



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



## MBC's Distribution List for International Competitive Bidding

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

DATE: 7 September 2022

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Education, Training, Exercises and Evaluation (ETEE) Functional Services Capability Programme Development and Management, HQ SACT, Norfolk, Virginia, U.S.A.

1. In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

**IFIB Reference:** ACT-SACT-22-123

**Title of IFIB:** Contract Support: Education, Training, Exercises and Evaluation (ETEE) Functional Services (FS) Capability Programme Development and Management.

**Requirement:** HQ SACT is seeking contract support for the development and implementation of the ETEE FS capability programme. This will include requirement elicitation in collaboration with stakeholders, the full spectrum of programme and project management as stipulated in the NATO governance model for delivery of common funded capabilities, including architecture development, a holistic lifecycle management, capability acceptance and the management of ongoing capability development efforts.

The main output is the delivery of programme management products in accordance with the NATO governance model for the delivery of common funded capabilities. This includes programme management plans, products to address information requirements at the governance level, and plans to enhance ETEE FS capabilities in an incremental approach, based on the results of elicited requirements. Coordination will be required with the broad array of Education & Training stakeholders in the NATO Command Structure (NCS), NATO Force Structure (NFS) and NATO and other Education Training Facilities, NATO accredited Centres of Excellence and NATO recognized Partner Training and Education Centres.

**Type of Contract:** Firm Fixed Price (FFP) Level of Effort.

**Period of Performance:** Base period of 01 JAN 2023 - 31 DEC 2023. With four (4) possible option years. Option Period One: 01 JAN 2024 - 31 DEC 2024; Option Period Two: 01 JAN 2025 - 31 Dec 2025; Option Period Three: 01 JAN 2026 - 31 Dec 2026; Option Period Four: 01 JAN 2027 - 31 Dec 2027.

**Bidding Procedure:** Sealed Bidding (Two Envelopes)

**Funding:** MBC 20X-2023-XXXXXX, RRIS # TBC,  
(Estimated annual amount, \$360,000 estimated cumulative amount,  
\$1,800,000)

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 11 OCTOBER 2022, (target date)

**Bid Closing Date:** 28 NOVEMBER 2022, (target date)

**Eligibility:** Companies which have performed similar contracts within the last three years substantially similar in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, possess at least a valid NATO Secret level security clearance, have appropriate professional training and experience in a related field (s).

**Delivery location(s):** Norfolk, VA, U.S.A.

**Partial bidding:** Partial Bidding is not authorised.

**Website:** <http://www.act.nato.int/organization/hq-sact/contracting/notifications-of-intent-noi>

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **11 October 2022**, 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 hereto is to be addressed to:

Supreme Allied Commander Transformation  
BUDFIN – Purchasing and Contracting Branch  
Attn: LCDR Brandon Stewart – Contracting Officer  
Mrs. Kellie Hagen  
7857 Blandy Road, Suite 100,  
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*//original signed//*

LCDR Brandon Stewart  
ACT Contracting Officer,  
HQ SACT