

STATEMENT OF WORK (SOW)
Got Your Back Retreat
28 April 2022

1. **General Requirements:** The contractor will provide accommodations for one (1) retreat for the Ellsworth Air Force Base Chapel. Accommodations will include lodging, one (1) conference room, five (5) meals, complimentary and wireless internet access in room and public places, and complimentary on-site parking.
 - 1.1. Got Your Back Retreat on 28-30 April 2022 (2 nights). 2 rooms with minimum queen sized bed (king size bed is also acceptable) and 18 rooms with minimum 2 double beds (2 queen size beds are also acceptable; 2 twin beds are NOT).
 - 1.2. The location should be remote in nature to provide access for outdoor activities and focus on the curriculum being provided.
2. **Lodging:** Two nights for retreat.
3. **Parking:** Complimentary parking to accommodate up to 40 POVs.
4. **Food:** The vendor shall provide dinner on the 28 April. On 29 April, the vendor shall provide breakfast, lunch, and dinner. On 29 and 30 April, the vendor shall provide breakfast. Airmen in attendance will need different meal options due to religious/spiritual diet requirements and health concerns such as allergies. Therefore, all meals must include a variety of options and food items must be clearly labeled.
5. **Conference Rooms:** During the retreat, the vendor shall provide one (1) conference room for training and meals beginning with supper (evening meal) on 28 April until 12:00 pm on 30 April. The conference room must safely accommodate up to 40 people including any required COVID social distancing. The conference room shall be furnished with the appropriate number of chairs and tables as well as a podium. The conference room shall have air-conditioning and heating capability for climate control. The room shall be appropriately set for both training and meals. The room shall accommodate a total of 40 adults. Bathrooms for all must be available on site in the same or immediately adjacent buildings.
6. **The total proposed price shall be all inclusive (includes any incidental charges, i.e. conference fees, surcharges, etc).** The period of performance is April 28-30, 2022. The quantities and charges shall not exceed what is authorized and specified in the contract.
7. **Contractor qualifications and specifications.** The vendor shall be located in the Black Hills area no further than 100 miles from Ellsworth AFB. The retreat includes lodging, food, conference space, and audio/visual equipment. **Note: lodging is two nights for the retreat.** There must be local access to hiking or nature walks without requiring retreat participants to drive to trailheads. The vendor must meet or exceed services and facility

requirements listed in this solicitation **on** premises.

8. PERFORMANCE OF SERVICE DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY. IAW DFARS 237.76 and aforementioned Air Force implementation, unless otherwise directed by an authorized government representative, it is determined that services as identified in this SOW are NOT essential for performance during a crisis.