



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

**Description of Acquisition**

**Part 1 Bidding Instructions**

**IFIB-ACT-SACT-22-147**

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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-SACT-22-147

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## PART 1 BIDDING INSTRUCTIONS

### 1. General

This is a Firm Fixed Price Level of Effort contract in accordance the General Terms and Conditions; **Contract Award is contingent upon funding availability; Partial bidding is not allowed.**

### 2. Classification

This IFIB is a NATO 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 whom the contract is awarded.
- (d) The term “Contracting Officer” designates the official who executes this IFIB on behalf of HQ SACT.
- (e) “Contracting Officer`s Technical Representative” or “COTR” is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- (f) The term “HQ SACT” shall refer to Supreme Headquarters 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.
- (j) The term “Habitual Residence”, means HQ SACT, Norfolk, Virginia, VA 23511.

### 4. Eligibility

This IFIB is open to companies:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field of study and legally authorised to operate in the United States of America, at the time of bidding.
- (c) Has performed the desired past performance including size, cost and scope,

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as described in this IFIB.

## 5. Duration of Contract

- (a) The contract awarded shall be effective upon date of award.
- (b) Period of Performance: Base Period is 16 January 2023 – 31 December 2023 with four possible 12 month option periods; 1 January – 31 December 2024, 1 January – 31 December 2025; 1 January – 31 December 2026; 1 January – 31 December 2027

## 6. Exemption of Taxes

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.

## 8. Bidder Clarifications

- (a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this IFIB, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 10 calendar days prior to the bid closing date.
- (b) Information in response to all inquiries / requests for clarification to a prospective bidder shall be furnished to all prospective bidders at the following link: <http://www.act.nato.int/contracting> as a Question and Answer addendum. All such addendums and any necessary solicitation amendments shall be incorporated into this IFIB. Oral Interpretations shall not be binding.

## 9. Bid closing date

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Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **03 January 2023, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this time and date.

## 10. Bid Validity

Bids shall remain valid for a period of one hundred and twenty days (120) 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.

## 11. Content of Proposal

The proposal shall consist of 2 separate single PDF documents (Technical/Price) sent via e-mail as per the instructions. No hard copy proposals are required or will be accepted. E-mailed PDF documents shall be received no later than **03 January 2023, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

A table of contents for the entire proposal (Checklist provided as Enclosure #1), with:

- (a) 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

## 12. Proposal Submission

- (a) Proposals shall be submitted in two separately e-mailed packages, one containing a single PDF document of the Technical volume and one containing a single PDF document of the Price volume. Multiple files that must be pieced together to form the technical proposal will be rejected. The e-mail subject and PDF files shall be clearly marked with the IFIB Solicitation reference number and indicate if it is the Technical or Price Volume.
- (b) Proposal packages must be received by the HQ SACT identified Contracting Officers prior to the 0900 deadline. Delays in receipt due to server processes either at the contractor's facility, HQ SACT or both do not constitute an acceptable delay to the deadline. Contractors should ensure there is sufficient time to transmit proposals and confirm receipt prior to the established deadline.

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- (c) Price proposals shall be in U.S. Dollar currency. Contractor may request payment post award in alternate currency based on NATO published conversion rate for applicable year. Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (d) 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 at [www.act.nato.int/contracting](http://www.act.nato.int/contracting).
- (e) No oral bids or oral modifications or telephonic bids shall be considered.
- (f) It is the ultimate responsibility prior to submission that all proposal submissions are reviewed to ensure they meet the technical and administrative specifications and that offers meet the limitations and expressed conditions.

### 13. Late Proposals

- (a) It is solely the bidder's responsibility that every effort is made to ensure that the proposal reaches HQ SACT prior to the established closing date and time. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid be considered.

### 14. Bid Withdrawal

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.

### 15. 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. 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) Due to the highly technical nature of this requirement, HQ SACT reserves the right to conduct pre-award discussions with proposed key personnel to accurately assess identified technical competencies. Discussions will be limited to scope of this IFIB and the evaluation criteria identified in Annex A.
- (c) Proposals shall be evaluated and awarded based on best overall value to NATO. The following factors are considerations;

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- Successful administrative submission of bid packages and requested documents.
- Compliance with mandatory criteria identified on Annex A (Compliant / Non-Compliant)
- Technical factors / pricing factors rated the following: Technical / Price = 70/30.
- Acceptance of HQ SACT General Terms and Conditions.

### **16. Proposal Clarifications**

During the entire evaluation process HQ SACT reserves the right to discuss any bid with the order to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of non-compliance.

### **17. Award**

HQ SACT intends to award a firm fixed price contract(s) to the Offeror(s) whose proposal(s) represents the best overall value to NATO. Partial Awards are not authorized. HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references. HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this IFIB.

### **18. Communications**

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.

### **19. Organizational Conflict of Interest**

Organizational conflicts of interest may occur when factors create an actual or potential conflict of interest on an instant contract, or when the nature of the work performed on the instant contract creates an actual or potential conflict of interest on a future acquisition. In the latter case, some restrictions on future activities of the contractor may result.

Contractors must implement a program to monitor, detect, and mitigate/remediate organizational conflicts of interest. While Contracting Officers retain authority to approve mitigation or remediation measures once organizational conflicts of interest are identified, the primary burden of detecting, identifying and disclosing

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organizational conflicts of interest to the contracting officer and proposing suitable mitigation or remediation measures falls on the contractor.

The two underlying principles regarding organizational conflicts of interest are: Preventing the existence of conflicting roles that might bias a contractor's judgment; and Preventing unfair competitive advantage.

An unfair competitive advantage exists where a contractor competing for award of any Federal contract possesses:

Proprietary information that was obtained from a NATO official, staff member, or NATO contractor without proper authorization; or

Information that is relevant to the contract but is not available to all competitors, where such information would assist that contractor in obtaining the contract. Contracting officers and potential bidders shall analyze planned acquisitions in order to:

Identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible; and

Avoid, neutralize, or mitigate significant potential conflicts before contract award, where possible, or post award when the organizational conflict of interest is not revealed prior to award.

The contracting officer shall award the contract to the apparent successful offeror unless a conflict of interest is determined to exist that cannot be avoided or mitigated. Before determining to withhold award based on conflict of interest considerations, the contracting officer shall notify the contractor, provide the reasons therefor, and allow the contractor a reasonable opportunity to respond. If the contracting officer finds that it is in the best interest of NATO to award the contract notwithstanding a conflict of interest, the Contracting Officer will issue a waiver and disclose the award and the existence of the organizational conflict of interest to the Financial Controller. The waiver request and decision shall be included in the contract file.

Obligations of the Parties.

When a Contractor or Prospective Contractor becomes aware of the existence or potential for an organizational conflict of interest, the Contractor is obligated to disclose the existence, nature, and supporting evidence of the conflict. Contractors or Prospective Contractors will be deemed to be aware of the existence or potential for an organizational conflict of interest when the Contractor or Prospective Contractor

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actually knows or reasonably should know of the existence of the actual or potential organizational conflict of interest.

If the Contracting Officer becomes reasonably aware that the award of a contract will restrict the contractor's eligibility for future contract work, the Contracting Officer will disclose this fact in writing to the Contractor prior to the award, where practicable, and will permit the Contractor or prospective Contractor 7 days to make an election regarding award, discontinuing performance, or submitting an OCI mitigation plan for the Contracting Officer's approval. The sufficiency of the OCI mitigation plan is in the Contracting Officer's sole discretion.

### **20. Point of Contact Information For Submission:**

[techproposal@act.nato.int](mailto:techproposal@act.nato.int) – Technical Proposal Submission

[priceproposal@act.nato.int](mailto:priceproposal@act.nato.int) – Price Proposal Submission

### **21. Point of Contact is:**

LCDR Brandon Stewart, ACT Contracting Officer 757-747-3977;

[Brandon.Stewart@act.nato.int](mailto:Brandon.Stewart@act.nato.int)

Mrs. Kellie Hagen, ACT Contracting Officer 757-747-4180;

[Kellie.Hagen@act.nato.int](mailto:Kellie.Hagen@act.nato.int)

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**Enclosure 1 (Proposal Content / Checklist)**

**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.
- Price Proposal.

**IFIB-ACT-SACT-22-147**

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ENCLOSURE 2

COMPLIANCE STATEMENT TO SEALED BID IFIB-ACT-SACT-22-147

It is hereby stated that our company has read and understands all documentation issued as part of IFIB-ACT-SACT-22-147. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of IFIB-ACT-SACT-22-147 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

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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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**Enclosure 3**

PAST PERFORMANCE INFORMATION FORM

- (a) Contracting Agency:
- (b) Contract No:
- (c) Type of Contract (Firm Fixed Price, IDIQ, Requirements):
- (d) Title of Contract:
- (e) Description of Work Performance and Relevance to Current Acquisition  
(Type of facility, capacity, estimated patronage, summary of staff used):
- (f) Contract Dollar Amount:
- (g) Period of Performance:
- (h) Name, Address, Fax and Telephone No. of Reference:
- (i) Indicate Whether Reference Acted as Prime or Sub-contractor:
- (j) Comments regarding compliance with contract terms and conditions:
- (k) Complete Contact Information for client:
- (l) Permission to contact client for reference:

Yes/ No Name/Signature of Authorized

Company Official

**IFIB-ACT-SACT-22-147**

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**Enclosure 4**

***IFIB-ACT-SACT-22-147 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 Brandon Stewart  
7857 Blandy Road, Suite 100  
Norfolk, VA 23551

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: \_\_\_\_\_

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## Enclosure 5 (Mandatory Price Proposal Format)

### SEALED BID PRICE PROPOSAL

Please find on behalf of **(Company Name)** to provide HQ SACT with services (collectively referred as “ITEMS”), subject to the provisions, terms and conditions stated in IFIB ACT-SACT-22-147 and the **(Company Name)** Technical proposal”, submitted in accordance with solicitation provisions.

<b>Service Area</b>	Base Period 16Jan2023–31Dec2023	Option Period 1 01Jan2024 –31Dec2024	Option Period 2 01Jan2025 –31Dec2025
<b>HQ SACT</b>	<b>Hourly Rate: (1800 hours)</b>	<b>Hourly Rate: (1800 hours)</b>	<b>Hourly Rate: (1800 hours)</b>
<b>Studio Specialist</b>	\$	\$	\$
<b>Service Area</b>	Option Period 3 01Jan2026 –31Dec2026	Option Period 4 01Jan2027 –1Dec2027	
<b>HQ SACT</b>	<b>Hourly Rate: (1800 hours)</b>	<b>Hourly Rate: (1800 hours)</b>	
<b>Studio Specialist</b>	\$	\$	

Total Contract Value (Base + Option Periods) \$ \_\_\_\_\_

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 \_\_\_\_\_

**NOTE: Proposed rates must be fully “loaded” [G&A, O/H etc.], however they must not include per diem (meals & lodging) and travel. Travel (and related expenses) will not be covered under this contract, but handled separately in accordance with the ACT Financial Manual.**

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## Enclosure 6 (Statement of Work)

### Statement of Work (SOW)

#### 1. Introduction

**Allied Command Transformation (ACT)** is NATO's leading agent for change: driving, facilitating, and advocating the continuous improvement of Alliance capabilities to maintain and enhance the military relevance and effectiveness of the Alliance. The main objectives of ACT are: providing appropriate support to NATO missions and operations; leading NATO military transformation; improving relationships, interaction and practical cooperation with partners, nations and international organisations. ACT therefore leads Alliance concept development, capability development, training and lessons learned initiatives and provides unfettered military support to policy development within NATO.

##### a. **DCOS Joint Force Development (JFD)**

- b. DCOS Joint Force Development (JFD) Directorate is responsible for direction and coordination of education and individual training (E&IT) and to manage collective training and exercises. This includes:
- c. Direct and coordinate E&IT within ACT and ACO and in support of NATO HQ
- d. Act as the principal advisor to SACT on all subjects related to NATO, partner and non-NATO education and training (E&T)
- e. Develop, maintain concepts and doctrines related to NATO E&T
- f. Integrate concepts and doctrine into E&T
- g. Maintain relationships with NATO and other Education and Training Facilities (e.g. NETFs, COEs, PTECs)
- h. Monitor technological trends in NATO E&T with regard to transformational relevance, research and develop new technology to support NATO's education and training requirements
- i. Initiate transformational activities based on exercise analysis
- j. Since the inception of Allied Command Transformation (ACT), the Modelling and Simulation/Training Technologies Branch have seen the requirement for media development and video studio production. This demand has increased to command wide as the need for online events, virtual meetings has grown part due to COVID pandemic and part new ways of thinking and technology improvements.
- k. HQ SACT is therefore seeking to put into place a firm fixed price personal services contract for development and support of:
  - i. The HQ SACT media and video production studios (classified and unclassified) to ensure they are ready for use for various events as



well as configured to operate to NATO security and technical standards.

- ii. Support media/seminar events over the year from Four Star Diamond events to division conferences as well as well as media productions for education and training and promotional videos for the command.
- iii. This work will be conducted at HQ SACT in order to ensure connectivity to the NATO networks required.

## 2. Background and Scope of work

a. Background: HQ SACT is soliciting Contractor capabilities to support the operation and daily running of the HQ SACT media/video studios. These studios supporting unclassified and classified events will operate within the HQ SACT environment. The Media/Video will support all divisions in HQ SACT with leads from Joint Force Development, Strategic Plans and Policy and Comms Branch.

b. Scope: This contract will enable HQ SACT to plan, develop and deliver the production of HQ SACT events from education and training videos, promotional or informational videos to live seminars, conferences or online events. It requires the following skill sets to complete its mission:

One skilled multimedia/video studio production assistant in the Training Technologies section.

## 3. Type of Contract and Period of Performance

- a. Type of Contract: This is a level of effort contract with a maximum limit of 1800 hours per person per calendar year. All employer responsibilities for the contractors performing under this contract shall lie with the contractor company.
- b. **Period of Performance:** The requirement is for a base period of 16 Jan 2023 to 31 December 2023 with four option years; 2024-2027.
- c. **Place of Performance:** HQ SACT shall serve as the habitual residence for performance under this contract. The Contractor is expected to perform the majority of the required work in Norfolk, USA, and alternate locations as per requirements specified by the Contracting Officer's Technical Representative (COTR). It is anticipated that the contractor may travel 4-6 times per year to and from Europe/USA in support of this contract for durations of up to 30 days.

## 4. Surge capability

A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor support (LOE or Deliverable) to meet new requirements within the scope of the existing

NATO UNCLASSIFIED

Statement of Work. The Supplier shall be prepared to provide support services per labour category described above. The contractor shall be prepared to evaluate requirements and submit a price proposal for any new in scope requirement for consideration by HQ SACT. Surge proposals will be evaluated by the Contracting Officer for fair and reasonable pricing and should be developed based upon the same pricing structure as the original contract proposal. The rate for surge effort shall not exceed the base/option year rate. Surge requirements will be incorporated by formal contract modification. Requests for pricing are made on a non-committal basis and do not constitute a formal commitment by HQ SACT to contract for additional work; supplier will not be reimbursed costs for preparing price proposals or other related expenses in response to a surge request. HQ SACT surge efforts will not exceed 80% of the annual contract value or 80% of the cumulative contract value. Requests to surge from other organisations outside of HQ SACT are not counted against the HQ SACT when calculating the surge tolerances.

**a. Tasking and Deliverables:** As directed by the COTR (within scope) the contractor shall execute the following tasks:

**b. Media/Studio Production Assistant**

- i. Support DCOS JFD Learning Technologies Section by planning and supporting all events for the command to be held in the studios. Work with Communications Branch for events that include SACT, DSACT and COS.
- ii. Scheduling and supporting HQ SACT staff in planning events and describing the requirements and capabilities of the studios.
- iii. Assists in the operation and maintenance of the studios, ensuring they are set up for events and configured to meet requirements.
- iv. Ensures the studio operation is in compliance with NATO standards and requirements and security policies and procedures.
- v. Professional level technical work includes recommendations for new or improved processes, applications, etc.
- vi. Provide video and camera operation support to HQ SACT events, both live and recorded.
- vii. Provide post production video editing to produce media using commercial editing tools available within HQ SACT (Currently Adobe After Effects and Adobe Premier Pro).
- viii. Interfaces with the customer to determine needs and communicate progress.

- ix. Provide direction and support to live streaming events on collaboration software both in studio and in remote locations.
- x. Consults with customers and attends planning meetings, conferences and workshops as required by the Section Head Learning Technology.
- xi. Reviews progress with the Section Head on studio use and operational needs.
- xii. Work with Learning Technologies staff, Comms Branch and DCOS SPP staff with NCIA to ensure studios are configured for operation to support the various software and streaming packages required by the Command.
- xiii. Produce media assets to support Command requirements supporting directorates video and media needs.
- xiv. Support web portals and information web sites connected to the Studio operation and information sharing.
- xv. Supports HQ SACT Studio other related tasks.

5. Skills required:

a. **Media/Studio Support Contractor**

i. **Experience**

1. A minimum of 3 years' experience (within last 10 years) working with video and media production.
2. A minimum of 3 years' experience (within last 10 years) in a studio environment producing live or recorded video.
3. Experience communicating effectively with customers and guiding them in the production of video or seminar/conference activities.
4. Experience recording and editing video with Adobe Premier and After Effects.
5. Technical experience supporting live virtual events.
6. Technical experience configuring various video-related hardware to include lighting, audio mixers, microphones, cameras, and teleprompters.
7. Familiar with green screen capture, processing, and editing to include Newtek Tricaster software and hardware.
8. Familiar with video switching and upstream/downstream keying via ATEM switchers.
9. Familiar with media storage servers and their use with streaming and storage.
10. Experience with networks, video streams and managing networks.

ii. **Education**

1. Bachelor's Degree in communications or video production related topic, or at least 5 years work experience directly related to position required.

## 6. Special Requirements

- a. Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) (Written and Oral)). NATO: 3333.
7. NATO SECRET-level security clearance or active SECRET security clearance issued by a national authority. Must have at time of bidding.

## 8. Performance

- a. Requirements and Reporting: The Contracting Officer shall assign a Contracting Officer's Technical Representative (COTR). The COTR shall provide direction, guidance, and support information as needed for all technical and content areas of the SOW.
- b. The COTR shall:
  - i. Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW.
  - ii. Review (and approve) all Contractor duties for completeness and accuracy.
  - iii. Review the Contractor's work at a minimum of monthly, or more often if needed.
  - iv. 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.

## 9. Contract Reporting

- a. The 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. Summary of work for the reporting period.
  - ii. Contract hours expended showing a comparison with budgeted hours.
  - iii. Current or anticipated problems/deficiencies and recommended

solutions.

- iv. The 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. The Contractor is expected to work closely with other team members, SMEs, and designated HQ SACT personnel. Consequently, the 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.

#### **10. Proof of Past Performance**

- a. The Contractor is to provide a reference letter to show that it has successfully completed work that is similar to the requirements outlined in this SOW. The citations shall include the following information at a minimum:
  - i. Summary of work performed that is similar to or directly relates to this SOW in size scope and value.
  - ii. Status of work (i.e., on-going, complete)
  - iii. Date of work performance
  - iv. Summary of staff used (by number and position)
  - v. Name of client
  - vi. Complete contact information for client
  - vii. Permission to contact client for reference

#### **11. 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.

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## 12. Rights in Technical Data Computer Software

- a. Specific information to IPR is articulated in the General Terms and Conditions that support this contract.

## 13. Releasability

- a. NATO nations have regulations and laws applying to the export of defence related goods by domestic commercial sources to outside entities (such as NATO). The products or services under this SOW will need to be releasable to entities identified under the statements made with regard to both the Intellectual Property Rights and any applicable export control laws.

## 14. Furnished Materials

- a. For on-site work, HQ SACT shall provide all necessary working space; office furniture; telephones; computers, software, peripherals, and support equipment; office supplies; classified/unclassified storage space; and access to unclassified and classified NATO wide area networks (WAN) (granted on an as needed basis to individuals with appropriate security clearances) and the Internet for work to be performed at all NATO sites. Contractor personnel are not authorized to make any permanent/semi-permanent physical modifications to the HQ SACT facilities. Contractors shall have full access the Microsoft Office Suite, as well as Microsoft Project.

## 15. Security

### a. Personnel Clearances

Contractor personnel shall be responsible for obtaining all needed security clearances prior to starting work at HQ SACT. All Contractors shall have a minimum of a SECRET security clearance (as issued by NATO or the respective national Ministry/Department of Defence (Mod/DoD)). No clearance or waiver to this requirement shall be granted, and no Contractor shall be assigned without having the needed clearance in place. If the Contractor Company cannot assign personnel with the required SECRET security clearance on the start date, the company shall be liable for bid non-compliance or immediate contract termination. The Contractor Company must provide advance written proof of the ability to assign fully cleared personnel prior to contract award/start. The Contractor Company is fully responsible for arranging all work visas.

### b. Security Conditions

The Contractors must adhere to current security conditions at HQ SACT and other work sites. Contractor personnel shall comply with all local host nation, 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.

**c. Building, Installation Access**

The 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 HQ SACT facility. The Contractor Company shall submit requests for site access to HQ SACT, Attention Security Office, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490.

**d. Electronic Devices**

All Contractor personnel shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) in the HQ SACT. The Contractor shall be responsible for satisfying the necessary clearance from the HQ SACT Security Office before bringing any such device into the HQ SACT work environment.

### **16. Export Control**

- a. NATO nations have regulations and laws applying to the export of defence related goods/ services originating from domestic commercial sources to foreign entities. Usually under those laws and regulations, NATO is considered a foreign entity. The following requirements of this statement of work are provided in order to allow the bidder/contractor the opportunity to assess the applicability of their pertinent national laws and regulations and take action, as required. The services shall be rendered at a maximum in the following locations: NATO member Nations and future NATO member Nations and NATO Partnership for Peace, Med-dialogue, Istanbul Cooperative Initiative (ICI) and contact countries. Persons exposed to the services performed under this SOW shall be nationals of NATO member Nations working for NATO Nation Governments.

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## Annex A (Technical proposal Assessment) to Enclosure 6 (Statement of Work)

### TECHNICAL PROPOSAL ASSESSMENT

Contractor's technical proposals will be assessed on the qualifications of the individuals proposed to perform the work. Individuals' résumés will be measured against each of the criteria specified below in order to ascertain whether the individuals have adequately demonstrated that they possess the required qualifications. HQ SACT reserves the right to conduct interview of nominated candidate(s). Examples of how detailed knowledge levels were attained are expected. Ultimately Contractor companies shall clearly demonstrate by providing unequivocal reference to where candidates meet the criteria set forth in this solicitation.

The bids will be evaluated against the following levels:

Compliant (**C**) = Meets the criterion

Non-compliant (**NC**) = Proposal will be deemed non-compliant

#### Scoring Sheet

	Requirement	0-10	Comments
1.	A minimum of 3 years' experience (within last 10 years) working with video and media production.	3yrs = 3pts 5yrs = 5pts 10yrs = 10pts	
2.	A minimum of 3 years' experience (within last 10 years) in a studio environment producing live or recorded video.	3yrs = 3pts 5yrs = 5pts 10yrs = 10pts	
3.	Experience communicating effectively with customers and guiding them in the production of video or seminar/conference activities.	No = 0 Yes = 10 *0 Non-compliant and disqualified.	
4.	Experience recording and editing video with Adobe Premier and After Effects	No = 0 Yes = 10 *0 Non-compliant and disqualified.	
5.	Technical experience supporting live virtual events	No = 0 Yes = 10 *0 Non-compliant and disqualified.	
6.	Technical experience configuring various video-related hardware to include lighting, audio mixers, microphones, cameras, and teleprompters	No = 0 Yes = 10 *0 Non-compliant and disqualified.	
7.	Familiar with green screen capture,	No = 0	



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	processing, and editing to include Newtek Tricaster software and hardware	Yes = 10 *0 DOES NOT disqualify bid.	
8.	Familiar with video switching and upstream/downstream keying via ATEM switchers	No = 0 Yes = 10 *0 DOES NOT disqualify bid.	
9.	Familiar with media storage servers and their use with streaming and storage	No = 0 Yes = 10 *0 DOES NOT disqualify bid.	
10.	Experience with networks, video streams and managing networks	No = 0 Yes = 10 *0 DOES NOT disqualify bid.	
		<b>C or NC</b>	
11.	Bachelor's Degree in communications or video production related topic, or at least 5 years work experience directly related to position required		
		<b>C or NC</b>	
12.	NATO SECRET-level security clearance or active SECRET security clearance issued by a national authority		
13.	Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) (Written and Oral)). NATO: 3333.		

\*Bidders shall provide self-evaluation of grading matrix within their technical proposal to include reference to page number/paragraph number/cite source from within their technical proposal that proves requirement is met. Lack of self-evaluated matrix could lead to a disqualification of bid submittal.

\*\*Grade of zero will result in a non-compliant and disqualification from the bidding process, unless otherwise stated in the matrix.

**Terms and Conditions**

**HQ SACT General Terms & Conditions dated 01/26/2022 apply to this contract and can be reviewed at [www.act.nato.int/contracting](http://www.act.nato.int/contracting) under *Contractor Information*.**