

IFIB: IFIB-ACT-SACT-22-119 Two Strategic Thinkers Contractor Support for Strategic Alternatives Branch

Reference: Q & A # 2

Date of Issue: 6 October 2022

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

Questions	Responses
1. IFIB-ACT-SACT-22-119 offers no page limitations for the bid response. Can NATO please clarify or recommend if page limitations apply to any portion of the bid response, i.e. specific sections, past performance examples, key personnel written work examples, or resume length?	No limitations for past performance examples nor resume length. All information useful for NATO to make their choice. A maximum of 3 short written work examples is enough.  *Proposals not to exceed 10GB.
2. IFIB-ACT-SACT-22-119 offers no maximum number of bidder past performance examples or key personnel written work samples. Can NATO please confirm there is no maximum number of bidder past performance examples or key personnel written work examples?	No maximum number of bidder past performance. 3 personnel written work examples.
3. With respect to key personnel written work samples, can NATO please provide the preferred placement within the bid response?	Request the samples be placed immediately behind the key personnel's CV/resume.
4. While it's noted that the Price Proposal is a separate document, the bid content requirements appear in two places; the order of the content list noted in 11. Content of Proposal conflicts with the order noted in Proposal Content / Checklist. Can NATO please clarify the preferred order of bid content?	The preferred order of bid content is found in Enclosure 1 (Proposal Content/ Checklist).
5. Can NATO please define work-hour expectations for full-time support?	As found in the HQ SACT Special Terms and Conditions under Definitions: Man Year- 1800 hours of service to be rendered by one Contractor Personnel within one calendar year. The basis of this calculation is 46 weeks of contract performance at 37.5 hours assuming 5 HQ SACT work days per week.
6. In terms of contractor support for travel requirements, what is the estimated non-local area travel requirements for contractors in support of SALT?	Contractors are not to travel if military personnel is available. Nonetheless, they could be asked to attend specific meetings (for instance in Europe).
7. Can NATO please clarify what is acceptable as written permission to contact one's references?	As noted in Enclosure 3 (I) – Permission to contact client for reference: Yes/ No, Name/ Signature of Authorized Company Official.
8. Regarding the Reference letter to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW, can NATO	This letter should contain the proof that the contractor already worked in the field required in the SoW. Similar to a certification made by the company (or directly by the contractor if self bidding).

please clarify what this letter should contain and whom should write it?	
9. Can NATO please clarify what types of written work examples are acceptable?	Examples of short reports in former jobs.