



NORTH ATLANTIC TREATY ORGANISATION

JOINT FORCE TRAINING CENTRE
ul. Szubinska 2
85-915 Bydgoszcz 15
Poland



TO: Potential Bidders

DATE: 28 October 2019

SUBJECT: Questions and Answers Amendment #1 to Invitation for International Bidding IFIB-ACT-JFTC 19-59 for Short Term Operational Contractors Support to Pre-deployment Training for NATO Mission Iraq.

In accordance with IFIB-ACT-JFTC 19-59 Bidding Instructions – point 8 please find below the questions and answers. Published answers shall be regarded as the authoritative interpretation of the IFIB.

Question 1

IFIB 12.d requires an electronic copy of the Technical and Administrative Proposal, but says not to include a price proposal with the electronic submission. Would NATO consider allowing an electronic submission in lieu of a hard copy submission if the Price Proposal and the Technical and Administrative Proposal are sent in separate emails?

Answer 1

Proposals must be sent in accordance with point 12 of the IFIB-ACT-JFTC 19-59 Bidding Instructions.

Question 2

IFIB 12.f says proposals may be delivered via mail, courier or hand delivered, but IFIB 12.g says proposals are to be handed to a member of the Contracting Office. Can NATO clarify whether proposals can be delivered to a mailbox via commercial mail service, or does NATO require an appointment to hand-deliver the proposal?

Answer 2

The proposals sent via mail, courier or hand delivered must ultimately reach a member of Contracting Office or other member of the Budget and Finance Branch, who shall endorse the package with a time date and delivery official shall counter sign, as to the accuracy of the recording. The delivery shall be scheduled between 08:00 and 15:00 CET (between Monday and Friday only). It's important that the proposal is properly addressed and marked with IFIB reference, as instructed.

Question 3

Technical Evaluation Matrixes on pages 13 and 15 of the editable file are both titled, "Tactical Level Advisor SME." There is no matrix titled "OPR Assistant Planner." Can you confirm that the matrix on page 15 is for the OPR Assistant Planner?

Answer 3

Indeed there is an error on page 15 of the editable file as well as on page 24 of the IFIB-ACT-JFTC 19-59.

The wrong wording is: "POSITION: TACTICAL LEVEL ADVISOR SME"

It shall be replaced with: "POSITION: OPR ASSISTANT PLANNER"

The Bidders are kindly asked to amend editable version of documents.

Question 4

SOW Section 10 notes that "deployments to Iraq will be "for duration of maximum 8 days." However, the position descriptions for Security Force Assistance SME and Security Sector Reform SME list Training Refinement Visits to Iraq for "up to 10 man-days" per task. Please confirm how many man-days per position will be required in Iraq.

Answer 4

Section 10 of the Statement of Work of the IFIB-ACT-JFTC 19-59 is being replaced with the following:

"The Contractor shall deliver the service mainly at the Joint Force Training Centre located in Bydgoszcz 85-915, ul. Szubinska 2, Poland. Deployments to Iraq for Training Refinement Visit in Iraq (for duration of maximum 10 days) may be required."

Question 5

Task #1 dates are listed as "March-May" and Task #2 dates are listed as "August-October". However, several position description list anticipated start dates for Task #1 as February. Please confirm when task #1 activities are likely to begin in 2020.

Answer 5

The Contract is intended for Short Term Operational Contractors (STOCs) for the approximate timeframes as presented in Section 6.4. of the Statement of Work of the IFIB-ACT-JFTC 19-59. This presentation shall serve only as general illustration of foreseen requirements and in any event this shall not be understood as firm commitment. As part of each of the Task Orders, STOCs may be requested to support all or some of the subtasks, i.e. Training Refinement Visit in NMI HQ Baghdad (Iraq). Consequently more detailed information about STOCs involvement is provided in point 7 of the Statement of Work.

To provide more clarity the subparagraph No (1) of Section 6.4. shall be amended as follows:

- (1) Task #1 – February – May,

Question 6

This is the only Position Description for which the anticipated level of effort is not broken down by subtask. At a minimum, can NATO confirm how many of the 50 days per task will be required in Iraq as part of the Training Refinement Visit subtask?

Answer 6

The maximum number of days for the Training Refinement Visit in NMI HQ Baghdad (Iraq) shall not exceed 10.

Question 7

This is the only Position Description for which the anticipated level of effort is not broken down by subtask. At a minimum, can NATO confirm how many of the 50 days per task will be required in Iraq as part of the Training Refinement Visit subtask?

Answer 7

The maximum number of days for the Training Refinement Visit in NMI HQ Baghdad (Iraq) shall not exceed 10.

Question 8

Confirm that the Advisory Training Coordinator Assistant, Strategic Level Advisor SME and Tactical Level Advisory SME will never be required to travel to Iraq under this program. If this is not the case, we suggest allowing the ability to price for Iraq travel for all positions.

Answer 8

As per Statement of Work and as depicted on the Mandatory price Proposal Format (Enclosure 5) the Bidders shall provide the man-day net rates for TRV in NMI HQ Baghdad (Iraq) for the following STOCs:

- Security Force Assistance SME
- Security Sector Reform SME
- OPR Assistant Planner

The following STOCs **will not** be participating in the TRV in NMI HQ Baghdad (Iraq):

- Advisory Training Coordinator Assistant
- Strategic Level Advisor SME
- Tactical Level Advisor SME

Question 9

Page 26. Comment: We believe that the individuals with a black box next to their roles are incorrect. Unless it has changed, we believe that those who travel on TRVs should be:

- SFA SME
- SSR SME
- OPR Assistant Planner

Answer 9

Please see the answer to question 8 above.

Question 10

Page 24. Comment: the title of the TEM is: TACTIAL LEVEL ADVISOR SME. We believe this should read OPR ASSISTANT PLANNER.

Answer 10

Please see the answer to question 3 above.

Question 11

Will JFTC confirm that NATO will provide billeting, meals, secure inter-country travel (including from the airport to NMI HQ Baghdad), Personal Protective Equipment (PPE), and emergency life support to STOCs while in Iraq?

Answer 11

JFTC will organize billeting and meals for Contractor's personnel executing this SOW but the payment shall be made individually by the Contractor. All in-country services will be provided by the respective mission, except Personal Protective Equipment (PPE), because its availability can't be guaranteed.

Travel costs reimbursement for travel to Iraq will be done in line with the Statement of Work point 11.2. STOCs travelling to Iraq are obliged to join the travel connection which is chosen by JFTC for military personnel (from/to JFTC). The JFTC is not providing emergency life support. The Contractor emergency life support to STOCs while in Iraq is the Contractor's responsibility which can be obtained through high risk insurance. The high risk insurance can be reimbursed by the JFTC but it is subject of prior approval.

Question 12

Past Performance Information Form (Enclosure 4): Requirements (h) and (k) for client reference information appears to be a duplicate—can you confirm or clarify what different information is requested in each requirement?

Answer 12

For requirement (h) Bidders shall provide the general Name, Address, Fax, email and Telephone No. of Reference. For requirement (k) Bidders shall provide Complete Contact Information for client (Name, address, POC name, e-mail, tel. #), especially the Point of Contact details to enable JFTC to contact an individual familiar with the contract and it's performance.

Question 13

Are all requirements in the Technical Evaluation Matrix required, or any elements preferred?

Answer 13

All requirements in the Technical Evaluation Matrix are essential.

Ryszard Piasecki

A handwritten signature in blue ink, appearing to read "Ryszard Piasecki", is displayed within a light blue rectangular border.

Contracting Officer
Budget and Finance Branch
Headquarters Support Division
Joint Force Training Centre