



NORTH ATLANTIC TREATY ORGANISATION

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

Request for Proposal

NCB-ACT-JFCNF-23-57

Guard Force

Bidding Instructions

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BIDDING INSTRUCTIONS

1. General

This is a **Firm Fixed Price** service contract in accordance with the JFC-NF General Contract Terms and Conditions; **Contract Award is contingent upon funding availability; Partial bidding is not allowed.**

2. Classification

This Nationally Competitive Bid (NCB) is a NATO UNCLASSIFIED document.

3. Definitions

- (a) The "Prospective Bidder" shall refer to the entity that has indicated thereon its intention without commitment, to participate in this NCB.
- (b) The term "Bidder" shall refer to the bidding entity that has completed a bid in response to this NCB.
- (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 NCB 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 Headquarters Supreme Allied Commander Transformation.
- (g) The term "JFC-NF" shall refer to Joint Force Command-Norfolk.
- (h) The term "ACT" shall refer to Allied Command Transformation.
- (i) The term "NATO" shall refer to the North Atlantic Treaty Organisation.
- (j) The term "days" as used in this NCB shall, unless otherwise stated, be interpreted as meaning calendar days.

4. Eligibility

- (a) This NCB is open United States commercial entities.
- (b) Working in the required field of study and legally authorised to operate in the country and countries in which this contract is to be performed, at the time at the time of bidding. Please refer to our terms and Conditions paragraph 23 "Authorization to Perform" at https://www.act.nato.int/wp-content/uploads/2023/05/JFC-NF_General_Terms_Conditions_2021.pdf. Has performed the desired past performance including size, cost and scope, as described in this NCB.
- (c) **All proposed key personnel on this requirement must be United States citizens.**

5. Duration of Contract

(a) The contract awarded shall be effective upon date of award.

(b) Period of Performance:

- Base Period: Date of award (September 2023) – 31 December 2023
- Option Year 1: 1 January 2024 – 31 December 2024
- Option Year 2: 1 January 2025 – 31 December 2025

6. Exemption of Taxes

In accordance with the agreements, (Article VIII of the Paris Protocol dated, 28 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 NCB prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.

(b) JFC-NF reserves the right to modify the services stated above during the life of this contract in order to ensure that changing security and operational needs are properly satisfied. Minor operational changes to the agreed service levels, times, and locations may be directed by the Headquarter Security Officer (HQSO) in order to manage security exercises, temporary special protection measures, or similar operational events. Changes shall be directed through the Contractor's employee that performs the role of supervisor in coordination with the COTR and Contracting Officer.

(c) HQ SACT reserves the right to cancel, at any time, this NCB either partially or in its entirety. No legal liability on the part of HQ SACT or JFC NF 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 or JFC NF. If this NCB is cancelled, any/all received bids shall be returned unopened, per the bidder's request.

8. Bidder Clarifications

(a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this NCB, 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 three (3) calendar days prior to the bid closing date.

(b) In lieu of a bidder's conference, HQ SACT invites bidders to submit initial technical and contractual questions not later than **18 August 2023**.

- (c) 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 NCB. Oral Interpretations shall not be binding.

9. Bid closing date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **4 September 2023, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this time and date. No hard copy proposals will be accepted.

10. Bid Validity

Bids shall remain valid for a period of **one hundred and twenty days (120) days** from the applicable closing date set forth within this NCB. 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

- (a) A table of contents for the entire proposal;
- (b) The bidder's full name, address, Point of Contacts, Telephone, Fax number; Internet site;
- (c) Compliance statement (See Enclosure #1);
- (d) Past performance (See Enclosure #2); references will be accepted in lieu of past performance
- (e) Provision of technical and price (choose one price proposal format: 2 or 3 personnel for 12-hour shifts) volumes;
- (f) Compliance matrix (See Annex B to Statement of Work).

12. Proposal Submission

- (a) Proposals shall be submitted electronically in a two separate PDF documents, one containing the **Technical Proposal** and one containing the **Price Proposal**, each e-mailed separately to:

- Technical proposal: techproposal@act.nato.int
- Price proposal: priceproposal@act.nato.int

E-mail subjects shall include the solicitation information along with company name (for example: NCB-ACT-JFCNF-23-57_Tech_ABC Inc. / NCB-ACT-JFCNF-23-57_Price_ABC Inc.). **Allow sufficient time in your submission should you encounter e-mail size challenges.**

- (b) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate. Prices shall be on a **Firm Fixed Price Basis** and include any relevant discount schedule. Price proposals shall be submitted in accordance with enclosure 3.
- (c) No oral bids, oral modifications, or telephonic bids shall be considered.
- (d) It is the ultimate responsibility of a prospective bidder prior to submission that all proposal submissions are reviewed to ensure they meet the technical, contractual 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.
- (b) **A delay in an e-mail exchange due to server or size restrictions does not constitute a delay by NATO.**

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 NCB. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (b) Proposals shall be evaluated and awarded based on a **Lowest Price & Technically Compliant** basis.
- (c) The following factors are considerations:
- Successful administrative submission of bid package and requested documents.
 - Compliance with mandatory criteria identified on Annex B (Compliant/non-Compliant).
 - Acceptance of JFC NF 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, interpretation of language within the bid, and to resolve in potential areas of concern.

17. Award

HQ SACT intends to award a firm fixed price contract(s) to the Offeror(s) whose proposal(s) represents the **Lowest Price, Technically Compliant** offer to NATO.

Partial awards are not authorized.

HQ SACT will collect information from references provided by the Offeror in regards 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 NCB.

18. Communications

All communication related to this NCB, 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 NCB. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

19. Points of Contact:

Kellie Hagen, ACT Contracting Officer,
757-747-4180, kellie.hagen@act.nato.int

Tonya Bonilla, ACT Contracting Officer,
757-747-3575, tonya.bonilla@act.nato.int

Enclosure 1 Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID NCB-ACT-JFCNF-23-57

It is hereby stated that our company has read and understands all documentation issued as part of NCB-ACT-JFCNF-23-57. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of NCB-ACT-JFCNF-23-57 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: _____

Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the NCB 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 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.

Enclosure 2 Past Performance

PAST PERFORMANCE INFORMATION FORM

(References may be submitted in lieu of past performance)

- (a) Contracting Entity:
- (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: _____

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.

Enclosure 3 Proposal Cover Pages

COMPANY NAME: ABC, Inc

Address: Street, building...

City, Post Code

SUBJECT: NCB-ACT-JFCNF-23-57 PRICE PROPOSAL –
Only use for proposal of (3) 8-hour shifts

*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;
<https://www.act.nato.int/images/stories/budfin/afm24.pdf>.*

*A full man year = **2912** hours (8 hours per day x 7 days per week x 52 weeks per year).*

Base Period LOE	Performance Period	Number of Personnel	Hourly Rate	Full Man Year	Cost
1. Security Guard.	25 Sep – 31 Dec, 2023	3		728/ hrs per man	\$
2. Supervisor	25 Sep – 31 Dec, 2023	3		728/ hrs per man	\$
	Base Period Total				\$
Option Period 1 LOE	Performance Period				Cost
1. Security Guard.	01 Jan – 31 Dec, 2024	3		2912 hrs per man	\$
2. Supervisor	01 Jan – 31 Dec, 2024	3		2912 hrs per man	\$
	Option Year 1 Total				\$
Option Period 2 LOE	Performance Period				Cost
1. Security Guard.	01 Jan – 31 Dec, 2025	3		2912 hrs per man	\$
2. Supervisor	01 Jan – 31 Dec, 2025	3		2912 hrs per man	\$
	Option Year 2 Total				\$
	GRAND TOTAL				\$

SUBJECT: NCB-ACT-JFCNF-23-57 PRICE PROPOSAL

Only use for proposal of (2) 12-hour shifts

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;
<https://www.act.nato.int/images/stories/budfin/afm24.pdf>.

*A full man year = 4368 hours (12 hours per day x
7 days per week x 52 weeks per year).*

Base Period LOE	Performance Period	Number of Personnel	Hourly Rate	Full Man Year	Cost
1. Security Guard.	25 Sep – 31 Dec, 2023	2		1092/ hrs per man	\$
2. Supervisor	25 Sep – 31 Dec, 2023	2		1092/ hrs per man	\$
	Base Period Total				\$
Option Period 1 LOE	Performance Period				Cost
1. Security Guard.	01 Jan – 31 Dec, 2024	2		4368 hrs per man	\$
2. Supervisor	01 Jan – 31 Dec, 2024	2		4368 hrs per man	\$
	Option Year 1 Total				\$
Option Period 2 LOE	Performance Period				Cost
1. Security Guard.	01 Jan – 31 Dec, 2025	2		4368 hrs per man	\$
2. Supervisor	01 Jan – 31 Dec, 2025	2		4368 hrs per man	\$
	Option Year 2 Total				\$
	GRAND TOTAL				\$

Please verify and acknowledge propriety of above, by 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: _____

Annex A: Statement of Work (SOW)

JFCNF Guard Force

1. INTRODUCTION

Joint Force Command Norfolk (JFCNF) is an Operational Headquarters which falls under Allied Command Operations (ACO) located across the Atlantic in Europe. JFCNF is the only ACO command located in North America. JFCNF is located at 7927 Ingersol St. BLDG. NH-19, Norfolk, VA 23551-2490.

2. BACKGROUND AND SCOPE OF WORK

a. Background.

Currently JFCNF (NH-19) has four perimeter entrances to the building. During JFCNF's October 2022 Security Inspection, SHAPE J2X inspection report indicated a deficiency. According to ACO 070-001, a 24/7 Guard Force is required for all ACO subordinate commands. JFCNF is looking to correct the deficiency through a contractor workforce of 8-10 personnel to provide 24/7, 365 day a year security guard forces to Building NH-19. The guard force/sentry will be posted at the main entrance of building NH-19 to oversee all incoming visitors to the building.

b. Scope of Work.

The contractor shall provide normal quarterdeck guard sentry duties to include:

- 1) Control the entry to the JFCNF command building (NH-19).
- 2) Monitor the security Closed Circuit Television (CCTV).
- 3) Operate and maintain surveillance equipment.
- 4) Check identification badges and passes.
- 5) Issue security passes to all incoming visitors.
- 6) Perform Random Anti-terrorism Measures (RAM) entry/exit inspections.
- 7) Conduct building patrols of the facility.
- 8) Perform as a quick reaction force.
- 9) Participate in scheduled Security training provided by JFCNF Security Office.
- 10) One member shall be assigned as the shift supervisor for the personnel assigned.

3. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

a. Type of Contract:

This is a firm fixed-price type level of effort contract.

b. Period of performance:

Base period shall be from contract award through 31 Dec 2023 with two, one-year option periods, Option Year 1 (01 JAN – 31 DEC 2024), and Option Year 2 (01 JAN – 31 DEC 2025).

Option periods are subject to funds availability, confirmation of the need by JFCNF, certification of satisfactory performance, during the previous year.

The Contracting Officer will provide notice of extension in writing no later than thirty (30) days before the expiration date of the contract or subsequent extensions (as applicable).

4. TASKING AND DELIVERABLES

Throughout the whole duration of the contract, the contractor shall:

a. Operate security surveillance/monitoring systems installed at JFCNF.

The guard(s) shall operate JFCNF installed surveillance systems in accordance with manufacturer's specifications. Monitoring room has to be occupied 24/7 days by suitably qualified personnel conducting respective task. A watch schedule composed of eight to ten guards shall be readily available to occupy the entrance control room. The entrance control room shall be occupied Monday through Sunday, by a minimum of two personnel, 24 hours a day to include holidays. The Guard force will be fixed (rotational) three 8 hour shifts or two 12-hour shifts.

b. Security Guard Checks.

Verify security credentials of all visitors. The guard(s) must properly vet all visitors to JFCNF (NATO military and civilian staff, contractors, officials, etc.) in accordance with applicable security directives. Properly determine security status of all visitors and issue the appropriate security pass. Identify and report all anomalies (including refuse access attempts before that personnel might leave the JFCNF premises) to the Headquarters' Security Office (HQSO). Guards shall maintain a security logbook and annotate all daily events.

c. Entrance Control Room.

The entrance control room shall be occupied by one guard 24/7, or when directed to do so by the HQSO. The secondary guard will act as a roving patrol every four hours. The guards will conduct interior (within the building) and exterior (outside the building) patrols as part of a two person Response Force.

d. Entry/Exit Inspections

Conduct entry/exit inspections as assigned by the JFCNF Security Team. Search personnel for unauthorized items, such as weapons, documents, Computer Information Systems (CIS) and/or recording equipment in accordance with applicable security directive.

e. Comply with Laws, Directives, Norms

- 1) Social, Fiscal, and Administrative. The Contractor shall comply with all relevant U.S. social, fiscal and administrative legislation, to include all state laws and all base rules and regulations.
- 2) Reference Documents. It is the contractor's responsibility to obtain all referenced documents concerning federal and state laws.

f. Follow Direction.

Guards must follow the direction of those HQSO personnel authorized to give instructions. A Guard Supervisor should be available to supervise personnel manning

as required. The Supervisor will liaison with the HQSO to discuss issues and requirements.

g. Uniform – Appearance – Documents.

Contract guards shall wear uniforms that are clean, serviceable, and appropriate to the prevailing weather conditions. Guards should be well groomed, clean and present a neat appearance. Contract guards must have in their possession all Identification documents and driving licences pertaining to their role.

h. Quality Control

The Contractor shall establish and maintain a complete Quality Control Plan to ensure that the requirements of the contract are accomplished as specified. The plan shall describe the methods for identifying and preventing defects before the level of performance becomes unacceptable.

i. Surge

Within the nature of security work on JFCNF, and as allowed under labour regulations, the contractor must be flexible enough to respond to alterations of functions within JFCNF. This may involve, for instance, focusing all efforts on searching at one door while being relieved by the HQSO from other duties. It may also on occasion require some flexibility of working hours – although compensation would be achieved quid pro quo. These short-term alterations notwithstanding, the contractor must have the flexibility to adjust the working patterns, within the scope of cost parameters, in response to predicted long-term changes in security policy or manning, subject to a notice period of 30 days.

j. Languages

The contractor must be able to conduct all business and correspondence with SACT/JFCNF in English.

k. Insurance

The contractor shall have insurance on all its employees while working at JFCNF. JFCNF shall not be held responsible for accidents happening to members of the contractor's personnel. JFCNF will not insure, reimburse or be liable for any incidents that may occur on the JFCNF premises, in conformity with federal and Virginia state legal requirements. In like manner, JFCNF declines all responsibility concerning theft, disappearance or damage, which could happen to personal machines, equipment or materials utilized in the execution of the present contract and stored on JFCNF premises.

5. SCHEDULE OF DELIVERABLE

Submit the guard roster to the HQSO no later than the 15th of the prior month.

6. ACCEPTANCE CRITERIA

The Guard roster will be completed by the 15th of each month and submitted to the HQSO.

7. CONTRACTOR PERFORMANCE REQUIREMENTS

- a.** Assigned by the Contracting Officer, the Contracting Officer Technical Representative (COTR) is JFCNF Headquarters Security Officer.
- b.** The COTR shall provide directions, guidance and support information requests, as required, for all process and content areas of the Statement of Work (SOW). The COTR shall resolve outstanding disputes, problems, deficiencies and questions on the technical process and review and approve all contractor duties for completeness and accuracy; and review the contractor's work. The COTR's written approval of work performed is mandatory for the contractor invoice to be successfully processed. The COTR will receive a letter of appointment form the Contracting Officer that describes the detail of his roles and responsibilities to which he shall formally accept. The Contracting Officer has final authority (in consultation with the COTR) to determine if the contract/SOW should be amended, extended, modified or cancelled for evolving requirements, new tasking, and/or technical non-performance issues.

8. PERSONNEL REQUIRED FOR STATEMENT OF WORK

- a.** Security Guard: Two (2) persons for stations 24 hours per day, Seven (7) days per week.

1) Due to the profile of JFCNF - the seniority of military personnel and the multinational staff – contract guards must be profiled and specifically selected for work on JFCNF based on their professionalism and interpersonal skills. JFCNF reserves the ability to request the expedient removal of any guard deemed as “not suitable”.

2) Guard selection requirements:

- a) All guards must be medically fit for duty;
- b) The language capabilities of the guards and its supervisors must be fluent in English.
- c) All guards must possess a valid US or NATO SECRET security clearance. Documented evidence of clearance is required prior to commencing work.
- d) Only those guard staff directly related to this project and possessing a U.S. SECRET clearance will be permitted into Building NH-19.
- e) First aid/CPR qualifications. At least one guard from each shift shall hold a valid and active certification in First aid and CPR.
- f) Have a working knowledge of Electronic Security System (ESS) LENEL and Closed Circuit Television (CCTV).

3) Contract guards shall be professional, and at all times, remain courteous and polite while remaining firm, and resolved in the performance of their duties. Guards are to be subject to the JFCNF Code of Conduct and Core Values, dated 18APR23.

The following are unacceptable behaviour by guards and constitute grounds for requesting their removal from JFCNF:

- a) Drunkenness/smelling of alcohol;
 - b) Violent or aggressive behaviour (except in the lawful completion of their duties);
 - c) Rudeness;
 - d) Racism, or any disparate/victimization of persons;
 - e) Sexual innuendo/unwanted sexual attention;
 - f) Consistent lateness;
 - g) Sleeping on duty (except on an officially planned break period);
 - h) Insolence/disobedience to instruction by those authorized to do so;
 - i) Allowing access to unauthorized personnel on grounds of personal friendships;
 - j) Any offences against civil law committed on JFCNF
 - k) Other behavior not listed that nevertheless constitutes unprofessional behavior.
 - l) Social network activities Guard personnel, shall not display their work or service for JFCNF on social networks e.g. Facebook, LinkedIn etc.
 - m) Use of Cell Phones. The use of cell phones is not forbidden; however, it shall not be a hindrance or interfere with daily responsibilities and duties.
- b. Supervisor:** One (1) person contactable 24 hours per day, Seven (7) days per week.
- 1) Verify the guard shifts being requested to be filled by the Guard Supervisor;
 - 2) Ensure guard supplied and appointed guards report for duty;
 - 3) At the earliest opportunity, inform the HQSO of any personnel changes;
 - 4) Ensure 100% fill rate for all requested shift positions.
 - 5) The Guard Supervisor must ensure and demonstrate to the JFCNF management that all personal qualifications (US or NATO SECRET security clearance, first responder) remain current and do not expire. If a guard is no longer available, the Guard Supervisor must provide a new, updated roster that demonstrates enough available personnel to meet upcoming scheduling demands.

9. TIME REQUIREMENTS FOR CONTRACTOR PERSONNEL

a. The unarmed guard force will be working 24 hours a day 7 days a week consisting of two persons. The Guard force will be a fixed (rotational) three 8 hour shifts or two 12 hour shifts.

b. For example:

**8 hour shifts are Day shift (0700-1500), Mid-shift (1500-2300), and Night shift (2300-0700).

**12 hour shifts are day shift (0600-1800) and night shift (1800-0600). The intent is to provide continuous 24/7 security coverage for the command.

10. PROOF OF PAST PERFORMANCE (you may submit Letter of Reference in lieu of past performance citation)

- 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

11. PLACE OF PERFORMANCE

Joint Force Command Norfolk (JFCNF) located at 7927 Ingersol St. Bldg. NH-19, Norfolk, VA 23551-2490

12. REQUIRED TRAVEL FOR PERSONNEL SERVICES CONTRACTS

Travel is not required.

13. FURNISHED MATERIALS AND SERVICES (IF APPLICABLE)

a. **JFCNF Supplied:** JFCNF will supply main entrance office furniture, security equipment (cameras), office supplies. Additionally, JFCNF shall furnish the necessary personnel, materials, tools, training, supervision and management, to provide the service in accordance with the minimum levels of service specified hereinafter.

b. **Contractor Supplied:** Uniformed Guard Force.

14. PHYSICAL SECURITY

All guards must have a security clearance (US or NATO SECRET) to work in a military and NATO environment. Documented evidence of clearance is required prior to commencing

work; as well as obtaining a Defense Biometric Identification System (DBIDS) base I.D. It is the sole responsibility of the contractor to ensure that its personnel have the required documents for base access and performance of the contract.

15. SECURITY CONSIDERATIONS FOR THE DELIVERABLES

DATA PROTECTION (US Secret) - In order to perform its obligations under the contract, the Contractor has to collect and process certain data regarding the persons accessing the sites of JFCNF. The Contractor shall use data obtained in the performance of the contract for contractual purposes only. The information collected shall be inputted in a logbook provided by JFCNF for official use only. Any use for its own or other purposes is excluded. After termination of the Contract, all data collected by the Contractor pursuant to performance of the contract shall be turned over to the HQSO.

This Contract is a NATO UNCLASSIFIED document. However, the Contract may refer to classified documents for which access and/or retention are subject to NATO security rules and procedures.

JFCNF will not permit the Contractor to utilize the performance of this contract as a company "testimonial", public relations or advertising tool.

Annex B: Requirements Matrix

Contractor's technical proposals will be assessed on the qualifications of the both the company and 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 qualifications to be considered compliant. (HQ SACT reserves the right to conduct technical discussions of nominated candidates). **Examples of how detailed knowledge levels were attained are expected. Ultimately Contractor companies shall clearly demonstrate by providing unequivocal reference to where company/key personnel meet the criteria set forth in this solicitation (please include page number, reference to CV or links as applicable).**

Bidders shall include reference to page number from within their technical proposal that proves requirement is met.

Bidder Name

Company Criteria	Compliant (C)	Non-compliant (NC)
1. Valid U.S./NATO SECRET-level security clearance.		
2. Minimum of 2 past performance citations within the last seven years to show that it has successfully completed work that is similar to or directly traceable to the requirements outlined in this SOW.		
3. Contractor demonstrates Guard personnel are First-Aid/CPR qualified.		
4. Contractor shall be able to provide 24/7 – 365-day service.		
5. Demonstrates procedures to ensure that Guards are medically fit for duty.		
6. Company has minimum of 5 years' experience staffing and controlling access to a secure building.		
7. Proposal reflect the companies methods for shift rotations for 24/7/365 coverage.		
Personnel Criteria	Compliant (C)	Non-compliant (NC)
1. Have a working knowledge of Electronic Security System (ESS) LENEL and Closed Circuit Television (CCTV).		
2. Must have a valid state driver's license.		
3. Must be eligible to receive a DBIDs pass.		