

NAF

SAMPLE STATEMENT OF WORK (SOW)  
FOR AEROBIC INSTRUCTION SERVICES  
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 services required to perform aerobic dance instruction at designated sports/fitness facilities in support of the recreational sports and fitness activities of the Morale, Welfare and Recreation Department of \_\_\_\_\_ (name of your installation). The Contractor shall provide these services in accordance with the Statement of Work 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 Aerobic Instructors/Exercise leaders - Contractor personnel holding current certification from a nationally recognized health and fitness organization e.g., American College of Sports Medicine (ACSM), American Council on Exercise (ACE), International

Dance-Exercise Association (IDEA), Aerobic and Fitness Association of America (AFAA), Cooper Clinic/Aerobic Institute, National Dance-Exercise Instructor's Training Association (NDEITA), Exercise and Safety Association (ESA), American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) as a aerobic instructor or leader.

4.2 Designated Aerobic Facilities - Sports/ fitness facilities authorized by the Commanding Officer of the \_\_\_\_\_ (name of your installation). Those facilities are: (a) indoor area(s) at the \_\_\_\_\_, and (b) outdoor space(s) at the \_\_\_\_\_ (if applicable).

4.3 COR - Contracting Officer's Technical Representative.

4.4 MWR - Morale, Welfare and Recreation Department at \_\_\_\_\_ (name of your installation).

4.5. NAFI - Nonappropriated Fund Instrumentality.

4.6 Patron - Customer(s) enrolled in or taking the class(es) or session(s).

4.7 Recreational Aerobic Programs - Off duty aerobic 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 high/low impact aerobics, sliderobics, jazz aerobics, step aerobics and aqua aerobics etc.

4.8 Seasonal Aerobic Activities - Programs appropriate to the season (summer, winter) and conditions (environmental).

4.9 Staff - Individual(s) under contract as instructor(s) or leader(s).

## **5.0 REQUIREMENTS**

5.1 The Contractor shall provide certified aerobic instructors/leaders in accordance with the current instructional class schedule for the Recreational Sports/Fitness division/branch, see Appendix A.

5.1.1 Instructors/leaders shall have current certification from a nationally recognized health and fitness organization e.g., American College of Sports Medicine (ACSM), American Council on Exercise (ACE), International Dance-Exercise Association (IDEA), Aerobic and Fitness Association of America (AFAA), Cooper Clinic /Aerobic Institute, National Dance-Exercise Instructor's Training Association (NDEITA),

Exercise and Safety Association (ESA), American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) as a aerobic instructor or leader. Individual certifications not listed above requires approval from Bureau of Naval Personnel (Pers-65).

5.2 Instructor(s)/leader(s) shall wear the appropriate attire for teaching/leading aerobic activity.

5.3 The Contractor shall provide music required by the staff in the performance of the services.

5.4 The Contractor shall provide a list of instructor/leaders to be used to the Athletic Director or Fitness Coordinator prior to the start of the scheduled classes/sessions. Only these instructor(s)/leader(s) will be authorized access to the \_\_\_\_\_(name of your installation).

5.5 Staff shall arrive 20 minutes prior to the start of the scheduled class/session.

## **6. CLASS/SESSION SCHEDULE**

6.1 Classes/sessions shall be conducted on a seven day per week basis at the tentative dates, times, and locations at the \_\_\_\_\_(name of your installation) reflected at Appendix A. The official schedule will be incorporated into each individual delivery order (dates, times, locations, type of aerobic class, etc).

6.2 Official schedule will be provided to the Contractor by the Recreational Sports Director/Fitness Coordinator at least two weeks prior to the start of each quarter of the fiscal year. The estimated number of classes/sessions is listed at Appendix B. The official number of classes/sessions will be incorporated into each individual delivery order.

6.3 Rescheduled Classes/Sessions. The Contractor shall provide instructor(s)/leader(s) for rescheduled class/session when notification from the Recreational Sports Director's/Fitness Coordinator's office has been received at least two hours prior to class time.

6.4 The NAFI will pay the full fee for each class or session in accordance with the attached schedule attached to each delivery order.

6.5 The NAFI will pay half of the full fee for each class/session game postponed in the event of any other condition in which notification of said postponement has not been received by the Contractor at least

two hours prior to class time.

**7. PLACE OF PERFORMANCE.**

7.1 The services to be performed herein shall be performed at the \_\_\_\_\_ (name of your installation). The specific locations of the classes/sessions will be as designated on the individual delivery orders.

**8. TIME OF SERVICE.**

8.1 Services will be as specified on individual delivery orders.

**9. CONTRACT TYPE AND DURATION.**

9.1. This requirements-type contract shall be for \_\_\_\_\_ week(s), \_\_\_\_\_ month(s), \_\_\_\_\_ year(s) from the effective date of this contract. However, the period of performance may be extended in accordance with the option provisions contained herein. The quantities are estimates only. Individual delivery orders will be issued for actual requirements. If the Government's requirements do not result in orders in the quantities described herein as "estimated", that fact shall not constitute the basis for an equitable price adjustment.

**10. MINIMUM PERSONNEL QUALIFICATIONS**

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

The minimum age for personnel is eighteen (18 years).

A favorable National or Local Agency Check is required for each contract aerobic instructor/leader. Personnel and employment references will be checked. The Contractor shall receive all the forms required to be completed for each employee at time of award. The Contractor shall be responsible for all related fees. The contractor shall 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 NAFI, will be permitted to start work once documents have been received by the NAFI. If a non-favorable check is received, the contractor shall be notified and the employee shall be terminated.

The following is an example of acceptable equivalent qualification criteria.
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10.1 Aerobic Instructor/Exercise Leader (or equivalent).

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

b. Certification. Must hold a current Aerobic Certification as well as a current CPR Certificate.

c. Job Objectives/Priorities:

1. To teach a safe, effective aerobic class
2. To educate her/his students about proper training and exercise principles.
3. To integrate her/his patrons into the total recreational sports experience by encouraging cross-training and the use of other MWR programs and services.
4. To assist the Recreational Sports Director or Fitness Coordinator in the development of the program. This includes innovative suggestions on training, programming, scheduling and other relevant ideas.
5. Assist in maintaining a neat, tidy aerobic activity area.

d. Skills Required:

1. Movement skills
2. Rhythm
3. Communication Skills
4. Knowledge of movement
5. Knowledge of fitness training principles

e. Special Characteristics:

1. Dependability
2. Punctuality
3. Positive Attitude
4. Liking for people; friendliness and empathy
5. Ability to work well with others
6. Confidence
7. Good physical shape
8. Organizational effectiveness
9. Ability to follow directions
10. A sense of loyalty

## **11.1 MWR RESPONSIBILITIES**

11.1.2 MWR will provide supplies and equipment except music necessary to operate aerobic classes/sessions.

11.1.3 MWR shall perform the following Aerobic management functions:

Insert a complete list of the duties the contractor will not be required to perform.
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11.1.4 MWR COR shall ensure aerobic activities operate efficiently and safely, and in accordance with BUPERSINST 1710.11C.

11.1.5 MWR COR shall ensure aerobic staff has all resources necessary to perform conduct the activity.

11.1.6 MWR may organize, schedule and conduct special aerobic events including various aerobic dance contest and demonstrations. Instructor(s)/leader(s) shall be notified by the COR of events and associated scheduling requirements.

11.1.7 MWR shall conduct unannounced periodic drills to ensure emergency procedures are adequate and properly followed.

APPENDIX A

PERFORMANCE SCHEDULE

1. From \_\_\_\_\_ to \_\_\_\_\_ (dates), the Sports and Fitness facilities will be open from \_\_\_\_\_ to \_\_\_\_\_ each work day \_\_\_\_\_ through \_\_\_\_\_ (days of week).
2. On \_\_\_\_\_ (date) tentative staff schedules will be fully prepared and promulgated for the quarter. Scheduled changes can be arranged through the COR.

APPENDIX B  
PERSONNEL STAFFING REQUIREMENTS

SCHEDULE OF SERVICES/PRICES

CLASS	DESCRIPTION	ESTIMATED NUMBER OF CLASSES
0001	Certified instructor/ leader for low-impact aerobic dance class, from _____(date) to _____(date) in accordance with Statement of Work and as specified on individual delivery orders:	_____
0002	Certified instructor/ leader for high-impact aerobic dance class, from _____(date) to _____(date) in accordance with Statement of Work and as specified on individual delivery orders:	_____
0003	Certified instructor/ leader for step aerobic class, from _____(date) to _____(date) in accordance with Statement of Work and as specified on individual delivery orders:	_____
0004	Certified instructor/ leader for sliderobic class, from _____(date) to _____(date) in accordance with	_____



Statement of Work and as  
specified on individual  
delivery orders:

- 0005      Certified instructor/ \_\_\_\_\_  
            leader for jazz  
            aerobic class, from  
            \_\_\_\_\_(date)  
            to \_\_\_\_\_(date)  
            in accordance with  
            Statement of Work and as  
            specified on individual  
            delivery orders:
- 0006      Certified instructor/ \_\_\_\_\_  
            leader for step  
            aerobic class, from  
            \_\_\_\_\_(date)  
            to \_\_\_\_\_(date)  
            in accordance with  
            Statement of Work and as  
            specified on individual  
            delivery orders: