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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: 6 April 2020

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB)  
for Contractor Support for Requirements Management Support

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-20-28

TITLE OF IFIB: CONTRACTOR SUPPORT TO REQUIREMENTS MANAGEMENT

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

HQ SACT is seeking senior contractor support in Requirements Management as part of an adapted organisational structure, ACT is in the process of implementing an improved capability requirements capture process, including the support for traceability, quality assurance, analysis and interoperability standards, to ensure a clear separation between the requirements owner and the solution provider. This process will provide through life traceability and ensure the quality of the requirements using an efficient change management process. ACT will be responsible for tasks such as capability requirements definition, requirements management, systems engineering, architecture development, holistic through life cycle management, capability acceptance, Capability Programme management.

The outputs of the adapted structure are formed from requirements, portfolio, programme and project management principles and practices that enable the direction of capability programmes and a range of projects in a transparent through lifecycle capability approach.

They include comprehensive traceable capability requirements that have been assessed and analysed for alternative solutions and quality assured to provide interoperability, and the delivery of multi-domain and multi-functional C4ISR focused programmes.

Type of Contract: Firm Fixed Price Level of Effort Contract

Period of Performance: Base Period: on or about 1 June 2020 – 31 December 2020 with one 12 month option period, 1 Jan 2021 – 31 Dec 2021; and two 6 month option periods, 1 Jan 2022 – 30 Jun 2022; 1 July 2022 – 31 Dec 2022

Bidding Procedure: The intended procurement method will be International Competitive

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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: Est. 1.4M Base + Options  
Travel costs will not be a consideration for contract award.

Issue Date: Estimated 17 April 2020

Bid Closing Date: Estimated 28 May 2020

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: Not authorized.

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

Contractors will be able to view the IFIB on or about 17 April 2020 at the above website. You are hereby invited to nominate, by email or facsimile before 16 April 2020, 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  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Tel: 001+757-747-3575 – Tel: +001-757-747-3856  
Email [tonya.bonilla@act.nato.int](mailto:tonya.bonilla@act.nato.int) or [Catherine.giglio@act.nato.int](mailto:Catherine.giglio@act.nato.int)

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TONYA BONILLA

Contracting Officer

HQ SACT