

IFIB: IFIB-ACT-SACT-22-117 Protocol Contract Specialists

Reference: Q & A # 1

Date of Issue: 4 October 2022

The following questions were raised with respect to subject IFIB. Responses are to provide clarification.

Questions	Responses
1. The NATO Protocol course certificate is desirable, but not required. Is it fair to only give points for the certification with no account for experience? There should be an experience equivalent for this certification which also gets rewarded points.	Clarification: Grading matrix under education number 3 should be "External Protocol Course Certificate or NSO's NATO Protocol Course Certificate." Yes, it is fair to give points because the experience is graded within the grading matrix experience section.
2. When evaluating College or University degree, can a candidate be awarded points for having both, or only one or the other?	Education Grading Matrix Clarification: College degree (Associate) is 5 points. University (Bachelor's or higher) is 5 points. *If you have a University degree, then the "college degree" is awarded the full 5 points. Example 1: Bachelor's degree from Texas A&M University earns a total of 10 points, 5 for college degree and 5 for university degree. Example 2: Associates degree from Tyler Junior College earns a total of 6 points, 5 for college degree and 1 for no university degree (if 5 years of experience not demonstrated). Example 3: No college degree = 0 and non-compliant.
3. How will the points be evaluated? Is it an absolute evaluation where the bidder with the highest amount of points wins the contract, or is the evaluation just a means for comparing candidates where other factors will influence the final decision?	Best Value award: 70% Graded point scale 30% Cost
4. Can ACT clarify when the Protocol Course at the NATO School of Oberammergau will take place - as of the first date of the contract or later on during the assignment?	Date is TBD and contingent upon Protocol's operating schedule and NSO Course availability.
5. Can ACT clarify how the Visa process shall be handled for American personnel - will that be arranged under US Collective Defense Arrangements or standard Visa procedures shall be exercised?	Standard Visa procedures shall be exercised.
6. Can ACT define the required video parameters - format, length, content and ways of submission with the bidders response?	Video should be shoulder length and above, "talking head," and read the script provided on the website. Please submit via dropbox to Brandon.Stewart@act.nato.int and Kellie.Hagen@act.nato.int

<p>7. Can ACT clarify if the requirement is for a reference letter provided by a previous employer (which may deviate from the requested format) or the bidder can follow the provided structure in the bid documentation (ref.: Enclosure 6 Statement of Work, p. 22, art. 9. Proof of Past Performance)?</p>	<p>Follow the instructions for past performance requirements. Any supporting documentation to the past performance requirements may be included.</p>
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