

IFIB: RFP-ACT-SACT-22-108, Innovation & Digital Transformation  
FOGO Mentoring & Staff Individual Training

Reference: Q & A # 2

Date of Issue: 5 August 2022

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

Questions	Responses
1. Are any of the training course materials already developed?	No.
2. Is a team approach preferred to a single individual meeting all of the requirements?	No, our staff training is conducted individually based on post/role requirements. This is often conducted in a classroom setting, but it is not a "team approach" or collective training.
3. We have understood that we should send two separately emailed PDFs (one technical volume and one pricing volume). We assume that all enclosures should be combined together and sent as a separate third email. Is this correct?	Just two emails: 1 technical volume and 1 price volume.
4. a) We have understood that enclosure three should be filled with prior work examples. Given that the technical envelope has space for prior work examples, we assume that enclosure three is for reference rather than evaluation. b) We also assume that we can include the same work examples in both the technical envelope and enclosure 3. Is this correct? c) If enclosure 3 is evaluated, how is this done?	a) Correct, it is for reference, not evaluation. b) Correct. c) Enclosure 3 Past Performance Information Form informs SACT HQ of your previously awarded contracts that are related to this particular requirement; this is not an evaluating factor.
5. We have understood that annexe A is the marking criteria for the technical volume. We have understood that section 4 of the 'Statement of Work' highlights essential criteria for selection. Given this, we assume (A) that those two sections are the only grounds for evaluating the technical volume and (B) annexe A should not be completed by us and returned to you. Is this correct?	a) Correct. b) Provide your own assessment/grading and provide the citation from your technical proposal under the Experience Outlined column.
6. We have understood that section 11 of the 'Statement of Work' sets the questions answered in the technical volume. We therefore assume that section 11 speaks to everything required in the technical volume - i.e. the technical volume should only include (A) prior relevant expertise / experience and (B) the individuals that will carry out the SOW. a) Is this correct? b) If not, what else should be included in the technical volume?	a) Correct. b) That is all.
7. For criteria 2-4, the 20 mark question requires examples of 'governments with their national industries'. What is meant by 'national industries' here and what kind of relationship between governments and their national industries do you see as relevant here? Could you give a hypothetical example of what a programme	National industries is described as those tied to national infrastructure through national policy. Examples could be the energy, defence, aerospace or health sectors where government and the private sector work together

supporting governments with their national industries would look like?	
8. For criteria 3, is this intended to speak to a specific type of programme (e.g. upskilling)? Or would an example of any type of programme (e.g. cost-cutting) be relevant?	This RFP aims to upskill ACT staff in its drive to embrace innovation and to prepare them to undertake the NATO Digital Transformation Programme.
9. How will commercial submissions be evaluated?	The commercial / technical submission will be evaluated in accordance with your package against the grading matrix provided on the RFP.
10. Is there an initial view of ball-park budget for this work?	Range between \$100K to \$160K USD
11. The solicitation delineates the number of participants by organizational level however no guidance is offered as to how many courses NATO seeks provide each cohort. To ensure the learner experience aligns to NATO expectations, please quantify the number of courses desired by level.	The volumes required per stated role type/course is stated in the scope of work on p.7 Para 2b. i-v. There is no stipulation on the number of courses needed to achieve this. Bidders should propose their solutions.
12. What is the specific response requirement associated with RFP Page 6, Section 11.c – Provision of administrative, financial and technical volumes?	To clarify, the phrase “provision of administrative, financial and technical volumes” simply means to follow the administrative guidelines provided in the RFP while submitting the tech and price proposals.
13. Can personnel resumes be presented outside of the 15 page limit of the Technical Volume?	Yes.
14. Please confirm if the requested Enclosures (#s 1, 2 & Annex A) referenced in the RFP on page 6 Section 11 a, b & d are considered outside of the 15 page limit for the Technical Volume.	Yes.
15. What would constitute proof of institutional alignment to delivery standards?	<p><b>“Proof of institutional alignment” can be demonstrated across through its interaction with a standards authority and its community of interest. This can be demonstrated through a combination of the following by evidencing:</b></p> <ul style="list-style-type: none"> <li>- Verifiable registration and certification to a standards authority</li> <li>- Approved supplier for awards, qualifications and institutional certification of training or other services supplied on behalf of the standards authority.</li> <li>- Active contribution to the body of knowledge through the standards authority.</li> <li>- Participation in the development of a standard with the standards authority.</li> </ul>