws.	4.2.1	No more than one (1) substantiated report per month of an official failing to properly know or enforce the established rules for a sport.	Post-game reviews by the Sports Director and documented feedback from team coaches.

6. DELIVERABLES

The Contractor shall provide the following deliverables. Acceptance is subject to Government approval.

All deliverables shall be submitted via email to the Contracting Officer Representative (COR) and the CO, unless otherwise specified.

PWS Para.	Deliverable	Due Date
4.1.1	Official Certifications	One (1) week prior to each official's first game.
4.2.2	Signed Official Score Sheets	Upon completion of each contest.
4.2.3	Player/Coach Ejection Report	By 12:00 PM the next business day following the incident.
4.1.2	Contract Manager/Alternate Contact List	Prior to contract start and within 48 hours of any change.

7. PERIOD OF PERFORMANCE
The Period of Performance for this Indefinite Delivery, Indefinite Quantity (IDIQ) contract is four (4) years. The ordering period shall be from 11 September 2026 through 10 September 2030.

8. HOURS OF OPERATION AND SCHEDULING
8.1. Schedule of Work: The contractor will be notified 10 business days in advance concerning the type of competition being scheduled and its approximate start date. Contests will primarily be scheduled during Fitness Center operating hours (Monday–Friday, 0500–2000). All other hours facilities are on After Hours Access and unstaffed, to include weekends. Officials may be required to work on weekends, if so a Beale AFB Fitness and Sports Staff member will be there for all games. Officials need to be available work make-up games, or tournaments.

8.2. Holiday Hours: The Contractor is not required to provide services on the Federal holidays listed in the table below.

Holiday	Date
New Year's Day	1 January
Martin Luther King Jr.'s Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19 June
Independence Day	4 July
Labor Day	First Monday in September
Indigenous Peoples/Columbus Day	Second Monday in October
Veterans Day	11 November

Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

8.3. Game Time Limits: Officials/referees should be present for the entire game/match including over-time or extra innings.

- Intramural Volleyball: Matches will consist of 3 sets, estimated at 60 minutes.
- Intramural Basketball: Two 20-minute halves per game with a running clock and a 5-minute halftime. The clock will stop on every whistle during the last two minutes of each half.
- Intramural Softball: 7 innings or one hour, whichever occurs first. Any inning started must be completed. A 20-run rule after 4 innings and a 12-run rule after 5 innings apply.
- Intramural Flag Football: Two 20-minute halves with a running clock. The clock will stop on every whistle during the last two minutes of each half.
- Intramural Soccer: Two 20-minute halves with a running clock and a 5-minute halftime.
- *(Note: Varsity time limits differ as specified in the original SOW and will be followed).*

8.4. Cancellations:

- If the Fitness Center cancels a contest, it will notify the head official no later than 4 hours prior to the event on the day of competition. The contractor will not be compensated for games canceled with more than 4 hours' notice.
- Officials have the authority to declare a forfeit if a team fails to appear on time. Game time is forfeit time. The exact cause of the cancellation must be recorded in the score book/sheet.
- Officials also have the authority to postpone any game due to inclement weather, suitability of the playing field, or emergencies such as military recalls/alerts.
- If a cancellation is made after the first set of officials has arrived at the contest site, the Government will pay for one canceled competition per event site, per day. When field/area weather conditions warrant, the first set of officials shall cancel all scheduled competitions for that sport, on that night, and notify all other officials, scorers, and Fitness Center staff.

9. GOVERNMENT-FURNISHED PROPERTY AND INFORMATION

The Government shall provide the facilities, fixtures, equipment, and materials listed in Appendix B. The Government is responsible for the maintenance and repair of all playing areas and will provide adequate lighting for night games. The Government will provide the Contractor with a copy of the by-laws for each sport and a schedule of games, locations, and times no later than ten (10) duty days prior to the first game of the season.

10. CONTRACTOR-FURNISHED ITEMS

Except for those items specified in Section 9 and Appendix B, the Contractor shall furnish everything needed to perform this contract, including professional uniforms and personal officiating equipment.

11. SECURITY REQUIREMENTS

All personnel employed by the contractor shall abide by all security regulations of the installation. The contractor shall comply with all requirements IAW DAFFARS 5352.242-9000, Contractor Access to Department of the Air Force Installations, including obtaining base identification and vehicle passes. The Contractor is responsible for safeguarding all Government property provided for contractor use. At the end of each work period, all government equipment and materials shall be secured.

APPENDIX A

WORK LOAD ESTIMATES

1. Work Load Estimates:

1.1. Fiscal Year *2026-2030* (October – September) as funding is approved annually (Timer/Scorekeeper):

1.1.1. Basketball: Estimated 110 Games
Intramural: 2 referees/1 scorer/timer = 3 total
Varsity: 2 referees/1 scorer/1 timer = 4 total
Extramural: 2 referees/1 scorer/timer = 3 total

1.1.2. Softball: Estimated 110 Games
Intramural: 1 umpire/1 scorer = 2 total
Varsity: 2 umpires/1 scorer = 3 total
Extramural: 1 umpire/1 scorer = 2 total

1.1.4. Flag Football: Estimated 115 Games
Intramural: 2-3 referees/teams provide downs keeper = 3-4 total
Varsity: 4 referees/ teams provide downs keeper = 5 total

1.1.5. Soccer:- Estimated 80 Games
Intramural: 1 referee/2 lines persons = 3 total
(When league rules call for less than 9 players per team, no lines persons are required.)
Varsity: 1 referee/2 lines persons = 3 total

1.1.6. Volleyball: Estimated 100 Games
Intramural: 1 referee/1 scorer = 2 total
Varsity: 1 referee/1 umpire/1 scorer = 3 total
Extramural: 1 referee/1 scorer = 2 total

-Fitness Staff may officiate, only if manpower is available and they are certified/trained to do so.

** Above is IAW Services Operational Guidance v2.

1.2. The above are estimated quantities of games per sport. The Beale AFB Fitness and Sports Department reserves the right to specify annual updates, increases, decrease or eliminate sport season(s) or total games per sport based on world conditions, amount of teams signed up, and tempo of base operations. All will be reflected in the monthly schedule supplied requesting sports officials provided no later than 10 duty days (2 weeks) in advance.. Scorekeepers may or may not be requested by Beale Sports Department.

APPENDIX B

GOVERNMENT FURNISHED PROPERTY

1. Government Furnished Property: The government shall provide the following facilities, equipment and supplies:

1.1. Intramural Basketball:

Gymnasium, Harris Fitness Center **(6051 B St.)**
Scorebooks and Pencils
Basketballs, Men's and Women's
Scorekeeper's Table with Chairs
Scoreboard with Console
Possession Arrow

1.2. Intramural Volleyball:

Gymnasium, Harris Fitness Center **(6051 B St.)**
Score Sheets and Pencils
Volleyballs
Scorekeeper's Table with Chairs
Scoring Flip Chart
Volleyball Net with Officials' Stands

1.3. Intramural Softball:

Two Softball Fields, O'Malley Field-**(Bldg. 2467)**
Scorebooks and Pencils
Softballs, Men's and Women's
Two Scoreboards with Consoles

1.4 Intramural Flag Football:

Base Track Turf Field, **(Bldg. 2210)**
Score Sheets and Pencils
Footballs
Flag Football Flags
Downs Markers

1.4 Intramural Soccer:

Base Track Turf Field, **(Bldg. 2210)**
Soccer balls
Corner flags
Scorebooks and Pencils
Goals
Scoreboard Control