

IFIB-ACT-SACT-24-15



NORTH ATLANTIC TREATY ORGANISATION

HEADQUARTERS SUPREME ALLIED
COMMANDER TRANSFORMATION 7857
BLANDY ROAD, SUITE 100

NORFOLK, VIRGINIA, 23551-2490

Invitation

For

International Bidding

IFIB-ACT-SACT-24-15

UNARMED SECURITY GUARD FORCE

IFIB-ACT-SACT-24-15

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BIDDING INSTRUCTIONS

1. General

- (a) This is a **Firm Fixed Price Service Delivery** contract in accordance with the HQ SACT General Terms and Conditions;
- (b) HQ SACT General Terms and Conditions Dated **3 October 2023** are applicable to this procurement and can be located on the ACT Website at WWW.ACT.NATO.INT/CONTRACTING under Contractor Information.
- (c) **Contract Award is contingent upon funding availability; Partial bidding is NOT allowed.**

2. Classification

This Invitation for International Bidding (IFIB) 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 IFIB.
- (b) The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this IFIB.
- (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 IFIB 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 “ACT” shall refer to Allied Command Transformation.
- (h) The term “NATO” shall refer to the North Atlantic Treaty Organization.
- (i) The term “days” as used in this IFIB shall, unless otherwise stated, be interpreted as meaning calendar days.

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4. Eligibility

- (a) This IFIB is open to governmental or commercial entities:
- (b) Established in a North Atlantic Treaty Organization Alliance member nation.
- (c) 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 of bidding. Has performed the desired past performance including size, cost and scope, as described in this IFIB.
- (d) All proposed key personnel on this requirement must be citizens of a NATO member nation.

5. Duration of Contract

- (a) The contract awarded shall be effective upon date of award.
- (b) Period of Performance:
 - Base Period: On or about 03 June 2024 – 31 December 2024,
 - Option Period One: 1 January 2025 – 31 December 2025,
 - Option Period Two: 1 January 2026 – 31 December 2026,
 - Option Period Three: 1 January 2027 – 31 December 2027,
 - Option Period Four: 1 January 2028 – 31 December 2028.
- (c) Option periods shall be exercised at the sole discretion of the HQ SACT Contracting Officer, based on satisfactory work performance, availability of funding, and ongoing evolving requirements.

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 IFIB prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.
- (b) HQ SACT reserves the right to cancel, at any time, this IFIB either partially or in its entirety. No legal liability on the part of HQ SACT 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. If this IFIB 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 IFIB, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. All Contracting Officers listed on this IFIB must receive such requests via email for clarification no later than **1 April 2024**.
- (b) HQ SACT invites bidders to submit technical and contractual questions not later than **1 April 2024**.
- (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 IFIB. Verbal Interpretations shall not be binding.

9. Site Visit

HQ SACT will conducted a site visit on **03 April 2024 from 10AM-11:00 AM**. The site visit will consist of walkthrough and Q&A session with the Contracting Officer and COTR. The site visit is not required but highly encouraged. To register for the site visit, please **send e-mail request to the identified POCs below**. A Registration confirmation and instructions for base access will be provided.

10. Bid Closing Date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **1 May 2024, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**. No bids shall be accepted after this date and time. **No hard copy proposals will be accepted**. Please see Proposal Submission (paragraph 12) for more details.

11. Bid Validity

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

- (a) HQ SACT will not accept supplier proposals prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. HQ SACT reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by

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means of such generative or creative AI applications may be rejected without further consideration at HQ SACT's sole discretion, and HQ SACT reserves the right to take further steps in such cases as appropriate.

12. Content of Proposal

The proposal shall consist of two (2) separate documents (Technical / Price) sent via e-mail as per the instructions. No hard copy proposals will be accepted. The E-mailed documents shall be received no later than **1 May 2024, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA.**

Technical Proposal shall be a Signed PDF document and contain:

- (a) A table of contents for the entire proposal (See Enclosure #1):
- (b) The bidder's full name, address, Point of Contacts, Telephone, Fax number; Internet site;
- (c) Compliance statement (See Enclosure#2);
- (d) Past performance (See Enclosure #3);
- (e) List of key personnel & CVs
- (f) Provision of technical volumes;
- (g) Compliance matrix (See Annex A to Statement of Work).

Price Proposal shall be either a Signed PDF or Excel Spreadsheet and contain:

- (a) **Shall be in U.S. Dollar Currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (b) Prices shall be on a **Firm Fixed Price Basis** and include any relevant discount schedule.
- (c) Provision of the price volumes (See Enclosure #4).

13. Proposal Submission

- (a) Proposals shall be separate e-mail submissions to:

Technical proposal: techproposal@act.nato.int

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Price proposal: priceproposal@act.nato.int

- (b) E-mail subjects shall include the solicitation information along with **company name** (for example: IFIB -ACT-SACT-24-15_Tech_ABC Inc. / IFIB -ACT- SACT-24-15_Price_ABC Inc.). **Allow sufficient time in sending your submission should you encounter e-mail size challenges.**
- (c) No verbal bids or verbal 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.

14. 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. No late bids shall be considered.
- (b) **A delay in an e-mail exchange due to server or size restrictions does not constitute a delay by NATO.**

15. 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 with attention to the HQ SACT Contracting Officer. A bid withdraw will be annotated on the Contract Award Report.

16. 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 IFIB. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (b) HQ SACT reserves the right to conduct pre-award discussions with proposed key personnel to accurately assess identified technical competencies. Discussions will be limited to scope of this IFIB and the evaluation criteria identified.
- (c) Proposals shall be evaluated and awarded taking into consideration of the following factors:

- 1) Successful administrative submission of bid packages as requested in paragraph

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11 and as listed in this IFIB.

- 2) Successful determination of compliance. (Compliant/Non-compliant).
- 3) Lowest Priced Technically Compliant Offer
- 4) Acceptance of HQ SACT General Terms and Conditions.

17. Proposal Clarifications

During the entire evaluation process HQ SACT reserves the right to discuss any bid with the order to clarify what is offered and interpretation of language within the bid, to resolve in potential areas of concern.

18. Award

- (a) HQ SACT intends to award a firm fixed price contract(s) to the Offeror(s) whose proposal(s) represents the Lowest Priced Technically Compliant offer to NATO. Partial awards will not be considered.
- (b) HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references.
- (c) HQ SACT reserves the right to negotiate minor deviations to the listed General Terms and Conditions to this IFIB.

19. Communications

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

20. Points of Contact:

(PLEASE INCLUDE ALL THREE BELOW ON ALL CORRESPONDENCE)

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

(b) Catherine Giglio, ACT Contracting Officer,
757-747-3856, Catherine.giglio@act.nato.int

(c) Robert McMaster, ACT Contracting Support,
Email only: Robert.mcmaster@act.nato.int

Enclosure 1: Proposal Content / Checklist

PROPOSAL CONTENT / CHECKLIST

Table of Contents

- Bidder's name, address, POC, Contact numbers, email address.
- Compliance Statement.
- Past Performance (including References).
- List of Key Personnel.
- Technical Proposal.
- Price Proposal (Excel worksheet – Enclosure 4 - provides mandatory price proposal format)

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Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID

It is hereby stated that our company has read and understands all documentation issued as part of this IFIB. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of IFIB-ACT-SACT-24-15 and the intended contract with the following exception(s); such exemptions are considered non-substantial to the HQ SACT solicitation provisions issued.

Clause

Description of Minor Deviation.

| | |
|-------|-------|
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |

(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 IFIB 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 3: Past Performance Information Form

**PAST PERFORMANCE INFORMATION FORM
(Company is required to submit minimum of one.)**

- (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.

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Enclosure 4 – Mandatory Price Proposal Excel Spreadsheet

Pricing shall be submitted using the excel workbook provided. Bidders may elect to submit a second PDF proposal for pricing as long as the excel workbook is provided as well.

Formulas have been added for convenience, however it is the company's responsibility to ensure that the formulas are correctly reflecting your expected bid proposal value.

Annex A: Statement of Work (SOW)

HQ SACT Guard Force

1. INTRODUCTION

HQ Supreme Allied Commander Transformation (SACT HQ), ACT Office of Security (AOS) has staff responsible to execute, provide, and coordinate security services to the headquarters, its subordinate commands, and to the NATO community at large, operating at all levels of command to ensure the security of its personnel, assets, and resources.

The Physical Security (PHYSEC) section of AOS is responsible for ensuring the safety of all staff and visitors as well as verification of properly vetted staff and utilizing correct credentials. PHYSEC maintains and supervises all operations of access control, video monitoring as well as the Electronic Security Systems (ESS) Level.

2. BACKGROUND AND SCOPE OF WORK

a. Background.

Currently SACT HQ has four perimeter entrances to the building with a staff of 850 personnel. The current PHYSEC personnel manning the quarterdeck, ESS, access control, video monitoring, and verifying credentials and clearances work from 0700-1500. HQ SACT is seeking contractor support to provide a guard force of 8-10 personnel daily to provide 24/7, 365 days a year security guard forces to HQ SACT. The guard force/sentry will be posted at the main entrance of building HQ SACT to oversee all incoming visitors to the building, and to conduct roves. During the normal business hours of 0700-1500 Monday – Friday, 2 guard force personnel will work in conjunction with military and will receive guidance from the military as directed by the COTR. From 1500-0700 Monday – Friday, a minimum of 3 personnel (with 1 being on-site supervisor) at all times, with at least 2 on the QD and 1 to rove the exterior and interior of the HQ SACT building. On weekends and holidays, a 3 personnel guard force will be required for the entire 24-hour period.

There is also a growing requirement for 24-hour guarding with the impending update of the ACT 070-001 Security Directive, where there will be an increased expectancy on the control of access for all NON NATO Entities that will require physical access to HQ SACT.

This is being implemented in line with the current NATO Office of Security Guidelines and will require PHYSEC to control the Access and Production of all Security Risk Assessments for every visitor at HQ SACT. This itself is going to require a greater physical workforce to ensure we are compliant and in line with all other NATO Commands and Entities across ACT and ACO.

b. Scope of Work.

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

- 1) Control the entry to the HQ SACT command building (SACT HQ).
- 2) Monitor the security Closed Circuit Television (CCTV).
- 3) Conduct parking lot traffic control as needed (usually during special events).
- 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) Participate in scheduled Security training provided by SACT HQ Security Office.
9. During the normal business hours of 0700-1500 Monday – Friday, two personnel will work in conjunction with military and receive guidance from the military as directed by the COTR. From 1500-0700 Monday – Friday, a minimum of 3 personnel (with 1 being on-site supervisor) at all times, with at least 2 on the QD and 1 to rove the exterior and interior of the HQ SACT building. On weekends and holidays, guard force personnel will cover the entire 24 hour

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period.

Figure 1 – Manpower required for three 8-hr shifts

| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 0700-1500 | 2 | 2 | 2 | 2 | 2 | 3 (1 Sup) | 3 (1 Sup) |
| 1500-2300 | 3 (1 Sup) |
| 2300-0700 | 3 (1 Sup) |
| Total for 3-8 hr shifts | 8 | 8 | 8 | 8 | 8 | 9 | 9 |

A list of HQ scheduled official holidays is published and available annually. Approved official holidays for the base period of performance 1 June 2024 – 31 December 2025 are included in table below. 2025 official holidays will be available in December 2025 for planning purposes.

| Event (Name of Day) | Day of Week | Date |
|---------------------|-------------|-------------|
| Juneteenth | Wednesday | 19 Jun 2024 |
| Independence Day | Thursday | 04 Jul 2024 |
| No Work Day | Friday | 05 Jul 2024 |
| Labor Day | Monday | 02 Sep 2024 |
| Columbus Day | Monday | 14 Oct 2024 |
| Veterans Day | Monday | 11 Nov 2024 |
| Thanksgiving Day | Thursday | 28 Nov 2024 |
| No Work Day | Friday | 29 Nov 2024 |
| No Work Day | Monday | 23 Dec 2024 |
| No Work Day | Tuesday | 24 Dec 2024 |
| Christmas Day | Wednesday | 25 Dec 2024 |
| No Work Day | Thursday | 26 Dec 2024 |
| No Work Day | Friday | 27 Dec 2024 |
| No Work Day | Monday | 30 Dec 2024 |
| No Work Day | Tuesday | 31 Dec 2024 |
| New Year's Day | Wednesday | 01 Jan 2025 |

3. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

a. Type of Contract:

This is a firm fixed-price service delivery contract.

b. Period of Performance: Base Period: On or about 3 June 2024 – 31 December 2024, Option Period One: 1 January 2025 – 31 December 2025, Option Period Two: 1 January 2026 – 31 December 2026, Option Period Three: 1 January 2027 – 31 December 2027, Option Period Four: 1 January 2028 – 31 December 2028

Tasking:

a. Operate security surveillance/monitoring systems installed at HQ SACT.

The guard(s) shall operate HQ SACT installed surveillance systems in accordance with manufacturer's specifications. The entrance control room shall be occupied Monday through Sunday, by a minimum of 1 personnel, 24 hours a day to include weekends and holidays or when directed to do so by the HQSO. All guards assigned must be suitably trained to operate surveillance equipment. The Guard force will be fixed (rotational) three 8 hour shifts.

b. Security Guard Checks.

The guard force shall verify security credentials of all visitors. The guard(s) must properly vet all visitors to HQ SACT (NATO military and civilian staff, contractors, officials, etc.) in accordance with applicable security directives. Properly determine security status of all visitors and issue the

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appropriate security pass. Identify and report all anomalies (including refuse access attempts before personnel leave the HQ SACT premises) to the Headquarters' Security Office (HQSO). Security roves are conducted daily every 4 hours. Guards shall maintain a security logbook and annotate all daily events.

c. Entrance Control Room.

The entrance control room/quarterdeck area shall be occupied by two guards 24/7. 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 quick Response Force.

d. Entry/Exit Inspections

Conduct entry/exit inspections as assigned by the HQ SACT 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. Follow Direction.

Guards shall follow the direction of those HQSO personnel authorized to give instructions related to the duties herein (COTR). A Guard Supervisor or project manager, appointed by the contractor shall be available off-site to provide support or additional manning as required. The identified Guard Supervisor or Project Manager will be the direct liaison with the HQSO, Contracting Officer Technical Representative (COTR) for submission of reports, schedules, and other information as required.

f. 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 licenses pertaining to their role.

g. Quality Control

The Contractor shall establish and maintain a detailed 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.

h. Flexibility

Within the nature of security work on SACT HQ, and as allowed under labour regulations, the contractor must be flexible enough to respond to alterations of functions within SACT HQ. 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.

i. Language

The contractor must be able to conduct all business in English.

j. Insurance

The contractor shall have insurance on all its employees while working at HQ SACT. HQ SACT shall not be held responsible for accidents or injuries to Contractor personnel. SACT HQ will not insure, reimburse or be liable for any incidents that may occur on the HQ SACT premises. In like manner, HQ SACT is not responsible for theft, disappearance or damage of equipment or material utilized in the execution of the contract and stored on SACT HQ premises.

5. SCHEDULE OF DELIVERABLE

The Contractor shall submit a guard roster to the COTR (HQSO) no later than the 15th of the prior month and immediately upon incorporating any change.

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The Guard roster shall include guards for each shift (one of which must be First Aid/CPR qualified). The guard roster shall identify the on-site supervisor and off-site Guard Supervisor or Project Manager that is available 24/7 to contractor personnel as required.

7. CONTRACTOR PERFORMANCE REQUIREMENTS

a. Assigned by the Contracting Officer, the Contracting Officer Technical Representative (COTR) is HQ SACT 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) to three (3) persons for stations 24 hours per day, Seven (7) days per week.

1) Due to the profile of SACT HQ - the seniority of military personnel and the multinational staff – contract guards must be carefully selected for work at HQ SACT based on their professionalism and interpersonal skills. HQ SACT reserves the right 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) All guards and supervisors must be able to communicate both orally and in writing in English.
- c) All guards must possess a valid NATO or National SECRET personnel security clearance at the time of award. Documented evidence of clearance is required prior to commencing work.
- d) First aid/CPR qualifications. At least one guard from each shift shall hold a valid and active certification in First Aid and CPR.
- e) Contract guards shall 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 subject to the HQ SACT Code of Conduct and Core Values, dated 18APR23.

a. **Supervisor/PM:** One (1) person off-site 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;

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- 4) Ensure 100% fill rate for all requested shift positions.
- 5) Provide the COTR with a guard roster NLT 15th of the month prior.
- 6) The Guard Supervisor must ensure and demonstrate to the HQ SACT COTR that all personal qualifications (US or NATO SECRET security clearance, first aide, CPR, etc.) 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.
- 7) Act as direct Liaison for any required flexible working arrangements or schedule changes based on changing security posture and as directed by the COTR.

9. TIME REQUIREMENTS FOR CONTRACTOR PERSONNEL

a. The unarmed guard force consisting of two to three persons. will be provided 24 hours a day, 7 days a week The Guard force will be provided using fixed (rotational) three 8- hour shift structure. .

b. For example:

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

10. PROOF OF PAST PERFORMANCE

- 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

HQ Supreme Allied Commander Transformation (SACT HQ) located at 7857 Blandy Rd. Bldg. Suite 100 Norfolk, VA 23551-2490

12. REQUIRED TRAVEL FOR PERSONNEL SERVICES CONTRACTS

Travel is not required.

13. FURNISHED MATERIALS AND SERVICES

a. HQ SACT supplied: HQ SACT will supply main entrance office space and furniture, security equipment (cameras), and required office supplies.

14. PHYSICAL SECURITY

All guards must have a security clearance (NATO or National SECRET PSC) 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 SACT HQ.

The Contractor shall use data obtained in the performance of the contract for contractual purposes only. The information collected shall be documented in a logbook provided by HQ SACT for official use only. Any use for its own or other purposes is excluded. After completion 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. HQ SACT will not permit the Contractor to utilize the performance of this contract as a company "testimonial", public relations or advertising tool.

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 the requirement is met.

Compliance Criteria for Guard Force

| COMPANY CRITERIA | Compliant | Non-Compliant |
|---|------------------|----------------------|
| 1. 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. | | |
| 2. Contractor demonstrates ability to have 1 person which is First-Aid/CPR qualified at all times. | | |
| 3. Contractor demonstrates ability to provide 24/7 - 365-day service. | | |
| 4. Contractor proposal demonstrates procedures to ensure that Guards are medically fit for duty. | | |
| 5. Contractor company has minimum of 5 years’ experience staffing and controlling access to a secure building. | | |
| 6. Contractor proposal reflects the companies methods for shift rotations to ensure 24/7/365 coverage. | | |
| 7. Contractor certifies additional, security cleared reach-back resources should immediate replacement of key personnel become necessary. | | |
| 8. Contractor proposal contains acceptable sample uniform components for key personnel. | | |
| KEY PERSONNEL CRITERIA | | |
| 1. Valid and Active NATO or National SECRET security clearance. | | |
| 2. Working knowledge of Electronic Security System (ESS) LENEL and Closed Circuit Television (CCTV). | | |

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| 3. Valid driver's license. With no restrictions. | | |
| 4. Eligible to receive a DBIDs pass | | |