



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



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

DATE: **22SEP2021**

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Modelling and Simulation (M&S) Subject Matter Expert (SME) Contractor Support to Headquarters Supreme Allied Commander Transformation for, HQ SACT, Norfolk, Virginia, U.S.A.

1. In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on an Invitation for International Bidding (IFB) that this Headquarters has the intention to release:

**IFIB Reference:** **IFIB-ACT-SACT-21-111**

**Title of IFIB:** M&S SME Contractor Support.

**Requirement:** HQ SACT/Modelling & Simulation (M&S) and Training Technologies Branch provides M&S and Training Technology support to the NATO Command Structure (NCS) in the areas of operational planning, capability development, defence planning, strategic and operational exercising and wargaming, utilizing Subject Matter Experts in M&S, education and training technologies, instructional system designs and information systems. In July 2020, HQ SACT received a significant tasking from the Military Committee regarding Russian Missile Studies. In addition to the multi-year studies, there is a series of white papers that must also be produced. The analytical studies will be fully supported by simulation and wargaming. It has been decided that the peacetime establishment positions will conduct the studies even though those positions were already fully programmed on other activities. Therefore, to create capacity within the M&S Section, it will be necessary to temporarily reinforce the section with additional resources.

**Type of Contract:** Firm Fixed Price (FFP) Level of Effort.

**Period of Performance:** Base: 1 JANUARY 2022 – 31 DECEMBER 2022 with (1) one 12-month option period (2023).

**Bidding Procedure:** The intended procurement method will be International Competitive Bidding (Sealed Bidding) in accordance with Bi-SC Procurement Directive 60-70, Annex B, and Procedures for International Competitive Bidding (2015 Edition). The contract award will be determined based on the contractor that offers the Lowest Price Technically Compliant Bid to NATO.

**Funding:** Estimated \$350,000.00

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 27 OCTOBER 2021, (target date)

**Bid Closing Date:** 15 DECEMBER 2021, (target date)

**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/organization/hq-sact/contracting/notifications-of-intent-noi>

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **8 OCTOBER 2021**, 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: LCDR Brandon Stewart – Contracting Officer  
Ms. Kellie Hagen - Buyer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
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Email: [Brandon.Stewart@act.nato.int](mailto:Brandon.Stewart@act.nato.int) & [Kellie.Hagen@act.nato.int](mailto:Kellie.Hagen@act.nato.int)

*//original signed//*

LCDR Brandon Stewart  
ACT Contracting Officer,  
HQ SACT