



## BC's Distribution List for International Competitive Bidding

**TO:** BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

**DATE:** **22 March 2024**

**SUBJECT:** Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Business Change Management Support, 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-24-39**

**Title of IFIB:** Business Change Management Support

**Requirement:** HQ SACT is seeking support from experienced organizational development teams to further develop, deliver, and embed ACT's internal Business Change Management (BCM) capability. This includes providing consultancy advice and delivery of tasks relating to organizational design, business culture change, talent acquisition, and personnel learning and development.  
 HQ SACT aims to place a framework contract, comprised of a foundation of embedded support to the team and allowing tasks to be identified, scoped, and placed using agreed rates throughout the duration of the contract.  
 HQ SACT will set out expected tasks and management structures, and will request that suppliers propose a structure that best delivers the desired ways of working.

**Type of Contract:** Firm Fixed Price (FFP)

**Period of Performance:** Estimated Base Period 01 July 2024 – 31 December 2024,  
 Option Year 1 - 1 January – 31 December 2025,  
 Option Year 2 – 1 January – 31 December 2026,  
 Option Year 3 – 1 January – 31 December 2027,  
 Option Year 4 – 1 January – 31 December 2028.

**Bidding Procedure:** Best Value

**Funding:** Estimated total amount (including options): \$8.8M

**Classification:** NATO UNCLASSIFIED

**Issue Date:** 26 APRIL 2024, (target date)

**Bid Closing Date:** 7 JUNE 2024, (target date)

**Eligibility:** Companies which have performed similar contracts within the last five 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. Any contractor personnel who needs access to HQ SACT must possess at least a valid NATO Secret level security clearance. All contractor personnel must have appropriate professional training and experience in related fields.

**Delivery location(s):** Norfolk, VA, U.S.A. At least one supplier liaison / project manager must be on-site in HQ SACT, however any wider team can be based flexibly with a mixture of in-person and virtual attendance to team meetings.

**Partial bidding:** Partial Bidding is not authorised.

**Website:** <https://www.act.nato.int/contracting>

2. This HQ will directly email this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **19 April 2024**, 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: Mrs Catherine Giglio – Contracting Officer  
7857 Blandy Road, Suite 100,  
Norfolk, Virginia, USA 23551-2490  
Fax: 001+757-747-3525 – Tel: +001-757-747-3856  
Email: Catherine.giglio@act.nato.int

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Catherine Giglio  
ACT Contracting Officer,  
HQ SACT