

IFIB: IFIB-ACT-SACT-21-98, COACHING AND MENOTRING

Reference: Q & A # 1

Date of Issue: 28OCT2021

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

Questions	Responses
<p>1. Enclosure 4 of the IFIB provides the Bid Price Proposal template to which the following is noted:</p> <p>PROPOSED RATES MUST BE FULLY "LOADED" [G&A, O/H ETC.], HOWEVER THEY MUST NOT INCLUDE PER DIEM (MEALS & LODGING) AND TRAVEL. TRAVEL (AND RELATED EXPENSES) WILL NOT BE COVERED UNDER THIS CONTRACT, BUT HANDLED SEPARATELY IN ACCORDANCE WITH THE ACT FINANCIAL MANUAL.</p> <p>In regard to the above guidance please can you confirm for certain that our rates submitted are fully loaded and include all personnel, overhead, general and administrative costs and any associated costs to deliver the milestones but DOES NOT include any travel and related expenses?</p>	CONFIRMED.
<p>2. Who are we submitting the proposals to?</p>	Brandon.Stewart@act.nato.int and Kellie.Hagen@act.nato.int in accordance with the IFIB instructions.