



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:** **12 September 2023**

**SUBJECT:** Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Education and Training e-Learning Development for the Joint Warfare Development Directorate Modelling & Simulation/Training Technology Branch, HQ SACT, Norfolk, Virginia, U.S.A.

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

**IFIB Reference:** **ACT-SACT-23-106**

**Title of IFIB:** Contract Support: Learning Technologies e-Learning Course Development and LMS Administration/Helpdesk.

**Requirement:** HQ SACT is seeking contract support for Learning Technologies e-Learning Course Development and LMS Administration/Helpdesk. This requirement includes support to HQ SACT for the development of new online e-Learning courses designed to the NATO standards and style. These courses will be e-Learning level two to level three of complexity, informative with some user interaction (Level 2) – interactive with rich media, animation and scenarios. (Level 3). Based on the SCORM standard (SCORM 1.2 or 2004 Level 3 with plans to move to xAPI in the near future) unless otherwise requested by the NATO customer. As well as support to HQ SACT and NATO Education & Training Facilities for the updates and migration of existing e-Learning courses into modern standards and styles used by NATO. Lastly, support for the Helpdesk and Administration of the NATO Learning Management Systems.

Work will be required to be performed at HQ SACT, Norfolk VA USA.

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

**Period of Performance:** Base Award: 1 April 2024 – 31 December 2024, Option Period 1: 1 January 2025 – 31 December 2025, Option Period 2: 1 January 2026 – 31 December 2026, Option Period 3: 1 January 2027 – 31 December 2027, Option Period 4: 1 January 2028 – 31 December 2028.

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

**Funding:** 2024 Funding

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 18 October 2023, (target date)

**Bid Closing Date:** 29 November 2023, (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:** Bidding instructions and full solicitation package details will be released to the following website on or about 17 October 23. Individual notification will not be provided. You can sign up to receive RSS notifications by following the attached link: <https://www.act.nato.int/contracting>

2. This HQ will directly mail this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **17 October 23**, 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: LT Margaret Anderson – Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Fax: 001+757-747-3525 – Tel: +001-757-747-3699  
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LT Margaret Anderson  
ACT Contracting Officer,  
HQ SACT