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**NORTH ATLANTIC TREATY  
ORGANIZATION**  
**ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD**  
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: 02 Aug 2021

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Provision of a Coaching and Mentoring Programme in support of Allied Command Transformation, Joint Force Development.

1. In accordance with the stipulations of the Bi-SC Procurement Directive 60-70, Annex B, and Procedures for International Competitive Bidding (2015 Edition) the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB REFERENCE: IFIB-ACT-SACT-21-98

TITLE OF IFIB: PROVISION OF A COACHING AND MENTORING ACADEMIC PROGRAMME

REQUIREMENT: ACT gives notice of the intent to issue an Invitation for international Bid (IFIB) for the provision of contracted services.

HQ SACT is seeking for provision of a Coaching and Mentoring (Academic Level 5 and Level 7) Programme to support the Cognitive superiority and Resilience work strands of the Warfare Development Agenda. Following a successful experiment HQ SACT requires a provider to develop a programme that will provide coaching and mentoring training and skills to personnel within the Headquarters. This is to enable these personnel to conduct executive coaching and coaching and mentoring, which is to a standard that will withstand peer scrutiny.

The contractor will be required to provide support to personnel who are located at ACT Headquarters, 7857 Blandy Road, Suite 100, Norfolk Virginia. The format for this support is not specified and new ways of working are actively encouraged. Personnel will be using NATO IT (Windows based).

The intention is to initiate the contract in autumn 2021 with personnel undertaking HQ SACT selection for places to start in Spring 2022. A Level 5 and 7 qualification, awarded by an internationally recognised body is the desired outcome for personnel selected for the programme.

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Type of Contract: Deliverables

Period of Performance: Base Period: on or about 1 November 2021 – 31 December 2025 with 2 x 12 month option periods

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 Best Value to NATO.

Funding: \$0.25M (based on full capacity for base and all options)  
Travel costs will not be a consideration for contract award.

Issue Date: Estimated 30 August 2021

Bid Closing Date: Estimated 13 October 2021

Eligibility: Companies which have performed similar tasking to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, have appropriate professional training and experience in a related field (s).

Delivery location(s): The contract will cover services being accomplished in Norfolk, VA, USA or as approved at contractor facility.

Partial bidding: Partial Bidding is authorized.

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

Contractors will be able to view the IFIB on or about 17 August 2021 at the above website. You are hereby invited to nominate, by email or facsimile before 16 August 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 is to be addressed to:

Supreme Allied Commander Transformation BUDFIN  
– Purchasing and Contracting Branch  
Attn:– LCDR Brandon Stewart, ACT Contracting Officer  
Attn:– LCDR Mark Macsule, ACT Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Email [Brandon.stewart@act.nato.int](mailto:Brandon.stewart@act.nato.int) or [mark.macsule@act.nato.int](mailto:mark.macsule@act.nato.int)

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Contracting Officer

HQ SACT