



**HQ Supreme Allied Commander Transformation**  
**Purchasing and Contracting Section**  
**Office of Budget and Finance**  
Norfolk, Virginia | USA



Request For Proposal  
RFP-ACT-SACT-26-24

Minor Construction Framework for  
Headquarters Supreme Allied Commander Transformation (HQ SACT)

**AMENDMENT 2**  
**(CHANGES IN RED)**



**HQ Supreme Allied Commander Transformation**  
**Purchasing and Contracting Section**  
**Office of Budget and Finance**  
Norfolk, Virginia | USA



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## BIDDING INSTRUCTIONS

### 1. General

HQ SACT intends to establish a Multiple-Award Framework Contract for Construction Services. The Framework Contract will define the general terms and conditions applicable to future requirements. Specific projects will be executed via Firm-Fixed-Price Call-Off Contracts (COC) issued in accordance with the procedures set forth in the Framework.

a. HQ SACT General Terms and Conditions Dated **15 January 2026** are applicable to this procurement and can be located on the ACT Website at; [WWW.ACT.NATO.INT/CONTRACTING](http://WWW.ACT.NATO.INT/CONTRACTING) under Contractor Information.

**b. Contract Award is contingent upon funding availability; Partial bidding is NOT authorized.**

### 2. Classification

This Request for Proposal (RFP) 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 RFP.

b. The term “Bidder” shall refer to the bidding entity that has completed a bid in response to this RFP.

c. The term “Contractor” shall refer to the bidding entity to whom the contract(s) is awarded.

d. The term “Contracting Officer” designates the official who executes this RFP 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 “COC” shall refer to Call-Off Contract.

j. The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

#### **4. Eligibility**

a. This RFP is open to governmental or commercial entities:

- 1) Established in a North Atlantic Treaty Organization Alliance member nation.
- 2) Working in the required field and legally authorised to operate in the country and state 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 RFP.
- 3) All proposed personnel identified to work on this requirement must be citizens of a NATO member nation.

#### **5. Duration of Contract**

a. The contract shall be effective upon contract award.

b. Period of Performance: Contract award to 31 December 2026, with four (4) option years.

Option Period 1: 01 January 2027 to 31 December 2027

Option Period 2: 01 January 2028 to 31 December 2028

Option Period 3: 01 January 2029 to 31 December 2029

Option Period 4: 01 January 2030 to 31 December 2030

#### **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 RFP 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 RFP 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 RFP 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 RFP, terms, clause, provision or specifications, shall be requested in writing, from the Contracting Officer. All Contracting Officers listed on this RFP must receive such requests via email for clarification no later than **13 March 2026**.

b. In lieu of a bidder's conference, HQ SACT invites bidders to a site survey that will be conducted on **19 March 2026 at HQ SACT, 7857 Blandy Rd, Suite 100, Norfolk, VA, 23551**. Notify the Contracting Officers listed on this RFP of those members who are attending the site survey no later than **13 March 2026**. Participation in the site survey is mandatory to participate in the RFP and submit a proposal.

**AN ADDITIONAL SITE SURVEY WILL BE SCHEDULED FOR 13 APR 26 AT HQ SACT, 7857 BLANDY RD, SUITE 100, NORFOLK, VA 23551.** Notify the Contracting Officers listed on this RFP of those members who are attending the site survey no later than **08 APR 2026**. If a company has already attended a site survey for this solicitation, it is not mandatory to attend both.

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 RFP. Verbal Interpretations shall not be binding.

## 9. Bid Closing Date

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **06 27 April 2026, 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.

## 10. Bid Validity

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

b. 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 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.

## 11. 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 **06 27 April 2026, 0900 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

The company description portion of its technical proposal shall be limited to 5 pages.

a. **Technical Proposal shall be a Signed PDF document and contain:**

- 1) A table of contents for the entire proposal (See Enclosure #1);
- 2) The bidder's full name, address, Points of Contact, Telephone, Internet site;
- 3) Compliance statement (See Enclosure#2);
- 4) Past performance (See Enclosure #3);
- 5) List of on-site personnel to provide the services;
- 6) Company description and supplementary relevant information; and
- 7) Compliance matrix (Annex B)

b. **Price Proposal shall be submitted as an excel spreadsheet and:**

- 1) **Submitted in U.S. Dollar Currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- 2) Prices shall be proposed on a **Firm Fixed Price Basis.**

## 12. Proposal Submission

a. Technical and Price Proposals shall be sent in separate e-mail submissions to:

Technical proposal: [hqsact.techproposal@nato.int](mailto:hqsact.techproposal@nato.int)

Price proposal: [hqsact.priceproposal@nato.int](mailto:hqsact.priceproposal@nato.int)

b. E-mail subjects shall include the solicitation information along with company name (for example: RFP -ACT-SACT-26-24\_Tech\_ABC Inc. / RFP -ACT- SACT-26-24\_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.

**13. 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.**

**14. 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.

**15. 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 RFP. 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 to accurately assess identified technical competencies. Discussions will be limited to the scope of this RFP and the evaluation criteria identified.

c. Proposals shall be evaluated and awarded taking into consideration the following factors:

- 1) Successful administrative submission of bid packages as requested in paragraph 11 and as listed in this RFP.
- 2) Successful determination of compliance on mandatory criteria. (Compliant/non-compliant).
- 3) **Technical factors / pricing factors rated as follows: Technical / Price =70/30 (Best Value).**
- 4) Acceptance of HQ SACT General Terms and Conditions.

**16. Proposal Clarifications**

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

**17. Award**

a. HQ SACT intends to establish a Multiple-Award Framework Contract for construction services. to the Offeror(s) whose proposal(s) represents the Best Value offer to NATO. Individual requirements will be implemented through firm fixed price Call-Off Orders.

Individual call-off orders will undergo a second competitive process against all Framework contract holders and may be awarded on an LPTA or Best Value basis.

b. HQ SACT will collect information from references provided by the Offeror on 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 RFP.

**18. Eligibility for Use.** This Framework Contract may be utilised, and call-off orders may be placed by the Contracting Authority and other eligible NATO entities, including NATO bodies, agencies, and commands in accordance with the terms and conditions of this Framework. Such other NATO entities are expressly authorised to issue Firm-Fixed-Price Call-Off Contracts under this Framework during its period of validity.

**19. Disputes**

Disputes will be settled between the bidder and the Contracting Officer by mutual agreement through negotiation, while respecting and observing NATO regulations and policies.

**20. Communications**

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

**21. Points of Contact**

**(PLEASE INCLUDE ALL BELOW ON ALL CORRESPONDENCE)**

Margaret Anderson, ACT Contracting Officer, 757-747-3699;

Michael Diprospero, ACT Contracting Officer, [Michael.diprospero@nato.int](mailto:Michael.diprospero@nato.int)

Tonya Bonilla, ACT Contracting Officer, 757-747-3575;

Louis Syms, ACT Contracting Specialist, 757-747-3788

[Hqsact.contracting@nato.int](mailto:Hqsact.contracting@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).
- Technical Proposal.
- Price Proposal (Excel worksheet – Enclosure 4 - provides mandatory price proposal format)

Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-26-24

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

Note: Any requested deviations/adjustments or considerations regarding HQ SACT General Terms and Conditions **must be identified here - at the time of bidding - for consideration by the contract awards committee.**

<u>Clause</u>	<u>Description of Minor Deviation</u>
-----	-----
-----	-----
-----	-----

(If applicable, add another page)

Company: \_\_\_\_\_

Signature:

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the RFP 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

Company is required to submit minimum of two past performance citations. Company should be clear how the company met the requirements of past performance. Reference to a contract must include a detailed description of the work performed relevant to the requirements outlined in the SOW. Generic or Vague references to the contract awarded without clear connection to work performed will be disqualified

- (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: \_\_\_\_\_  
\_\_\_\_\_

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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.

## Enclosure 4 – Mandatory Price Proposal Excel Spreadsheet

**Pricing shall be submitted using the excel workbook provided.** There is a 'SAMPLE' tab completed for reference. Bidders are required to complete the 'Labor Rates' tab citing all labor categories used across the three projects and their fully burdened labor rates used to calculate the labor. The workbook is formatted to print to an 8.5" x 11" .pdf file so it may be electronically signed.

**Proposals not submitted in the proper format will not be considered.**

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)

### Statement of Work For Minor Construction Framework for Headquarters Supreme Allied Commander Transformation

#### Introduction

NATO established Headquarters Supreme Allied Commander Transformation (HQ SACT) in Norfolk, VA, in 2003 to lead warfare development efforts and improve military capabilities to meet 21st century security and defense requirements. This work encompasses the need to enhance the Alliance's ability to apply a comprehensive approach to the conduct of future operations and engagement with partners, NATO's interaction with non-NATO entities that include states, non-state actors, international and non-governmental organizations.

#### Purpose and Scope.

This Minor Construction Framework Contract is intended to provide a flexible and efficient mechanism for delivering recurring, minor construction and maintenance work across HQ SACT. Individual requirements shall be implemented through Call-Off Contracts (COC) issued during the Framework validity period and will be awarded following a secondary competition among Framework Contractors. The scope will include, but is not limited to, internal and external painting, flooring installation and repairs, drywall repair and installation, minor building alterations, and associated finishing works. Projects will generally be small in scale, and may be reactive or planned, and require a consistent industry standard of workmanship, compliance with relevant regulations, and minimal disruption to ongoing operations.

Contractors appointed to the framework must demonstrate the capacity to undertake multiple concurrent tasks, provide skilled and suitably qualified personnel, adhere to health and safety requirements, and respond promptly to varying workloads and site conditions.

The Framework Contract will be awarded to a maximum of three (3) to five (5) Contractors.

Subsequent requirements falling within the scope of the Framework Agreement will be subject to competitive call-off procedures (mini-competitions) among the awarded Contractors, to be conducted upon issuance of specific Statements of Work (SOWs) or Task Orders, as applicable.

Award of this Framework Contract does not guarantee any minimum volume of work. Binding obligations shall arise only upon issuance of a Call-Off Contract (COC). The scope of any COC must fall within the scope of this Framework.

The anticipated maximum value of this Framework is \$1.5M. Call-off orders placed by other authorized NATO entities will not be counted toward this anticipated maximum.

### Type of Contract and Period of Performance.

- a. **Type of Contract.** The Contracting Authority intends to establish a Multiple-Award Framework Agreement for Construction Services under which individual call-off orders will be issued on a Firm Fixed Price basis.
- b. **Call-off Orders:** Each call-off order will:
  - a. Reference this Framework
  - b. Define the detailed scope
  - c. Define completion schedule and
  - d. Specify any additional requirements for performance
- c. **Order of Precedence**
  - a. This Framework Contract
  - b. Annexes
  - c. Call-Off Order (unless expressly stated otherwise)
- d. **Period of Performance.** From contract award to 31 December 2026 with four (4) 12-month option periods; 01 January 2027 to 31 December 2027, 01 January 2028 to 31 December 2028, 01 January 2029 to 31 December 2029, and 01 January 2030 to 31 December 2030

### Tasking

1. The Contractor shall provide labor, materials, tools, equipment, supervision, and expertise necessary to perform minor construction and renovation works, including but not limited to the following:
  - a. Interior and exterior painting and surface preparation
  - b. Installation, repair, and replacement of flooring (e.g., vinyl, laminate, carpet, hardwood)
  - c. Drywall installation, patching, taping, and finishing
  - d. Floorboard installation, repair, and replacement
  - e. Minor demolition and removal of existing finishes
  - f. Moving/Installing Plumbing
  - g. Moving/Installing Electrical Components
  - h. Trim, baseboards, and finishing carpentry
  - i. Surface preparation, leveling, and sealing
  - j. Site clean-up and waste removal

2. **Planned Projects.** The projects identified below represent known requirements and are provided only as a representative sample of the type and scope of projects that may be issued as task orders against this Framework contract.

#	Project	Location
1	- Remove and replace carpet	HQ SACT, 2 <sup>nd</sup> Floor
2	- Remove two cubicles (look to reuse) - Install one glass office	HQ SACT, 5 <sup>th</sup> Floor
3	- Insert skylight for natural light. - Insert new access door from main MDFD passageway. - Insert new glass panel wall to allow light into space (same as Protocol)	HQ SACT, 2 <sup>nd</sup> Floor
4	- Reconfigure workplace area cubicles 55S and 56S to add glass office	HQ SACT, 1 <sup>st</sup> Floor
5	- Remove glass partitions. - Install two additional desks.	HQ SACT, 2 <sup>nd</sup> Floor
6	- Demolish internal wall between rooms 154 and 155 to allow natural light into repurpose storage room	HQ SACT, 1 <sup>st</sup> Floor
7	- Install new door from foyer into admin space. - Construct new wall to separate RLS systems from NS servers.	HQ SACT, 1 <sup>st</sup> Floor
8	- Install new door from CIS branch work area into Luxembourg Laboratory Rm 327 - Construct new wall to separate NU laboratory systems from S server and crypto Rm 329	HQ SACT, 3 <sup>rd</sup> Floor
9	- Electrical supply to New Video Studio and graphics room has reached capacity. New board required.	HQ SACT, 1 <sup>st</sup> Floor
10	- Renovation by replacement of tiles at the main entrance to HQ SACT	HQ SACT, 1 <sup>st</sup> Floor
11	- Works required to seal atrium and make good external and internal damage	NH-31, Atrium

3. Call-Off Work Orders:

- a. All work under the framework shall be initiated through written Call-Off orders, which will include:
  - i. Description of works and location, to include technical specifications and drawings as applicable,
  - ii. Project schedule and required completion date
    1. In most cases, work should be started within 30 days of Call-Off contract award and should be accomplished during normal business hours (M-F).
    2. In rare circumstances, however, a contractor may be requested to work outside of normal business hours to expedite project completion.

- iii. Site constraints and working hours will be defined by COC
  - iv. Applicable evaluation and award criteria will be specified by COC
    1. Where the scope is fully defined and technical risk is minimal, HQ SACT will endeavor to award Call-Off contracts based on an LPTC methodology (Lowest Priced Technically Compliant Offer),
    2. Where the scope is not fully defined or where methodology and proposed technical differentiation is material and may introduce risk, HQ SACT will award using a pre-defined best value methodology.
- b. No work shall commence without an approved Call-Off Contract.
- c. Reference Annex C – Call-Off Contract Template

## Requirements

1. Contractor must be a fully licensed **Class “B” or above Contractor by the State of Virginia.**
2. Contractor company must be Headquartered within a NATO nation.
3. Key personnel providing services under this Framework contract must be citizens of NATO member nations.
4. Contractor company must confirm through enclosure (2) that it holds sufficient insurance coverage for the scope of this contract (General liability and workers compensation) in accordance with the HQ SACT General Terms and Conditions para 22.
5. Contractor must provide a list of proposed personnel who may be assigned to work under this framework, including supervisors and key trades. This list should be representative, rather than exhaustive and reflect the level of skillsets, trade certifications, safety certifications HQ SACT can anticipate.
  - a. A definitive list of personnel assigned will be required by Call-Off order.
  - b. Where required/requested, certification or license information will be provided at Call-Off order level.
6. Contractor company must provide a quality control plan which captures the processes, checks, and controls the supplier will use to ensure all work is completed in accordance with the Statement of Work, applicable codes, and industry best practices.
7. Contractor company must demonstrate routine successful completion of minor construction and renovation projects of similar scope and complexity, including painting, flooring, drywall, and finish carpentry.
8. Contractor company must provide a health and safety management approach that captures compliance with applicable legislation and site-specific requirements.

## Acceptance Criteria

ACT will accept if the delivery of the products is performed in accordance with the defined taskings.

## Place of Performance

HQ SACT, 7857 Blandy Road, Suite 100, Norfolk, VA, 23551 unless otherwise defined by the Call-Off contract.

## Physical Security

1. **Personnel Clearances:** NATO security clearance is not required but is preferable. Contractor personnel may be required to provide services in NATO Class 2 spaces. Contractor personnel requiring access to Class 2 spaces without a security clearance will require an escort/observer at all times.
2. **Security Conditions:** Contractor personnel shall comply with all NATO and HQ SACT security provisions and other policies and procedures, as required.
3. **Electronic Devices:** The Contractor shall abide by the security restrictions regarding carrying and using electronic devices (e.g., laptops, cell phones) in HQ SACT.
4. **DBIDS.** HQ SACT is located at Naval Support Activity Hampton Roads, and as such, any contractor who will be working on site at HQ SACT will need to have a DBIDS badge to access the base. Contractors are fully responsible for ensuring that they have all needed vehicle passes and decals, and individual access badges and documents for appropriate access to the HQ SACT facility. The Contractor Company shall submit requests for site access to SACT HQ, Attention Security Office, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490
5. **Access badges.** Access badges to HQ SACT will be provided to the contractors. Contractors will require a physical escort at all times inside the building. Badges will be collected as the contractor exits the building.

***Annex B: Requirements Matrix***

Contractor’s technical proposals will be assessed on the qualifications of the company and the proposed team to perform the work. Teams will be measured against each of the criteria specified below to ascertain whether the team qualifications are considered compliant. **Scores cannot be assumed to be a one for one calculation. Scores will be assigned within a range based on the number of years, relevancy of experience, level of experience, depth of experience, etc.** (HQ SACT reserves the right to conduct technical discussions for clarification). Examples of how detailed knowledge levels were attained are expected.

***Compliance Matrix***

Item	Compliant	Non-Compliant
1. Key personnel supporting development must be citizens of NATO member nations.		
2. Contractor must be a fully licensed <b>Class “B” or above Contractor</b> by the State of Virginia, and this license must remain valid through the term of this agreement.		
3. Past Performance. At least one past performance citation within the last five years. The citation must show that work that is similar to or directly traceable to the requirements outlined in this SOW has been successfully completed.		
4. Minimum technical score of 70 required.		
5. Contractor company is Headquartered within a NATO member nation.		

***Best Value Criteria Matrix***

Item	Range	Score (100 pts possible)
1. Provides a demonstrated history of successfully completing minor construction and renovation projects of similar scope and complexity, including painting, flooring, drywall, and finish	Past performance not relevant: 0 points Past performance is partially relevant: 1-15 points Past performance is fully relevant: 16-25 points	

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<p>carpentry. The response should clearly describe relevant experience, the types of services offered, and examples of comparable projects, demonstrating the supplier's ability to consistently deliver quality workmanship, coordinate multiple trades, and meet schedule requirements.</p>		
<p>2. Provides a quality control plan which captures the processes, checks, and controls the supplier will use to ensure all work is completed in accordance with the Statement of Work, applicable codes, and industry best practices. The response should demonstrate how workmanship will be monitored, deficiencies identified and corrected, and final acceptance achieved, including any inspection or sign-off procedures.</p>	<p>Does not provide a quality control plan: 0 points Quality Control Plan partially captures the requirement: 1-12 points Quality Control Plan is complete and fully detailed: 13-25 points</p>	
<p>3. Provides a health and safety management approach that captures compliance with applicable legislation and site-specific requirements. The response should describe policies, training, supervision, incident reporting, and hazard mitigation measures that will be implemented to ensure a safe working environment for workers, occupants, and the public.</p>	<p>Does not provide a health and safety management approach: 0 points Partially Captures the requirement: 1-12 points Fully detailed health and safety management approach: 13-25 points</p>	
<p>4. Provides a list of proposed personnel who may be assigned to work under the framework, including supervisors and key trades. The response should capture each individual's role, relevant qualifications, certifications, and experience performing minor construction and renovation works.</p>	<p>No personnel provided: 0 points Response provides some of the required details: 1-12 points Fully detailed response: 13-25 points</p>	

Annex C: Call-off order



In accordance with RFP-ACT-SACT-26-24, the following Statement of Work is provided for your consideration.

Call-Off Order Number: 26-24-01 Remove and Replace Carpet on 2<sup>nd</sup> Floor of NH-31

Site Visit Date/Time: ~~THURS 19 MARCH~~ MONDAY 13 APRIL 2026, TBD, EST

HQ SACT Point of Contract (Technical): Mr. Duncan Thomson, HQ SACT Facilities Lifecycle Planner, [duncan.thomson@nato.int](mailto:duncan.thomson@nato.int) (office only) +1 757 747 3078

HQ SACT Point of Contract (Contracting):

Deadline for No-Bid Response: ~~27-MAR~~ 25 APR 2026

Deadline for Proposal Submission: ~~06-27~~ APR 2026

IAW RFP-ACT-SACT-26-24, Call-Off proposals shall be on a Firm-Fixed price basis and inclusive of any relevant discounts

Project Period of Performance: TBD POST AWARD

a. Define the detailed scope – Carpet Tile Removal, Disposal and Replacement (Approximately 3,000 SqFt)

1. Remove existing Office furniture and cubicles as directed by HQ SACT
2. Remove existing carpet tile and adhesive as required.
3. Inspect substrate condition.
4. Prepare floor for new installation (if applicable).
5. Dispose of materials in accordance with:
  - a. Local environmental regulations
  - b. Installation waste policies
  - c. Recycling requirements (if applicable)
6. Provide carpet samples for consideration and decision
7. Replace carpet tiles.
  - a. Grade: Commercial heavy-duty
  - b. Fiber: Solution-dyed nylon
  - c. Backing: PVC / thermoplastic
  - d. Fire rating: 16 CFR 1630 compliant
  - e. Acoustic: NRC  $\geq$  0.30
  - f. IAQ: CRI Green Label PlusProject
8. Remove and replace all Cove Base.

The contractor shall provide all labour, equipment, tools, material, supervision, and any other items necessary to properly perform the carpet removal and replacement. The contractor shall ensure installation of all items included in the contract. The Contractor shall be accountable for all related costs of items not installed per negotiations. The contractor shall ensure all materials, equipment, and refuse generated through the work required by this contract are disposed of by the contractor off base at the contractor's expense. The contractor shall comply with all State and Local Code requirements and all applicable Occupational Safety and health Administration (OSHA), National Fire Protection Agency (NFPA), and Unified Facilities Criteria (UFC) codes and standards.

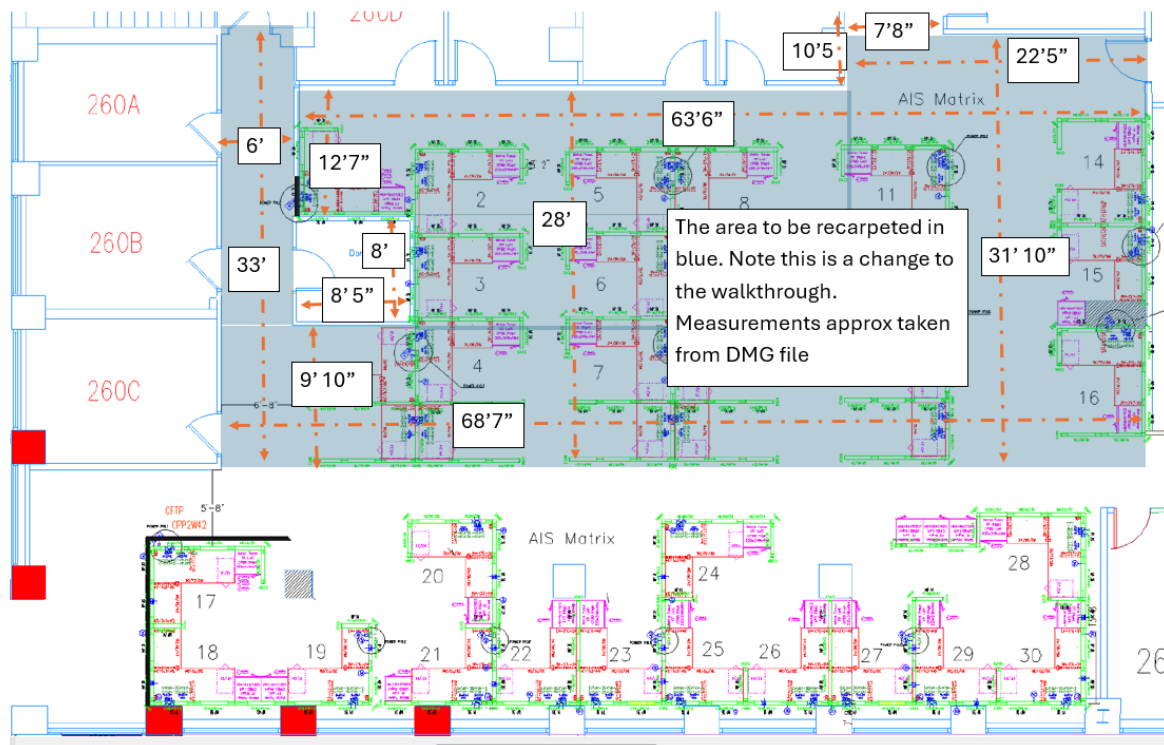
b. Define completion schedule

Project to be synchronized with a separate contract to replace the office furniture and cubicles that are to be removed.

c. Specify any additional requirements for performance

Contractor will manage movement of a Framery 4 Pod to accommodate the removal of existing office furniture. Contractors shall perform work in such a manner as to cause minimum interference to facility and surrounding areas. This is to be accomplished by sealing off adjacent work areas, which will remain

active work areas; access points for staff in the areas are to be maintained. Out of regular working hours may be required.





In accordance with RFP-ACT-SACT-26-24, the following Statement of Work is provided for your consideration.

Call-Off Order Number: 26-24-02 Construction of Glass Surround Structure in Room 264D, 2<sup>nd</sup> Floor, NH-31, HQ SACT

Site Visit Date/Time: ~~THURS 19 MARCH~~ MONDAY 13 APRIL 2026, TBD, EST

HQ SACT Point of Contract (Technical): Mr. Duncan Thomson, HQ SACT Facilities Lifecycle Planner, [duncan.thomson@nato.int](mailto:duncan.thomson@nato.int) (office only) +1 757 747 3078

HQ SACT Point of Contract (Contracting):

Deadline for No-Bid Response: ~~27 MAR~~ 25 APR 2026

Deadline for Proposal Submission: ~~06 27 APR~~ 2026

IAW RFP-ACT-SACT-26-24, Call-Off proposals shall be on a Firm-Fixed price basis and inclusive of any relevant discounts

Project Period of Performance: ~~15 APR 26~~ contract award – ~~31 MAY 26~~ 26 JUN 26.

- a. Define the detailed scope – Construction to convert a former video studio into an office and meeting space.
1. Construct new doorway into the room from an adjacent corridor inside a Class II space:
  - a. Cut out wall (drywall, metal studs and insulation) to install a new door
  - b. Frame in opening.
  - c. Install new metal door frame.
  - d. Install new wood door (LH-inswing), and hardware.
  - e. Prime and paint new door frame. Color: OC-9
  - f. Install carpet for transition.
    - i. Grade: Commercial heavy-duty
    - ii. Fiber: Solution-dyed nylon
    - iii. Backing: PVC / thermoplastic
    - iv. Fire rating: 16 CFR 1630 compliant
    - v. Acoustic: NRC  $\geq$  0.30
    - vi. IAQ: CRI Green Label PlusProject
  - g. Specifications for the two 4x8 Aluminum Panels.
    - i. Glass Laminated tempered safety glass 10–12 mm laminated. STC 40 rating.
    - ii. Frosted film.
    - iii. Extruded aluminum (6063-T5 or equivalent) (powder coated grey)
    - iv. Profile depth: 45 mm
    - v. Continuous acoustic gaskets at glass-to-frame interfaces and vertical joints. Full perimeter sealing (top, bottom, sides).
  - h. Remove and reuse office door from office 264 to 264D. Dimensions of the door and frame will remain the same and used to punch through a new doorway from main passageway in room 260 into 264D.
  - i. HQ SACT is currently unable to provide structural overview of the frame composition between 260 and 264D. Contractor will have to conduct preliminary assessment on feasibility to complete this part of the Order. Task specified at h. above will be dependent on contractor assessment.
  - j. Remove and replace all Cove Base.
  - k. Prepare and paint all walls except for the small office which will retain the acoustic wall cladding. The carpet within this room will be replaced to match the rest of the space.
2. Demo old door and metal frame.
  - a. Move electrical and CIS receptacles to allow the placement of the glass wall and new doorway.
  - b. Frame old door opening.
  - c. Install 5/8 drywall, insulation, metal studs 20ga.
  - d. Tape and mud, texture to be smooth.
  - e. Prime and paint new area. Color to match existing.

- f. Install new cove base: Millowrks, moon rock
  - g. Block off doorway.
3. Demo wall and replace with 8ftx8ft glass wall to allow indirect light into the space
  - a. Tape and mud, texture to be smooth.
  - b. Prime and paint new area; color to match existing.
  - c. Install new cove base with raceway for electrical and CIS connectivity and receptacles.
  - d. Millworks, moon rock as required,
  - e. Install carpet for transition.
4. Remove wall and doorway to expand the Branch Head office to allow a new meeting/collaboration space.
  - a. Frame old door opening.
  - b. Install 5/8 drywall, insulation, metal studs 20ga.
  - c. Tape and mud, texture to be smooth.
  - d. Prime and paint new area; color to match existing.
  - e. Install new cove base: millworks, moon rock.
5. Adjust HVAC and lighting as required.
6. Dispose of materials in accordance with:
  - a. Local environmental regulations
  - b. Installation waste policies
  - c. Recycling requirements (if applicable)
7. Clean and remove all debris prior to final inspection at project completion. All materials, equipment, and refuse generated through the demolition work required by this contract shall become the property of the contractor and shall be disposed of by the contractor off base at the contractor's expense unless specifically listed otherwise in the contract. All exposed and visible surfaces that are part of the project such as finished surfaces shall be finished to match the existing area and meet industry standards.

The contractor shall provide all labour, equipment, tools, material, supervision, and any other items necessary to properly perform the conversion of the studio to an office. The contractor shall ensure installation of all items included in the contract. The Contractor shall be accountable for all related costs of items not installed per negotiations.

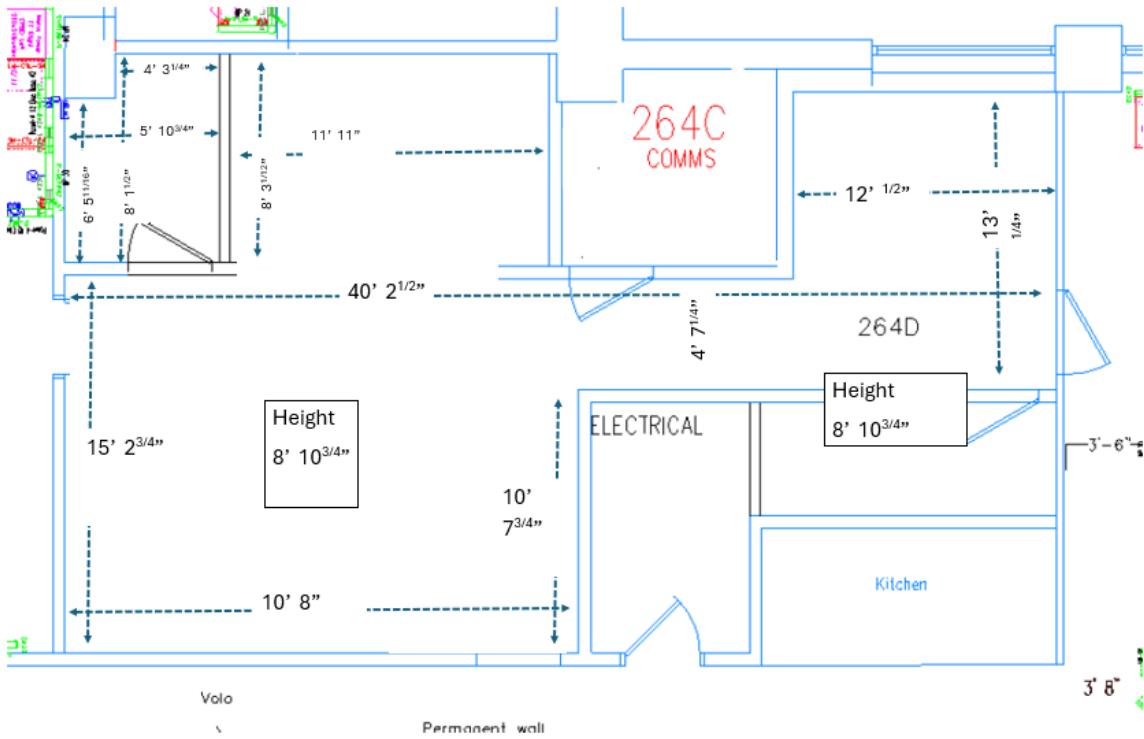
The contractor shall comply with all State and Local Code requirements and all applicable Occupational Safety and health Administration (OSHA), National Fire Protection Agency (NFPA), Unified Facilities Criteria (UFC), National Electrical Code (NEC), and Heating Ventilation Air Conditioning standards and codes.

- b. Define completion schedule:

Project is to be completed no later than ~~29 May 2026~~ 26 Jun 26.

- c. Specify any additional requirements for performance:

Contractors shall perform work in such a manner as to cause minimum interference to facility and surrounding areas. Out of normal working hours may be required when breaking through of the wall from the adjacent corridor to insert the glass wall and new doorway. Adjacent offices and corridors will remain active work areas throughout construction. Office 264D will have existing furniture, which must be protected from the dust and debris. This is to be accomplished by sealing off adjacent work areas, which will remain active work areas; access points for staff in the areas are to be maintained.





In accordance with RFP-ACT-SACT-26-24, the following Statement of Work is provided for your consideration.

Call-Off Order Number: 26-24-03 Construction of new Glass Privacy Module in Room 128S Surrounding cubicles 55S and 56S, NH-31, HQ SACT

Site Visit Date/Time: ~~THURS 19 MARCH~~ MONDAY 13 APRIL 2026, TBD, EST

HQ SACT Point of Contract (Technical): Mr. Duncan Thomson, HQ SACT Facilities Lifecycle Planner [duncan.thomson@nato.int](mailto:duncan.thomson@nato.int), (office only) +1 757 747 3078

HQ SACT Point of Contract (Contracting):

Deadline for No-Bid Response: ~~27-MAR~~ 25 APR 2026

Deadline for Proposal Submission: ~~06 27 APR~~ 2026

IAW RFP-ACT-SACT-26-24, Call-Off proposals shall be on a Firm-Fixed price basis and inclusive of any relevant discounts

Project Period of Performance: contract award – ~~31-MAY-26~~ 26 JUN 26.

- a. Define the detailed scope – Construction of an acoustic glass module surrounding two existing cubicles.
  1. Provide a glass module<sup>1</sup> with a sliding door to compartmentalize two cubicles.
    - a. Remove two installed Kimball system cubicles (55S and 56S).
    - b. Install office 3 sided structure tied into existing structural pillars.
    - c. ~~Laminated tempered safety glass 10–12 mm laminated. STC 35 rating. Frosted film band at eye level.~~ **Supply and install laminated tempered safety glass 10–12 mm laminated. STC 35 rating. A frosted film band (approx. 3 ft in width) between 3ft and 6ft from the base level.**
    - d. Frame System
      - i. Extruded aluminum (6063-T5 or equivalent)
      - ii. Profile depth: 45 mm
      - iii. Finish: Anodized aluminum (clear)
      - iv. Continuous acoustic gaskets at Glass-to-frame interfaces and vertical joints
      - v. Full perimeter sealing (bottom, sides)
      - vi. Seal to underside of slab and structural pillars
    - e. Sliding Door Assembly
      - i. 36” framed glass door
      - ii. Sweep at bottom
      - iii. Perimeter seals
  2. Dispose of materials in accordance with:
    - a. Local environmental regulations.
    - b. Installation waste policies.
    - c. Recycling requirements (if applicable).
  3. Clean and remove all debris prior to final inspection at project completion. All materials, equipment, and refuse generated through the demolition (re)work required by this contract shall become the property of the contractor and shall be disposed of by the contractor off base at the contractor's expense unless specifically listed otherwise in the contract. All exposed and visible surfaces that are part of the project such as finished surfaces shall be finished to match the existing area and meet industry standards.

The contractor shall provide all labour, equipment, tools, material, supervision, and any other items necessary to properly complete the privacy glass surround. The contractor shall ensure installation of all items included in the contract. The Contractor shall be accountable for all related costs of items not installed per negotiations.

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<sup>1</sup> The acoustic properties of the glass are required to dampen exterior ambient noise and prevent conversations within the module from being overheard.

The contractor shall comply with all State and Local Code requirements and all applicable Occupational Safety and health Administration (OSHA), National Fire Protection Agency (NFPA), and Unified Facilities Criteria (UFC) standards and codes.

- b. Define completion schedule:

Project is to be completed no later than ~~31 MAY 26~~ JUN 26.

- c. Specify any additional requirements for performance:

Working out of hours will not be required. The new module shall not require any modifications to permanent infrastructure, HVAC or Fire Suppression Systems. Modifications shall comply with codes for fire or emergency evacuation.

