



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



## BC's Distribution List for International Competitive Bidding

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

DATE: 29 October 2019

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Education and Training e-Learning Development for the Joint Warfare Development Directorate Modelling & Simulation/Training Technology Branch, 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 (IFIB) that this Headquarters has the intention to release:

**IFIB Reference:** **ACT-SACT-19-1972**

**Title of IFIB:** Training Technologies e-Learning Course Development and LMS Administration/Helpdesk..

**Requirement:**

A: Support to HQ SACT for the development of new online e-Learning courses designed to the NATO standards and style.

B: Support to HQ SACT and NATO Education & Training Facilities for the updates and migration of existing e-Learning courses into modern standards and styles used by NATO.

C: Helpdesk and Administration of the NATO Learning Management Systems.

These courses will be e-Learning level two to level three of complexity, informative with some user interaction (Level 2) – interactive with rich media, animation and scenarios. (Level 3). Based on the SCORM standard (SCORM 1.2 or 2004 Level 3 with plans to move to xAPI in the near future) unless otherwise requested by the NATO customer.

Work will be required to be performed at HQ SACT, Norfolk VA USA.

**Type of Contract:** Firm Fixed Price (FFP), Level of Effort for 1,800 hours per labour category.

**Period of Performance:** 01 March 2020 – 31 December 2020 with the possibility of 4 option years 01 January 2021 – 31 December 2021, 01 January 2022 – 31 December 2022, 01 January 2023 – 31 December 2023, 01 January 2024 – 31 December 2024.

**Bidding Procedure:** Sealed Bidding (Two Envelopes)

**Funding:** Estimated annual contract \$500,000; estimated cumulative minimum amount, \$2,500,000.

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 22 November 2019, (target date)

**Bid Closing Date:** 10 Jan 2019, (target date)

**Award Type:** Best Value

**Eligibility:** Companies which have performed similar contracts within the last three 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 on one or all levels (2-3) is not authorised.

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

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **21 November 2019**, 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 Michael DiProspero – Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Fax: 757-747-3612  
Email: Michael.diprospero@act.nato.int

*//original signed//*

M. B. DIPROSPERO, LCDR, SC, USN  
ACT Contracting Officer,  
HQ SACT