



**HQ Supreme Allied Commander Transformation
Purchasing and Contracting Section
Office of Budget and Finance**

Norfolk, Virginia | USA



Request for Proposal

RFP-ACT-SACT-26-37

Next Generation Workplace Modernization Furniture Procurement
Pilot Project

Amendment 2 (changes in red)

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BIDDING INSTRUCTIONS

1. General

a. This is a Firm Fixed Price Deliverables contract in accordance with the HQ SACT General Terms and Conditions.

b. 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 under Contractor Information.

c. Contract Award is contingent upon funding availability; Partial bidding is not allowed.

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 “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:

b. Established in a North Atlantic Treaty Organization Alliance member nation.

c. 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.

d. All proposed key personnel identified to work on this requirement must be citizens of a NATO member nation.

5. Duration of Contract

a. The contract shall start upon contract award.

b. Period of Performance: The period of performance is from contract award to 8 September 2026.

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 15 May 2026.

b. In lieu of a bidder's conference, HQ SACT invites bidders to a site survey that will be conducted on 19 May 2026 at 10:00AM 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 15 May 2026. Participation in the site survey is mandatory to participate in the RFP and submit a proposal.

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 02 June 2026, 0900 hours, Eastern Daylight 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 02 June 2026, 0900 hours, Eastern Daylight 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, Fax number; Internet site;
- 3) Compliance statement (See Enclosure#2);
- 4) Past performance (See Enclosure #3);
- 5) List of on-site personnel to provide services;
- 6) Company description and supplementary relevant information; and
- 7) Compliance matrix (See Annex B).

b. Price Proposal shall be

- 1) Submitted in U.S. Dollar Currency. Contractor may request payment post award in alternate currency based on agreed conversion rate.

Prices shall be on a Firm Fixed Price Basis, include any relevant discount schedule.

12. Proposal Submission

a. Proposals shall be separate e-mail submissions to:

Technical proposal: hqsact.techproposal@nato.int

Price proposal: hqsact.priceproposal@nato.int

b. E-mail subjects shall include the solicitation information along with company name (for example: RFP-ACT-SACT-26-37_Tech_ABC Inc. / RFP-ACT-SACT-26-37_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. 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 the following:
Technical / Price = ~~70/30~~ 80/20.

- 4) Technical clarifications as determined may be conducted.
- 5) 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 award a firm fixed price services contract to the Offeror(s) whose proposal(s) represents the Best Value offer to NATO. Partial bids will not be considered.
- b. HQ SACT may 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. Surge Capability:

~~A surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor services within the scope of the existing Statement of Work. The Supplier shall be prepared to provide additional services if needed to support this SOW. The contractor shall be prepared to evaluate requirements and submit a price proposal for any new in scope requirement for consideration by HQ SACT. Surge proposals will be evaluated by the Contracting Officer for fair and reasonable pricing and should be developed based upon the same pricing structure as the original contract proposal. Surge requirements will be incorporated by formal contract modification. Requests for pricing are made on a non-committal basis and do not constitute a formal commitment by HQ SACT to contract for additional work; supplier will not be reimbursed costs for preparing price proposals or other related expenses in response to a surge request. HQ SACT surge efforts will not exceed 50% of the annual contract value or 50% of the cumulative contract value. The contractor is authorized to work after hours or on weekends to meet the established project completion deadline, or to work towards the project delivery incentive to finish work ahead of schedule. No extra costs will be billed by the contractor for overtime or for hours worked outside the normal working hours. Coordination with the COTR is required at least 48 hours advance in order to have the necessary escorts in place outside of normal working hours.~~

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)

LCDR Margaret Anderson, ACT Contracting Officer, Margaret.Anderson@nato.int
Mr. Michael DiProspero, ACT Contracting Officer, Michael. Diprospero@nato.int
Robert McMaster, Contract Specialist, Robert.Mcmaster@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)

Enclosure 2: Compliance Statement

COMPLIANCE STATEMENT TO BID FO RFP-ACT-SACT-26-37

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 Contracting Officer.

<u>Clause</u>	<u>Description of Minor Deviation</u>
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(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 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 one. 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

Required Past Performance Information:

- (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.

Enclosure 4: Mandatory Price Proposal Excel Spreadsheet

Pricing shall be submitted using the excel workbook provided. Bidders may elect to submit a PDF proposal for pricing in addition to the required excel workbook. 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 Next Generation Workplace Modernization Furniture Procurement – Pilot Project

Introduction

The Supreme Allied Commander Transformation's (SACT) priorities for the Headquarters Supreme Allied Command (HQ SACT) workplace is to make readily available differentiated work areas for individuals and teams that are optimized for each core required to provide warfare development for NATO. A facility lifecycle plan now needs to implement an outline design to renovate and modernize a 3000 sq. ft. area of the Headquarters infrastructure and environment to meet SACT's priorities.

Background and Scope of Work.

HQ SACT has received and approved a design concept for the renovation and modernization of approximately 3,000 Sq. ft of office space.

The contractor will implement the furniture design concept detailed at Fig 1. The requirements shall then be assessed by US/DoD regulations to create a flexible workplace and workspace that improves the working environment and provides options for increased workforce capacity.

The Contractor shall provide all furniture, equipment, transportation, tools, and management necessary to:

- 1) Procure and install new office furniture and collaboration systems.
- 2) The contract includes design/layout services, which requires:
 - a) A qualified interior designer with accredited education/experience.
 - b) OSHA safety certification.
 - c) Manufacturer-certified installers when systems furniture warranties depend on certified installation.
 - d) Trained installation personnel capable of reading drawings, following building codes, and performing installations per manufacturer requirements.
 - e) Must declare any affiliation with a furniture dealership, vendor or manufacturer.
 - f) Have attained National Council for Interior Design Qualification (NCIDQ) or national equivalent certification or state licensure, certification or registration.

~~3) Remove and properly dispose of:~~

~~a) Existing furniture within the space.~~

Type of Contract and Period of Performance.

- 1) Type of Contract. This is a Firm Fixed Price (FFP) services contract **with an award fee for early project completion (See delivery incentive section).**
- 2) Period of Performance. Contract Award to 8 September 2026.

Taskings

Taskings required for this project are outlined in the table below:

Table 1.

Ser	Tasking	
1	Pre-Installation & Planning Phase	<ol style="list-style-type: none"> 1) The Contractor shall: <ol style="list-style-type: none"> a) Conduct site verification and measurement validation. 2) Develop a Project Management Plan (PMP) including: <ol style="list-style-type: none"> a) Phasing plan (after-hours/weekend work as required); b) Risk management plan; c) Quality control plan; d) Safety plan (EM 385-1-1 compliant); e) Security compliance plan; f) Waste management plan. 3) Develop a Detailed Project Schedule (MS Planner or MS Project format). 4) Conduct a Project Kick-off Meeting in HQ SACT within one week of contract award. 5) Coordinate with: <ol style="list-style-type: none"> a) Facilities; b) ACT Office of Security; c) CIS/IT Section; d) 5th Floor user representatives.
2	Furniture Procurement & Installation	<ol style="list-style-type: none"> 1) The Contractor shall: <ol style="list-style-type: none"> a) Procure furniture consistent with the NATO Criteria and Standards (will be provided post award). b) Provide submittals including: <ol style="list-style-type: none"> i) Product data sheets; ii) Finish samples; iii) As-is drawings; iv) Electrical/data integration details to ensure proper power/CIS requirements are provided/installed; v) Lead times.

		<ul style="list-style-type: none">c) Coordinate manufacturer production schedules;d) Deliver, stage, assemble, and install furniture;e) Protect HQ SACT property during installation;f) Provide levelling, anchoring, and seismic restraint (if required by local code);g) Remove packaging and debris daily;h) Ensure that workplace is cleaned prior to final inspection and handover. <p>2) All furniture must:</p> <ul style="list-style-type: none">a) Meet ANSI/BIFMA standards;b) Meet flammability requirements for Federal facilities.
7	Removal of Existing Furniture	<p>1) The Contractor shall:</p> <ul style="list-style-type: none">a) Coordinate with HQ SACT to determine:<ul style="list-style-type: none">i) Reuseii) Disposalb) Disassemble and remove items.c) Protect building during removal.
8	Phasing Requirements	<ul style="list-style-type: none">1) Dust containment measures are required.2) HQ SACT will organize the temporary relocation of staff to allow the contractor unfettered access to the workplace.3) Contractor is to consider if users can be phased back into the workplace where installations of furniture allow. In these cases, HQ SACT will conduct phased acceptance of discreet areas.

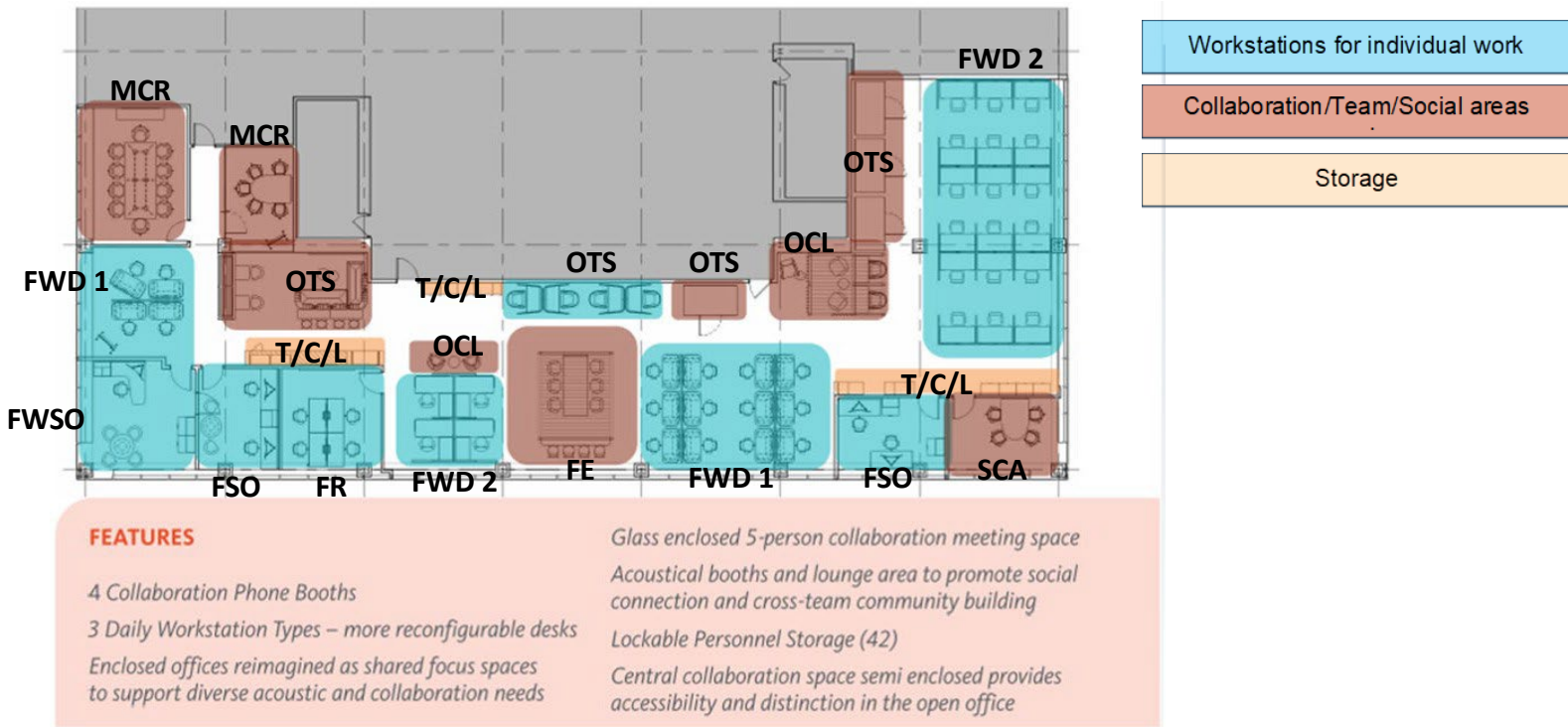


Figure 1

Deliverables.

Functional Space	Furniture Specifications (these are guidelines to provide a general idea of what type of furniture is required, equivalents are acceptable)
Focus Work Desk Area 1 (FWD 1)	<ul style="list-style-type: none"> - (16) Mobile Workstations: <ul style="list-style-type: none"> o Haworth – Compose Echo Workstation o Standard Frame Finish o Standard Laminate - (16) Chairs: <ul style="list-style-type: none"> o Steelcase – Karmen Ergonomic Chair o Standard Frame Finish o Standard Fabric - (1) Whiteboard <ul style="list-style-type: none"> o Herman – OE1 Mobile Markerboard
Focus Work Desk Area 2 (FWD 2)	<ul style="list-style-type: none"> - (4) Workstations: <ul style="list-style-type: none"> o Steelcase - Migration SE Desks with Soffio Desk Screen and Answer Panels/Answer Fence Panels o Standard Frame Finish o Standard Laminate - (4) Chairs: <ul style="list-style-type: none"> o Steelcase – Karmen Ergonomic Chair

	<ul style="list-style-type: none"> ○ Standard Frame Finish ○ Standard Fabric - (18) Mobile Workstations: <ul style="list-style-type: none"> ○ Haworth Planes Height Adjustable Desking, Compose Beam and Gallery Panels ○ Standard Frame Finish ○ Standard Laminate - (18) Chairs: <ul style="list-style-type: none"> ○ Steelcase – Karmen Ergonomic Chair ○ Standard Frame Finish ○ Standard Fabric
Focus Work Single Office (FWSO)	<ul style="list-style-type: none"> - (1) Chairs: <ul style="list-style-type: none"> ○ Steelcase – Karmen Ergonomic Chair ○ Standard Frame Finish ○ Standard Fabric - (1) Desk: <ul style="list-style-type: none"> ○ Watson – Tia Office Desk and Storage ○ Standard Frame Finish ○ Standard Laminate - (1) Storage: <ul style="list-style-type: none"> ○ Watson – Tia Bookcase & Files ○ Standard Frame Finish ○ Standard Laminate - (1) Meeting Table: <ul style="list-style-type: none"> ○ Haworth – Jive Round Table ○ Standard Frame Finish ○ Standard Laminate - (4) Guest Chairs: <ul style="list-style-type: none"> ○ Haworth – Ginger Chair ○ Standard Frame Finish ○ Standard Fabric
Focus Shared Office (FSO)	<ul style="list-style-type: none"> - (1) Case Goods (Desk) Adjustable Height: <ul style="list-style-type: none"> ○ Watson – Tia Office Desk and Storage ○ Standard Frame Finish ○ Standard Laminate - (1) Task Desk: <ul style="list-style-type: none"> ○ Steelcase – Karmen Ergonomic Chair ○ Standard Frame Finish ○ Standard Fabric - (1) Work Wall: <ul style="list-style-type: none"> ○ Steelcase – Elective Elements ○ Standard Frame Finish

	<ul style="list-style-type: none"> ○ Standard Fabric - (1) Meeting Table: <ul style="list-style-type: none"> ○ Haworth – Jive Round Table ○ Standard Frame Finish ○ Standard Laminate - (4) Guest Chairs: <ul style="list-style-type: none"> ○ Haworth – Ginger Chair ○ Standard Frame Finish ○ Standard Fabric
Focus Room (FR)	<ul style="list-style-type: none"> - (4) Desks: <ul style="list-style-type: none"> ○ Herman Miller – Layout Studio ○ Standard Frame Finish ○ Standard Laminate - (4) Chairs: <ul style="list-style-type: none"> ○ Steelcase – Karmen Ergonomic Chair ○ Standard Frame Finish ○ Standard Fabric
Focus Area Accessories	<ul style="list-style-type: none"> - (1) Misc Task Lighting - (44) Monitor Arms
Small Collaboration Area (SCA)	<ul style="list-style-type: none"> - (1) D-Top Table: <ul style="list-style-type: none"> ○ Bernhardt – Playbook Huddle Table ○ Standard Frame Finish ○ Standard Laminate - (4) Chairs: <ul style="list-style-type: none"> ○ Andreu World – Gala Chair ○ Standard Frame Finish ○ Standard Fabric - (1) Marker Board/Tack Board
Medium Conference Room (MCR)	<ul style="list-style-type: none"> - (1) Table: <ul style="list-style-type: none"> ○ Davis Furniture – Tavo Series ○ Standard Frame Finish ○ Standard Laminate - (10) Chairs: <ul style="list-style-type: none"> ○ Davis – Avena Chair ○ Standard Frame Finish ○ Standard Fabric - (2) Marker Board/Tack Board - (1) Credenza - (1) Meeting Table: <ul style="list-style-type: none"> ○ Bernhardt – Playbook Huddle Table ○ Standard Frame Finish ○ Standard Laminate

	<ul style="list-style-type: none">- (5) Chairs:<ul style="list-style-type: none">o Andreu World – Gala Chairo Standard Frame Finisho Standard Fabric
Open Team Setting (OTS)	<ul style="list-style-type: none">- (4) Chairs:<ul style="list-style-type: none">o Haworth – Poppy Guest Chairo Standard Frame Finisho Standard Fabric- (4) Workstations:<ul style="list-style-type: none">o Haworth – BuzziBootho Standard Frame Finisho Standard Laminate- (3) Pods:<ul style="list-style-type: none">o Framery – Four (Seats 2 comfortably)o Standard Frame Finisho Standard White Laminate- (1) Side Table:<ul style="list-style-type: none">o Haworth – Mater Accent Side Tableo Standard Frame Finisho Standard Laminate- (1) Small Table:<ul style="list-style-type: none">o Haworth – Mater Bowl Tableo Standard Frame Finisho Standard Laminate- (2) Tables:<ul style="list-style-type: none">o Haworth – Immerse Ledge Tableo Standard Frame Finisho Standard Laminate- (4) Chairs:<ul style="list-style-type: none">o Haworth – Mater High Stoolo Standard Frame Finisho Standard Fabric- (1) Sofa:<ul style="list-style-type: none">o Bernhardt - Lucao Standard Frame Finisho Standard Fabric- (1) Banquette:<ul style="list-style-type: none">o Steelcase – Away from the Desko Standard Frame Finisho Standard Fabric- (2) Tables:<ul style="list-style-type: none">o Haworth – Janus Café Tableo Standard Frame Finisho Standard Laminate

	<ul style="list-style-type: none"> - (1) Booth: <ul style="list-style-type: none"> o Steelcase – Camper Den Acoustical Surround o Standard Frame Finish o Standard Fabric - (2) Chairs: <ul style="list-style-type: none"> o Haworth – Ginger Chair o Standard Frame Finish o Standard Fabric -
Open Collaboration Lounge (OCL)	<ul style="list-style-type: none"> - (1) Pergola (Haworth type) - (4) Lounge Chairs: <ul style="list-style-type: none"> o Bernhardt – Orleans o Standard Frame Finish o Standard Fabric - (2) Chairs: <ul style="list-style-type: none"> o Martin Brattrud – Inyo o Standard Frame Finish o Standard Fabric - (2) Small Tables: <ul style="list-style-type: none"> o Haworth – Mater Bowl Table o Standard Frame Finish o Standard Laminate - (1) Lounge Chair: <ul style="list-style-type: none"> o Boss Design – DNA Lounge Chair o Standard Frame Finish o Standard Fabric - (1) Laptop Table <ul style="list-style-type: none"> o Davis – Up Too Table o Standard Frame Finish o Standard Laminate
Freestanding Enclosure (FE)	<ul style="list-style-type: none"> - (1) Pergola (Haworth type) - (6) Chairs: <ul style="list-style-type: none"> o Stylex – Dela Chair o Standard Frame Finish o Standard Fabric - (1) Meeting Tables: <ul style="list-style-type: none"> o Watson – Tia Team Table Rectangular o Standard Frame Finish o Standard Laminate - (5) Stools: <ul style="list-style-type: none"> o Stylex – Dela Barstool o Standard Frame Finish o Standard Fabric
Tea/Coffee/Locker Areas (T/C/L)	<ul style="list-style-type: none"> - (2) Storage and Casegoods:

	<ul style="list-style-type: none"> ○ Hamilton Casework Solutions ○ Standard Laminate - (12) Communal Lockers: <ul style="list-style-type: none"> ○ Spacestor – Hot Lockers ○ Multi-Size Lockers: Full and half height lockers with recessed digital combi locks - (42) Lockable movable underdeck lockers
In all focus areas	- Provide options for the supply and installation passive and/or active noise cancelling systems.

Furniture Specifications – Brand Neutrality & Equivalents

- 1) Brand names, product names, and manufacturers referenced in this solicitation are provided for design intent and performance reference only. Offerors may propose products that are functionally, dimensionally, aesthetically, and performance equivalent or superior to the referenced items.
- 2) All proposed equivalent products shall:
 - a) Meet or exceed the functional requirements of the referenced items;
 - b) Comply with all applicable ANSI/BIFMA standards and flammability requirements for Federal facilities;
 - c) Provide warranties equal to or greater than those specified in this solicitation; and
 - d) Maintain compatibility with the approved design concept.
- 3) The use of referenced brand products shall not be mandatory, unless explicitly stated elsewhere in this solicitation.

The Contractor shall provide:

- 1) Approved baseline schedule within 14 days of award.
 - a) The project schedule is compressed. Proposals shall demonstrate realistic lead time management, procurement sequencing, and installation planning aligned with the required completion date.
- 2) Detailed Schedule including schedule for potential after hours work/weekends.
- 3) Furniture Shop Drawings
- 4) Provide physical finish samples (not digital images) for all primary furniture surfaces, fabrics, laminates, and finishes for review and approval prior to final procurement.
 - a) Digital images may be submitted for preliminary evaluation only and shall not replace the requirement for physical samples.
- 5) As-Built Drawings (PDF + AutoCAD)
- 6) Engineering and CIS considerations (i.e power requirements)
- 7) Warranty Documentation
- 8) Furniture Specifications (the above descriptions are guidelines to provide a general idea of what type of furniture is required, equivalents are acceptable)

Requirements

- 4) For past performance, minimum 3 similar projects completed within the last five (5) years, with one project completed within a government agency (>\$500K preferred)
- 5) Provide a quality control plan to include:
 - a) Provide a project manager.
 - b) Conduct pre-installation conference.
 - c) Conduct walk-through prior to turnover.
- 6) Provide a warranty on work/material provided:
 - a) Minimum warranty requirements:
 - i) Furniture: 10 years (manufacturer standard)
 - ii) Installation workmanship: 1 year
- 7) Estimated Timeline Completion Plan
- 8) Provide a procurement strategy for the handling lead time management, contingency planning , and ability to handle delays, substitutions, or shortages.
- 9) Provide details of the post-Installation support to include replacement/repair turnaround times and ongoing service or maintenance options.

Acceptance Criteria

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

Delivery Incentive

Time is of the essence for this procurement. Delivery/installation of materials in advance of the required delivery date identified in this solicitation is highly encouraged.

Deliveries completed and accepted prior to the required delivery date may qualify for an incentive payment of 0.5% per day increments up to 10% of the total purchase order value, not to exceed \$80,000.

Incentive amounts will be determined based on the number of calendar days delivered early, overall schedule impact reduction, and completeness of delivery.

Place of Performance

HQ SACT, 7857 Blandy Road, Suite 100, Norfolk, VA, 23551

Contractor performance requirements

The Contracting Officer will assign a Contracting Officer's Technical Representative (COTR) to administer all technical contract details. 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.

- 1) The COTR's written approval of work reported, and products submitted is mandatory for contractor invoices to be successfully processed.
- 2) The contractor shall submit a report every two working weeks to the COTR and the Contracting Officer, detailing progress on the SOW for the reporting period.
- 3) The report shall include, but not be limited to, the following information:
 - a) Summary of work and status of tasks undertaken during the reporting period;
 - b) Current or anticipated problems/deficiencies and recommended solutions.

Physical Security

- 1) Personnel Clearances: Personnel will be escorted within the facility in lieu of holding individual NATO security clearances, in accordance with applicable security procedures. (see sub paragraph 4) below)
- 2) Security Conditions: Contractor personnel shall comply with all the local host nation, NATO 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 the HQ SACT.
- 4) DBIDS. HQ SACT is located on Naval Support Activity Hampton Roads, as such, any contractor who will be working on site at the 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. Badges will be collected at the end of the workday.

Annex B: Requirements Matrix

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.

SER	ITEM	COMPLIANT	NOT COMPLIANT
1	All proposed key personnel on this requirement are citizens of a NATO member nation.		
2	Have attained a National Council for Interior Design Qualification (NCIDQ) or national equivalent or state licensure, certification or registration. (Photo-copy required)		
3	Have Council for Interior Design Accreditation (CIDA) or equal accreditation program of academic training in interior design. (Photo-copy required).		
4	Minimum of three similar projects with one past performance with a federal government citation within the last five years to show successful completion of work that is similar to or directly traceable to the SOW.		
5	The Project Manager and on site supervisory personnel shall demonstrate professional working fluency in English sufficient to support daily coordination, safety compliance, reporting, and technical discussions with HQ SACT stakeholders.		
6	Minimum technical score of 60.		
SER	CRITERIA	RANGE	SCORE COMPLIANT (Out of 100pts)

7	Provide a quality control plan that covers project manager with certifications, pre-installation guidelines, quality control of furniture received and installed.	(0) points: no plan provided 1-10 points: a partial quality control plan provided but not cover all items listed. 11-20: Quality Control Plan provided with all aspects covered.	
8	Provide a warranty on installation/material provided.	(0) points: no warranty provided 1-5 points: a partial warranty either covering just installation or material. 6-10: Full warranty provided for both installation and material.	
9	Provide a timeline completion plan to include a pre-installation meeting, CAD drawing provisions, furniture arrival, installation and final walk-through.	(0) points: no plan provided 1-10 points: a partial plan provided but not cover all items listed. 11-20: A full timeline completion plan provided with all aspects covered to include completion of project by 8 September 26 deadline.	
10	Provide a procurement strategy for the handling lead time management, contingency planning , and ability to handle delays, substitutions, or shortages.	(0) points: no strategy provided 1-10 points: a partial strategy provided but not cover all items listed. 11-20: A full procurement strategy provided with all aspects covered.	
11	Provide details of the post-Installation support to include replacement/repair turnaround times and ongoing service or maintenance options.	(0) points: no post-installation support 1-10 points: some installation support provided 11-20: Complete support post-installation for replacement/repair and any	

		ongoing service/maintenance options provided.	
12	Scope and complexity of past performance to include performance within a federal government organization, it is preferred that one of the projects is over \$500K.	(0) points: past performance is not relevant to project 1-9 points: past performance is relevant but does not include a federal government organization reference 10: Past performance is relevant and includes a reference to a federal government organization and has a project worth over \$500k.	