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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: 16 March 2022

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB)
for Contractor Support for Cyber Coalition Administrative Assistant

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-22-54

TITLE OF IFIB: CONTRACTOR SUPPORT FOR CYBERSPACE COALITION ADMINISTRATIVE ASSISTANT

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

The NATO Cyber Coalition aims to bring together NATO bodies, Allied Nations, and Partners to strengthen Alliance ability to deter, defend against, and counter threats in and through cyberspace in support of NATO's core tasks by exercising collaboration and cyberspace operations, and providing input to NATO transformation.

This SoW seeks a Cyber Coalition administrative assistant with sufficient awareness of NATO exercises, information management and administrative tools to contribute to exercise development, planning and execution to support the efforts of the Cyber Coalition planning team. The contractor will support on a daily basis the administrative activities of the cyber branch, whose main responsibilities are (among others) the information and knowledge management of the Cyber Coalition exercise. Additionally, the contractor will support the branch staff in further developing (under direction of the exercise director and deputy exercise director) the Cyber Coalition administration including the information sharing portal, the documentation of the exercise planning, event planning and task management. In the mid-term, the candidate will contribute as well to the development of contents for those and other products, such as the Exercise Specification (ExSpec), First Impressions Report (FIR) and Final Evaluation Report (FER).

The place of performance is on site at ACT Headquarters, 7857 Blandy Road, Suite 100, Norfolk Virginia

Type of Contract: Level of Effort

Period of Performance: Base Period: Contract award (on or about 13 June 2022 – 31 December 2022 with two 12 month option periods; 1 January 2023 – 31 December 2023 and 1 January 2024 – 31 December 2024.

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- 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:** €400k (based on full capacity for base and all options)
Travel costs will not be a consideration for contract award.
- Issue Date:** Estimated 21 April 2022
- Bid Closing Date:** Estimated 3 June 2022
- 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 not authorized.

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

Contractors will be able to view the IFIB on or about 21 April 2022 at the above website. You are hereby invited to nominate, by email or facsimile before 20 April 2022, 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:– Ms. Catherine Giglio ACT Contracting Officer
Attn:– Ms. Tonya Bonilla, ACT Contracting Officer
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TONYA BONILLA

Contracting Officer

HQ SACT