



NCIA/ACQ//2014/859

09 May 2014

**Notification of Intent
NCI Agency Support Services Contracts
Invitation for Bid (IFB) CO-13777-SSC**

Value of Prospective Orders €25m over 3 years

The NCI Agency announces its intent to compete an omnibus requirements type contract for consultant support services. Services will be grouped into 4-5 Areas that firms may submit bids against. These Areas are 1) Software/IT Support Services, 2) Military Operations Research and Analysis, 3) Professional Administrative Support Services, and 4) Communication and IT Network Engineering. There may also be one additional Area for Junior Level Administrative and Technician Support Services. Firms may bid on any or all Areas and Areas will be separately evaluated for award. Requirements will be issued on a Task Order basis against each contract. The IFB is planned to be issued in June 2014 with a Bid Closing Date in August 2014 and Contract Award in September 2014.

Contracting Officer: Mr. Philip Chulick

E-mail: philip.chulick@ncia.nato.int

To: Distribution List

Subject: **Notification of Intent to Invite Bids for NCI Agency Support Services
IFB-CO-13777-SSC**

Reference: AC/4-2261 (1996 Edition)

1. The NCI Agency intends, in accordance with paragraph 6 of the Reference, to invite bids for the provision of Support Services to the Agency. This is an omnibus ordering contract and the solicitation may result in the award of as many as five separate contracts, each contract covering a group of related areas of expertise or activities.
2. An overview of the requirements for this IFB is summarised in the attachment hereto.
3. The reference for the Invitation for Bid is IFB-13777-SSC and all correspondence concerning this IFB should reference this number.



NATO Communications
and Information Agency
Agence OTAN d'information
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4. Historical figures for orders for consultant support over the last three years show that total orders against the existing suite of 3 contracts totalled approximately €22m.
5. The NCI Agency will evaluate bids received using the Best Value procedure described in Annex X to the Reference.
6. While as many as 5 contracts may be placed according to the Areas identified, partial bidding against a single area or areas will not be allowed.
7. The IFB is planned to be issued in June 2014 with a Bid Closing Date in August 2014 and contract awards anticipated in September 2014. The Purchaser reserves the right to amend the dates above as necessary.
8. Bidders will be required to declare a bid validity of 6 months from closing date for receipt of bids, supported by a Bid Guarantee of Euro 500,000 (five hundred thousand Euros). Should the selection and award procedure exceed 6 months after Bid Closing Date; firms will be requested to voluntarily extend the validity of their bids and Bid Guarantee accordingly. Bidders may decline to do so, however, they shall withdraw their bid and excuse themselves from the bidding process without penalty.
9. Contracts will be let for 12 months with two 1-year options.
10. It is requested that all firms interested in participating in this procurement be introduced by their National Authorities with the required "Declaration of Eligibility" and certification of their security clearances. Requests for participation received directly from firms shall not be considered.
11. Please provide the NCI Agency with a list, not later than 13 June 2014 of qualified and certified firms which may be interested in receiving an Invitation for Bid for this project. This list should include the NAME of the FIRM, the TELEPHONE AND FAX NUMBER AND E-mail-ADDRESS AND POINT OF CONTACT within each of the nominated firms.
12. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent to the following address:

NATO CI Agency
Acquisition Division/ASG
Boulevard Leopold III
1110 Bruxelles
BELGIUM
Attn: Mrs Suzanne Hogedoor
TEL: +32 2 707 8319
FAX: +32 2 707 8770
E-mail: suzanne.hogedoor@ncia.nato.int

13. The National Authorities are advised that the IFB package will only contain NATO UNCLASSIFIED material. Prospective Bidders should also be aware that contractor personnel will be called on to work at a NATO site in conjunction with the contract and such contractor personnel shall be required to have security clearances to the level of "NATO SECRET".

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14. Your assistance in this procurement is greatly appreciated.

FOR THE GENERAL MANAGER:



Philip M. Chulick
Principal Contracting Officer

Enclosures _____:

Annex-A (Distribution List)

Annex-B (Work Summary Description of Project Scope)

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NATO HQ

NATO Office of Resources	
Management and Implementation Branch	
Attn: Deputy Branch Chief	1
Director, NATO HQ C3 Staff	
Attn: Executive Co-ordinator	1

NCI Agency:

NLO (Mr. C. Ulsh, Laurent Foissey)	1
DACQ (Mr. L.T. Herway through Ms. M.L. Le Bourlot)	1
Legal Adviser (Ms. S. Rocchi)	1
DM (Mr. E. Lesbaupin)	1
PM (Mr James White)	
ACQ PCO (Mr. P Chulick)	1
ASG POC (Mrs. S. Hogedoorn)	1

NATEXs

All NATEXs

**Agency Support Service Contracts
Summary Description of Project Scope****1. Background Information**

- a) This is the fourth iteration of the Support Services Contract concept, which is to provide a series of ordering vehicles for the NCI Agency against which the Agency will order consultant services as required.
- b) The current three Support Services Contracts were awarded in 2011 and expire at the end of 2014.
- c) The Support Services Contracts are the “preferred vehicle” for the Agency in fulfilling its consultant support requirements and the Agency is required by policy to approach these contractors first when a requirement for support arises in these respective areas.
- d) The Agency cannot bind the Nations to expend common funds through this contract – the requirements aspect applies only to funds under the control of the Agency. To date, however, the Agency has obligated over €22 million to the three existing contracts over the last three years.

2. Summary

- a. The IFB will be an omnibus solicitation expected to result in as many as 4 or 5 separate awards.
- b. The IFB will contain 4 or 5 general Areas subject to individual bidding and evaluation. Bidders may bid on any and each area at their discretion. The areas are described below in general terms. A more detailed description of the scope of each area will be provided in the IFB. The Agency reserves the right to make alterations to the descriptions provided below and to augment or reduce the labour categories and Areas.
- c. The Areas are as follows:
 - **Area 1: Software Engineers and IT Services**
Consultants sought in this Area are Database Specialists, XML and Web Developers, GIS Specialists, Developers in:
 - JAVA
 - C++
 - .NET
 - Visual Basic
 - SharePoint
 - Enterprise Business ArchitectureCyber Security Specialists and a number of other Software and IT professional experts.
 - **Area 2: Military Operations Research and Military Operational Analysts**

Consultants sought in this Area are Research Analysts, Military Functional Area Experts, International and Strategic Defence Analysts, Simulation Specialists, Military Exercise Support Analysts, and similar categories associated with the analysis of military structures/operations and exercises.

- **Area 3: Professional Administrative Support**

Consultants sought in this area include Project Managers, Procurement Specialists, Logistics Specialists, Cost Analysts/Estimators, Legal Professionals, Technical Writers, Human Resource Specialists, Finance and Accounting Specialists and similar non-scientific based professions.

- **Area 4: Communication and IT Network Engineering**

Consultants sought in this area include engineering specialists in:

- PKI/Identify Management
- Communication and Network Switching
- Communication Networking – Element Management
- Communication Networking – VTC
- Communication Networking – Voice
- Communication Networking – Transmission
- Communication Networking – SATCOM and UHF
- Communication Networking - Radio
- IT Security

This Area may also require a sub-set of such skills to be deployable to Theatre in Afghanistan.

- **Area 5: Junior Level Administrative and Technical Support (Under Consideration)**

This Area, if included, will require the provision of junior level office support and technicians.