Statement of Work
Defense Contract Management Agency
All Commanders and Deputies Conference

Part 1 General Information

1. GENERAL: This is a non-personal services contract to provide event space to the Defense Contract Management Agency (DCMA), at the Association of the United States Army, General Gordon R Sullivan Conference and Event Center. 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.

1.1 Description of Services/Introduction: The contractor shall provide all facilities event space, equipment, and supplies, supervision, and other items and non-personal services necessary to provide event space services in this Statement of Work. The contractor shall perform to the standards in this contract.

1.2 Background: The Defense Contract Management Agency (DCMA) hosts an annual forum to engage with commanders aimed at discussing strategic initiatives.

1.3 Scope: The contractor shall provide a venue space for 170 attendees with equipment, and services outlines in section 5. Attendees will arrive on 14 September, 2026 and depart no later than 1200 hours 18 September, 2026.

1.4 Period of Performance: The period of performance shall be for one week. The Period of Performance reads as follows:

Base: 14 September 2026 – 18 September 2026

- End -

PART 2

FURNISHED ITEMS AND SERVICES

2. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

2.1 General (If applicable): The Contractor shall, as an independent contractor, and not as an agent of the Government, furnish all management, labor, tools, supplies, and materials (except as provided by the Government) necessary to perform the requirements contained herein. The Contractor shall ensure the building is functional and in working condition, the equipment operational to execute the meeting during the entire week.

2.2 The Contractor shall provide on-site management staff with full company authority to oversee the assigned resources and enable rapid resolution of day-to-day service issues.

2.3 The Contractor shall deliver and maintain a document describing the Contractor's organization including the points of contact, and support teams to carry out requirements and tasks detailed in this task order.

2.4 The Contractor shall provide access to the facility an hour before the event start time each day to allow the Government's personnel "in and out" privileges.

2.5 Secret Facility Clearance. N/A

2.6 Equipment. The contractor shall provide all equipment needed to operate this event at the venue location.

PART 3
SPECIFIC TASKS

3. Specific Tasks:

3.1. Basic Services. The contractor shall provide first floor main conference room space for up to 170 guests on 14 September 2026, 0800 to 1700 hours through 17 September 2026. The contractor shall provide first floor main conference room space for up to 170 guests on 18 September 2026 from 0800 to 1200 hours.

3.2 See Requirements Summary:

Day 1

Description	Quantity
Room Rental: Commanders Conference - FIRST FLOOR Main Conference Room	1
Commanders Conference - Handheld Microphone	4
Commanders Conference - Podium Microphone	1
Commanders Conference - Digital Video Wall	1
Commanders Conference - VTC Setup	1
Commanders Conference - Lapel Microphone	1
Commanders Conference - Presentation Remote	1
Commanders Conference - WIFI 6-20 Guest	1
Commanders Conference - Beverages	30

Day 2

Description	Quantity
Room Rental: Commanders Conference - FIRST FLOOR Main Conference Room	1
Commanders Conference - Handheld Microphone	4
Commanders Conference - Podium Microphone	1
Commanders Conference - Digital Video Wall	1
Commanders Conference - Lapel Microphone	1
Commanders Conference - Presentation Remote	1
Commanders Conference - Beverages	170

Day 3

Description	Quantity
Room Rental: Commanders Conference - FIRST FLOOR Main Conference Room	1
Commanders Conference - Handheld Microphone	4
Commanders Conference - Podium Microphone	1
Commanders Conference - Digital Video Wall	1
Commanders Conference - Lapel Microphone	1
Commanders Conference - Presentation Remote	1
Commanders Conference - Beverages	170

Day 4

Description	Quantity
Room Rental: Commanders Conference - FIRST FLOOR Main Conference Room	1
Commanders Conference - Handheld Microphone	4
Commanders Conference - Podium Microphone	1
Commanders Conference - Digital Video Wall	1
Commanders Conference - Lapel Microphone	1
Commanders Conference - Presentation Remote	1
Commanders Conference - Beverages	170

Day 5

Description	Quantity
Room Rental: Commanders Conference - FIRST FLOOR Main Conference Room	1
Commanders Conference - Handheld Microphone	4
Commanders Conference - Podium Microphone	1
Commanders Conference - Digital Video Wall	1
Commanders Conference - Lapel Microphone	1
Commanders Conference - Presentation Remote	1
Commanders Conference - Beverages	170