PERFORMANCE WORK STATEMENT (PWS)

FOR

AEROBICS INSTRUCTOR

99FSS/FSVS

26 MAY 2026

PERFORMANCE WORK STATEMENT

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1. DESCRIPTION OF SERVICE

1.1. GENERAL REQUIREMENTS

1.1.1. The contractor shall furnish instructions for aerobic group exercise training, by teaching classes in various group exercise activities. Classes will be taught at the Nellis AFB Warrior Fitness Center, Bldg. 1705, to authorized patrons that may include men and women both, active duty, retired, civilians and reservists. The Period of Performance is 1 Base Year and 4 Option Years.

1.2. CONTRACTOR RESPONSIBILITES

1.2.1. Shall provide a Contract Manager (Lead Instructor) and alternate(s), who shall act for the contractor in the manger's absence. The Contract Manager and alternate(s) are responsible for the performance of the work. The name of this person and alternate(s) shall be designated in writing to the Contracting Officer and a copy to the Fitness Section Manager.

1.2.2. The Fitness Section Manager will provide separate monthly class schedule/times to the Contract Lead Instructor NLT than the 3rd Monday of each month. The Contractor must return a finalized monthly calendar with the same scheduled/times and include instructor names to the Fitness Section Manager NLT the last duty day of the month to allow adequate advertisement time.

1.2.3. Contractor shall ensure ALL instructors have and maintain an Air Force approved primary instructor certification and additional necessary specialized training/certifications based on the Air Force approved accredited organization list provided by the Fitness Section Manager.

1.2.4. Contractor shall ensure ALL instructors also have a current First Aid and the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification. NO other certification will be can accepted other than these two organizations.

1.2.5. Contractor shall ensure ALL instructors are to arrive/check-in to the fitness center front desk NLT 15 minutes prior to class start time. Sign out the Group Exercise room key, pick up/fill out the "Class Sign in" form and have all participants sign into the class. The completed form is to be turned into the front desk NLT 30 minutes after class completion.

1.2.6. Contractor shall ensure ALL instructors arrive 15 minute to set up (stereo/fitness equipment/class sign in) and return equipment to its original location within 15 minutes after class completion.

1.2.7. Contractor shall provide non-offensive music without profanity for each class.

1.2.8. Contractor shall ensure all classes are **45-60 minutes** in length. Any deviations must be approved by the Fitness Section Manager. The set-up and teardown period is NOT part of the class instruction period.

1.2.9. Contractor shall ensure all instructors begin **EACH** class with a safety briefing and are to be safety conscious.

1.2.10. Contractor shall ensure all instructors dress according to the Fitness Center attire policy, which is located and maintained at the front desk.

1.2.11. Contractor shall ensure all instructors report any equipment malfunctions, injuries, or class problems to the fitness center front desk NLT 30 minutes after class completion or sooner if deemed necessary.

1.2.12. Contractor shall ensure a copy of all instructor's certifications are provided to the Fitness Section Manager prior to an instructor's name being listed on the monthly schedule and before any classes being taught.

1.2.13. Contractor shall ensure substitute instructors are properly certified based on Air Force training/certification requirements and **do not** deviate from the class type or description.

1.2.14. Contractor shall ensure the Fitness Section Manager is contacted by phone (702-652-5108/4891) AND e-mail on all instructor substitutions NLT 24 hours the day and time the class is scheduled.

1.2.15. Contractor shall ensure instructors secure their personal belongings/bags in provided facility lockers/storage room prior to instructing.

1.3. GOVERNMENT RESPONSIBILITIES

1.3.1. Authorized Government Personnel: Authorized Government personnel listing**,** in coordination with the Contracting Officer, will be provided in writing to the contractor within ten (10) working days after the receipt of the written purchase award. The listing will identify Government person authorized to inspect and accept the contractor's work. Authorized Government personnel may represent the Government only to the extent authorized in writing. Only the Contracting Officer can obligate the Government.

1.3.2. The Fitness Section Manager will provide the contractor/Contract Manager the most current Air Force approved accredited organization list and provide updates when made available.

1.3.3. The Fitness Section Manager will ensure class sign in sheets are available at the front desk.

1.3.4. The Fitness Section Manager provides the Aerobics schedule to the contractor/Contract Manager NLT than the 5th day of month prior to classes being taught.

1.3.5. The Government will contact the contractor or Contract Manager at least 12 hours before a scheduled class time in the event a class or classes requires cancellation. Notification will be made by the fitness center staff by phone and/or e-mail. The Government will NOT pay for this class or classes. If notification is NOT made prior to 12 hours prior the scheduled class time, the contractor is entitled to payment.

1.3.6. The contractor or the Fitness Section Manager/Director may make changes to "Class Selection" as long as both parties are in agreement with the new class, instructor training requirements are met, and there are no additional costs to the Government.

1.4. CLASS SELECTION

1.4.1. The Fitness Section Manager will schedule classes based on the PWS. Class format will be determined by the Fitness Section Manager/Director. The Fitness Center Director will be the final approval authority for types of classes offered.

1.4.2. The contractor must be able to provide certified instructors for the following classes:

1.4.2.1. **Step Class Description:** Designed to get a high intensity, yet low impact workout, for great cardio fitness, and to shape the lower body. Portable platform with height adjustable risers will be used along with choreographed exercise routines up, onto, down and around the step.

1.4.2.2. **Step Certification Requirements:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.3.1. **Boot Camp Class Description:** An interval class that mixes calisthenics and body weight exercises with cardio and strength training. These boot camps must be designed for all fitness levels and push our participants harder than they'd push themselves. Push the individuals but offer encouragement rather than intimidation.

1.4.3.2. **Boot Camp Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.4.1. **Yoga Class Description:** A Hindu spiritual and ascetic discipline including breath control, simple meditation, and the adoption of specific bodily postures, which is widely practiced for health and relaxation. A regular yoga practice will help transform our participants mind and body ultimately helping them find an inner calmness/peace, enhance their balance and stability, and leave them feeling stronger and more centered.

1.4.4.2. **Yoga Class Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.5.1. **Insanity Class Description:** Pushes the participant to new training heights, resulting in more calories burned, faster results, and a more efficient metabolism. This class uses interval training as the pinnacle of cardio training. The goal is to lengthen and tone the muscles of the core without adding bulk.

1.4.5.2. **Insanity Class Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.6.1. **Pilates Class Description:** A mat workout based on techniques developed by Joseph Pilates which includes concentrated work on core strength, body alignment and muscular balance. The overall goal of Pilates is to lengthen and tone the muscles of the core without adding bulk. The class is designed for participants looking for that long, lean dancer body.

1.4.6.2. **Pilates Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.7.1. **Core & Abs Express:** This class targets the waistline, abs, oblique's, lower back and glutes. Combining tradition abs exercises, along with squats, lunges and lower back stretches to help shape, define and shrink the waistline.

1.4.7.2. **Core & Abs Express Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.8.1. **Zumba:** Combines high-energy and motivating Latin music with unique moves and combinations. The moves should be easy to follow, and something everyone can do.

1.4.8.2. **Zumba Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

1.4.9.1. **MIXXEDFIT:** A people-inspired, fun and powerful fitness dance class with exaggerated movements combined with motivational high energy, upbeat urban and pop songs.

1.4.9.2. **MIXXEDFIT: Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification. ***NOTE*** At **NO** time will "twerking" or any sexually provocative manner involving thrusting hip movements and a low, squatting stance be allowed as part of the workout routine for class instruction.

1.4.10.1. **Prenatal/Postpartum (Cardio, Strength and Yoga):** Classes are focused on expectant and postpartum mothers to develop/maintain the strength and flexibility needed to promote a healthy pregnancy and stronger recovery.

1.4.10.2. **Prenatal/Postpartum Certification Requirement:** An Air Force approved/accredited primary instructor certification, a specialized training/certifications and a current First Aid from either the American Heart Association's Basic Life Support/Automated External Defibrillator (BLS/AED) or the Red Cross's Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification.

2. SERVICES SUMMARY

2.1. The contractor service delivery requirements are summarized into performance objectives that relate directly to standards of performance required to meet mission essential needs. For the Performance Objective to be met, service delivery must be in substantial compliance with applicable performance standards. The Performance Threshold describes the minimum overall levels of service delivery required for acceptable quality control. Failure to meet these Performance Thresholds means that contractor Quality Control is unacceptable.

Performance Objective	PWS Para	Performance Threshold
Contractor Responsibilities	1.2, pages 3-4	100%

3. GOVERNMENT FURNISHED PROPERTY

3.1. EQUIPMENT

3.1.1. The Nellis Warrior Fitness Center shall provide necessary fitness equipment, a headset and stereo system for all aerobic classes.

4. GENERAL INFORMATION

4.1. QUALITY CONTROL

4.1.1. The Government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The Government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program and receipt of customer feedback from the Warrior Fitness Center. The Government may inspect each task as completed or increase the number of quality assurance inspections if deemed appropriate because of repeated customer complaints. Likewise, the Government may decrease the number of quality assurance inspections if performance dictates. The Government will also receive and investigate complaints from various customers located at the Warrior Fitness Center. The contractor shall be responsible for initially validating customer complaints. However, the Government representative shall make final determination of the validity of customer feedback in cases of disagreement with customers.

4.2. FITNESS CENTER HOURS OF OPERATION

4.2.1. All classes will be held during normal Fitness Center hours of operation, 6:00 a.m. to 9:00 p.m., Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday and Sunday.

4.2.2. The Warrior Fitness Center will be closed on the following 10 Holidays, which are considered paid holidays per 29 CFR 4.174: New Year's Day, Martin Luther King Jr's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

4.3. CONTRACT PERSONNEL/CONTRACT MANAGER

4.3.1 The contractor shall provide a Contract Manager and alternate(s), who shall be responsible for the performance of the work. The name of this person, and alternate(s) who shall act for the contractor in the manager's absence, shall be designated in writing to the contracting officer.

4.3.2 The Contract Manager and/or alternate(s) shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.3.3. The Contract Manager and/or alternate(s) shall be available during normal duty hours within 1 hour to meet with Government personnel on the installation to discuss problem areas. After normal duty hours, the manager and/or alternate(s) shall be available within 2 hours.

4.3.4. The manager and alternate(s) shall be able to read, write, speak, and understand English fluently.

4.4. BASE SECURITY PASS

4.4.1. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the Government installation, shall abide by all security regulations of the installation. The contractor shall obtain from the Government an Identification Card, for each employee working at Nellis AFB. When an employee no longer works for the contractor at the installation, the Contract Manager or alternate(s) shall return any Government furnished identification to the Security Forces or to the Contracting Office in building 588. These passes are at no cost to the contractor.

4.5. LOCATION

4.5.1. Work site is located at the Warrior Fitness Center, Nellis AFB, NV, in Bldg. 1705.

4.6. GOVERNMENT REPRESENTATIVES

4.6.1. The Contractor will receive designation of the authorized Government representatives, Contracting Officer (CO) and Contract Specialist (CS) with the contract award.

4.6.2. The Warrior Fitness Center staff will have the right to survey the contractor at any time by any means necessary in order to ensure quality service to the customers. The contractor shall be notified of the contracting officer's quality assurance representatives at time of award.

4.7. CONTRACTOR'S FAILURE TO PERFORM

4.7.1. If contractor fails to perform required services within the specific limitations, the Government may:

4.7.1.1. Refuse to accept the service at a later date in which case the Government will bear no cost and make no payment for the missed service.

4.7.1.2. Refuse to accept payment for late cancellation notices to the Fitness Section Manager, instructor "No- Shows", tardiness or instructing without improper training certifications.

4.7.1.3. The Fitness Center Director has the right to deny services of individual instructors based on customer complaints or performance.

4.8. INVOICES AND PAYMENTS

4.8.1. The contractor must be registered and invoice the Fitness Center under the Wide Area Work Flow.

4.9. ADVERTISEMENT

4.9.1. Marketing of the program will be done through the 99 FSS Marketing Office and the base newspaper. All articles will be submitted through the Fitness Center Director or Fitness Section Manager for approval. Contractor may submit for approval articles, flyers, etc. for publicity purposes.

5. APPENDICES

A. Acronyms & Abbreviations List
B. Workload Data
C. Certifications

APPENDIX A

ACRONYMS AND ABBREVIATIONS LIST

Acronym/Abbreviation	Definition
AF	Air Force
AFB	Air Force Base
CFR	Code Federal Regulation
CO	Contracting Officer
DEPT	Department
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GR	Government Representative
OSHA	Occupational Safety and Health Act
PBSA	Performance Based Service Acquisition
PWS	Performance-Based Work Statement
QA	Quality Assurance
QAP	Quality Assurance Personnel
QCP	Quality Control Program

SS	Services Summary
USAF	United States Air Force

APPENDIX B

WORKLOAD DATA

ITEM	NAME	ESTIMATED QUANTITY	
1	Aerobic group exercises	655	Classes per year

APPENDIX C
Certifications

AFPC/SVORF Accepted Organizations & Certifications

The fitness industry, and the Air Force, has moved to a position of only recognizing certifications from organizations that have met stringent criteria. The lists below provide the names of organizations with certifications now being accepted by AFPC/SVORF and includes those certifications that have already been Third-Party accredited through NCCA, as well as, ICE Organizational members, and those organizations affiliated with the National Board of Fitness Examiners (NBFE). As accreditation/affiliation status changes this list will be modified so please check back prior to signing up for new courses. (Overseas bases may request a waiver to use local national certified organizations as long as the training material is similar to those listed below. Waiver requests must be accompanied by course syllabus.)

Group exercise instructors must have and maintain a primary instructor certification from an organization listed in Section 2 below. Instructors must obtain the additional necessary specialty certifications for step and cardio kickboxing classes; these may be received from organizations other than their primary certification. Yoga, group cycling, and water exercise instructors may have a specialty certification without a primary group exercise certification if yoga, group cycling, or water exercise is the only class they teach.

SECTION 1
Advanced staff training (Certified Fitness Specialist)

AAPTE (Academy of Applied Personal Training Education) http://www.aapte.org/
Certified Personal Fitness Trainer
ACE (American Council on Exercise) http://www.acefitness.org/
Personal Trainer
Advanced Health and Fitness Specialist
ACSM (American College of Sports Medicine) http://www.acsm.org/
Health/Fitness Instructor
Certified Personal Trainer

Registered Clinical Exercise Physiologist
Exercise Specialist
AFAA (Aerobics and Fitness Association of America) http://www.afaa.com/
Personal Fitness Trainer Certification
CI (The Cooper Institute) http://www.cooperinst.org/
Personal Trainer Certification
Military Exercise Leader
NAFTA (**National Aerobics & Fitness Trainers Association**) http://www.nafta1.com/
Military Exercise Leader
NASM (National Academy of Sports Medicine) http://nasm.org/
Certified Personal Trainer
NCSF (National Council on Strength and Fitness) http://ncsf.org/
National Certified Personal Trainer
NETA (National Exercise Trainers Association) http://www.netafit.org/
Certified Personal Trainer
NFPT (National Federation of Professional Trainers) http://www.nfpt.com/
Certified Personal Fitness Trainer

NSCA (National Strength and Conditioning Association) http://www.nsca-cc.org/
Certified Personal Trainer
Certified Strength and Conditioning Specialist

SECTION 2

Other Fitness Staff and Contract Personal Trainers/Group Exercise Instructors

Specialty certifications (i.e., yoga, group cycling, water exercise, etc.) are not governed by this list.
AAAI/ISMA (American Aerobic Association International/International
Sports Medicine Association) http://www.aaai-ismafitness.com/
Personal Fitness Trainer Certification
Primary Aerobic Instructor Certification
AAPTE (Academy of Applied Personal Training Education) http://www.aapte.org/
Certified Personal Fitness Trainer
ACE (American Council on Exercise) http://www.acefitness.org/
Personal Trainer
Advanced Health and Fitness Specialist
Group Fitness Instructor
Health Coach Certification
ACSM (American College of Sports Medicine) http://www.acsm.org/
Health/Fitness Instructor
Certified Personal Trainer
Registered Clinical Exercise Physiologist
Exercise Specialist
AFAA (Aerobics and Fitness Association of America) http://www.afaa.com/
Personal Fitness Trainer Certification
Primary Group Exercise Certification
AFPA (American Fitness Professionals and Associates) http://www.afpafitness.com/
Personal Trainer Certification
Group Fitness Instructor Certification
CI (The Cooper Institute) http://www.cooperinst.org/
Personal Trainer Certification

Military Exercise Leader
Group Exercise Leadership
IART (International Association of Resistance Trainers) http://www.exercisecertification.com/
Personal Trainer Certification
IPTA (International Personal Trainer Academy) http://iptafitness.com/
Personal Fitness Trainer Certification
ISFTA (International Sports & Fitness Trainers Association) http://isfta.com/
Personal Fitness Trainer Certification
Group Fitness Instructor Certification
ISSA (International Sports Sciences Association) https://www.issaonline.com/
Personal Trainer Certification
NAFC (National Association for Fitness Certification) http://www.body-basics.com/
Personal Trainer Certification
Group Fitness Instructor Certification
NAFTA (**National Aerobics & Fitness Trainers Association**) http://www.nafta1.com/
Personal Trainer Certification
Primary Group Instructor Certification
NASM (National Academy of Sports Medicine) http://nasm.org/
Certified Personal Trainer
NCBTMB (National Certification Board for Therapeutic Massage and Bodywork)
http://www.ncbtmb.org/
Board Certification
NCCPT (National Council for Certified Personal Trainers) http://www.nccpt.com/
Personal Trainer Certification
NCSF (National Council on Strength and Fitness) http://ncsf.org/
National Certified Personal Trainer
NESTA (National Exercise and Sports Trainers Association) http://www.nestacertified.com/
Certified Personal Fitness Trainer
NETA (National Exercise Trainers Association) http://www.netafit.org/
Certified Personal Trainer
Certified Group Exercise Instructor
NFPT (National Federation of Professional Trainers) http://www.nfpt.com/
Certified Personal Fitness Trainer
NSCA (National Strength and Conditioning Association) http://www.nsca-cc.org/
Certified Personal Trainer
Certified Strength and Conditioning Specialist
PFIT (Professional Fitness Instructor Training) http://www.pfit.org/
Certified Personal Fitness Trainer
Certified Group Fitness Instructor
PMA (Pilates Method Alliance) http://www.pilatesmethodalliance.org/
PMA Certified Pilates Teacher
USCI (US Career Institute) http://www.uscareerinstitute.com/fitness.asp
Personal Fitness Trainer & Nutritional Specialist
WITS (World Instructor Training Schools) http://www.witseducation.com/
Personal Trainer Certification
Group Exercise Certification
YMCA http://www.ymca.net/
Personal Trainer Certification

Group Exercise Certification

SECTION 3 (Organizations NOT Accepted)

ASFA (American Sport and Fitness Association) http://www.americansportandfitness.com
FITOUR http://www.fitour.com