

# **RFP-ACT-SACT-22-110**

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**NORTH ATLANTIC TREATY ORGANIZATION**  
HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION  
7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA 23551-2490

## **Request for Proposal**

**RFP-ACT-SACT-22-110**

## **Description of Acquisition**

**Provision of Support Services to the  
Headquarter Supreme Allied Commander Transformation  
Request for ACT embedded Medical Innovation expertise**

## **Bidding Instructions**

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## **BIDDING INSTRUCTIONS**

### **1. General**

This is a Firm Fixed Price Level of Effort contract in accordance the General and Special Terms and Conditions; **Contract Award is contingent upon funding availability; Partial bidding is not allowed.**

### **2. Classification**

This RFP is a NATO UNCLASSIFIED document.

### **3. Definitions**

- (a) The “Prospective Bidder”, shall refer to the entity that has completed and returned the Enclosure of the transmittal letter of this RFP, and 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 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 Supreme Headquarters Allied Command Transformation.
- (g) The term “ACT” shall refer to Allied Commander Transformation.
- (h) The term “NATO”, shall refer to the North Atlantic Treaty Organisation.
- (i) The term “days” as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

## 4. Eligibility

This RFP is open to companies:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.
- (b) Working in the required field of study and legally authorised to operate in the United States of America, at the time of bidding.
- (c) Has performed the desired past performance including size, cost and scope, as described in this RFP.
- (d) **All proposed key personnel on this requirement must be citizens of a NATO member nation.**

## 5. Duration of Contract

- (a) The contract awarded shall be effective upon date of award.
- (b) Period of Performance: on or about **01 September 2022 to 30 June 2025.**

## 6. Exemption of Taxes

- (a) In accordance with the agreements, (Article VIII of the Paris Protocol dated, 25 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,

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provision or specifications, shall be requested in writing, from the Contracting Officer. The Contracting Officer must receive such requests for clarification no later than 3 calendar days prior to the bid closing date.

(b) In lieu of a bidder's conference, HQ SACT invites bidders to submit initial technical questions not later than **15 August 2022**.

(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. Oral Interpretations shall not be binding.

### **9. Bid closing date**

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **25 August 2022, 0900 hours, Eastern Daylight Time, Norfolk, Virginia, USA**. No bids shall be accepted after this time and date.

### **10. Bid Validity**

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.

### **11. Content of Proposal**

11.1 Proposals shall be submitted electronically in two separate PDF documents, one containing the Technical Proposal and one containing the Price Proposal, each e-mailed separately to:

- Technical proposal: [technicalproposal@act.nato.int](mailto:technicalproposal@act.nato.int)
- Price proposal: [priceproposal@act.nato.int](mailto:priceproposal@act.nato.int)

E-mail subjects shall include the solicitation information along with company name (for example: RFP-ACT-SACT-22-110\_Tech\_ABC Inc. / RFP-ACT-SACT-22-110\_Price\_ABC Inc.).

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**Both the technical and price proposals are required no later than 25 August 2022, 0900 hours, Eastern Daylight Time, Norfolk, Virginia, USA. No hard copy proposals will be accepted**

A table of contents for the entire proposal

- (a) The bidder's full name address, Point of Contacts, Telephone, Fax number and Internet site,
- (b) Compliance statement (See Enclosure #1),
- (c) Provision of technical volume,
- (d) Provision of price volumes (See Enclosure #3),
- (e) Compliance criteria (See Annex B to Statement of Work),
- (f) Past performance or Letter of Recommendation in lieu of past performance. See Enclosure #2).

### 12. Proposal Submission

- (a) Proposals shall be submitted in a two separate PDF documents, one containing the Technical volume and one containing the Price volume, each e-mailed separately. The subject of the e-mail shall cite RFP Solicitation reference number and identify if it is the technical or price volume. The electronic proposal submission is required to the assigned Contracting Officer, prior to the established bid closing date and time. **It is the sole responsibility of the company to confirm receipt of both the technical and price volumes prior to the deadline. Allow sufficient time in your submission should you encounter e-mail size challenges.**
- (b) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (c) Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (d) It is the sole responsibility of the interested company to review any Q & A that may be issued in support of this solicitation, prior to bid submission.
- (e) No oral bids or oral modifications or telephonic bids shall be considered.
- (f) It is the ultimate responsibility prior to submission that all proposal submissions are reviewed to ensure they meet the technical 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. All late bids shall be returned to the offering company unopened. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of NATO staff negligence (mishandling) shall the bid 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 or facsimile, 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 to the company that represents the best value to NATO. Proposals will be weighted 70% technical / 30% price.
- (c) Acceptance of HQ SACT General and Special Terms and Conditions.

### 16. Proposal Clarifications

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

### 17. Award

HQ SACT intends to award a firm fixed price contract(s) to the Offeror(s) whose proposal(s) represents the best value to NATO. Partial awards are not authorized.

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HQ SACT will collect information from references provided by the Offeror in regard to its past performance. Contractors must provide authorization to contact references. HQ SACT reserves the right to negotiate minor deviations to the listed General and Special Terms and Conditions to this RFP.

### 18. 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 in regards to this RFP. Such adherence shall ensure Fair and Open Competition with equal consideration and competitive footing leverage to all interested parties.

### 19. Points of Contact:

Magdalena Ornat, ACT Contracting Specialist, 757-747-3150,  
[magdalena.ornat@act.nato.int](mailto:magdalena.ornat@act.nato.int)

Catherine Giglio, ACT Contracting Officer, 757-747-3856,  
[Catherine.giglio@act.nato.int](mailto:Catherine.giglio@act.nato.int) or

Tonya Bonilla, ACT Contracting Officer, 757-747-3575,  
[tonya.bonilla@act.nato.int](mailto:tonya.bonilla@act.nato.int)

# RFP-ACT-SACT-22-110

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## Enclosure 1

### **COMPLIANCE STATEMENT TO SEALED BID RFP-ACT-SACT-22-110**

It is hereby stated that our company has read and understands all documentation issued as part of RFP-ACT-SACT-22-110. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of RFP-ACT-SACT-22-110 and the intended contract with the following exception(s); such exemptions are considered non substantial to the HQ SACT solicitation provisions issued.

<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: \_\_\_\_\_

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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.

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### **Enclosure 2**

#### **PAST PERFORMANCE INFORMATION FORM**

- (a) Contracting Agency:
- (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.

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**Enclosure 3**

**RFP-ACT-SACT-22-110 SEALED BID PRICE PROPOSAL**

**COMPANY NAME:** *ABC, Inc*  
**ADDRESS:** *Street,*  
*City, Post code, Country*

**TO:** Chairman of Supreme Allied Commander Transformation, (HQ SACT)  
Contracts Award Committee.  
ATTN: Magdalena Ornat /Catherine Giglio/ Tonya Bonilla  
7857 Blandy Road, Suite 100  
Norfolk, VA 23551

Please verify and acknowledge propriety of above, by duly completing signatures below.

Authorizing Company Official:

Printed \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Title: \_\_\_\_\_

Authorizing Company (Signature): \_\_\_\_\_, Date: \_\_\_\_\_.

**Company name** Witness Official:

Printed \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Title: \_\_\_\_\_

Witness Signature: \_\_\_\_\_, Date \_\_\_\_\_

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Proposed rates must be fully “loaded” [G&A, O/H etc.], however they must not include per diem (meals & lodging) and travel. Travel (and related expenses) will not be covered under this contract, but handled separately in accordance with the ACT Financial Manual.

**SUBJECT: RFP-ACT-SACT-22-110 Sealed Bid Price Proposal**

Please find on behalf of **Insert: Company Name** to provide HQ SACT with services (collectively referred as “ITEMS”), subject to the provisions, terms and conditions stated in RFP ACT-SACT-22-110 and the “**Insert : Company Name** Technical proposal”, submitted in accordance with solicitation provisions.

Provision of Support Services to the Headquarter Supreme Allied Commander Transformation Request for ACT Medical Innovation Subject Matter Expert	01 September 2022 - 31 December 2022 (900 hours)	01 January 2023 - 31 December 2023 (1800 hours)	01 January 2024 - 31 December 2024 (1800 hours)	01 January 2025 - 31 June 2025 (900 hours)

## Annex A

### STATEMENT OF WORK

#### **Provision of Support Services to the Headquarter Supreme Allied Commander Transformation Request for ACT embedded Medical Innovation expertise**

#### **1. Background**

The HQ Supreme Allied Command Transformation (SACT) CAPability DEVELOPMENT – INNOVATION branch is continuously conducting small-case advanced operational and conceptual experimentations, to inform NATO leaders on the military implications of Emerging and Disruptive Technologies (EDTs), and fosters adoption of Innovation within the Alliance, as a pathfinder of NATO transformation.

In 2021, Innovation Branch demonstrated the value of a new process for developing software intensive capabilities. This process was successfully applied in the medical domain, towards the development of a “Patient Tracking” Minimum Viable Product (MVP). This MVP was meant to experiment one medical component of a future Enablement Support Services (ESS) capability.

This capability will eventually contain twelve medical applications called MEDSUITE. As mentioned into the ESS analysis of alternative phase of the program, ESS MEDSUITE would benefit from innovative information to move forward.

With a view to de-risk and accelerate the delivery of ESS MEDSUITE<sup>1</sup>, the Innovation branch will continue the development of the medical experimental solutions.

This task requires **additional medical expertise with programme management background** to meet niche technical requirements and high rates of effort needed to fulfil SACT Innovation agenda on innovative military medical products, mandatory to speed up the delivery of common funded capability in this area.

The continuing experimental approach serves two principal purposes:

- Firstly, to continue **experimenting existing MVPs** and **start new MVPs** along experimental lines to help reduce programmatic risk, inform requirement, and hence reduce the time to deliver common funded capabilities into the medical domain.
- Secondly, support and **inform the development of other experimental medical products or services** within the innovation branch as they apply to both the medical and health care sustainment and wider capability functions for the Alliance. One example of product is the promising result of a fruitful collaboration with the John Hopkins University that paves the way for a possible biosensor “Digital Triage Assistant” (DTA) device. Such exploration is of significant interest for ACT and for the larger NATO Medical Community, as it could help the rapid medical decision making process on the battlefield to treat wounded soldiers. Another example of area of investigation requiring medical expertise is the ongoing development of the NATO “Cognitive Warfare” concept in order to understand and define ways for NATO to defend itself against this new form of warfare.

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<sup>1</sup> 20220309-NU\_TT5207\_ESSMEDSUITE\_SACT\_DB\_RoD\_signed\_SACT

## 2. Scope of Work

This Statement of Work seeks the provision of the Medical Innovation expertise with programme management background to assist/support the ACT Innovation Branch along several inter-related work strands.

The **first work strand** is to lead Medical Innovation projects related to ESS MEDSUITE using “Development Security Operations” (DevSecOps) methodology. The contractor shall assume the Project Lead function on behalf of ACT and act as the primary point of contact for coordination amongst the MVP developer contractor, the NATO Communications and Information Agency, the military medical user community, the product owners and the DevSecOps development team.

The responsibilities include:

- Further steering the development of the existing Patient Tracking (PT) MVP into a pre-operational product that would integrate other useful medical operational requirements to become a “Medical Management Prototype” for military medical users’ experimentation and testing.
- As a product owner, coordinating the creation of a new MVP for the “NATO Trauma Registry” (NTR) and progress the development of this MVP into a pre-operational product for military medical users’ experimentation and testing.
- Properly aligning staffing requirements for MEDSUITE to military medical expectations.
- Coordinating with the MVP developer contractor, NCIA program office and medical User group to enable timely problem resolution while describing medical imperatives.
- Facilitating product reporting in line with Agile delivery methods such as DevSecOps. In accordance with Agile Scrum methodology the Project Lead will be expected to work with the Product Owner and Scrum Master to develop Product / Sprint plans and reporting in line with Agile Scrum delivery approaches and to facilitate the military medical User group as required by the Agile Scrum delivery approach.
- Thanks to a permanent coordination with Medical Branch, contributing to the integration of the above medical MVPs into the Common funded capabilities procurement process, at the ESS Project Plan and Capability Acceptance Report phase for its MEDSUITE component.
- Acting as the sponsor of the MVP products into NATO experiments and exercises such as the CWIX, Exercise Jupiter, Cobalt and Vigorous Warrior series during the years 2022, 2023 and 2024. By 2024, all developed software MVPs will be sufficiently mature to be tested by users in NATO exercises. It is a requirement in accordance with software development processes for MVPs to be tested in NATO exercise environment prior to creating an operation-ready version. The testing of MVPs in this way is a required step to effectively inform capability development and eventual delivery into service.

The **second work strand** is to oversee and manage the development of the “Digital Triage Assistant” (DTA) device, in coordination with multiple National, Academic and Industrial entities. The DTA is currently at a prototype project status, initiated in close collaboration between the Johns Hopkins University, ACT Medical and Innovation branches but also some NATO nations to develop an ‘electronic’ mass casualty triage system using artificial intelligence and big data in 2020. It needs to move forward from an overall ACT innovation comprehensive perspective to explore how such partnerships beginning from scratch and involving multiple entities could reach a mature product helpful for military medical services.

The responsibilities include:

- Exploring NATO legal requirements for considering the creation of an entity that will encompass ownership and industrial property of a medical device between different partners in the best interest of NATO.
- Providing the Product owner function for an Agile methodology way forward such as DevSecOps if required based on the responsibilities described for the first work strand.
- Seeking appropriate skills, resources and workforce implications from the others entities and manage the team to deliver the expected product.
- Accessing, creating the vehicle to get, and then managing medical emergency and traumatism data from military medical services and academia within and outside NATO nations.
- Providing medical expertise and orientating incorporation of relevant and selected physiological parameters into the DTA device.
- Leading the pathway to the DTA experimentation within NATO and linking it to capability development such as ESS MEDSUITE and NATO nation's military medical initiatives on a potential similar topic.

The **third work strand** is to support the development and operationalization of the Cognitive Warfare (CW) concept from an innovation and medical perspective. The contractor is to provide medical subject matter expertise on behalf of ACT as a qualified medical practitioner into the conceptual development and implementations of experimental solutions to defend against cognitive warfare.

The responsibilities include:

- Contributing to the CW related Concept Development activities by bringing both medical and military expertise on all topics related to the CW, in particular with regards to neuroscience and technologies, cognitive sciences and medical ethical aspects.
- Presenting medical inputs and outputs of cognitive warfare to all appropriate stakeholders and in all instances where Innovation Branch expect feedback.
- Creating and delivering educational courses on cognitive warfare from medical and innovative perspective.
- Interacting with other involved SMEs of entities such as STO and its Human Factors and Medicine (HFM) Panel to gather relevant medical aspects that will strengthen the ACT concept development phase.
- Supervising and advising, from a medical point of view, the innovative initiatives taken by the Innovation branch in the cognitive area.
- By leveraging his own medical networks, contributing to find new products/ ideas to develop in house that could respond to the challenges of CW (biotechnologies/ Human enhancement/ Individual cognitive ability assessment)

### **3. Method of Work**

- 3.1. Some of these projects will be the continuation of already ongoing ACT Medical and Innovation projects such as ESS MEDSUITE and DTA, for which Medical Branch cannot provide the requested medical expertise and level of effort.
- 3.2. Along the work strands, the contractor is expected to provide periodical communication products and reports to stakeholders within and outside NATO defined by ACT Innovation Branch.
- 3.3. In the framework of the policy work strand, the contractor will have the autonomy to organize the appropriate program of work that will allow sustaining the three predefined lines of efforts, but will report his achievements to the Innovation Branch Head.

### **4. Duties/Role/Tasking**

- 4.1. Creating and prioritizing user stories and acceptance criteria to ensure work focuses on those with maximum medical business value that align with product strategy.
- 4.2. Making product prioritization decisions, following progress of work and addressing production issues during sprints to refine agile methodology based on results and military medical user feedback.
- 4.3. Collect and analyze feedback from medical customers, stakeholders and other teams to shape requirements, features and end-products.
- 4.4. Continually educating product team members on business process, customer value and medical expectations of product capabilities.
- 4.5. Working with product management team to set release dates, understand trade-offs between schedule, scope and budget and communicate this information to the organization.
- 4.6. Developing release notes, testing plans, and other feedback loops and communication to military medical users.
- 4.7. Identifying challenges while proposing changes to policy in order to remove roadblocks.
- 4.8. Ensuring products are complying with established Governance and regulatory policies in both military medical and military areas.
- 4.9. Determining opportunities for solutions in a strategic manner for long-term scalability and growth.

## 5. Required Knowledge, Skills and Experience

### 5.1. Essential Qualifications:

- 5.1.1. Diploma doctorate in medicine
- 5.1.2. Minimum 5 (five) years out of the last 10 (ten) years of demonstrable National or NATO military medical experience (list of professional positions and dates)
- 5.1.3. Experience in DevSecOps software and agile development (list of professional positions, projects and references)
- 5.1.4. Experience in project management working with cross functional team (list of managed projects and associated teams)
- 5.1.5. Demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3333 - Listening, Speaking, Reading and Writing) or equivalent.
- 5.1.6. Proposed candidate has NATO or national active Security Clearance

### 5.2. Desired Qualifications

See the Compliance Matrix in Annex B

## 6. Type of Contract and Period of Performance

- 6.1. This is a firm-fixed price level of effort contract in accordance with the General Terms and Conditions. All employer responsibilities for the Contractor Personnel performing under this contract shall lie with the contractor.
- 6.2. Period of Performance: on or about **01 September 2022 to 31 December 2025.**

## 7. Outputs

- 7.1. Formal outputs (e.g., written documents and presentations) will be provided by the contractor in accordance with the method and responsibilities described in paragraphs 3.2., 3.3., and 4. for the three work strands identified in paragraph 2.

## 8. Contractor Performance Requirements and Reporting

- 8.1. The contractor officer technical representative (COTR) is DevSecOps Tiger Team leader. A Deputy-COTR might be designated. COTR/D-COTR will be responsible for:
  - 8.1.1. Resolving outstanding disputes, problems, deficiencies and/or questions on the technical aspects of the SOW.

8.1.2. Reviewing and approving all Contractor outputs/products for completeness and accuracy.

8.1.3. Reviewing the Contractor's work monthly at a minimum, or more frequently if needed.

8.2. The contractor shall submit a monthly report to the COTR, detailing progress on the SOW for the reporting period.

## **9. Place of Performance**

9.1. The Innovation Hub, located at Old Dominion University shall serve as the primary residence for the performance under this contract. The secondary residence shall be HQ SACT in Norfolk.

9.2. ACT Intranet. The contractor will be allowed to access the ACT NU network from his/ her personal devices. He/she will be provided with a dedicated NU account and a personal RSA token.

9.3. Face-to-face meetings with the other ACT Tiger Team members will be organized on a monthly basis in HQ SACT, Norfolk, Virginia.

9.4. VTC-based workshops and project progress meetings shall be considered on a case by case basis within the ACT DevSecOps Tiger Team or with other stakeholders.

## **10. Required Travel**

10.1. The contractor will be required to engage with the NATO medical community belonging to and representing both the NATO enterprise and nations. This will require an average of 4 (four) travels/annum and approved by the INNOV Branch Head.

## **11. NATO Furnished Property/Material/Information**

11.1. The contractor will be provided with a NATO laptop to support his/her itinerant work.

11.2. The contractor will be provided access to a NS computer in HQ SACT, and a NS account in order to exchange with several other actors in the enterprise on secure lines (NS network) on classified matters pertaining to ESS

## **12. Security**

12.1. Personnel Clearances

Due to the requirement for immediate start, the proposed key personnel shall have a minimum of active NATO or national SECRET clearance at the time of bidding.

### 12.2. Security conditions

Contractor must adhere to current security conditions at HQ SACT and other work sites. Contractor shall comply with all the local host nation, NATO security provisions and other policies and procedures, as required. The possible security classifications of the deliverables. Documentation produced or used for this project shall be unclassified or not classified, although in some cases NATO Restricted (or higher) material might be used or discussed. No NATO Restricted (or above) documentation is to be retained by the contractor outside of a NATO building (unless specifically approved).

### 12.3. Building, installation access

The contractor is fully responsible for ensuring that he/she has all the needed vehicle passes and decals, and individual access badges and documents for the appropriate access to the HQ SACT facility. The contractor shall submit request for site access to HQ SACT, Attention Security Office, 7857 Bandy Road, VA 23511-2490.

### 12.4. Electronics, devices

The contractor shall abide by the security restrictions regarding carrying and using electronic devices (e.g. laptops, cell phones) in the HQ SACT. The contractor shall be responsible for obtaining the necessary clearance from the HQ SACT Security Office before bringing any such device into the HQ SACT work environment.

**Annex B**

**Requirements Matrix**

Contractor’s technical proposals will be assessed on the qualifications of the personnel proposed to perform the work. Individuals’ résumés must be provided. The personnel will be measured against the criteria specified below in order to ascertain whether the personnel has the required expertise. (HQ SACT reserves the right to conduct technical discussions of nominated candidates). Examples of how contractor meets the minimum or the additional criteria are required. Ultimately Contractor companies shall clearly demonstrate by providing unequivocal reference to where / how the contractor meets the criteria set forth in this solicitation (please include page number in proposal and/or reference to CV).

#	Items (Essential Requirements/Criteria)	Compliant	Non-compliant
1.	Proposed candidate has diploma doctorate in medicine		
2.	Proposed candidate has minimum 5 (five) years out of the last 10 (ten) years of demonstrable National or NATO military medical experience (list of professional positions and dates)		
3.	Proposed candidate has experience in DevSecOps software and agile development (list of professional positions, projects and references)		
4.	Proposed candidate has demonstrable experience in project management working with cross functional team (list of managed projects and associated teams)		
5.	Proposed candidate has a demonstrated proficiency in English as defined in STANAG 6001 (Standardized Linguistic Profile (SLP) 3333 - Listening, Speaking, Reading and Writing) or equivalent		
6.	Proposed candidate has NATO or national active Security Clearance		

NATO UNCLASSIFIED

#	Items (Desired qualifications/criteria)	Range	Score
1.	Proposed candidate demonstrates above 10 years of combined experience in civil and military medicine (list of positions, dates and reference for non-NATO positions)	10 years: 0 points 11-20 years: 1-10 points Over 20 years: 10 points	
2.	Proposed candidate demonstrates experience of working relationship with medical stakeholders within NATO related entities (list of references): <ul style="list-style-type: none"> <li>• ACO medical directorate</li> <li>• JSEC medical division</li> <li>• ACT medical branch</li> <li>• CoE for military medicine</li> <li>• COMEDS</li> <li>• STO/HFM panel</li> <li>• NCIA or NSPA medical point of contact</li> </ul>	0-5 points	
3.	Proposed candidate demonstrates strong communication skills. He/she must be able to advise and articulate succinctly to the executive level, medical and non- medical leadership. HQ SACT reserves the right to conduct technical discussions of nominated candidates in order to assess communications skills.	0-10 points	
4.	Proposed candidate demonstrates experience in the product life-cycle management: management of managing multiple projects and balancing priorities, including a description of such previous experiences	0-5 points	
5.	Proposed candidate demonstrates experience in defining and documenting business requirements, as well as acceptance criteria of owned products, including a description of such previous experiences	0-5 points	
6.	Proposed contractor demonstrates experience in medical academy, as a teacher or researcher, including list of positions and dates	0-5 points	

**HQ SACT GENERAL TERMS AND CONDITIONS DATED 01/26/2022 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**