

NAF

SAMPLE STATEMENT OF WORK (SOW)
FOR AQUATICS PROGRAM

STATEMENT OF WORK

1. BACKGROUND

The mission of the Morale, Welfare and Recreation (MWR) Department of the _____ (name of your installation) is to provide a varied program of wholesome and constructive off-duty recreation activities for Navy personnel and their family members which will effectively contribute to the mental, physical, social and educational enrichment of participants.

2. SCOPE

The contractor shall provide all personnel, supervision, management and services required to perform the work described in this SOW to support the recreational activities of the Aquatics Program of the _____ (name of your installation).

The contractor shall provide these services according to the specifications contained herein and in accordance with the publications listed below.

3. APPLICABLE DOCUMENTS

The following documents are instrumental to performing this contract. This list is not all inclusive. The most recent version of these documents in effect as of the time of contract award will apply.

3.1 BUPERSINST 1710.11C

3.2 OPNAVINST 5100.25A

3.3 NAVSO P-1000, para 075500

3.4 NAVMED P-5010-4, Chapter 4

3.5 BUPERSINST 5890.1

4. TERMS AND ACRONYMS

4.1 Pool Manager - See Aquatics Manager.

4.2 Acquatics Coordinator - refer to MWR COTR.

4.3 Water Safety Instructor - Staff members who possess current Red Cross certification, or equivalent certification, to instruct swimming, aquatics fitness, rescue skills and techniques. A staff member that may be assigned the supervisory responsibility of all areas of the swimming pool area.

4.4 Designated Swimming Facilities - Aquatic facilities authorized by the Commanding Officer of the _____ (name of your installation). Those facilities are: (a) indoor pool at the _____, and (b) outdoor pool at the _____.

4.5 Recreational Programs - Off duty recreational activities for Navy personnel and their family members, and other patrons authorized by the Commanding Officer of _____ (name of your installation). Examples of these activities are pool swimming and day camps.

4.6 Seasonal Aquatic Activities - Programs appropriate to the season (summer, winter).

4.7 Aquatics Manager - staff member in charge of aquatics program.

4.8 Parent - refers to parent, guardian, or other person having legal responsibility for a minor.

4.9 Staff - refers to contractor's personnel.

4.10 COTR - Contracting Officer's Technical Representative.

4.11 MWR - Morale, Welfare and Recreation Department at _____ (name of your installation).

4.12 Lifeguard - Staff member holding current Red Cross Certification (or equivalent) as a lifeguard. A staff member who may be assigned the supervisory responsibility of a swimming pool area.

5.0 REQUIREMENTS

5.1 The contractor shall operate the Aquatics Program performing lifeguard functions by safeguarding the lives of persons using the swimming facilities at _____ (name of your installation). The contractor shall provide swimming lessons/water safety instruction and ensure all seasonal aquatic activities operate efficiently and safely. The contractor shall support the regular pool operating hours, as well as private pool parties that take place outside of regular operating hours.

5.2 The contractor shall provide personnel in accordance with the schedule at Appendix A.

5.3 All Aquatics Program personnel are to uniformed alike. The contractor shall provide the following:

5.3.1 Uniforms. Male lifeguards shall wear boxer style lifeguard trunks with lifeguard patch. Female lifeguards shall wear _____ with lifeguard patch. All lifeguards shall wear _____ shirts with "LIFEGUARD" printed on front and back, and wear a whistle with lanyard.

5.4 First Aid kits will be furnished by MWR to the contractor.

5.5 The contractor shall utilize the equipment provided by MWR.

5.6 The contractor shall perform lifeguard functions in accordance with BUPERSINST 1710.11C.

5.7 The contractor shall perform the following water safety instruction functions:

5.7.1 Serve as pool lifeguards and swimming instructors.

5.7.2 Perform work in the swimming program, including instructing swimmers with various skills and styles and of various ages and providing basic diving instruction (see attached).

5.7.3 Ensure that all water safety rules are observed by swimmers, utilizing a good knowledge of all aspects of water safety procedures.

5.7.4 Perform rescue work and when necessary render first aid until such time as a qualified doctor is present, and complete appropriate accident reports (see attached).

5.7.5 Ensure that all swimmers in the water are accounted for at all times.

5.7.6 Perform necessary maintenance work required for sanitation, cleanliness and safety of the pool areas in accordance with BUPERSINST 1710.11C.

5.7.7 Perform weekly pool maintenance in accordance with the attached maintenance schedule.

5.7.8 Prepare daily incident/accident reports (see attached).

5.8 The contractor shall perform the following Aquatics management functions:

5.8.1 Administer a well rounded and comprehensive aquatics program at all MWR swimming facilities which include ____ outdoor swimming pools, and ____ indoor swimming pools, in accordance with BUPERSINST 1710.11C.

5.8.2 Ensure seasonal aquatic activities operate efficiently and safely, in accordance with BUPERSINST 1710.11C, and all pertinent instructions.

5.8.3 Ensure all maintenance work for seasonal facility upkeep is performed including water chemical testing, pool vacuuming, filtration, facilities equipment inspection (i.e., inspection of stands, boards, ropes and safety gear) and inspection of dressing rooms to ensure that they meet environmental health standards in accordance with BUPERSINST 1710.11C.

5.8.4 Assign the more experienced and physically stronger lifeguards to peak volume times/areas and to areas where the majority of swimmers are adults.

5.8.5 Ensure all rules and regulations pertaining to the pools are posted and observed. A copy of the swimming rules and regulations are attached.

5.8.6 Remove patrons that do not obey pool rules/regulations. Identify to COTR patrons who are recommended to be banned from the pool.

5.8.7 Ensure personnel assigned to the pools perform their assigned duties.

5.8.8 Initiate rescue and recovery efforts, contacting medical personnel and performing first aid services when necessary.

5.8.9 Ensure all lifeguards and instructors attend continuous training programs and all can execute emergency action plans.

5.8.10 Handle inquiries or complaints from patrons in a diplomatic and professional manner. Refer complaints to the COTR that cannot be resolved by contractor employees.

5.8.11 Conduct special events including competition swimming, Swim-a-Thons, Masters Swim Meets, Triathalons, Intramural Swim Meets, and United States Swimming (USS) Swim Meets. The contractor will be notified by the COTR of the events and the staffing required.

5.8.11 Conduct periodic drills to ensure emergency procedures are adequate and properly followed.

6. MINIMUM PERSONNEL QUALIFICATIONS

The individual labor categories and minimum qualifications for this contract are as follows:

The minimum age for personnel is sixteen (16 years).

A favorable National or Local Agency Check is required for each contractor employee. Personnel and employment references must be checked. The contractor will receive all the forms required to be completed for each employee at time of award. The contractor will be responsible for all related fees. The contractor will forward all completed paperwork to the contracting officer within ten (10) calendar days of award. Employees that meet all the minimum personnel qualifications, as approved by the Government, will be permitted to start work once documents have been received by the Government.

If a non-favorable check is received, the contractor will be notified and the employee shall be terminated.

The labor categories and qualifications are as follows.

6.1 Aquatics Manager (Key Labor Category)

a. Education. High School Diploma or GED.

b. Experience. Must have a minimum of six (6) months or two (2) summers of supervisory experience in recreational activities, in water sports, pools and related aquatic activities. Knowledge of pool plant and water chemistry is required.

c. Certification. Must hold a current Red Cross Water Safety Instructor Certificate, or a Lifeguarding or equivalent certificate, as well as a current Advanced Lifeguard Certificate. Must have current Standard First Aid and CPR certificates.

6.2 Water Safety Instructor (or equivalent).

a. Experience. Must have a minimum of three (3) months experience as a Water Safety Instructor.

b. Certification. Must hold a current Red Cross Water Safety Instructor Certificate (or equivalent) as well as a current Lifeguarding Certificate. Must have current Standard First Aid and CPR certificates.

6.3 Lifeguard.

a. Experience. A minimum of three (3) months experience as

a lifeguard is required.

b. Certification. Must hold a current American Red Cross Lifeguard Certificate (or equivalent) or higher. Must have current Standard First Aid and CPR certifications.

NOTE: Personnel staffing requirements are attached.

7. MWR RESPONSIBILITIES

7.1 MWR will provide all supplies and equipment necessary to operate the Aquatics Program.

8. PERIOD AND PLACE OF PERFORMANCE

8.1 The period of performance shall be from date of contract award through _____. There are no option provisions in this contract.

8.2. The services to be performed herein shall be performed at _____ (location and installation).

APPENDIX A

PERFORMANCE SCHEDULE

1. From _____ to _____ (dates), the Aquatics Program facilities will be open from _____ to _____ each work day _____ through _____ (days of week) to the contractor. The contractor may use the facilities to provide on-site orientation and training to Aquatics Program employees.
2. On _____ (date) all aquatics programs will be fully staffed and operational.
3. From _____ to _____, pools shall be open for the summer season.

MAINTENANCE SCHEDULE

Contractor shall:

1. Take water samples for chemical analysis (chlorine residual and pH), usually performed each day before opening and closing of the pool, and at least once every second hour during the day.
2. Take water samples (for bacterial analysis) conducted by medical bi-weekly.
3. Clean bathhouse or locker room before opening and as needed throughout the day.
4. Brush pool walls and vacuum the bottom each day.
5. Clean pool deck and surrounding area each day and as needed.
6. Inspect the pool water, safety equipment, and other pool facilities, such as diving stands and boards, daily before opening the pool facility.
7. Check the filtration system and backwash if pressure indicates the need.
8. Record water and air temperatures and weather conditions every two hours.