

Subject:

**RFI-ACT-SACT-25-13 Next Gen Workplace Design Concept**

Reference:

**Q&A # 1**

Date of Issue:

**25 Feb 2025**

The following questions were raised with respect to subject **RFI-ACT-SACT-25-13 Next Gen Workplace Design Concept** Responses are to provide clarification.

Questions	Responses
1. Mention was made during the slide show that a Facility Security Clearance (FSC) would be required for both prime and any sub-contractors that work on this project. Can you please confirm this statement?	1. The prime and any sub-contractors must have an FSC. This will be a requirement in the follow-on RFP.
2. How is space allocated to individuals today? How are private office and workstation sizes determined? Would you consider going away from current methodologies of 'assigning' space?	2. Each desk is assigned to a specific person with very few exceptions. However, because we now have more workforce than desks available, some departments are implementing forms of flexible desking. Offices tend to be assigned to executive functions (Flag officer and their staff, Resource Managers) or specialist functions such as Legal, Budget and Finance, Human Resource managers and supervisors. For guidance on the current NATO Military Headquarters Criteria and Standards, PSA.  We are certainly open to consider new methodologies where the benefit for modern ways of working induces efficiency and improves the quality of both output and work experience.
3. What is the biggest 'pain point' today? Are there specific sizes or types of meeting rooms that are in higher demand?	3. The major issue surrounds access to NATO Classified VTC rooms in the morning hours, which is our peak period of contact with Europe. Conference rooms are tethered to departments which results in restricted access due to the departments' first right of refusal. Quantity of conference rooms vs size is the major hindrance.

<p>4. Are employees allowed to work from home? If so, what frequency do they work from home today? Are recommendations for certain roles or departments working from home a part of this assignment/pilot?</p>	<p>4. Personnel are allowed to work from home for short periods (days not weeks or months). However, there is a degree of discretion in the interpretation of the policy. A small minority of personnel do have a work from home rhythm where it suits the local leadership and helps alleviate the lack of desks. Much depends on whether the individual has access to the required networks. Personnel who work at a high classification cannot work remotely. Therefore, remote working is normally associated with personnel working in support functions. Additionally, there is a cultural dimension impacting our ability to work from home. Military members are expected to work in the building.</p>
<p>5. Understanding the total number of people will rise over 950 and currently there are 840 desks, what is the number of people today in workstations vs in offices?</p>	<p>5. Ratio of about 9:1</p>
<p>6. Are the people in this facility US government employees? Are contractors a part of the workforce? If so, what percentage?</p>	<p>6. The employees are a mix of NATO International Civilians, International/US military, and contractors. Percentage is a non-factor in this RFI.</p>
<p>7. Is this site on US government property and subject to government code requirements? If it is not on federal property, are we following local codes and standards?</p>	<p>7. The facility is on a DoD site and subject to both Federal and State codes.</p>
<p>8. Does the company information we provide need to match the font and formatting that states: "The document should be single-spaced, have one-inch margins, assume US letter-size (8 1/2 by 11 inches) or European A4 page, use 12-point font, and be formatted for compatibility with Adobe Acrobat Reader (current versions)."</p>	<p>8. The company information will need to follow the formatting as requested.</p>
<p>9. Will the firm selected for this phase of work be eligible to submit on the future work phases?</p>	<p>9. Yes</p>

10. Will any type of security clearances be required of the people doing this work?	10. Facility Security Clearances are required for both prime and sub-contractors. Individual security clearances are not required.
11. Are there any spaces: offices, conference rooms and server rooms that are to remain in place?	11. For the pilot project, all fixed structures are to remain in place. For the follow-on work, the design is not limited by the same constraint, other than all communications and server rooms are out of scope.