



NORTH ATLANTIC TREATY ORGANIZATION
HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION
7857 BLANDY ROAD, SUITE 100
NORFOLK, VIRGINIA 23551-2490



BC's Distribution List for International Competitive Bidding

TO: BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

DATE: 05 May 2020

SUBJECT: Notification of Intent to issue an Request for Proposal for Contractor Support to Headquarter Supreme Allied Commander Transformation

1. In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on a Request for Proposal (RFP) that this Headquarters has the intention to release:

Reference: **NOI-RFP-ACT-SACT-20-38**

Title of RFP: EDUCATIONAL AND TRAINING STAFF TRAINING COORDINATOR

Requirement: Headquarters Allied Command Transformation (HQ SACT), Staff Training Coordination Section (STC) is HQ SACT's enabler and a vehicle for the individual education and training, delivered to all personnel serving with HQ SACT. The STC mission is to provide residential education and training for staff personnel, in order to ensure that every member is fully trained and educated to work effectively.

Essential role of STC is to furnish timely and effective educational and training events for familiarization of the incumbent with NATO Alliance and Allied Command Transformation (ACT). Furthermore, facilitate a thorough understanding about ACT's output, its structure and working processes.

The contractor provider's main area of responsibility will be to oversee and manage the seat allocation procedures, required for a candidate to acquire a seat for a specific course at NATO School Oberammergau. The service includes being the Single Point of Contact (SPoC) at ACT, and be responsible for the subject matter expert- completing all students' enrollment from ACT with efficiency and accuracy.

Type of Contract: Firm Fixed Price (FFP), Deliverables Contract.

Period of Performance: On or around 1 July-31 December 2020, with the possibility of one 6-month option period of 1 January-30 June 2021.

Bidding Procedure: Sealed Bidding (Two Envelopes)

Funding: Estimated annual minimum amount, \$40,000; estimated cumulative minimum amount, \$80,000.

Classification: NATO UNCLASSIFIED

Issue Date: 22 May 2020, (target date)

Bid Closing Date: 24 June 2020, (target date)

Award Type: Lowest Price Technically Compliant

Eligibility: Companies which have performed similar contracts within the last five years substantially similar in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, possess at least a valid NATO Secret level security clearance, have appropriate professional training and experience in a related field (s).

Delivery location(s): Norfolk, VA, U.S.A.

Partial bidding: Partial Bidding is not authorised.

Website: <http://www.act.nato.int/contracting>

2. This HQ will directly email this RFP to all potential bidders. You are hereby invited to nominate, by email or facsimile before **21 May 2020**, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
Attn: Kellie Hagen
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Fax: 757-747-3612
Email: kellie.hagen@act.nato.int, mark.macsule@act.nato.int

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M. B. DIPROSPERO, LCDR, SC, USN
ACT Contracting Officer,
HQ SACT