

IFIB: IFIB-ACT-SACT-22-134, Communications Vehicle

Reference: Q & A # 2

Date of Issue: 21 Nov 2022

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

Q&A #2 11/21/2022 1428	Responses
1. Is there an incumbent?	IFIB ACT SACT 22 134 is a new contract. It is open to partial bidding. Refer to amendment 1 https://act.nato.int/application/files/3616/6876/1175/ifib022134_amdt1.pdf
2. Why is the RFP being issued at this time?	The timing is standard for RFPs and aligned against the recurring financial process
3. Is there any distinction between the two listed points of contacts? Does either contact need to be copied in the emailed submission? To which contact should the responses be addressed to?	All Q&A correspondence should be sent to both POCs listed on the IFIB under para 21 (page 10). Submissions are to be sent to the addresses listed in the IFIB under para 20 (page 10)
4. Is the price proposal expected to also be included in the technical response as Indicated in the Proposal Content Table of Contents?	No, the price proposal must be separate from the technical response. The checklist is provided as reference.
5. What is meant by "Company Bid Reference" in the Compliance Statement (Enclosure 2)?	This means that if a company does not agree fully with the proposal, they identify those areas in that section and provide their recommended deviation. It is then taken into consideration whether it is accepted or not.
6. Should the proposal response structure follow the table of contents listed in Point 11 of Bidding Instructions: Content of Proposal, or the table of contents found in Enclosure 1: Proposal Content / Checklist?	Point 11 lists: "the bidder's full name address, Point of Contacts, Telephone, Fax number and Internet site. (b) Compliance statement. (c) Provision of financial and technical volumes (d) Annex A (e) Past performance." Enclosure 1 lists: "Bidder's name, address, POC, Contact numbers, email address; Compliance Statement; <input type="checkbox"/> Past Performance (including References); List of Key Personnel; Technical Proposal; Price Proposal." The two sections state the same thing, just not verbatim. So with that, please utilize Enclosure 1, since that page will be submitted in the proposal from the bidders.
7. Is Enclosure 3: Past Performance Information Form intended to be used for both past performance citations and references? Should references be provided in a different format?	Past performance citations are sufficient if they include client reference information.

<p>8. Should the client references be from different projects than the past performance citations?</p>	<p>While it is helpful if client references are from different projects than the past performance citations, it is not required.</p> <p>Offerors may list past performance from proposed personnel experience, commercial opportunities, and Government contract references.</p>
<p>9. Does Bidder Information and Enclosure 2 “Compliance Statement” need to be submitted as part of the Price Volume?</p>	<p>The compliance statement is to be submitted within the technical response.</p>
<p>10. Should one (or more) Past Performance Information Forms on page 13 be submitted for each SOW?</p>	<p>IFIB ACT SACT 22-134 includes five different Statement of Work (SOW). Each of the five SOWs require a Past Performance Form since partial bidding is permissible.</p>
<p>11. In the Qualifications section on page 41, is the assumption that anyone on our team has this experience, education, and special requirements?</p>	<p>Yes, this is correct because Enclosure 6.c. Statement of Work for HQ COMMs Branch Marketing is deliverable-based.</p>
<p>12. Can the Past Performance on page 42 be reflective of the entire firm rather than individuals?</p>	<p>Yes, it can reflect that part of the firm that produces marketing deliverables.</p>
<p>13. On page 47, are the Contractor Qualifications listed for a separate staff person or for the entire bidding firm?</p>	<p>Qualifications from the firm are acceptable for this deliverable-based contract.</p>
<p>14. Also on page 47, what is the difference between Deliverables 5 and 6? Could you confirm or clarify whether both development and execution of the communication plan is expected, as these two tasks have vastly different timelines and costs?</p>	<p>These are placeholders for STRATCOM products of topics yet to be identified.</p>
<p>15. Are you able to provide further detail on the Website Refresh deliverable on page 53? This task has loosely defined parameters that would be difficult for the contractor to fulfill and for NATO to properly direct.</p>	<p>The COMMs Branch manages www.act.nato.int. Website refreshes utilize mockups and prototypes using real information from www.act.nato.int and reflecting current industry standards. A PPT to pitch varying prototypes will be required.</p>