STATEMENT OF WORK (SOW) FOR TRUE NORTH
CHAPLAIN MARRIAGE AND FAMILY RESILIENCY RETREAT

20 May 2026

1. Background. A True North Religious Support Team (RST) assigned to Joint Base San Antonio (JBSA), Texas, has a requirement for non-personal services for a resiliency retreat, including children. The 16 AF (AFCYBER) True North RST seeks an offsite hotel/resort facility that can host a retreat with the intent to assist with building healthy airmen and family relationships.

2. Contractor Tasks. Contractor/resort shall provide the following:
A. A combination of double rooms with double or queen beds for families up to six members and two-bedroom suites to accommodate larger families of seven or more. Any additional charges for exceeding hotel accommodation restrictions will be incurred at the expense of the guest.

B. All day access for attending members to hotel/resort restaurants and entertainment. Families will be required to pay for arcade games and any rides on location that are not included with a general admission ticket.

C. Conference rooms for an adult training workshop and for childcare (provided by a separate contractor). Adjacent conference rooms are requested, if possible.

D. Provide staff member to trouble shoot any technical issues that arise during set-up/staging/and occupation of the conference rooms.

E. Provide catered breakfast, lunch, and dinner buffet large enough to feed all guests and provide guests the option to go back for more throughout the lessons during the use of the conference room(s). This includes children while in a separate conference room. Room for childcare must have a divider to separate infants & toddlers from older children up to age 12 or a separate room is required.

F. Provide all day beverage bundle during times the conference rooms are occupied. Beverages include sweet and unsweet tea, lemonade (or other flavored beverage), water, and coffee.

G. Provide one meal voucher family to be redeemed at the on-site restaurant(s) during the retreat stay. See Paragraph 3 for dollar value of meal vouchers per family.

H. Provide parking for all attending families.

3. Retreat Details

A. Location: The proposed location shall be within 125 miles of JBSA-Lackland Air Force Base in Texas.

B. Inclusive Dates of Retreat: Check-in (Friday, September 11, 2026); Check-out (Sunday, September 13, 2026)

C. Number of Conference Rooms Needed: The contractor shall provide one (1) meeting room for Friday from 1700-2000, Saturday from 0700 to 1400, and Sunday, from 0700-1200. The facility shall have a separate space (not a guest room) to accommodate childcare services on Saturday from 0900-1400 and on Sunday from 0900-1200. This childcare room shall be adjacent to the meeting room or within a .25-mile distance of the retreat meeting room.

D. Date/Time Conference Room(s) is/are Needed: Meeting room and childcare room on Friday from 1700-2000, Saturday from 0700 to 1400, and Sunday from 0700-1200.

E. Conference Room(s) Set-up Requirements: All tables (rounds), chairs, microphones, podiums, projector, projector screen, and speakers shall be included in the appropriate meeting space. Registration table to be provided outside of meeting room door entrance.

F. Dates/Times for Buffet Breakfast(s): The contractor shall provide a full buffet dinner on Friday (1800-2000). Additionally, the contractor shall provide a full breakfast on Saturday (0800-0900) full lunch on Saturday (1200-1330) and full breakfast on Sunday (0800-0900); to include beverages.

G. Dollar Value of Meal Vouchers Per Airman and/or Family: $30.00 meal vouchers per person to accommodate dinner on Saturday.

H. Specific Requirements for Hotel/Resort: Access to an indoor and/or outdoor water park at no addition costs to attendees. Additional indoor/outdoor activities must be available at the retreat location or within .5 miles.

4. General Information

A. Tax Free Status: The Contractor shall recognize the HQ 16 AF TN RST Office's tax-free status and offer pricing without tax.

B. Charges: The contractor shall include all gratuities in the set price with no other charges or fees added to the price after agreement.