

RFP:

**IFIB-ACT-SACT-24-01 Part B – Capability
Development Management Support (DCMS)**

Reference:

Q & A #1

Date of Issue:

19 Dec 2023

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

Questions	Responses
1. Can it be identified which positions are new and which positions have an incumbent currently providing the service?	1. These are new labour categories under this IFIB.
2. For position which have an incumbent, can NATO provide which company they currently work for?	2. These are new labour categories under this IFIB.
3. Will the contracting office provide flexibility on the past performance requirement for new companies entering the IFIB competition? For example, would an acceptable alternative be to allow a new company to submit relevant experience from the labour category candidates and/or company principals.	3. HQ SACT will consider past performance of subcontractors or partner companies. In the case of a single person company (independent contractor), references may be submitted in lieu of past performance. Past performance should be of similar scope, size and duration.
4. What does ECAB stand for?	4. Exercise Coordination and Alignment Branch
5. Page 46 of the IFIB: Compliance Matrix does not match Essential requirements for LC 16. Confirm if correct.	5. See Amendment 2 for updated requirement matrix.

6. General: Bidding document does not have any page numbers please clarify?	6. Page numbers were inadvertently omitted. However, the table of contents is correct. See Amendment 2
7. Bidding Instructions / Section 5: Period of performance starts from 02 January 2024, which is before the bid deadline, please clarify?	7. Period of Performance of the base contract (awarded under Part A) remains unchanged and will have already started. Please refer to the period of performance for the <i>individual labour categories</i> which may differ from the base contract POP.
8. Bidding Instructions / Section 15c: The best value criteria are identified as 70/30, technical price however some of the roles requested have a lower than 70 minimum score, can the purchaser clarify if the 70/30 evaluation method still applies or if this changes per role according to the minimum technical compliance?	8. The technical score is given 70% of the weighted value during review and the price is given 30% of the weighted value. For example, if someone has a raw technical score of only 60/100, the weighted value is (60 *.70) giving him or her 42 points for technical. The minimum technical score identified in the compliant/non-compliant area refers to the minimum raw technical score required for compliance and further evaluation.
9. SOW / LC15/Matrix: LC 15 has 95 total points and should be 100pts please clarify?	9. See Amendment 2.
10. SOW / LC16- and 17/Matrix: LC16 and LC17 have the same compliance matrix which do not seem to match the position requirements identified in the job description, please clarify?	10. See Amendment 2.
11. SOW / LC18/Matrix: There is no education requirement in terms of degree level formal education in the matrix, please clarify?	11. As stated in the compliance section of the requirements matrix. MS/MA Degree in Education and Training Development or related programs (completed or in progress) which may include learning theory, educational psychology, instructional design and education evaluation.

<p>12. SOW / LC18/19/20/21 /Matrix: LC 18, 19, 20, 21 - Demonstrate (example screen shots or story board pages (max 4 per course)) from three courses that have been developed by the instructional systems designer. Where should these examples be included, considering the 5-page CV limit?</p>	<p>12. Screenshots will not be included in the page limit.</p>
<p>13. SOW 20/21 /Matrix: The matrix for these two roles requires evidence from the instructional designer however the roles are not the same, please clarify?</p>	<p>13. LC 20 is for a Graphic Specialist and LC 21 is for a Video Specialist.</p>
<p>14. SOW 23 Matrix: In the job description onsite/remote is identified, in the pricing volume onsite/remote is identified, if the role is hybrid, please clarify the working policy or if the role is fully remote, please clarify?</p>	<p>14. In all cases, on site is the expected (default) working arrangement. Remote working (limited) may be authorised on an exceptional basis by the COTR as needed.</p>
<p>15. SOW 24 Matrix: In the job description onsite is identified, in the pricing volume onsite/remote is identified, if the role is hybrid, please clarify the working policy or if the role is fully remote, please clarify?</p>	<p>15. LC24 is on-site.</p>
<p>16. SOW 24 Matrix: LC 24 - Item 11 where should the requested certificate be provided, considering the 5-page CV limit?</p>	<p>16. The certificate is not included in the page limit.</p>
<p>17. SOW 24 Matrix: LC 24 - Item 13 please clarify this requirement: Present a mature, professional appearance; interact well with others in international environment. (Based on submitted video from provided ceremony script example (English)). Is a video submission expected to support this requirement?</p>	<p>17. See Amendment 2. A video submission is not expected. HQ SACT will, however, require technical clarifications with all proposed candidates for this labour category.</p>

18. SOW 24 Matrix: LC 24 - It appears that Item 14 is incomplete, please clarify this requirement	18. Item 14 should read demonstrated experience in Project Management. See Amendment 2
19. SOW 25 Matrix: In the job description onsite is identified, in the pricing volume onsite/remote is identified, if the role is hybrid, please clarify the working policy or if the role is fully remote, please clarify?	19. In all cases, on site is the expected (default) working arrangement. Remote working (limited) may be authorised on an exceptional basis by the COTR as needed.
20. SOW 26.2 Matrix: In the job description onsite is identified both locations, in the pricing volume onsite is identified for Norfolk and onsite/remote is identified for Mons e is identified, if the role is hybrid, please clarify the working policy or if the role is fully remote please clarify?	20. In all cases, on site is the expected (default) working arrangement. Remote working (limited) may be authorised on an exceptional basis by the COTR as needed.
21. Labour Category #16 – Strategic Analyst/Net Assessment (Tasking pg. 44): The list of 9 tasks appears to be the same as for LCAT #17. Can NATO verify if this is correct? Can NATO publish a list of tasks that are more relevant to this LCAT?	21. See Amendment 2. These labour categories are similar in scope but there are differences.
22. Labour Category #16 – Strategic Analyst/Net Assessment (Req. Matrix pg. 47-48): The list of 6 items for scoring appears to be the same as for LCAT #17. Can NATO verify if this is correct? Can NATO publish a list of items to score that are more relevant to this LCAT?	22. See Amendment 2.
23. Will the government consider extending the past performance cut-off date to work that has been done within 8.5 years?	23. HQ SACT reserves the right to consider past performance beyond the 7-year criteria on a case-by-case basis. Since this would be considered an area of marginal compliance however, HQ SACT would only consider this if there were no other fully compliant companies within the labour category being proposed.

24. Will NATO clarify the dates for the Periods of Performance? As released the PoP begins prior to proposal response due date.	24. Period of Performance of the base contract remains unchanged and will have already started. Please refer to the period of performance for the individual labour categories which may differ from the base contract POP.
25. Will NATO provide an estimated award date?	25. HQ SACT anticipates contract award on or before the week of 22-26 January. Incremental awards by labour category are anticipated.
26. Will NATO incorporate a 30-day transition period to allow a smooth shifting of services from the current service provide to the awardee. Also, lack of a transition period highly favours incumbent offerors as they have individuals in place supporting these requirements were as non-incumbent offerors must solicit, recruit and vet candidates to fill the advertises labour categories.	26. HQ SACT has identified the desired start date for each labour category (POP), however recognizes that some candidates will require transitional time. Upon contract award, a mutually agreeable start date will be negotiated.
27. Will NATO consider extending the RFP response date 1 February to allow offerors the time necessary to complete recruiting/hiring/on boarding actions that are delayed due to the Christmas and New Year's holidays and to accommodate limited candidate availability because of the holiday period.	27. HQ SACT cannot consider an extension due to internal schedule dependencies. IFIB response date remains 09 January 2024 at 0900 EST.
28. Item 12 indicates that Labour Categories 1-11 are awarded on Part A. Part A appears to be omitted as IFIB-ACT-SACT-24-01 only includes a PART B beginning on page 21. Please clarify.	28. Since IFIB-ACT-SACT-24-01 Part A has already been closed this IFIB is for Part B only. Part A labour category information can be found at www.act.nato.int/contracting under archived procurements. Part A award details will be published under Contract Awards in due course.
29. Page 77 - LC 23 – CONTRACTOR SUPPORT FOR CVENT EVENT REGISTRATION MANAGER Location: Norfolk, VA, USA (On-site and Remote): Could you please provide clarification on the hybrid working schedule, specifically outlining the arrangement between on-site and remote options?	29. In all cases, on site is the expected (default) working arrangement. Remote working (limited) may be authorised on an exceptional basis by the COTR as needed.

<p>30. Can ACT provide bidders with 2 weeks deadline extension due to the upcoming holiday season which will prevent bidders from working at full capacity?</p>	<p>30. HQ SACT cannot consider an extension due to internal schedule dependencies. IFIB response date remains 09 January 2024 at 0900 EST.</p>
<p>31. General: Can the purchaser identify if the roles identified in this procurement currently have incumbent personnel and if so which ones?</p>	<p>31. These are new labour categories under this IFIB.</p>
<p>32. SOW / AMD 1: Can the purchaser provide rationale to the bidder as to why the purchaser has identified positions LC18 to 22 to be awarded to a single company?</p>	<p>32. HQ SACT is looking for an established, coherent team with a well-developed e-learning course development technique since they need to respond to urgent needs.</p>
<p>33. Specify the terms of payment for LABOR CATEGORY #24 – PROTOCOL SPECIALIST, special requirements: Attendance at the NATO Protocol Course, NATO School of Oberammergau is mandatory in the first six months. Tuition and travel shall be provided and therefore not included in the bid price – will this cost be reimbursed?</p>	<p>33. Tuition and direct travel expenses will be funded up front by HQ SACT. Indirect travel expenses & per diem will be reimbursed as per the NATO Travel Regulation similar to other ACT contracts.</p>