



NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD
HEADQUARTERS SUPREME ALLIED COMMANDER
TRANSFORMATION 7857 BLANDY ROAD, SUITE 100
NORFOLK, VIRGINIA, 23551-2490



TO: BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support: Develop Continuous Information and Knowledge Management (IKM) Improvement Activities across HQ SACT

DATE: 14 January 2019

1. In accordance with the stipulations of the Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: ACT-SACT-19-05

Title of IFIB: Contractor Support: Develop Continuous IKM Improvement Activities across HQ SACT

2. **The Scope:** Headquarters Supreme Allied Commander Transformation's (HQ SACT) Tasking and Knowledge Management Branch (TKM) requires specialised support to develop, implement, transition and sustain further IKM continuous improvements. Additionally, this tasking requires to build upon existing work strands and rapid execution of associated deliverables; therefore, the most appropriate and cost-effective means of meeting this requirement is through the continued surge provision of technical support through a current specialist contractor.

Throughout 2016, changes were implemented to the way in which electronic information was managed across HQ SACT on the NATO SECRET (NS) domain only, specifically employing the use of SharePoint 2013. Endorsed by the HQ SACT leadership, it was an ambitious project to accomplish a needed transformational change in the way people worked; it sought to capitalize on available technology to assist HQ SACT staff to internally collaborate to a greater degree than was done previously.

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Follow-on requirements were identified to capitalize on those efforts and implement further IKM improvements. The requirement for continuity in the skillset required from the additional post has been further reinforced. Until manned in accordance with the new command structure, the IKM section requires the correct skillset in order to fulfil HQ SACT strategic milestones.

The primary stakeholders in the completion of the various deliverables will be the lead IKM Section Staff Officers. However, other stakeholders across the whole of HQ SACT will be engaged to ensure completeness of transition and sustainment tasks and activities. The progress of this effort will be closely monitored by HQ SACT staff. The envisaged approach is to build upon previous deliverables and engagement.

3. **Type of Contract:** Lowest Priced Technically Compliant (LPTC).
4. **Period of Performance:** July 2019 – Dec 2019 base period with two potential 12-month-option-periods.
5. **Bidding Procedure:** Sealed Bidding. The intended procurement method will be International Competitive Bidding (two step procedure) in accordance with Bi-SC Procurement Directive 60-70, Annex C, Procedures for International Competitive Bidding dated 15 June 2015, awarding the contract to the lowest priced technically compliant bidder.
6. **Funding:** The funding estimate is \$400,000 for the full contract scope. Travel costs will not be a consideration for contract award.
7. **Issue Date:** 1 March 2019
8. **Bid Closing Date:** 12 April 2019
9. **Eligibility:** Companies which have performed similar tasking to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, have appropriate professional training and experience in a related field (s).
10. **Delivery location(s):** The contract will cover services being accomplished at NATO HQ Allied Command Transformation in Norfolk, Virginia.
11. **Partial bidding:** Partial Bidding is not authorized.

12. **Website:** <http://www.act.nato.int/contracting>

Contractors will be able to view the IFIB on or about 1 March 2019 at the above website. You are hereby invited to nominate, by email or facsimile before 28 February 2019, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence is to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
Attn: Charmaine R. Yap –Contracting Officer
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Fax: +1-757-747-3525 – Tel: +1-757-747-4240
Email: charmaine.yap@act.nato.int

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CHARMAINE R. YAP
Contracting Officer
HQ SACT