

NCIA/ACQ/2021/6995

18 June 2021

**Notification Of Intent to Invite Bids**

**Provision of commercial training solutions**

**IFB-CO-115520-TRN**

Estimated Value: EUR 10,000,000.00 (5-year total)

The NCI Agency is planning to issue an Invitation for Bids (IFB) to procure commercial training solutions for 5 years (3 year base contract +2 option years).

Through this contract(s) NCIA will procure commercial training solutions for NCIA and their customers.

Partial bidding is allowed under this contract.

The NCI Agency expects to issue the formal Invitation for Bid (IFB) **July/August 2021** with an anticipated contract award in **Q4 2021**.

Please note this IFB will likely include a bid closing date of approximately 30 days.

**NCI Agency Point of Contact**  
Dorina Cani, Principal Contracting Assistant

E-mail: [dorina.cani@ncia.nato.int](mailto:dorina.cani@ncia.nato.int)

To : See Distribution List

Subject : - Notification of Intent to Invite Bids  
- Provision of commercial training solutions  
- **IFB-CO-115520-TRN**

Reference(s) : A. BC/D(2014)0126 819, Military Budget Procurement Guidance, dated 4 July 2014

1. In accordance with Reference A, the NCI Agency, as the Host Nation, hereby gives notice of its intent to issue an Invitation for Bid (IFB) for commercial training services.
2. A summary of the requirements of the Invitation for Bid is set forth in Annex A of this letter. The NCI Agency is refining the requirements and will include more details in the IFB.
3. The reference for the Invitation for Bid is **IFB-CO-115520-TRN**, and all correspondence concerning this IFB should reference this number.
4. For planning purposes, the period of performance of the contract is expected to be:
  - A base period of three (3) years (Jan 2022 – Dec 2024)
  - Two (2) optional years (Jan 2025- Dec 2026).
5. The NCI Agency will award one or several contracts for the entire scope of work. Partial bidding is allowed under this contract.
6. The NCI Agency will use the International Competitive Bidding (ICB) Procedure, lowest price technically compliant evaluation. The successful bid, pursuant to the IFB following this NOI, will be that bid which is the lowest price and technically compliant in accordance with the evaluation criteria prescribed in the IFB.
7. National Responsible Authorities are kindly requested to provide Declarations of Eligibility to the NCI Agency, **not later than 28 days from the date of this letter**, of qualified and certified companies that may be interested in receiving an Invitation for Bid for this project. The Declarations of Eligibility (DoE) should include the following information for each of the nominated companies:
  - **Company Name and Address**
  - **Point of Contact, Telephone number and E-mail address.**

This information is critical to enable prompt and accurate communication with prospective bidders. The DoE should be sent to the following point of contact:

NATO Communications and Information Agency  
Attention: Dorina Cani – Principal Contracting Assistant  
E-mail: dorina.cani@ncia.nato.int

8. Please note that requests for participation in this competition received directly from individual companies cannot be considered.
9. The NCI Agency plans to issue the IFB in July/August 2021 with a bid closing date approximately 30 days after the IFB. Contract Award is planned for Q4 2021.
10. Bidders will be required to declare a bid validity of six (6) months from closing date for receipt of bids. If the selection and award procedure exceed the bid closing date by more than six (6) months, the NCI Agency may request firms to voluntarily extend the validity of their bids accordingly. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
11. The National Authorities are advised that the IFB package will be NATO UNCLASSIFIED.
12. The purpose of the bid is to acquire commercial training services to satisfy technical, professional and behavioural training requirements of the NCI Agency staff and its customers. The Commercial Training Services included in the scope of the IFB are understood as follows:
  - A. Instructor-led training delivery services;
  - B. Training consultancy services;
  - C. Virtual training delivery capabilities;
  - D. Accredited instructors;
  - E. (Official) Courseware, examination and certification, where applicable;
  - F. Training delivery evaluation, performance reports and reviews;
  - G. Training administration and coordination activities, where applicable;
  - H. Service Desk;
  - I. On-line training subscriptions.
13. The NCI Agency point of contact for this IFB is Dorina Cani at e-mail: [dorina.cani@ncia.nato.int](mailto:dorina.cani@ncia.nato.int).
14. Your assistance in this procurement is greatly appreciated.

For The Director of Acquisition:

Gael Craver  
Principal Contracting Officer

**Attachment(s):**

Annex A - Summary of the Requirements

## **ANNEX A – Summary of Requirements**

### **IFB-CO-115520-TRN**

#### **Provision of commercial training solutions**

##### **1. Background**

- 1.1. The NCI Academy is looking to partner with the E&T industry in different areas of knowledge to provide expert commercial training and consultancy support outside the scope of the NCI Agency area of expertise.
- 1.2. The NCI Agency is seeking to acquire commercial training services to satisfy the technical, professional and behavioural training requirements of the NCI Agency staff and its customers, which are not possible to deliver using NCI Agency internal resources.

##### **2. Schedule**

- 2.1. It is expected that the contract will be awarded in Q4 2021, to be effective as of 1 January 2022.
- 2.2. The NCI Agency intends to award the contract for a three (3) years base contract plus two (2) option years; the IFB will provide further details about the requirements and the scope.

##### **3. Scope**

- 3.1. It is intended that this bid will be the default contract vehicle for the delivery of commercial training services to the NCI Agency and its customers.
- 3.2. The Commercial Training Services include:
  - A. Instructor-led training delivery services;
  - B. Training consultancy services;
  - C. Virtual training delivery capabilities;
  - D. (Official) Courseware, examination and certification, where applicable;
  - E. Training delivery evaluation, performance reports and reviews;
  - F. Training administration and coordination activities, where applicable;
  - G. Service Desk;
  - H. On-line training subscriptions.
- 3.3. Bidders are expected to bid for at least one (1) Training Delivery Lot as enlisted below; the Bidders may bid for more than one (1) Lot.

3.4. Instructor-led Training Services Training Lots:

- Lot 1: General Training;
- Lot 2: Cyber Security Training;
- Lot 3: Soft Skills, Behavioural Training and Professional Development;
- Lot 4: Health and Safety Training.

3.5. On-line Training Subscriptions Lots:

- Lot 5: Networking On-line Training Subscription;
- Lot 6: Software Development On-line Training Subscription;
- Lot 7: Data Science On-line Training Subscription;
- Lot 8: Cyber Security On-line Training Subscription;
- Lot 9: Professional On-line Training Subscription.

3.6. The Contractor will provide a public Catalogue of training courses available for each Lot.

INSTRUCTOR-LED TRAINING SERVICES (Lots 1 - 4)		
Lot	Requirement	Description
<b>Lot 1: General Training</b> (e.g. Project, Programme and Portfolio trainings, ITIL4 trainings, trainings to support skills and knowledge of applications, systems and technologies used in NATO, etc.)	Training Delivery	Instructor-led classroom on-site/ off-site training
		Instructor-led virtual training
		Blended training
	Virtual Delivery	Virtual training capability
	Accredited Trainers	
	(Official) Courseware	
	(Official) Exams and Certifications	
	End of Course Evaluation Survey	
	Reporting	Quarterly Report
		Annual Report
	Training Administration	Point of Contact (POC)
		Functional mailbox
		Logistics and Shipping
	Service Desk	
	Consultancy Services	Training Needs Analysis
		Training Design and Tailoring
		External Benchmarking
Defined List of Courses		
Learning Hubs/Classrooms	Hardware	

Lot	Requirement	Description
<b>Lot 2: Cyber Security Training</b>	Training Delivery	Software
		Stationary
		Instructor-led classroom on-site / off-site training
	Virtual Delivery	Instructor-led virtual training
		Blended training
	Accredited Trainers	Virtual training capability
	(Official) Courseware	
	(Official) Exams and Certifications	
	End of Course Evaluation Survey	
	Reporting	Quarterly Report
		Annual Report
	Training Administration	Point of Contact (POC)
		Functional mailbox
		Logistics and Shipping
	Service Desk	
	Consultancy Services	Training Needs Analysis
		Training Design and Tailoring
External Benchmarking		
Defined List of Courses		
Lot	Requirement	Description
<b>Lot 3: Soft Skills, Behavioural and Professional Development Training</b>	Training Delivery	Instructor-led classroom on-site/off-site training
		Instructor-led virtual training
		Blended training
	Virtual Delivery	Virtual training capability
	Accredited Trainers	
	(Official) Courseware	
	(Official) Exams and Certifications	
	End of Course Evaluation Survey	
	Reporting	Quarterly Report
		Annual Report
	Training Administration	Point of Contact (POC)
		Functional mailbox
		Logistics and Shipping

	Service Desk	
	Consultancy Services	Training Needs Analysis
		Training Design and Tailoring
		External Benchmarking
	Defined List of Courses	
	Define List of Competencies	
<b>Lot</b>	<b>Requirement</b>	<b>Description</b>
<b>Lot 4: Health and Safety Training</b>	Training Delivery	Instructor-led classroom on-site/off-site training
		Instructor-led virtual training
		Blended training
	Virtual Delivery	Virtual training capability
	Accredited Trainers	
	(Official) Courseware	
	(Official) Exams and Certifications	
	End of Course Evaluation Survey	
	Reporting	Quarterly Report
		Annual Report
	Training Administration	Point of Contact (POC)
		Functional mailbox
		Logistics and Shipping
	Service Desk	
	Consultancy Services	Training Needs Analysis
Training Design and Tailoring		
External Benchmarking		
Defined List of Courses		
<b>ON-LINE TRAINING SUBSCRIPTIONS (Lots 5-9)</b>		
<b>Lot</b>	<b>Requirement</b>	<b>Description</b>
<b>Lot 5: Networking On-line Training Subscription</b>	Training Delivery	E-learning platform
		On demand training courses
		Learning paths
		Training courses to prepare for certification
		Lab environments
		Reporting capabilities
	Service Desk	



Lot	Requirement	Description
<b>Lot 6: Software Development On-line Training Subscription</b>	Training Delivery	E-learning platform
		On demand training courses
		Learning paths
		Courses to prepare for certification
		Lab environments
		Reporting capabilities
	Service Desk	
	Defined List of Skills, Technologies and Target Audiences	
Lot	Requirement	Description
<b>Lot 7: Data Science On-line Training Subscription</b>	Training Delivery	E-learning platform
		On demand training courses
		Learning paths
		Courses to prepare for certification
		Lab environments
		Reporting capabilities
	Service Desk	
	Defined List of Skills, Technologies and Target Audiences	
Lot	Requirement	Description
<b>Lot 8: Cyber Security On-line Training Subscription</b>	Training Delivery	E-learning platform
		On demand training courses
		Learning paths
		Courses to prepare for certification
		Lab environments
		Reporting capabilities
	Service Desk	
	Defined List of Skills, Technologies and Target Audiences	
Lot	Requirement	Description
<b>Lot 9: Professional Skills On-line Training Subscription</b>	Training Delivery	E-learning platform
		On demand training courses
		Learning paths
		Courses to prepare for certification

		Lab environments
		Reporting capabilities
	Service Desk	
	Defined List of Skills, Technologies and Target Audiences	

## Distribution List

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United States  
Belgium Ministry of Economic Affairs

### **NATO HQ**

NATO Office of Resources, Management and Implementation Branch – Attn:  
Deputy Branch Chief

Director, NATO HQ C3 Staff, Attn: Executive Co-ordinator

SACTREPEUR, Attn: Infrastructure Assistant

**Strategic Commands**

HQ SACT Attn: R&D Contracting Office

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**All NATEXs**

**NCI Agency – Internal**