

W9124V-12-T-0005

This is a combined synopsis / solicitation for commercial items provided in accordance with the format in Subpart 12.6 as supplemented with additional information included in this notice. Solicitation W9124V-12-T-0005 is issued as a Request for Quote and incorporates provisions and clauses in effect through Federal Acquisition Circular 05-49. This procurement is a SBA Small Business Set Aside. The NAICS code and small business size standard for this procurement are 721214 and 7.0 million dollars respectively. The vendor must state in their quotation their business size for this procurement. USPFO Montana has a Firm Fixed Price requirement for a vendor to provide a week-long overnight youth camp for approximately 30 children, ages 7-15 yrs, during the Summer Vacation timeframe. This camp will be conducted within 150 mile radius of Helena, MT. Questions regarding this solicitation must be submitted NO LATER THAN 01:00 p.m. eastern standard time, 15 February 2011 to john.g.nolan@us.army.mil 406-324-3407.

PERFORMANCE-BASED STATEMENT OF WORK FOR NATIONAL GUARD YOUTH ADVENTURE SUMMER CAMPS

GENERAL SCOPE

Background

Children and youth are profoundly affected by a parent's deployment. There is current research pointing out many of the unique difficulties and challenges which children and youth of geographically dispersed military families, (i.e. National Guard and Reserves), face on a continuing basis. One of the main concerns for these kids is the lack of a peer group, they do not live by or go to school with other kids their age who are going through the same/similar situations and challenges. Teens specifically admit they are much more likely to discuss their problems and concerns with their peers, yet the kids they are surrounded by have no idea what they are going through and therefore are no help and sometimes make things worse. As well, many children and youth have increased responsibilities at home while one of their parents is away, adding to the stress of the deployed parent's absence.

Objective

The objective is to provide over-night adventure summer camp experiences for MTNG children and youth. The camp will gather military children and youth from around Montana to assist them in making connections with developing a peer group with other military kids through shared adventure experiences in a traditional camp environment. The camp will use a natural/outdoor setting to give respite from the stress of having a parent deployed and the added responsibility that often brings. Adventure camps provide unique opportunities for self discovery and growth in a safe and exciting setting. The camp will teach military kids effective communication and self expression skills, as well will be a safe place to share feelings, experiences and patriotism with new and old friends who understand them and have lived that life. The camp will provide experiences and training to campers with the express goal of building resiliency and coping skills.

CONTRACTOR QUALIFICATIONS

The contractor shall provide fully staffed, fairly remote, outdoor/nature-oriented summer adventure camp for children and youth of the Montana National Guard Child and Youth Program to include:

- Clean and well maintained, gender separated cabins with beds for each of 30 campers with a same gender counselor sleeping in each cabin at a ratio of at least 1 adult for each 8 campers
- Counselor staff trained and experienced in working with youth
- 24 hour supervision by trained, FBI Fingerprint background checked counselors at least 20 years old for the teen camp and 18 years old for the younger children's camp
- Adult adventure leaders qualified in high and low ropes type challenges/activities
- Safe and certified high ropes/adventure equipment (as appropriate)
- Appropriately staffed and inspected kitchen and dining area
- Clean and maintained shower and toilet facilities for campers
- Facilities, grounds, access and materials for traditional camping experiences like arts and crafts, camp fires, cookouts, field games and sports, hiking, etc.
- Documentation of the camps through pictures, videos, descriptions and vignettes
- Camp, camp staff and campers must be covered by contractor's liability insurance.
- Preference will be given to camps capable of serving campers with a variety of special needs and/or handicaps.

CONTRACTOR TASK SUMMARY

The contractor shall provide the minimum staff of 1 director, 1 cook, and 4 counselors according to the below schedule and will:

1. Work with MTNGCYP and the State Family Program Director to train director and staff about unique qualities of military kids and families and their unique strength, concerns and issues and develop activities and themes to support/address these strengths, concerns, and issues prior to the start of the camping season
2. Provide adult led activities for both weeks in traditional camping type experiences i.e.: Arts and crafts, challenge/initiative games or courses, campfire, singing, stories, cookout, field sports/games, parachute games, archery, rock climbing, hiking, fishing
3. Provide adult led, safety certified, high adventure activities for the Military Teen camp i.e.: Zip line, white water rafting and rock climbing/climbing tower (these don't have to be provided by the camp itself, but all costs must be included in the per camper costs in this contract)
4. Provide adult led, safety certified, low adventure activities for the Military Kid camp

5. Provide staff member 24 hours a day, trained and certified in child and adult CPR and first aid for treating children and monitoring medication and medical conditions
6. Provide activities, education and sharing opportunities designed specifically for military children and youth, to help them :
 - a. form bonds/connect with other military children and youth
 - b. learn to express themselves and communicate effectively
 - c. explore their unique strengths, concerns and issues
 - d. build resiliency and healthy coping mechanisms
7. Plan/man and provide for check in and checkout of campers on the opening and closing days of camps
8. Provide for registration process and paperwork, work with State Youth Coordinator and the State Family Program Director to ensure camper eligibility.
9. Open camp registration by May 15th.
10. Include themes/classes/exploration of nature/nature connections/appreciation etc.
11. Work with the NG State Youth Coordinator and Child and Youth Behavioral Military Family Life Consultant provided by the MTNG. Treat the SYC and MFLC as a regular staff member, (ie housing and meals), but not as a cabin counselor.

The contractor is responsible for paying for the camp, all indirect and direct costs associated with providing the camp weeks and experiences.

July 30-Aug 3, 2012*	Military Teen Adventure Camp	Grades 7-12 (Fall 2012)	Boys and Girls
	Half day first & last day	12-14 Jul- 24 hour staff	Up to 30 campers
Aug 6- Aug10, 2012*	Military Kid Adventure Camp	Grades 3-6 (Fall 2012)	Boys and Girls
	Half day – first & last day	19-21 Jul- 24 hour staff	Up to 30 campers

**Examples only dates for the camps are negotiable based on the strength of the proposal.*

CONTRACTOR DELIVERABLES

1. The contractor shall provide proof of clean fingerprint-based, FBI national and state background checks, at least two weeks prior the start of the first camp. All of staff who will be present at the camp during these weeks of camp must be checked, results from other agencies will not be accepted. Contractor may work with the State Youth Coordinator for advice on obtaining the appropriate checks.

2. Provide proof of appropriate certifications/documentation for serving special needs populations, health inspections, liability insurance, adventure programs, and medical personnel 30 days prior to first day of camp.
3. Provide the SYC/SFPD with a full descriptions/camp plans/schedules 30 days prior to beginning the first week of camp. Work with SYC/SFPD to complete necessary changes 2 weeks prior to beginning the first week of camp.
4. Provide, within 4 weeks of the closing of both camps, a camp wrap-up/report-out including complete registration and no-show information for all registered campers, pictures, videos, vignettes and notable camper quotes. The report should be provided in an electronic format on disc, which may in part or in full be published in support of National Guard Youth Programming. Also provide raw photos and video stored electronically on disc for use in NG Youth Program outreach and promotion.
5. Provide copy of policy which covers protection of personally identifiable information, as well as a general policy of camp's protection plan of military youth and information about their stay at the camp's location. (ie: This is closed camp for these weeks, no public advertising or information will be shared about who is in attendance or who the customer is. All advertising for attendance at the camp will be done through the MTNG.)

The following FAR provisions and clauses apply to this acquisition and can be viewed through internet access at the AF FAR site, <http://farsite.hill.af.mil>. : FAR 52.204-7, Central Contractor Registration; FAR 52.212-1, Instructions to Offerors-Commercial. Offerors must include with their offer a completed copy of provisions at FAR 52.212-3, Offeror Representation and Certifications-Commercial Items. On-line registration is available at <http://orca.bpn.gov>; FAR 52.212-4, Contract Terms and Conditions-Commercial Items; FAR 52.212-5, Contract Terms and Conditions required to Implement Statutes or Executive Orders-Commercial Items; FAR 52.219-28, Post Award Small Business Representation Program; FAR 52.222-19, Child Labor-Cooperation with Authorizes and Remedies; FAR 52.222-21, Prohibition of Segregated Facilities; FAR 52.222-26, Equal Opportunity; FAR 52.222-36, Affirmative Action for Workers with Disabilities; FAR 52.225-1, Buy American Act--Supplies; FAR 52.225-3, Buy American Act --Free Trade Agreements -- Israeli Trade Act; FAR 52.232-33, Payment by Electronic Funds Transfer, Central Contractor Registration; FAR 52.232-34, Payment by Electronic Funds Transfer, Other Than Central Contractor Registration; DFARS 252.204-7004 Alt A, Central Contractor Registration; DFARS 252-212-7001, Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items; DFARS 252.225-7001, Buy American Act and Balance of Payment Program; DFARS

252.247-7023 Alt III, Transportation of Supplies by Sea. **FAR Clause 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR**

EXECUTIVE ORDERS--COMMERCIAL ITEMS (JANUARY 2012) Contractors must be registered in the Central Contractor Registration (CCR) prior to receiving any contract award. You can register in the CCR via the Internet at <http://www.ccr.gov>. Wide Area Workflow is the required method of invoicing by the subsequent awardee. The government will award a contract resulting from this solicitation to a responsible vendor whose quote conforms to this solicitation and is considered most advantageous to the Government. If any of the items being quoted are under GSA schedule, provide the schedule number and ordering information. All responsible sources may submit an offer which, if received in a timely manner, will be considered.