

IFIB:

IFIB-ACT-SACT-21-98, COACHING AND MENTORING

Reference:

Q & A # 2

Date of Issue:

19NOV2021

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

Questions	Responses
1. Is there a particular student to instructor ratio that you require?	Maximum ratio is 10:1 if all scheme applicants attend the same initial module.
2. Travel to and from NATO countries is mentioned as an option in the SOW. Is this something we should price and if yes, what particular countries should we target?	<p>Per enclosure 4 on pdf page 13 of 41 of IFIB-ACT-SACT-21-98, please do not include per diem and travel. Travel will not be covered under this contract, but handled separately in accordance with the ACT financial manual. This shall be interpreted as any travel that is required for the awarded company to travel and perform functions identified within the SOW that are away from HQ SACT. For those purposes, a separate Purchase Order will be issued. Please do not include in your price proposal.</p> <p>In regards to Paragraph 12 of the SOW (within the IFIB) where it states "Travel from the contractor shall be included in the contract proposal and sufficiently detailed (separately from the whole training performance). If there is a requirement for additional USA travel within the duration of the contract, this will be identified by the Project COTR and subject to HQ SACT Travel conditions. If the location for some interventions changes within the duration of the contract (for any unexpected circumstances), then the travel and per diem costs will be discussed between the winner and the COTR." This SHOULD be included within your price proposal.</p>
3. We understand that you conducted an initial experiment with a company that delivered an internationally recognized certificate of coaching and mentoring program. Can you provide the incumbent's name?	Made to Measure Mentoring (M2M2)
4. Is there a maximum budget for this work as we have seen on other NATO opportunities? Is this based on \$4,000 per student per Cohort or	The estimated cost of the expected budget centers around \$4,000 per student per Cohort, plus travel, lodging and per diem. Please ensure

<p>\$40,000 total per cohort plus travel, lodging and per diem? We would typically account for inflation on future cohorts since this is a multiyear contract, but want to ensure we remain within the budget on our proposal.</p>	<p>you are accounting for inflation with your price proposal.</p>
<p>5. Would you be open to considering a virtual option for Work Package 1 or should we plan for in person only?</p>	<p>As coaching and mentoring is relationship based, plan for in person only. Should the situation change, then the awarded bidder will work with HQ SACT on resolution.</p>
<p>6. Can you define what pastoral support means in the SOW?</p>	<p>It can be defined as mentoring each student on his/her training path. It is the individual support that is provided to each student.</p>
<p>7. Do you desire participants to be able to seek internationally recognized accreditation in coaching and mentoring after receiving a certificate from this program?</p>	<p>Yes. The SOW states we would like participants to get internationally recognized certification in coaching and mentoring after completing this program.</p>