

**IFIB-ACT-SFN-19-77 Replacement and expansion of the IT Network Infrastructure at Headquarters Naval Striking and Support Forces NATO located in the TAF Building, Reduto Gomes Freire, Oeiras, Portugal**

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

**Replacement and expansion of the IT Network Infrastructure at Headquarters Naval Striking and Support Forces NATO (STRIKFORNATO) located in the TAF Building, Reduto Gomes Freire, Oeiras, Portugal**

**Part 1 Bidding Instructions**

**IFIB-ACT-SFN-19-77**

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## **PART 1 BIDDING INSTRUCTIONS**

### **1. General.**

This is a Firm Fixed Price (FFP) Deliverables Contract for the replacement and expansion of the IT Network Infrastructure at Headquarters Naval Striking and Support Forces NATO (STRIKFORNATO) located in the TAF Building, Reduto Gomes Freire, Oeiras, Portugal.

### **2. Classification.**

This Invitation for International Bid (IFIB) is an **UNCLASSIFIED** document.

### **3. Definitions.**

- a) The “Prospective Bidder”, shall refer to the entity that has completed and returned the Enclosure of the transmittal letter of this IFIB, and has indicated thereon its intention without commitment, to participate in this IFIB.
- b) The term “Bidder”, shall refer to the bidding entity that has completed a bid in response to this IFIB.
- c) The term “Contractor” shall refer to the bidding entity to which the contract is awarded.
- d) The term “Contracting Officer” designates the individual empowered to obligate the headquarters to a contractual obligation and to exercise overall supervision, from the HQ SACT perspective, of contract performance.
- e) “Contracting Officer’s Technical Representative” or “COTR” is the official who is appointed by HQ SACT and authorized in writing by the Contracting Officer to serve as their authorized representative, and to perform specific technical or administrative functions until their appointment is terminated by the Contracting Officer
- f) The term “HQ SACT” shall refer to Headquarters, Supreme Allied Command Transformation.
- g) The term “ACT” shall refer to Allied Commander Transformation.
- h) The term “NATO”, shall refer to the North Atlantic Treaty Organisation.
- i) The term “days” as used in this IFIB shall, unless otherwise stated, be interpreted as meaning calendar days.

**4. Eligibility.**

This IFIB is open to companies:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) That have performed the desired past performance including size, cost and scope, as described in this IFIB.

**5. Duration of Contract.**

(a) The contract awarded shall be effective on or around **13 March 2020** or upon date of award, whichever is the later, subject to availability of funding, until **31 December 2020**. Note: Due to funding and requirements prioritization, some phases of the project may be postponed until a later date outside of the period of performance. Further discussions about this shall be discussed after contract award to provide collaborative coordination. However, the goal is to complete the project in 2020.

**6. Exemption of taxes.**

(a) In accordance with the agreements (Article VIII of the Paris Protocol dated 25 August 1952) goods and services under this contract are exempt from taxes, duties and similar charges.

**7. Amendment or Cancellation.**

(a) HQ SACT reserves the right to amend or delete any one or more of the terms, conditions or provisions of the IFIB prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.

(b) HQ SACT reserves the right to cancel, at any time, this IFIB either partially or in its entirety. No legal liability on the part of HQ SACT shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting that no costs shall be recovered from HQ SACT. If this IFIB is cancelled any/all received bids shall be returned unopened, per the bidder's request.

**8. Clarifications.**

Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this IFIB, terms, clause, provision or

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specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than ten (10) calendar days prior to the bid closing date.

(a) Information in response to a request for clarification to a prospective bidder shall be furnished to all prospective bidders as a Question and Answer amendment. All such amendments shall be incorporated into this IFIB. Oral Interpretations shall not be binding.

**9. Site Survey**

(a) A mandatory site survey of the facility will occur on the following dates:

- 11 February 2020: 1000-1200 or 1400-1600
- 12 February 2020: 1000-1200 or 1400-1600
- 13 February: 1000-1200
- 14 February 1000-1200 (If visit constraints arise)

**PROSPECTIVE BIDDERS MUST ATTEND ONE OF THE AVAILABLE SITE SURVEYS. ATTENDANCE IS REQUIRED FOR A PROPOSAL TO BE CONSIDERED TECHNICALLY COMPLIANT.**

Please pre-register by contacting Ana Serra at [A.Serra@sfn.nato.int](mailto:A.Serra@sfn.nato.int), Office: + 351 21 4404232.

**10. Bid closing date.**

(a) Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **03 March 2020, 1300 hours**, Eastern Standard Time, Norfolk, Virginia, USA. No bids shall be accepted after this time and date. **NOTE: HQ SACT is located on a secure naval installation. Potential bidders are responsible for ensuring bids arrive before the due date. No bids will be accepted beyond the closing date. HQ SACT is not responsible for any late received proposals due to base access issues or mail courier issues/delays. Contractor should ensure adequate time is given to ensure bids can clear U.S. customs which might be delay receipt to HQ SACT, Norfolk, Virginia**

**11. Bid Validity.**

(a) Bids shall remain valid for a period of one hundred and twenty (120) calendar days from the applicable closing date set forth within this IFIB. HQ SACT reserves the right to request an extension of validity. Bidder shall be entitled to either grant or deny this extension of validity; HQ SACT shall automatically consider a denial to extend the validity as a withdrawal of the bid.

## **12. Contents of Proposal.**

The proposal shall consist of **five (5) copies** of the following minimum paper documents (clipped - no spiral or plastic binding please). Additionally, electronic copies (e-mailed PDF version) of the documents are required no later than **03 March 2020, 1300 hours**, Eastern Standard Time, Norfolk, Virginia, USA.

The proposal shall consist of the following minimum paper documents and electronic media:

- (a) A table of contents for the entire proposal (See checklist provided as Enclosure # 1);
- (b) The bidder's full name, address, point of contacts, telephone, fax number and Internet site (See Enclosure #2);
- (c) Compliance statement (See Enclosure # 3);
- (d) Provision of administrative, financial and technical volumes including scoring criteria, (Annex A to Statement of Work must be completed and included in the proposal submission);
- (e) Past performance (See Enclosure # 4);
- (f) Company price proposal (Enclosure # 5);
- (g) Email submission of an electronic copy of the **TECHNICAL PROPOSAL ONLY (cost proposal must be submitted in paper copy only); and**
- (h) Appropriate technical and financial information to determine whether proposed services, terms and conditions comply with all the requirements of this IFIB, including resumes for all applicable personnel.

## **13. Proposal Submission.**

(a) Proposals shall be submitted in a single package containing two volumes, Technical volume and Price volume, each separately sealed. The single package shall be clearly marked with the mailing label, citing the IFIB Solicitation reference number (See Enclosure #2). Within the single package shall be the Technical and Price volumes, separately packaged and clearly identified.

(b) An electronic copy of the proposal, not to include the Price volume, is required to be sent to the assigned Contracting Officer prior to the established bid closing date.

(c) Proposal packages may be delivered by mail, courier or hand carried.

Proposal packages must be either delivered to the HQ SACT via a verifiable shipment method (i.e., FEDEX, UPS, DHL, USPS, etc.) or handed to a member of the BUDFIN/Purchasing staff, who shall endorse the package with a time/date and delivery official shall countersign, as to the accuracy of the recording.

(d) Price proposals shall be in EURO € currency as the habitual residence and place

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of performance is Naval Striking and Support Forces, Oeiras, Portugal.

(e) It is the sole responsibility of the interested company to review any Q & A that may be issued in support of this solicitation, prior to bid submission.

(f) No oral bids or oral modifications or telephonic bids shall be considered.

(g) It is the bidder's ultimate responsibility, prior to submission, to review all proposal submissions to ensure they meet the technical and administrative specifications, limitations and expressed conditions.

**14. Late Proposals.**

(a) It is solely the bidder's responsibility to ensure that the proposal reaches HQ SACT prior to the established closing date and time. All late bids shall be returned to the offering company unopened.

(b) A delay in a commercial courier service or delay in accessing a US Government military installation does not constitute an excusable delay, and the proposal will not be accepted.

(c) Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff mishandling shall the bid be considered.

**15. Bid Withdrawal.**

(a) A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing or facsimile, with attention to the HQ SACT Contracting Officer. The proposal shall be returned unopened, at the expense of the company, if required.

**16. Bid Evaluation.**

(a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance of the products or services requested shall be the responsibility of HQ SACT. Contract award shall be based upon the **Best Value compliant bidder to NATO with a 60% technical/40% price weight.** Such determinations shall be consistent with the evaluation criteria specified in the IFIB. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.

(b) Proposals shall be evaluated taking into consideration of the following factors:

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- Successful administrative submission of bid packages and requested Enclosures 1-5, as listed in this IFIB (Pass/Fail).
- Successful determination of Technical compliance. (Pass/Fail).
- Successful cost price criteria. (Best Value Compliant Offer to NATO **(with a 60% technical/40% price weight.)**).
- Upon determination that the Technical volume is responsive and technically compliant, such offers shall be forwarded to the next phase (price) of the Contract Award Committee (CAC) two-step process.
- CAC shall open and record the price proposals of the Technically Compliant offers.

**Important Note:** Award may be made from initial offers without discussions.

NATO will collect information from references provided by the Offeror in regard to its past performance. The Offeror must provide the information requested for performance risk evaluation, or affirmatively state that it possesses no directly related or similar past performance. Firms lacking relevant past performance shall receive a “technically not compliant” evaluation for performance risk.

**17. Clarifications.**

(a) During the entire evaluation process, HQ SACT reserves the right to discuss any bid with the bidder in order to clarify what is offered and interpretation of language within the bid, to resolve potential areas of noncompliance.

**18. Award.**

(a) HQ SACT will award to a single source. Subcontracting is permitted, if all other administrative requirements are met.

(b) HQ SACT CAC shall award the contract to the Bidder whose compliant proposal represents the Best Value = compliant to NATO offer.

(c) HQ SACT reserves the right to negotiate minor deviations to the listed Special and General Terms and Conditions to this IFIB.

(d) Contract Award date is anticipated on or about 20 March 2020.



**19. Communications.**

(a) All communication related to this IFIB, between a prospective bidder and HQ SACT shall only be through the nominated HQ SACT Contracting Officer. Designated contracting staff shall assist the HQ SACT Contracting Officer in the administrative process. There shall be no contact with other HQ SACT personnel in regards to this IFIB. Such adherence shall ensure fair and open competition with equal consideration and competitive footing leverage to all interested parties.

**20. Point of contact is:**

LCDR Mike DiProspero, HQ SACT

Contracting Officer

[michael.diprospiero@act.nato.int](mailto:michael.diprospiero@act.nato.int) or

Mrs. Kellie Hagen Contracting Specialist

[kellie.hagen@act.nato.int](mailto:kellie.hagen@act.nato.int)

All correspondence shall be forward to:

Purchasing & Contracting, BUDFIN Branch

IFIB ACT-SFN-19-77

7857 Blandy Road, Suite 100

Norfolk, VA, USA 23551

**PROPOSAL CONTENT / CHECKLIST**

Table of Contents

- Bidder`s name, address, POC, contact numbers, email address.
- Compliance statement.
- Past performance (including References).
- List of key personnel
- Technical proposal (Include completed Annex A).
- Price proposal.
- Mailing label.

(The label below is to be completed by the bidder and affixed to the exterior envelope; parcel or package mailed or deliver to ACT)

**SEALED BID TO IFIB-ACT-SFN-19-77**

**(To be opened by Contract Awards Committee (CAC) Only)**

**Sender:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HQ SACT**

**IFIB-ACT-SFN-19-77**

**Attn: LCDR Mike DiProspero**

**7857 Blandy Road, Suite 100**

**Norfolk, VA 23551-2490**

**USA**

# IFIB-ACT-SFN-19-77

## Enclosure 3

### **COMPLIANCE STATEMENT TO SEALED BID IFIB-ACT-SFN-19-77**

It is hereby stated that our company has read and understands all documentation issued as part of IFIB-ACT-SFN-19-77. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of IFIB-ACT-SFN-19-77, and the intended contract with the following exception(s); such exemptions are considered non substantial to the HQ SACT solicitation provisions issued.

<u>Clause</u>	<u>Description of Minor Deviation.</u>
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(If applicable, add another page)

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the IFIB and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non- substantial deviations may be accepted. Substantial changes shall be considered non-responsive.





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**(k) Complete Contact Information for Client:**

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**(l) Permission to Contact Client for Reference: Yes/ No**

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**Name/Signature of Authorized Company Official**

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This Enclosure is designed to assist the respective company provide HQ SACT with all necessary documents/information required. For clarification, please refer to Bidding instructions in part 1 of subject solicitation.

IFIB-ACT-SFN-19-77

Enclosure 5

***IFIB-ACT-SFN-19-77 SEALED BID PRICE PROPOSAL***

***COMPANY NAME: ABC, Inc***

***ADDRESS: Street,  
City, Post code***

**TO:** Chairman of Supreme Allied Commander Transformation, (HQ SACT)

Contracts Award Committee.

ATTN: LCDR MikeDiProspero

7857 Blandy Road, Suite 100

Norfolk, VA 23551, USA

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the IFIB and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non responsive.



# IFIB-ACT-SFN-19-77

## SUBJECT: IFIB-ACT-SFN-19-77 Sealed Bid Price Proposal

Please find on behalf of **Insert: Company Name** to provide HQ SACT with services (collectively referred as “ITEMS”), subject to the provisions, terms and conditions stated in IFIB ACT-SFN-19-77 and the “**Insert :Company Name** Technical proposal”, submitted in accordance with solicitation provisions.

Deliverable	(Cost) Per Phase in Euro
Phase 1	
Phase 2	
Phase 3	
Phase 4	
Phase 5	

Grand Total Contract Price € \_\_\_\_\_

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Bidder’s proposal must be based on full compliance with the terms, conditions and requirements of the IFIB and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non responsive.

# IFIB-ACT-SFN-19-77

Please verify and acknowledge propriety of above by duly completing signatures below.

Authorizing Company Official:

Printed Name: \_\_\_\_\_

Position: Title: \_\_\_\_\_

\_\_\_\_\_

Authorizing Company (Signature): \_\_\_\_\_, Date: \_\_\_\_\_.

**Company name** Witness Official:

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Witness Signature: \_\_\_\_\_, Date \_\_\_\_\_.

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the IFIB and all future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non-substantial deviations may be accepted. Substantial changes shall be considered non responsive.

NATO UNCLASSIFIED



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



## Statement of Work

for

### **Contract Support: Renovation and Expansion of the IT Network Infrastructure at Headquarters Naval Striking and Support Forces NATO (STRIKFORNATO) located in the TAF Building, Reduto Gomes Freire, Oeiras, Portugal**

#### **1. Introduction.**

- a. **STRIKFORNATO's Mission Statement:** On order, STRIKFORNATO (SFN) will provide a Maritime Battle Staff Operational Command (OPCOM) directly to SACEUR to deliver a rapidly deployable and scalable headquarters capable of planning and executing full spectrum joint maritime operations and providing command and control of maritime Ballistic Missile Defence, primarily through integration of U.S. naval and amphibious forces, in order to provide assurance, deterrence, and collective defence for the Alliance.

#### **2. Background, Scope and Requirements.**

##### **a. Background.**

HQ SFN is located at the TAF Building within the perimeter of the Portuguese Military compound, Reduto Gomes Freire, in Oeiras, Portugal. The TAF Building is an above-ground 3-story structure, the 2nd and 3rd floors of which is the focus of this Statement of Work (SOW). The dimensions of the 2nd floor are 17,694.7ft<sup>2</sup> with 40 rooms and the dimensions of the 3rd floor are 11,119.1ft<sup>2</sup> with 36 rooms. The TAF Building's current Information Technology (IT) network infrastructure supports 3 different NATO communications enclaves: NATO Unclassified (NU), NATO Secret (NS), and the NATO Mission Secret (MS) networks. These three enclaves combined are known as the NATO network which is composed of both fiber optic and category 5 enhanced (CAT5e) cabling. The NATO network supports and provides access to both classified and unclassified information via ~300 network connections disseminated throughout the second and third floors of the TAF Building. The NATO network is administered by a government contractor (NATO Communications and Information Agency (NCIA) CIS Support Unit Lisbon detachment) who manages the NATO network connectivity to both classified and unclassified servers via 4 network switch rooms located in various locations within the TAF Building.

**b. Scope.**

The scope of this requirement is outlined in paragraph 6.d. and shall be executed using a phased approach.

**c. Requirements.**

- I. The work requirements in this SOW will be performed at a Government installation classified at the NATO SECRET level. Contractor personnel involved in the performance of this task will require access to the classified government facility and shall have a NATO SECRET clearance (all credentialing at Bidder's expense) prior to commencing work.
- II. Contractor will be responsible for the installation of fiber optic and Category 5 enhanced (CAT5e) cabling. Contractors must have the necessary training and qualifications to install fibre optic and CAT5e or higher cables, to include terminating adapters/connectors. TFS-CFS or equivalent required (The fibre School-Certified Fibre Optic Installer). **The bidder shall provide all certifications in their proposal for proof of completion.**
- III. Contractor will be responsible for the provision and installation of new (not refurbished) network switches outlined in paragraph C. Technical details, subparagraph I.
- IV. Contractor must have an onsite representative who understands the physical layer of computer networking devices, to include various types of networking cables, switches, routers, repeaters, terminal adapters and ports. Network Certification or equivalent required. **The bidder shall provide all certifications in their proposal for proof of completion**
- V. Contractor shall provide technical services, labor and material required to support the STRIKFORNATO TAF Building's computer network hardware replacement and expansion. A project plan with milestones shall detail the most important work areas and install recommendations, and shall be part of the bid.
- VI. Contractor shall provide the Contracting Officer's Technical Representative (COTR) with a bill of quantities for all materials required to complete the project as part of their bid and provide updated bills of real expenditures on a bi-weekly basis.
- VII. Contractor shall present all materials to the COTR for approval prior to installation. Materials will not be installed without prior COTR approval.

- VIII. Safety: Contractor will ensure all equipment installed meets current EU quality and safety standards.
- IX. Upon completion of the installation of the physical network infrastructure (date to be reflected in the project plan), CIS Support Unit Lisbon will support the COTR for testing and verifying that all network connections and services are fully operational to effectively support STRIKFORNATO mission.
- X. CIS Support Unit Lisbon personnel will be required to support the Contractor gaining access to switch rooms or others locations that only CIS Support Unit Lisbon personnel can access. This includes providing personnel for security escorts in order to enable the Contractor to complete their work within the four switch rooms.
- XI. Contractor will provide a detailed Certification of a One Year Maintenance and Defective Product Warranty in compliance with EU regulations with their submission of bid.

### 3. Type of Contract and Period of Performance.

- a. This is a Firm Fixed Price (FFP) Contract based on the SOW deliverables and schedule. The contract will be evaluated and awarded as a Best Value compliant offer to NATO
- b. **Period of Performance.** The requirement is for a single period from 01 October 2020 to 31 December 2020 based on the SOW deliverables and schedule. Due to funding and requirements prioritization, some phases of the project may be postponed until a later date outside of the period of performance. Further discussions about this shall be discussed after contract award to provide collaborative coordination. However, the goal is to complete the project in 2020.
- c. **Options.** There are no option-years or periods to support this contract.

### 4. Place of Performance.

- a. Contractor is expected to perform the required work at Headquarters Naval Striking and Support Forces NATO, Reduto Gomes Freire, Estrada da Medrosa, 2780-070 Oeiras, Portugal.

### 5. Partial Bidding and Teaming Arrangements.

- a. Partial bidding is not allowed. Subcontracting and teaming arrangements are permissible so long as there is one administrative POC and one billing agent POC from the prime contractor.

### 6. Overview of Duties for the Contract

a. Contractor shall perform tasks/functions, complete and submit approved deliverables, and submit periodic reports as directed in para 6.b.

- I. A storage facility for Contractor materials and tools is not available within the TAF Building. Prior to beginning any work, Contractor will be required to coordinate with STRIKFORNATO J4 RLS Engineer, Mr. Rui Quendera (see contact details on page 16), to obtain storage space on the base for containers if used to house materials required to complete the installation. Contractor is responsible for supplying their own storage containers.
- II. Damage Clause: Contractor will be responsible for repairing all utilities, facilities, physical structures, buildings or other fixtures damaged during performance of this contract. The current IT cabling shares spaces with conduits for air conditioning units and other electrical cabling. If any of these existing conduits or cabling is damaged by the Contractor during the IT cabling upgrade process, through mistake, negligence, gross negligence, wilful misconduct, or any other legal standard of culpability, as determined by COMSTRIKFORNATO, it is the responsibility of the Contractor to return them to their original working condition. The Contractor is required to immediately inform COMSTRIKFORNATO's COTR of any suspected damage. The responsibility for such loss of, or damage to, the infrastructure and assets during this process will rest exclusively with the Contractor. Any such loss or damage will be rectified and/or compensation made as expeditiously as possible, in coordination with COMSTRIKFORNATO's COTR. Any manufacturer producer's warranty on the assets and infrastructure, if applicable, will be taken into consideration in estimating the exact amount/impact of such loss and/or damage. The Contractor shall fully indemnify, hold harmless and defend COMSTRIKFORNATO and its officers and employees from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of or relate to any act or omission of the Contractor.

**b. Tasking and Deliverables.**

Contractor shall be responsible for the functions and deliverables listed in Table 1 and technical details below in accordance with floor plan incorporated by reference and soft copies of the floorplans will be provided during the site visit. Contractor will be required to sign and must certify that the floor plan will not be disseminated after receipt and will be destroyed in the event of non-award. As an additional assurance that the work is reviewed and accepted, the Contractor shall detail the functional tasks performed, outcomes recorded and related information in monthly briefings/reports and a formal briefing/report at the conclusion of the project to the Contracting Officer's Technical Representative (COTR).

**c. Technical Details.**

I. Switches: Individual switches are stacked. Each stack is connected with 2 trunks to the Core Switch. Contractor is responsible for procuring and installing the following below new equipment:

- Core Switches 48 ports- ON and PBN (Core)
- User Facing Switch 48 ports (VoIP)
- User Facing Switch 24F ports (ON/NS)

The quantity required is provided in the table below:

Location	Actual capacity	Future capacity	Switch	SFPs
Sector M (3 <sup>rd</sup> floor)	5 NS SWs (max. 120 users)	101 NS	6 X DELL S3124F (144 max)	60 X 1 Gb SFP & 504 X 100Mb SFP
	2 NU SWs (max 48 users)	164 NU	5 X DELL S3148P (240 max)	
Sector N (2 <sup>nd</sup> floor)	7 NS SWs (max 168 users)	238 NS	12 X DELL S3124F (288 max)	
	6 NU SWs (max 144 users)	234 NU	7 X DELL S3148P (336 max)	
Sector NA (JOC)	2 NS SWs (max 48 users)			
	2 NU SWs (max 48 users)			
Core Switches	2 NU SWs 2 NS SWs		4 x DELL S4048P	Two in stack for each network plus the connections to the user facing switches.

- II. Cabling types:
  - Vertical cabling for all networks is: single mode fiber (SMF) optic 9.125. Horizontal cabling for the ON is: multimode fiber (MMF) optic 50.125.
  - Horizontal cabling for the PBN is: CAT6a screened twisted pair.
- III. Distribution: 10Gbps / Access: 1Gbps
- IV. End User: It is expected that contractor will provide approximately 1000 drops for up to 200 users in three different networks. Details are provided in the floor plans to be discussed during the mandatory site survey.

**d. Scope.**

- I. Contractor shall use a phased approach to perform technical installation, all labor, and provide material required to support the STRIKFORNATO TAF Building network architecture upgrade while maintaining partial network connectivity to support STRIKFORNATO operations. Continued assessment of the phases may be needed during the construction period. The COTR reserves the right to adjust phase implementation or phase schedule if de-confliction is necessary. STRIKFORNATO HQs has to maintain operational readiness throughout the whole project.

**II. Phase 0: Preparation before Contractors can begin work.**

- a. STRIKFORNATO J4 will coordinate the move of all personal items and hard copy files that will be removed by the vacating staff member. J6 will coordinate the removal of all information systems to include monitors, keyboards, phones, printers, and shredders. Contractor will be responsible for physically moving all furniture and appliances away from walls to the center of the rooms and covering it with protective tarps to avoid damage to include dust damage. Contractor will also be responsible for laying down protective flooring in work spaces and areas adjacent to work spaces to prevent damage to flooring, paying special attention to protecting carpeted spaces. This phase is estimated to be completed within two working days. Upon completion of this phase Contractor demolition work can begin. The Joint Operations Center (JOC), the Lower Joint Operations Center (LJOC), and the Joint Intelligence Center (JIC) are the first spaces to be fully upgraded and, upon completion, will be the workcenter for each department to transit while their spaces are receiving the new IT infrastructure.

**III. Phase 1: Contractor begins work (JOC, LJOC, and JIC).**

- a. Contractor shall use his entire team to remove all CAT 5E and Fiber Optic network cabling identified as supporting NU/NS/MS enclaves that traverse the JOC, LJOC, and JIC to include hallways, and the four NCIA switch rooms located on the second floor of the TAF Building. This action is to ensure that these spaces are upgraded first; in order to maintain STRIKFORNATO



operations. No other spaces should be worked on until these spaces are operational and ready to support rotating the staff into the space.

- b.** Contractor shall install three sets of Fiber Optic cables to traverse the hallways to provide network connectivity to the NU/NS/MS enclaves supporting the respective network diagram port count. Cabling inside of the space will be installed in the plastic conduit and cabling traversing the hallway will be installed in the overhead metal racks to ensure the security of the cabling.
- c.** At the completion of all line items before paragraph 6.d.III.i, Contractor shall notify Contracting Officer Technical Representative to coordinate a date and time for verifications of network connectivity testing with NCIA. This includes the activation of network ports, switches, routers, phones, and all other information systems to verify connectivity to NCIA's NU/NS/MS network servers.
- d.** STRIKFORNATO J4, J6, and CSU Lisbon shall have three days to install furniture, information systems, and conduct network testing. Upon successful completion of testing the J3 and J7 Departments shall move into the JOC. J3 and J7 is authorized three days to move into the JOC with assistance from J4/J6 and completely vacate their current spaces. During this period, Contractor shall coordinate with COTR to begin Phase Two.

#### **IV. Phase 2:**

- a.** STRIKFORNATO J3 and J7 with assistance from the J4 and J6 will vacate all personnel in their spaces located on the second floor and move to the JOC. All personal items and hard copy files will be removed by the vacating staff member. J6 will coordinate the removal of all information systems to include monitors, keyboards, phones, printers, and shredders. Contractor will be responsible for physically moving all furniture and appliances away from walls and to the center of the rooms and covering it with protective tarps to avoid damage to include dust damage. Contractor will also be responsible for laying down protective flooring in work spaces and areas adjacent to work spaces to prevent damage to flooring, paying special attention to protecting carpeted spaces. This item is estimated to be completed within three working days. Upon completion of the above items, Contractor installation work can begin.
- b.** Contractor shall remove all CAT 5E and Fiber Optic network cabling identified as NU/NS/MS enclaves that traverse the vacate J3 and J7 spaces to include hallways, and the four NCIA switch rooms located on the second and third floors of the TAF Building.
- c.** Contractor shall install three sets of Fiber Optic cables to traverse the hallways to provide network connectivity to the NU/NS/MS enclaves supporting the respective network diagram port count. All cabling inside of the spaces will be installed in the plastic conduit and cabling traversing the hallways will be installed in the overhead

metal racks to ensure the security of the cabling.

- d. At the completion of all line items before paragraph 6.d.IV, Contractor shall notify Contracting Officer Technical Representative to coordinate a date and time for verifications of network connectivity testing with NCIA. This includes the activation of network ports, switches, routers, phones, and all other information systems to verify connectivity to NCIA's NU/NS/MS network servers.
- e. STRIKFORNATO J4, J6, and CSU Lisbon shall have three days to install furniture, information systems and conduct network testing. After successful completion of network testing the J3 and J7 Departments shall vacate the JOC and return to their spaces. J3 and J7 shall have one day to execute this line item once testing is complete.
- f. Immediately after the successful move of the J3 and J7 Departments; the Command Group, DCOS OPS, and J9 shall vacate their spaces and move to the JOC. The Command Group, DCOS OPS, and J9 is authorized two days to vacate their spaces with assistance from J4/J6. During this period, Contractor shall coordinate with COTR to begin removal of all cabling to be replaced and begin Phase Three.

**V. Phase 3:**

- a. STRIKFORNATO CG, DCOS OPS, and J9 with assistance from the J4 and J6 will vacate all personnel located in their spaces on the third floor and move to the JOC. All personal items and hard copy files will be removed by the vacating staff member. J6 will coordinate the removal of all information systems to include monitors, keyboards, phones, printers, and shredders. Contractor will be responsible for physically moving all furniture and appliances away from walls and to the center of the rooms and covering it with protective tarps to avoid damage to include dust damage. Contractor will also be responsible for laying down protective flooring in work spaces and areas adjacent to work spaces to prevent damage to flooring, paying special attention to protecting carpeted spaces. This item is estimated to be completed within three working days. Upon completion of the above items, Contractor installation work can begin.
- b. Contractor shall remove all CAT 5E and Fiber Optic network cabling identified as supporting NU/NS/MS enclaves that traverse the entire third floor to include hallways, and the four NCIA switch rooms located on the second and third floors of the TAF Building.
- c. Contractor shall install three sets of Fiber Optic cables to traverse the hallways to provide network connectivity to the NU/NS/MS enclaves supporting the respective network diagram port count. Cabling inside of the spaces will be installed in the plastic conduit and cabling traversing the hallway will be installed in the overhead metal racks to ensure the security of the cabling.

- d. At the completion of all line items before paragraph 6.d.V, Contractor shall notify Contracting Officer Technical Representative to coordinate a date and time for verifications of network connectivity testing with NCIA. This includes the activation of network ports, switches, routers, phones, and all other information systems to verify connectivity to NCIA's NU/NS/MS network servers.
- e. STRIKFORNATO J4, J6, and CSU Lisbon shall have three days to install furniture, information systems and conduct network testing. After successful completion of network testing the Command Group, DCOS OPS, and J9 shall vacate the JOC and return to their spaces. The Command Group, DCOS OPS, and J9 shall have one day to execute this line item once testing is complete.
- f. Immediately after the successful move of the Command Group, DCOS OPS, and J9; J1 and J8 Departments shall vacate their spaces and move to the JOC. The J1 and J8 Departments is authorized two days to vacate their spaces with assistance from J4/J6. During this period, Contractor shall coordinate with COTR to begin removal of all cabling to be replaced and begin Phase Four.

**VI. Phase 4:**

- a. STRIKFORNATO J1 and J8 Departments with assistance from the J4 and J6 will vacate all personnel located in their spaces on the second floor and move to the JOC. All personal items and hard copy files will be removed by the vacating staff member. J6 will coordinate the removal of all information systems to include monitors, keyboards, phones, printers, and shredders. Contractor will be responsible for physically moving all furniture and appliances away from walls to the center of the rooms and covering it with protective tarps to avoid damage to include dust damage. Contractor will also be responsible for laying down protective flooring in work spaces and areas adjacent to work spaces to prevent damage to flooring, paying special attention to protecting carpeted spaces. This item is estimated to be completed within three working days. Upon completion of the above items, Contractor installation work can begin.
- b. Contractor shall remove all CAT 5E and fibre Optic network cabling identified as supporting NU/NS/MS enclaves that traverse the vacate J1 and J8 to include hallways, and the four NCIA switch rooms located on the second and third floors of the TAF Building.
- c. Contractor shall install three sets of fibre Optic cables to traverse the hallways to provide network connectivity to the NU/NS/MS enclaves supporting the respective network diagram port count. Cabling inside of the spaces will be installed in the plastic conduit and cabling traversing the hallway will be installed in the overhead metal racks to ensure the security of the cabling.
- d. At the completion of all line items before paragraph 6.d.VI, Contractor shall notify

Contracting Officer Technical Representative to coordinate a date and time for verifications of network connectivity testing with NCIA. This includes the activation of network ports, switches, routers, phones, and all other information systems to verify connectivity to NCIA's NU/NS/MS network servers.

- e. STRIKFORNATO J4, J6, and CSU Lisbon shall have three days to install furniture, information systems and conduct network testing. After successful completion of network testing J2 and J5 Departments shall vacate the JOC and return to their spaces. The J2 and J5 Departments shall have one day to execute this line item once testing is complete.
- f. Immediately after the successful move of the J1 and J8 Departments, the J2 and J5 Departments shall vacate their spaces and move to the JOC. The J2 Departments is authorized two days to vacate their spaces with assistance from J4/J6. During this period, Contractor shall coordinate with COTR to begin removal of all cabling to be replaced and begin Phase Five.

**VII. Phase 5:**

- a. STRIKFORNATO J2 and J5 Departments with assistance from the J4 and J6 will vacate all personnel located in their spaces on the second floor and move to the JOC. All personal items and hard copy files will be removed by the vacating staff member. J6 will coordinate the removal of all information systems to include monitors, keyboards, phones, printers, and shredders. Contractor will be responsible for physically moving all furniture and appliances away from walls to the center of the rooms and covering it with protective tarps to avoid damage to include dust damage. Contractor will also be responsible for laying down protective flooring in work spaces and areas adjacent to work spaces to prevent damage to flooring, paying special attention to protecting carpeted spaces. This item is estimated to be completed within three working days. Upon completion of the above items, Contractor installation work can begin.
- b. Contractor shall remove all CAT 5E and Fiber Optic network cabling identified as supporting NU/NS/MS enclaves that traverse the vacate J2 and J5 to include hallways, and the four NCIA switch rooms located on the second and third floors of the TAF Building.
- c. Contractor shall install three sets of Fiber Optic cables to traverse the hallways to provide network connectivity to the NU/NS/MS enclaves supporting the respective network diagram port count. Cabling inside of the spaces will be installed in the plastic conduit and cabling traversing the hallway will be installed in the overhead metal racks to ensure the security of the cabling.
- d. At the completion of all line items before paragraph 6.d.VII, Contractor shall notify Contracting Officer Technical Representative to coordinate a date and time for verifications of network connectivity testing with NCIA. This includes the activation

of network ports, switches, routers, phones, and all other information systems to verify connectivity to NCIA's NU/NS/MS network servers.

- e. STRIKFORNATO J4, J6, and CSU Lisbon shall have three days to install furniture, information systems and conduct network testing. After successful completion of network testing J2 and J5 Departments shall vacate the JOC and return to their spaces. The J2 and J5 Departments shall have one day to execute this line item once testing is complete.

**VIII. Phase 6:** Upon completion of the network installation, Contractor shall provide a **detailed** network diagram displaying where each cable is connected from the router to the drop location within each space.

## **7. Personnel Requirements for Statement of Work**

a. **Experience.** Prime contractor and subcontractor(s)/teaming partners (if applicable) must have a minimum of 8 years of experience as a general contractor.

### **b. Special Requirements**

- I. Perform a site survey to develop the proposal. This site survey is mandatory and not chargeable to NATO. Only one site survey attendance is required. The dates of the site survey are the following:
  - 11 February 2020: 1000-1200 or 1400-1600
  - 12 February 2020: 1000-1200 or 1400-1600
  - 13 February 2020: 1000-1200
  - 14 February 2020 1000-1200 (If visit constraints arise)
- II. Both Prime and subcontractor representatives must be fluent in English (oral and written).

**8. Training Please see certifications required to bid on the project.**

## **9. Price Proposal.**

a. Provide cost information sufficient to determine the realism of the proposal, to include but not limited to, bill of quantities for all materials used in the project.

## **10. Contractor Performance Requirements and Reporting**

- a. A Contracting Officer's Technical Representative (COTR) shall be assigned by the Contracting Officer.
- b. The COTR shall:

- Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW;
  - Review (and approve) all Contractor duties for completeness and accuracy; and
  - Review the Contractor's work (at a minimum of monthly, or more often, if needed).
- c. The COTR's written approval of work reported and deliverables submitted is mandatory for Contractor invoices to be successfully processed. The COTR shall receive a letter of appointment from the Contracting Officer that describes in detail his roles and responsibilities to which he shall sign formal acceptance.
- d.

## 11. Contract Reporting

- a. As specified in Para 6.b (tasking and deliverables), Contractor shall submit a monthly report to the COTR and the Contracting Officer, detailing progress on the SOW for the reporting period. The report shall include, but not be limited to, the following information:
- I. Name(s) of Contractor personnel assigned to work;
  - II. Summary of work for tasking and deliverables for the reporting period;
  - III. Tasking and deliverables met for reporting period;
  - IV. Interim tasking and deliverables (interim and final) to be met for the coming month;
  - V. Current or anticipated problems/deficiencies and recommended solutions; and
  - VI. At the conclusion of the project, Contractor is required to deliver to the COTR a technical compilation/catalogue of all materials used (paper and electronic).
- b. COTR may amend the reporting requirements to receive alternate/additional data and information on a more frequent or less frequent basis, and to request other reports that detail designated aspects of the work or methods to remedy problems and deficiencies. The Contracting Officer shall receive a minimum of a monthly report, regardless of COTR changes. However, note that the report is NOT a deliverable subject to acceptance. Contractor is expected to promptly address all identified problems and deficiencies, providing the COTR with written information on how the problem shall be corrected and any impact to on-going work.

## 12. Proof of Past Performance

- a. Contractor is to provide a minimum of two (2) past performance citations (for work within the past five years) to show that it has successfully completed work that is similar to or directly traceable to the scope of work and requirements outlined in this SOW.

## 13. Contractor Technical Evaluation

- a. Each responding Contractor company shall be judged on technical information provided in response to this SOW to determine Technical Compliance. It is the responsibility of the Contractor company to clearly demonstrate both the company and nominated individual unequivocally meet full compliance. Proposals shall be assessed and evaluated in accordance to Annex A to this solicitation. All applicable resumes are mandatory to enable a professional evaluation.

#### 14. Furnished Materials

- a. Contractor shall furnish all tools and material if not otherwise stated. Contractor is responsible for staging material required to complete work, there is no storage within the TAF Building for excess material. On-site storage such as containers must be coordinated with Host Nation Base Security through SFN RLS manager (see information in points of contact paragraph).

#### 15. Security

- a. Security Conditions. Contractors must adhere to current security conditions at STRIKFORNATO and other work sites. Contractor personnel shall comply with all local Host Nation, and NATO security provisions and other policies and procedures, as required. The possible security classification of the deliverables under this contract may range from UNCLASSIFIED through NATO SECRET.
- b. Building, Installation Access. Contractors are fully responsible for ensuring that they have all needed vehicle passes and decals, and individual access badges and documents for appropriate access to the STRIKFORNATO facility. Contractor company shall submit requests for site access to STRIKFORNATO, Attention Security Office, Reduto Gomes Freire, Oeiras, Portugal. Gaining site access can be coordinated through STRIKFORNATO's contractor, Ms. Ana Serra, which requires a valid passport or EU citizenship card as well as reason for access. For vehicle access, the license plate needs to be provided in advance. **All bidders shall ensure their contractors/subcontractors have the necessary clearance prior to starting work. STRIKFORNATO has built in a timeline of approximately 6 months for contractors to acquire the necessary clearances of their workers. It is absolutely imperative that the winning bidder initiate the proper clearances with the host nation immediately.**
- c. Electronic Devices. All Contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) within STRIKFORNATO. Contractor shall be responsible for satisfying the necessary clearance from the STRIKFORNATO Security Office before bringing any such device into the STRIKFORNATO work environment.

**Contact Information Points of Contact:**

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CDR Juergen Peter	SFN ACOS J6	<a href="mailto:J.Peter@sfn.nato.int">J.Peter@sfn.nato.int</a> Comm: +351-214-40-4295
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Mrs. Kellie Hagen	ACT Contracting Specialist	<a href="mailto:Kellie.Hagen@act.nato.int">Kellie.Hagen@act.nato.int</a>

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**Table 1 Deliverables (Start time for Work shall be on or around 30 September 2020)**

#	Deliverable Description	<b>Delivery Schedule (NLT Award + X days/weeks)</b> Winning Bidder shall provide a timeline to complete project
1	Post Award Schedule Finalization Meeting	+ 5 days
2	Completion of Phase 1: Installation of the JOC, LJOC, and JIC spaces on 2nd deck. Estimated time to complete this phase – not to exceed X days. Contractor must provide flexibility to provide containment of working area allowing areas containing SFN personnel to continue to function.	+ TBD at this time
3	Completion of Phase 2: Installation of the J3 and J7 spaces on 2 <sup>nd</sup> deck completed. Estimated time to complete this phase – not to exceed X days. Contractor must provide flexibility to provide containment of working area allowing areas containing SFN personnel to continue to function.	+ TBD at this time
4	Completion of Phase 3: Installation of the CG, DCOS OPS, and J9 spaces on 3rd deck complete. Estimated time to complete this phase – not to exceed X days. Contractor must provide flexibility to provide containment of working area allowing areas containing SFN personnel to continue to function.	+ TBD at this time
5	Completion of Phase 4: Installation of the J1 and J8 spaces on 2nd deck completed. Estimated time to complete this phase – not to exceed X days. Contractor must provide flexibility to provide containment of working area allowing areas containing SFN personnel to continue to function.	+ TBD at this time
6	Completion of Phase 5: Installation of the J2 and J5 spaces on 2nd deck completed. Estimated time to complete this phase – not to exceed X days. Contractor must provide flexibility to provide containment of working area allowing areas containing SFN personnel to continue to function.	+ TBD at this time

7	All tasking and deliverables completed by Contractor.	+ TBD at this time
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**Annex A: Best Value Grading Matrix**

The bids will be evaluated against the following criteria:

**NOTE: A best value grading matrix to evaluate and grade proposals is still be developed by STRIKEFORNATO. Once developed, a revision of this IFIB will be posted to the HQ SACT website at: <https://www.act.nato.int/contracting>. Please ensure to review the website often for modifications/revisions or Q&A postings.**

#	Criteria	Score out of 100 possible points	Comments  (Contractor should complete each section below outlining how compliance is achieved and concisely demonstrate by direct reference to technical proposal that unequivocally demonstrates compliance)
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