

# IFIB-ACT-SACT-18-48

---



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

## **Description of Acquisition**

### **Part 1 Bidding Instructions**

**IFIB-ACT-SACT-18-48**

### **Amendment #1**

---

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.

**TABLE OF CONTENTS**

1. GENERAL
2. **Classification**
3. **Definitions**
4. **Eligibility**
  
5. DURATION OF THE CONTRACT
6. **Exemption of Taxes**
7. **Amendment or Cancellations**
8. **Bidder Clarifications**
9. **Bid Closing Date**
10. **Bid Validity**
11. **Contents of Proposal**
12. **Proposal Submission**
13. **Late Proposal**
14. **Bid Withdrawal**
15. **Bid Evaluation**
16. **Proposal Clarifications**
17. **Award**
18. **Communications and Contacts**
19. **Point of Contact**

**ENCLOSURES:**

1. **Proposal/Content Checklist**
2. **Address Label**
3. **Compliance Statement**
4. **Past Performance**
5. **Mandatory Price Proposal format**
6. **SOW for IAMD Programme Implementation Strategy**

---

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.

## PART 1 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 IFIB 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 IFIB, and has indicated thereon its intention without commitment, to participate in this IFIB.
- (b) The term “Bidder”, shall refer to the bidding entity that has completed a bid in response to this IFIB.
- (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 IFIB 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 IFIB shall, unless otherwise stated, be interpreted as meaning calendar days.
- (j) The term “Habitual Residence”, means HQ SACT, Norfolk, Virginia, VA 23511.

### 4. ELIGIBILITY

This IFIB is open to companies:

- (a) Established in a North Atlantic Treaty Organisation Alliance member nation.

---

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.

## **IFIB-ACT-SACT-18-48**

---

- (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 IFIB.

### **5. DURATION OF CONTRACT**

- (a) The contract awarded shall be effective upon date of award.

#### Period of Performance:

Base Period is on or about 03 September 2018 – 31 December 2018 with two possible 12 month option periods and four possible six month option periods; 1 January 2019 – 31 December 2019 and 1 January 2020 – 31 December 2020, 1 January 2021-30 June 2021, 1 July 2021 – 31 December 2021, 1 January 2022 – 30 June 2022, 1 July 2022 – 31 December 2022.

### **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 IFIB 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 IFIB 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 IFIB 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 IFIB, terms, clause, provision or specifications, shall be requested in writing, from the

---

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.

## **IFIB-ACT-SACT-18-48**

---

Contracting Officer. The Contracting Officer must receive such requests for clarification no later than **15 days prior to closing**.

- (b) In lieu of a bidder's conference, HQ SACT invites bidders to submit initial technical questions not later than **15 July 2018**.
- (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-procurements> as a Question and Answer addendum. All such addendums and any necessary solicitation amendments shall be incorporated into this IFIB. Oral Interpretations shall not be binding.

### **9. BID CLOSING DATE**

Bids shall be received at HQ SACT, Purchasing and Contracting Office, no later than **1 Aug 2018, 1200 hours, Eastern Standard 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 IFIB. 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**

The proposal shall consist of 5 copies of the following minimum paper documents (Clipped - no spiral or plastic binding please): Additionally electronic copies (e-mailed PDF version) of the documents are required no later than **01 Aug 2018, 1200 hours, Eastern Standard Time, Norfolk, Virginia, USA**.

A table of contents for the entire proposal (Checklist provided as Enclosure #1)

- (a) The bidder's full name address, Point of Contacts, Telephone, Fax number and Internet site, (See Enclosure #2);
- (b) Compliance statement (See Enclosure #3);
- (c) Provision of administrative, financial and technical volumes
- (d) Compliance criteria, (See Annex A to Statement of Work).
- (e) Past performance (See Enclosure #4)

---

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.

## IFIB-ACT-SACT-18-48

---

- (f) Company price proposal (Enclosure #5)

### 12. PROPOSAL SUBMISSION

- (a) Proposals shall be submitted in a single package containing two volumes, Technical volume and Price volume, each separately sealed. The single package shall be clearly marked with the mailing label, citing the IFIB Solicitation reference number, (See Enclosure #3). Within the single package shall be the Technical and Price volumes, separately packaged and identified.
- (b) An electronic copy of the proposal, not to include the Price volume is required to the assigned Contracting Officer, prior to the established bid closing date via E-mail PDF document.
- (c) Proposal packages may be delivered by mail, courier or hand carried prior to the established deadline.
- (d) Proposal packages must be delivered to the HQ SACT via a verifiable method or be handed to a member of the BUDFIN/Purchasing staff, who shall endorse the package with a time date and delivery official shall counter sign, as to the accuracy of the recording.
- (e) **Price proposals shall be in U.S. Dollar currency.** Contractor may request payment post award in alternate currency based on agreed conversion rate.
- (f) Prices shall be on a Firm Fixed Price Basis and include any relevant discount schedule.
- (g) 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.
- (h) No oral bids or oral modifications or telephonic bids shall be considered.
- (i) 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 a commercial courier service does not constitute a delay by NATO

---

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.

## **IFIB-ACT-SACT-18-48**

---

or government channels.

### **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. The proposal shall be returned unopened, at the expense of the company.

### **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 IFIB. HQ SACT is not responsible for any content that is not clearly identified in any proposal package.
- (b) Proposals shall be evaluated taking into consideration of the following factors;
- Successful administrative submission of bid packages as requested in paragraph 11, as listed in this IFIB.
  - Successful determination of Technical compliance. (Compliant/Non-compliant).
  - Successful cost price criteria (Lowest Price Technical Compliant Offer).
  - 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 non-compliance.

### **17. AWARD**

HQ SACT intends to award a firm fixed price contract(s) to the Offeror(s) whose proposal(s) represents the lowest priced technically compliant offer(s). Partial awards are authorized per labour categories.

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

---

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.

## IFIB-ACT-SACT-18-48

---

General and Special Terms and Conditions to this IFIB.

### 18. COMMUNICATIONS

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

### 19. POINT OF CONTACT IS:

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

and

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

All correspondence shall be forward to:

HQ SACT, BUDFIN BRANCH  
Purchasing & Contracting,  
Contracting Officer  
IFIB-ACT-SACT-18-48  
ATTN: Tonya Bonilla/Catherine Giglio  
7857 Blandy Road, Suite 100,  
Norfolk, VA, U.S.A.

---

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.



# IFIB-ACT-SACT-18-48

---

## 1.1 ENCLOSURE 1

### **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.
- Mailing label.

---

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.

## 2 IFIB-ACT-SACT-18-48

---

### 2.1 ENCLOSURE 2

(The label below is to be completed by the bidder and affixed to the exterior envelope; parcel or package mailed or deliver to ACT)

2.2 SEALED BID TO IFIB-ACT-SACT-18-48  
**(To be opened by Contract Awards Committee (CAC Only))**

**Sender:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HQ SACT  
IFIB-ACT-SACT-18-48  
Attn: Tonya Bonilla / Catherine Giglio  
7857 Blandy Road, Suite 100,  
Norfolk, VA 23551-2490  
U.S.A**

---

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.

### 3 IFIB-ACT-SACT-18-48

---

#### 3.1 ENCLOSURE 3

##### **COMPLIANCE STATEMENT TO SEALED BID IFIB-ACT-SACT-18-48**

It is hereby stated that our company has read and understands all documentation issued as part of IFIB-ACT-SACT-18-48. Our company proposal submitted in response to the referenced solicitation is fully compliant with the provisions of IFIB-ACT-SACT-18-48 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>
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

(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 IFIB 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.

## 4 IFIB-ACT-SACT-18-48

---

### 4.1 ENCLOSURE 4

#### **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

---

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.

**IFIB-ACT-SACT-18-48**

---

4.2 ENCLOSURE 5

**IFIB-ACT-SACT-18-48 SEALED BID PRICE PROPOSAL**

COMPANY NAME: **ABC, Inc**

ADDRESS: **Street,**

CITY, POST CODE

**TO:** Chairman of Supreme Allied Commander Transformation, (HQ SACT)  
Contracts Award Committee.

ATTN: 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 \_\_\_\_\_

## IFIB-ACT-SACT-18-48

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: IFIB-ACT-SACT-18-48 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 IFIB ACT-SACT-18-48 and the “**Insert : Company Name** Technical proposal”, submitted in accordance with solicitation provisions.

Labor Category	Base Period: 13 Aug 2018 – 31 December 2018 ( 750 hours )	Option Period 1: 1 January 2019 – 31 December 2019 (1800 hours)	Option Period 2: 1 January 2020 – 31 December 2020 (1800 hours)	Option Period 3A: 1 January 2021 – 30 June 2021 (900 hours)
IAMD REQUIREMENTS MANAGEMENT REPOSITORY EXPERT				
INTERIM PROGRAMME COORDINATOR / PROJECT COORDINATOR – PRINCIPAL IAMD CAPABILITY ENGINEER				

Total of Base + Options \$ \_\_\_\_\_

## IFIB-ACT-SACT-18-48

---

---

---

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 \_\_\_\_\_

**Support to HQ SACT IAMD Programme Implementation Strategy.  
Statement of Work**

DCOS Capability Development (CAPDEV) acts as the Supreme Allied Commander Transformation's Director for guidance, direction and co-ordination of the activities and resources of the Capability Development Directorate.

The new Capabilities Division contributes to the achievement of Interoperability as an overarching, NATO enterprise goal through development of holistic (DOTMLPFI<sup>1</sup>) capabilities, based on validated requirements.

The new Air C2 / IAMD Branch leads the development of Air C2 and IAMD related NATO capabilities. In particular, during the formation of the Branch, it will:

- Enable the hand-over / take-over (HOTO) from Allied Command Operations (ACO) to Allied Command Transformation (ACT) of tasks and activities related to the holistic capability development of the “Air Command and Control System (ACCS)” programme;
- And by 2019/20 complete the recruitment of a new “Deputy Branch Head and Principle IAMD Capability Engineer” (NATO level A-4), to work in Mons. The post focuses on the definition and execution of Air C2 capability programme plans, as well as ensuring the incorporation of capability requirements identified across the lifecycle, which are cross-coordinated with other ACT programmes and NATO Authorities (SHAPE, NCI and NSP Agencies).

It is a CAPDEV priority to hire a senior contractor to support the preparation, planning, execution, and assessment of the HOTO of ACCS-related tasks and activities, from ACO to ACT, during the implementation of the new Peacetime Establishment (PE) in Mons.

In addition HQ SACT requires specific additional capability development support to fulfil a high priority work-strand concerning the adaptation of the Integrated Air and Missile Defence (IAMD) programme.

There are a number of drivers needed to improve requirements management, including: a) several International Board of Auditors for NATO (IBAN) reports; b) the Software Intensive Task Force report; c) the CNIS Part II action item 4; d) the Requirements IPT tasking for Air C2 requirements; e) NATO Command Structure (NCS) adaptation and derived internal strategic objectives and functional concepts, towards a more rigorous approach for requirement definition and management, supported by adequate resources and enabling a robust, streamlined and coherent approach to a comprehensive (DOTMLPFI<sup>2</sup>) capability development

---

<sup>1</sup> DOTMLPFI: Doctrine, Organization, Training, Materiel, Leadership, Personnel, Facilities, Interoperability.

<sup>2</sup> Doctrine, Organization, Training, Materiel, Leadership, Personnel, Facilities, and Interoperability.



for NATO Air Command and Control (C2) within the C3 taxonomy framework at the Enterprise Architecture, including Ballistic Missile Defence (BMD).

The nature and volume of the work cannot be met by adjustments to current ACT Peacetime Establishment. So the support of contractors with tangible skills - in Command and Control (C2) requirements management, engineering, architectures and capability planning -, is required to technically support HQ SACT to accomplish this work within the required timeframe.

## 2) Background

Based on the military requirements, Allied Commander Transformation (ACT) develops DOTMLPFI lines of development including material line of development. Capability packages (CPs) is one alternative to fill gaps in existing NATO capabilities or to develop new required capabilities for the material line of development.

Currently the IAMD programme is focusing into the B MD CP 1303R1, aiming to deliver the Battle Management Command, Control, Communication and Information (BMC3I), based on BMD operational user requirements, concepts and architecture. The derived BMD functions will be implemented via other CPs in the related domains, such as the Air Command and Control System (ACCS), the Bi-SC Allied Information System (Bi-SC AIS) including Air Command and Control Information Services (AirC2IS)<sup>3</sup>, and the NATO General purpose Communication System (NGCS).

In 2017 HQ SACT supported a BMD Comprehensive Programme Review, focusing into the operational capabilities review, in terms of an assessment of the BMD requirements and of the overall CP coherence, and conducted the review and prioritization of the AirC2IS requirements. This in order to support the NATO Communication and Information (NCI) Agency in the development of the Cost Estimates for the BMD and AirC2IS increments.

In parallel, C2DS Division is developing a new organisation and procedures to optimize the capability life-cycle, which for IAMD Programme will build on the current effort for reviewing the requirements, operational concepts and architectures to support as required the overall Air C2 (with BMD) capability development<sup>4</sup>.

NCI Agency already adjusted its organisation within a unique AMDC2 directorate, and owns an internal Air C2 “repository”, to manage and trace requirements, architectures, business plan, change proposals, references, etc., easing its contribution to the Air C2 Life-cycle Configuration Management Plan (LCMP).

ACT developed EM-WIKI (unclassified domain only) and other tools to manage requirements and architectures, but it is lacking a similar and powerful tool, providing a unique repository to support the overall IAMD programme management. Due to the incoming adaptation process, and following on the previous and extended reviews conducted for BMD and AirC2IS, such a

---

<sup>3</sup> And other systems, services and tools BMD-related, for Education Training Exercises and Evaluation Functional Services, NATO Common Operational Picture, Operational Planning, etc.

<sup>4</sup> With specific relation to four of six-stages process of: **initiation**, **requirements development**, solutions development, **delivery** (including assessments and acceptance), in service support and **disposal/retirement** (including eventual transition to new increment or new capability).

kind of repository for IAMD is deemed as critical for the programme and pivotal for ACT capability development, including ACCS.

### **3) Scope of Work**

Interim Programme Director – Principal IAMD Capability Engineer

#### **Overview of Duties**

- a) Report directly to ACT's IAMD Programme Manager (in due course to be known as IAMD Portfolio Manager) in HQ SACT.
- b) Support the HOTO of ACCS-related tasks and programme activities, from ACO to ACT.
- c) Support the IAMD Programme Manager contributing to enable a holistic Air C2 / IAMD capability development across all DOTMLPFI aspects.
- d) Support the management of Air C2 / ACCS Capability Programme and Project Plans.
- e) Contribute to the acceptance testing and documentation of ACCS related capabilities.
- f) Support the development of Air C2 related capability architectures and the development of Joint Air C2 (including BMD) capability requirements and their elicitation.
- g) Support ACT's reporting to governance and management and other senior fora.
- h) Contribute expertise to the capability development lifecycle planning process, including roadmaps to help realize the implementation of ACCS and Air C2 projects.
- i) Act as the ACT interim ACCS Programme Director/Project Coordinator.
- j) Travel to meetings and conferences both within and outside NATO's boundaries for 50 days per year.

IAMD Requirements Management Repository Expert

#### **Overview of Duties**

- a) Collection, analysis, definition, setup and start partial (initial) population of a comprehensive IAMD Requirements Management Repository (for Architectures, Processes, Information products and requirements for systems supported, including ACCS),
- b) Drafting an outline plan (including the resource estimate across HQ SACT) for the management of the repository,
- c) Support the engagement with IAMD community of interest.

### **4) Approach**

The IAMD requirements management repository expert will work directly in support of the IAMD Programme Manager (PM), facilitating the engagement and coordination with SHAPE, NCI Agency and other (ACT and ACO) stakeholders, for the scope of this SOW.

The contractor will use the validated BMD and Air C2 requirements and relevant<sup>5</sup> documentation in order to start with an initial assessment about the possible technical solutions and the derived plan for the interim and the final capability. This will be supported by a detailed work-breakdown structure (WBS), to assist the COTR in the development of the right approach for this pivotal adaptation of the IAMD programme.

Flexibility in the tasks of the contractor is required, considering the parallel processes which are linked if not main drivers for this work (e.g. Requirements management manual, Requirements management draft directive, the adaptation of HQ SACT and new R/R/A for requirements definition and capability acceptance), against the goal to achieve an Initial Operational Capability of the IAMD Repository by the end of December 2018.

## **6) Expected Tasks for the IAMD Requirements Management Repository Expert**

Contract personnel shall provide products and support services to the IAMD Programme and Project Managers, for the following tasks:

- a) Develop an initial study and analysis of cost-effective solutions based on NATO tools (see para h below) for the establishment of the IAMD repository, both from a technical (physical) perspective, and from an organisational one.
- b) Produce initial concept and plan (2019 and beyond), plus a WBS for the duration of this work.
- c) Collect the relevant documents and information, considering:
  - i. the information sources (including interoperable external repositories),
  - ii. the information products to be included (e.g. CPs, Architectures, Processes and Concepts, Requirements for systems supported),
  - iii. the life-cycle management procedures to be supported.
- d) The contractor will perform an analysis of the requirements and the products to ensure quality requirements. The areas to be analysed include necessity, implementation free, unambiguous, consistency, singular, feasible, traceable, verifiable and fit for purpose for implementation.
- e) The contractor will analyse the working practices of requirements management of the Bi-SC AIS by NCI Agency and other stakeholders for Air C2 and ACCS to ensure interoperability and commonality.
- f) Contractor will analyse the current working practices in the C3CG Enterprise requirements management manual, draft Lifecycle management, draft Requirements management directives and Interim Capability Acceptance directive, and ensure support of the repository to those processes.
- g) The contractor will identify gaps in the requirements information in order to facilitate implementation and recommend to ACT how to rectify those gaps.

---

<sup>5</sup> For a DOTMLPFI capability development.

- h) The contractor will provide support for the set-up of the repository as made available by HQ SACT<sup>6</sup>, and for the initial population. The contractor is expected to use the installed base of IBM Rational Doors to establish the repository.
- i) Thereafter, the contractor will advise and support plans for the establishment of internal (HQ SACT) organisation, rules and procedures for the management of the IAMD repository, including the provision of outputs/deliverables which are coherent and consistent with the life-cycle management of the related capability packages and projects (BMD, AirC2IS, ACCS).
- j) Assist in preparation of, and participate in, bilateral discussions, meetings and workshops as necessary, (prepare materials, read ahead, collect reference documents prepare materials). One or more travels to Europe will be required.
- k) Consult as appropriate with project/programme managers, operational users, business architects, system engineers, etc., within NATO commands and agencies to obtain the information necessary for analysis, to develop recommended solutions and plans, and to setup and populate the IAMD repository.
- l) Provide recommendations on potential updates or modifications, including a draft plan covering the follow-on of the work, with an interim management and organisation, towards the achievement of a Final Operational Capability of the IAMD Repository envisaged by summer 2021.
- m) Identify and analyse the phases to initiate a concept plan for AirC2 capability architecture.

## **7) Planned Deliverables for the IAMD Requirements Management Repository Expert**

Contract personnel shall provide deliverables across the tasks as delineated in paragraphs 4 and 6, including:

- a) Written responses to selected requests or documents forwarded by either the IAMD Programme or Project Managers.
- b) Written reports of reviews and analysis conducted, including issues identified and inputs recommendations and solutions to solve the issues.
- c) A document defining a Concept plan to set up an AirC2 capability architecture based on NATO guidance's and policy coherent with available products related with AirC2 (ACCS, AirC2IS/Bi-SC AIS, AFSC...);
- d) Presentations and additional documents as required by PM.
- e) Written summary of workshops and or meetings participated in.

## **5) Contract Type and Period of Performance**

---

<sup>6</sup> The procurement of the Repository (hardware and software) is not included in this SOW.

- a) **Period of Performance.** Contract award [on or about 15 August] to 31 December 2018 with two twelve month options for 1 January 2019 – 31 December 2019, 1 January 2020 – 31 December 2020 and four six month option periods, 1 January 2021 – 30 June 2021, 1 July 2021 – 31 December 2021, 1 January 2022 – 30 June 2022, 1 July 2022 – 31 December 2022. Option period will be exercised at the sole discretion of the Contracting Officer based on contractor performance, continuing need and funds availability.
- b) **Type of Contract.** This is a Commercial Personnel Services Contract in accordance with the General and Special Terms and Conditions; as such it is a Level of Effort contract with a maximum limit or fraction thereof as set forth in this Statement of Work. All employer responsibilities for the Contractor Personnel performing under this contract shall lie with the Contractor.
- c) **Surge.** Surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor personnel or additional effort from existing personnel (to meet specific requirements within the scope of the existing Statement of Work). The Contractor Company shall be prepared to provide support services in the areas described in the SOW. shall not exceed the base/option year rate.

## 8) Qualifications

### Interim Programme Director – Principal IAMD Capability Engineer:

#### Required Qualifications

1. University degree level education (bachelor and/or master) in a relevant field. Exceptionally, a university degree may be substituted by equivalent education or experience.
2. At least five years of managing technical (specialists) staff.
3. At least eight years practical experience (participation and/or advice) in projects on design and/or implementation of Capability Programmes in the Air C2 domain.
4. At least five years Programme and Project Management experience with medium/large CIS projects involving the development and implementation of business processes to meet identified business needs.
5. Good working knowledge of office automation tools (Outlook, Word, Excel, Power Point, Project, SharePoint).
6. High level of organisational, coordination and communication skills.
7. Significant experience in committee work in a multinational environment.
8. English SLP 3333 (Listening, Speaking, Reading and Writing). The work both oral and written in this post and at HQ SACT as a whole is conducted mainly in English.
9. **NATO or national SECRET clearance**

### Desired qualifications

- a) At least ten years of previous staff experience at large HQ, Joint Command, NATO HQ or MOD.
- b) Graduate of National Staff College or equivalent.
- c) Knowledge of policy, procedures and organization of the NATO capability environment.
- d) Knowledge of project assessment methods and submission procedures within NATO.
- e) Knowledge of the funding procedures and submission requirements for technical projects within NATO.
- f) Understanding of the Governance and Management model for NATO Common Funded capabilities.
- g) Understanding of the NATO Command Structure organization and relationships and how it effects HQ SACT.
- h) Technical management experience in national field and staff C4 positions.
- i) Experience in software engineering related to Air C2 & sensors systems. Broad knowledge of C4 systems.
- j) English SLP 4343 (Listening, Speaking, Reading and Writing)
- k) ~~NATO or national SECRET clearance~~

### Requirements Management Repository Expert

- a) Demonstrable experience (5 years or more) in managing IT systems requirements or analysing system architecture.
- b) Master's degree in system architecture, requirements analysis or comparable area.
- c) NATO Air Command and Control experience (preferably) in Program Management and System Engineering.
- d) NATO or national SECRET clearance
- e) Ability to participate effectively in high-level discussions, workshops, panels, etc. and prepare professional, high quality documents for review.
- f) Proficient in English both orally and in writing

### 9) Location and Travel

**IAMD Requirements Management Repository Expert** will be co-located with the IAMD programme team at HQ SACT, Norfolk VA for the performance of this contract.

**Interim Programme Coordinator Principal IAMD Capability Engineer** will be located in Mons, Belgium at HQ Staff Element Europe (SHAPE).

Travel, primarily between the U.S. and Europe will be required as part of this contract: any associated travel cost will require prior approval by HQ SACT; travel and related expenses (meals, lodgings and indirect travel expenses will be addressed and funded separately and are not a consideration for contract award.

It is anticipated that contractor staff will travel in support of this contract for approximately 30 travel days; periods up to 2 weeks.

## **10. CONTRACT REPORTING**

The Contractor shall submit a monthly report to the COTR and the Contracting Officer, detailing progress on the SOW for the reporting period. The report shall include, but not be limited to, the following information:

- Summary of work (by contractor position) for tasking and deliverables for the reporting period.
- Contract hours expended showing a comparison with budgeted hours.
- Current or anticipated problems/deficiencies and recommended solution.

The COTR may amend the reporting requirements to receive alternate and/or additional data and information on a more frequent or less frequent basis, and may request other reports that detail designated aspects of the work or methods to remedy problems and deficiencies. The Contracting Officer shall receive a minimum of a monthly report, regardless of COTR changes. However, note that the report is NOT a deliverable subject to acceptance. The Contractor is expected to work closely with ACT personnel, ACO staff, the user community and SMEs. Consequently, the Contractor is expected to promptly address all identified problems and deficiencies, providing the COTR with written information on how problem shall be corrected and any impact to on-going work.

## **11. INTELLECTUAL PROPERTY RIGHTS (IPR)**

Specific information to IPR is articulated in the General Terms and Conditions that support this contract (see Annex C, esp. clauses #32 and #33).

## **12. RELEASABILITY**

NATO nations have regulations and laws applying to the export of defence related goods by domestic commercial sources to outside entities (such as NATO). The products or services under this SOW will need to be releasable to entities identified under the statements made with regard to both the IPR and any applicable export control laws (see paragraph 0 below and Annex C, esp. clause #21).

### **13. WORKING MATERIALS**

For on-site work, HQ SACT shall provide all necessary working space, office furniture, telephones, computers, software, peripherals, support equipment, office supplies, classified/unclassified storage space, and access to unclassified and classified NATO wide area networks (WAN, granted on an as needed basis to individuals with appropriate security clearances) and the Internet for work to be performed at all NATO sites. Contractor personnel are not authorized to make any permanent/semi-permanent physical modifications to the HQ SACT facilities. Contractors shall have full access to the Microsoft Office Suite as well as to Microsoft Project.

### **14. SECURITY**

#### **14.1 PERSONNEL CLEARANCES**

Contractor personnel shall be responsible for obtaining all needed security clearances prior to starting work at HQ SACT. All Contractors shall have a minimum of a SECRET security clearance (see **Error! Reference source not found.**) as issued by NATO or the respective national Department of Defence (DoD). No clearance or waiver to this requirement shall be granted, and no Contractor shall be assigned without having the needed clearance in place. If the Contractor Company cannot assign personnel with the required SECRET security clearance on the start date, the company shall be liable for bid non-compliance or immediate contract termination. The Contractor Company must provide advance written proof of the ability to assign fully cleared personnel prior to contract award/start. The Contractor Company is fully responsible for arranging all work visas.

#### **14.2 SECURITY CONDITIONS**

The Contractors must adhere to current security conditions at SACT HQ and other work sites. Contractor personnel shall comply with all local host nation and NATO security provisions and other policies and procedures, as required. The possible security classification of the deliverables under this contract may range from not classified through NATO Secret.

#### **14.3 BUILDING / INSTALLATION ACCESS**

The 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 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.

#### **14.4 ELECTRONIC DEVICES**

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



#### **14.5 EXPORT CONTROL**

NATO nations have regulations and laws applying to the export of defence related goods and services originating from domestic commercial sources to foreign entities. Usually under those laws and regulations, NATO is considered a foreign entity. The following requirements of this SOW are provided in order to allow the bidder/contractor the opportunity to assess the applicability of their pertinent national laws and regulations and take action, as required, Ref.: Part One A, Special Terms & Conditions. The services provided under this SOW generically support Air C2 activities. The services will be rendered at a maximum in the following locations: NATO member nations and future NATO member nations. Persons exposed to the services performed under this SOW will be nationals of NATO member nations working for NATO nation governments.

**TECHNICAL EVALUATION MATRIX**

Contractor’s technical proposals will be assessed on the qualifications of the individuals proposed to perform the work. Individuals’ résumés will be measured against each of the criteria specified below in order to ascertain whether the individuals have adequately demonstrated that they possess the required qualifications. HQ SACT reserves the right to conduct interview of nominated candidates). Examples of how detailed knowledge levels were attained are expected. Ultimately Contractor companies shall clearly demonstrate by providing unequivocal reference to where candidates meet the criteria set forth in this solicitation.

The bids will be evaluated against the following levels:

- Compliant (C) = Meets the criterion;
- Minor Shortfall (M) = marginally meets the criterion;
- Serious shortfall (S) = Proposal will be deemed non-compliant.

Contractor should complete each section below outlining how compliance is achieved and concisely demonstrate by direct reference to technical proposal that unequivocally demonstrates compliance.

<b>Qualification Requirements for Interim Programme Coordinator – Principal IAMD Capability Engineer</b>	<b>Level ( C / M / S )</b>	<b>Additional Information / Comments</b>
1. University degree level education (bachelor and/or master) in a relevant field. Exceptionally, a university degree may be substituted by equivalent education or experience.		
2. At least five years of managing technical (specialists) staff.		

<b>Qualification Requirements for Interim Programme Coordinator – Principal IAMD Capability Engineer</b>	<b>Level ( C / M / S )</b>	<b>Additional Information / Comments</b>
3. At least eight years practical experience (participation and/or advice) in projects on design and/or implementation of Capability Programmes in the Air C2 domain.		
4. At least five years Programme and Project Management experience with medium/large CIS projects involving the development and implementation of business processes to meet identified business needs.		
5. Good working knowledge of office automation tools (Outlook, Word, Excel, Power Point, Project, SharePoint).		
6. High level of organisational, coordination and communication skills.		
7. Significant experience in committee work in a multinational environment.		
8. English SLP 3333 (Listening, Speaking, Reading and Writing)		
9. NATO or National SECRET Clearance		

<b>Qualification Requirements for Requirements Management Repository Expert</b>	<b>Level ( C / M / S )</b>	<b>Additional Information / Comments</b>
1. Demonstrable experience (5 years or more) in managing IT systems requirements or analysing system architecture		

NATO UNCLASSIFIED

Qualification Requirements for Requirements Management Repository Expert	Level ( C / M / S )	Additional Information / Comments
2. Masters degree in system architecture, requirements analysis or comparable area		
3. NATO Air Command and Control, experience (preferably) in Program Management and System Engineering.		
4. NATO or National SECRET clearance		
5. Ability to participate effectively in high-level discussions, workshops, panels, etc. and prepare professional, high quality documents for review.		
6. Proficiency in English, both orally and in writing		

**HQ SACT GENERAL CONTRACT TERMS AND CONDITIONS**

**Index of Clauses**

- 1. Definitions**
- 2. Applicable Law**
- 3. Assignment**
- 4. Acceptance**
- 5. Service and Parts Availability**
- 6. Preferred Customer**
- 7. Notice of Shipment**
- 8. Security**
- 9. Inspection**
- 10. Title**
- 11. Supply Warranty**
- 12. Invoices**
- 13. Payment**
- 14. Taxes**
- 15. Excusable Delays**
- 16. Indemnity**
- 17. Disputes**
- 18. Termination for Convenience**
- 19. Termination for Default**
- 20. Limitation of Liability**
- 21. Export Control**
- 22. Risk of Loss**
- 23. Authorization to Perform**
- 24. Performance**
- 25. Travel**
- 26. Proposed Candidates**
- 27. Partial Awards**
- 28. Competition**
- 29. Contractor Notice Regarding Delay**
- 30. Notice of Assistance with respect to Patent and Copy Right Infringement**
- 31. Health and Safety and Accident Prevention**
- 32. Patent Indemnity**
- 33. Rights in Technical Data and Computer Software**
- 34. Software Releases and Updates**
- 35. Inconsistency between English version and Translation of Contract**
- 36. Contract Effective Date**
- 37. Enforcement**
- 38. Order of Precedence**
- 39. Entire Agreement**

NATO UNCLASSIFIED

**1. Definitions.** As used throughout this contract, the following terms shall have meanings as set forth below:

- a. "HQ SACT" means the Supreme Headquarters Allied Command Transformation, located at 7857, Blandy Road, Suite 100, Norfolk, Virginia, United States of America. Wherein a subordinate command is referred, it shall have equal meaning and representation as HQ SACT. (HQ SACT SEE, JALLC, JWC, JFTC).
- b. Contracting Officer means the person executing and managing this contract on behalf of HQ SACT.
- c. Inspector means a person appointed by the Contracting Officer for the purpose of determining compliance with the technical requirements of the contract.
- d. The North Atlantic Treaty Organization is hereafter referred to as "NATO".
- e. The term "days" shall be interpreted as meaning calendar days

**2. Applicable law.** Except as otherwise provided in this contract, this contract shall be governed, interpreted and construed with the laws of the commonwealth of Virginia of the United States of America.

**3. Assignment.** This agreement is not assignable by the Contractor either in whole or in part unless agreed in writing by HQ SACT Contracting Officer in accordance with;

- a. Any modifications, including changes, additions or deletions and instructions under this contract shall not be binding unless issued in writing by the Contracting Officer
- b. Sub-contractors shall be limited to citizens or legal entities of member nations of NATO, unless specifically authorized by the Contracting Officer.
- c. The Contractor shall determine that any sub-contractor proposed by him for the furnishing of supplies or services which shall involve access to classified information in the Contractor's custody has been granted an appropriate facility security clearance by the sub-contractor's national authorities, which is still in effect, prior to being given access to such classified information.

**4. Acceptance**

- a. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract.
- b. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or otherwise stated in the Contract. It is the action by which HQ SACT acknowledges that the Contractor has fully demonstrated that the deliveries are HQ SACT General Terms & Conditions complete and operational. The formal acceptance will take place when the following requirements have been met:
  - Availability at final destination of all deliverables.

- Successful completion of acceptance testing.
- Verification of the inventory.
- Satisfactory completion of all training or other services, if any, required by that date.
- Agreement between the Contracting Officer and the Contractor on a discrepancy list (if necessary) and corresponding clearance dates.

c. When discrepancies exist and if these do not prevent satisfactory use or operation of the supplies, the Contracting Officer may declare the acceptance provisional. In this case he will withhold from payment an amount commensurate with the importance of the discrepancies but in any case not less than ten (10) percent of the total contract value and this until all discrepancies have been cleared; at that time the acceptance becomes final.

**5. Service and Parts Availability.** Unless as specified otherwise in the Technical Specifications, the Contractor and his subcontractors will maintain and furnish a source of an adequate supply of services, components, spare parts and sub-assemblies to properly maintain the supplies for a period of minimum five (5) years from Contract Effective Date.

**6. Preferred Customer**

a. The Contractor warrants that the prices set forth in this contract are as favourable as those extended to any Government, Agency, Company, Organization or individual purchasing like quantities covered by the contract under similar conditions. In the event that prior to complete delivery under this contract the Contractor offers any of such items in substantially similar quantities to any customer at prices lower than those set forth herein, the Contractor shall so notify HQ SACT and the prices of such items shall be correspondingly reduced by a supplement to this contract.

b. Prices in this sense means "Base Price" prior to applying any bonuses.

**7. Notice of Shipment**

a. At the time of delivery of any supplies to a carrier for transportation, the Contractor shall give notice of shipment to the Contracting Officer and to such other persons or installations as are designated by the Contracting Officer. If such instructions have not been received by the Contractor at least one working day prior to such delivery to a carrier, the Contractor shall request instructions from the Contracting Officer concerning notice of shipment to be given.

b. The following information shall be included in such notification:

(1) Contract Number

(2) Shipping address

From: (Name and complete address of consignor) To: (Name and complete address of consignee)

(3) Listing of supplies by Contract Items(s)

- (4) Number of and marking on packages(s)
- (5) Weight and dimensions of packages(s)
- (6) Name and address of Carrier, mode and date of shipment with waybill number,
- (7) Customs documents required by Contractor (if applicable).

### **8. Security**

- a. The Contractor shall comply with all security requirements prescribed by HQ SACT and the National Security Authority or designated security agency of each NATO country in which the contract is performed.
- b. The Contractor shall be responsible for the safeguarding of NATO classified information, material and equipment entrusted to him or generated by him in connection with the performance of the contract.
- c. Any known or suspected breaches of security or other matters of security significance shall be reported by the Contractor to the Contracting Officer and to the National Security Authority or designated security agency.
- d. The Contractor shall apply to the Contracting Officer for approval before sub- contracting any part of the work, if the sub-contract would involve the sub-contractor in access to classified information. The Contractor shall place the sub-contractor under security obligations no less stringent than those applied to his own contract

### **9. Inspection**

- a. Unless otherwise specifically provided for in the specifications, all equipment, materials and articles incorporated in the work covered by this contract are to be new and of the most suitable grade of their respective kinds for the purposes intended. All workmanship shall be first class.
- b. All supplies (which terms throughout this clause includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to inspection and test by HQ SACT, to the extent practicable at all times and places including the period of manufacture, and in any event prior to acceptance.
- c. In case any supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, HQ SACT shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction or to accept them against reduction in price which is equitable under the circumstances.
- d. If any inspection or test is made by HQ SACT on the premises of the Contractor or sub-contractor, the Contractor without additional charge shall provide all reasonable facilities and assistance to inspectors in the performance of their duties. If HQ

SACT inspection or test is made at a point other than the premises of the Contractor or a sub-contractor, it shall be at the expense of HQ SACT except as otherwise provided in this



NATO UNCLASSIFIED

contract. In case of rejection HQ SACT shall not be liable for any reduction in value of samples used in connection with such inspection or test. HQ SACT reserves the right to charge to the Contractor any additional cost of HQ SACT inspection and test when supplies are not ready at the time such inspection, when test is requested by Contractor or when re-inspection or retest is necessitated by prior rejection. Failure to inspect supplies shall neither relieve the Contractor from responsibility for such supplies as are not in accordance with the contract requirements nor impose liability on HQ SACT therefore.

e. The inspection and test by HQ SACT of any supplies does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements which may be discovered prior to acceptance. Except as otherwise provided in the contract, acceptance shall be conclusive except as regards latent defects, hidden deficiencies, fraud, or such gross mistakes as amount to fraud.

**10. Title.** Unless specified elsewhere in this contract, title to supplies furnished under this contract shall pass to HQ SACT upon acceptance, regardless of when or where HQ SACT takes physical possession.

**11. Supply Warranty**

a. Notwithstanding inspection and acceptance by HQ SACT of supplies furnished under the contract or any provision of this contract concerning the conclusiveness thereof, the Contractor warrants that for a period of twelve (12) months following the date of acceptance:

(1) All supplies furnished under this contract will be free from defects in material or workmanship and will conform with the specifications and all other requirements of this contract; and

(2) The preservation, packaging, packing and marking and the preparation for and method of shipment of such supplies will conform with the requirements of this contract.

b. The Contracting Officer shall give written notice to the Contractor of any breach of the warranties in paragraph a. of this clause within thirty (30) days after discovery of any defect.

c. Within a reasonable time after such notice, the Contracting Officer may either:

(1) By written notice require the prompt correction or replacement of any supplies or part thereof (including preservation, packaging, packing and marking) that do not conform with requirements of this contract within the meaning of Paragraph a. of this clause; or

(2) Retain such supplies, whereupon the contract price thereof shall be reduced by an amount equitable under the circumstances and the Contractor shall promptly make appropriate payment.

d. When return, correction or replacement is required, the Contracting Officer shall return the supplies and transportation charges and responsibility for such supplies while in transit shall be borne by the Contractor. However, the Contractor's liability for such transportation charges shall not exceed an amount equal to the cost of transportation by the usual commercial method of shipment between the designated destination point under this contract and the Contractor's plant and return.

NATO UNCLASSIFIED

e. If the Contractor does not agree as to his responsibility to correct or replace the supplies delivered, he shall nevertheless proceed in accordance with the written request issued by the Contracting Officer per paragraph c to correct or replace the defective or nonconforming supplies. In the event it is later determined that such supplies were not defective or nonconforming within the provisions of this clause, the contract price will be equitably adjusted. Failure to agree to such an equitable adjustment of price shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Dispute".

f. Any supplies or parts thereof furnished in replacement pursuant to this clause shall also be subject to all the provisions of this clause to the same extent as supplies initially delivered. Corrected parts will be warranted for a period not less than six (6) months starting at the time the part is received back at the user's location.

g. In case of a provisional acceptance the warranty period starts at the date of provisional acceptance and ends twelve (12) months after the date of provisional acceptance.

h. Failure to agree upon any determination to be made under this clause shall be a dispute concerning a question of fact within the meaning of the "Disputes" clause of this contract.

i. The word "supplies" as used herein includes related services.

j. The rights and remedies of HQ SACT provided in this clause are in addition to and do not limit any rights afforded to HQ SACT by any other clause of the contract.

## 12. Invoices

a. The contractor shall submit an original invoice and three (3) copies (or electronic invoice, if authorized) to the address designated in the contract to received invoices. All invoices shall be submitted no later than 30 days upon completion of work or services performed. Standard Payment Terms are NET 30 days. An invoice must include: 1) Name and address of the Contractor; 2) Invoice date; 3) Purchase Order number and Purchase Order or Contract line item number; 4) Description, quantity, unit of measure, unit price and extended price of the items delivered; 5) Shipping number and date of shipment including the bill of lading number and weight of shipment if shipped on a bill of lading; 6) Terms of any prompt payment discount offered; 7) Name and address of official to whom payment is to be sent: and 8) Name, title, and phone number of person to be notified in event of defective invoice. All invoices shall be certified by the signature of a duly authorized company representative. Invoices for Contractor Travel shall include: 1) Contractor name; 2) Date of Travel; 3) Number of days; 4) Destinations. All invoices shall be submitted to:

HQ SACT

Accounts Payable 7857 Blandy Road  
Suite 100, SR-82,  
Norfolk, VA 23551-2490

b. Electronic Fund Transfer is the prescribed method of payment for HQ SACT. Contractors are requested to submit copies of banking information available at (<http://www.act.nato.int/organization/contracting/forms-contractor-travel>). Such information shall be submitted to HQ SACT 14 days prior to any contract award.

**13. Payment.** Payment shall be made for items accepted by HQ SACT that have been delivered to the delivery destinations set forth in this contract. Payments under this contract may be made by HQ SACT by electronic funds transfer payments or (check in exceptional cases) and shall submit this designation to the contracting officer as directed. In the event the Contractor, during the performance of this contract, elects to designate a different financial institution for receipt of any payment made using electronic funds transfer procedures, notification of such change and the required information must be obtained by HQ SACT thirty (30) days prior to the date such change is to become effective. The documents furnishing the information required in this clause must be dated and contain the signature, title, and telephone number of the Contractor official authorized to provide it, as well as the Contractor's name and Purchase Order number. Contractor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due. Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by HQ SACT, whichever is later. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

**14. Taxes.** The contract excludes all applicable Federal, State, and local taxes and duties. HQ SACT is a tax-exempt organization.

**15. Excusable Delays.** The Contractor shall be liable for default unless non-performance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of HQ SACT in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the contracting Officer in writing as soon as is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

**16. Indemnity.** The contractor shall indemnify HQ SACT and its officers, employees and agents against liability, including costs for actual or alleged direct or contributory infringement of or inducement to infringe, any United States or foreign patent, trademark, copyright, or other intellectual property right, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

**17. Disputes.** Except as otherwise provided, during the period of performance, any dispute between the parties arising out of the performance of this contract which is not disposed of by agreement shall be decided by the HQ SACT Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of HQ SACT shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to HQ SACT a written appeal. In connection with any appeal of HQ SACT decision under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. A decision shall be rendered within thirty (30) days of receipt of appeal. HQ SACT FC decision is final.

**18. Termination for Convenience.** HQ SACT reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of HQ SACT using its standard record keeping system have resulted from the termination. In the event of the failure of the Contractor and the Contracting Officer to agree as provided in paragraph

d. upon the whole amount to be paid to Contractor by reason of the termination of work pursuant to this clause, the Contracting Officer shall pay to the Contractor the amounts determined by the Contracting Officer. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give SACT any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

**19. Termination for Default**

a. HQ SACT may, subject to the provisions or paragraph c. below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

(1) If the Contractor fails to make delivery of the supplies or to perform the Services within the time specified herein or any extension thereof; or

(2) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

b. In the event HQ SACT terminates this contract in whole or in part as provided in paragraph a. of this clause, HQ SACT may procure supplies or services similar to those so terminated and the Contractor shall be liable to HQ SACT for any excess costs for such similar supplies or services. The Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

c. Except with respect to defaults of sub-contractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a sub-contractor, and if such default arises out of causes beyond the control of both the Contractor and sub-contractor, without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform unless the supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

d. If this contract is terminated as provided in paragraph a. of this clause, HQ SACT, in addition to any other rights provided in the clause, may require the Contractor to transfer title and deliver to HQ SACT in the manner and to the extent directed by the Contracting Officer:

(1) Any completed supplies and

(2) Such partially completed supplies and materials, parts, tools, die, jigs, Fixtures, plans, drawings, information and contract rights (hereinafter called "Manufacturing materials") as the Contractor has specifically produced or Specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Contracting Officer, protect and preserve property in the possession of the Contractor in which HQ SACT has an interest. Payment for completed supplies delivered to and accepted by HQ SACT shall be at the contract price. Payment for manufacturing materials delivered to and accepted by HQ SACT and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and Contracting Officer; failure to agree such amount shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Dispute". HQ SACT may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be necessary to protect HQ SACT against loss because of outstanding liens or claims of former lien holders.

e. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of HQ SACT, be the same as if the notice of termination had been issued pursuant to such clause. If, after such notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and if this contract does not contain a clause providing for termination for convenience of HQ SACT the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes".

f. Both parties are under duty of good faith. The contract includes not only the specific terms, but also law and customary practice applicable in the place where the contract is to be carried out and to the Type of Trade to which the contract relates.

**20. Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to HQ SACT for consequential damages resulting from any defects or deficiencies in accepted items

**21. Export Control.** Contractor warrants that, if applicable all necessary technical assistance agreements (TAA), export control or other associated arrangements shall be valid prior to contract award. Should a Contractor require export pre-approval HQ SACT legal staff will be provided a preview of said companies request PRIOR to the companies submission to a Government entity. Upon validation of request by HQ SACT Legal staff, subject agreement or request may be submitted to appropriate authority. (Please note: There are no specified time delays regarding TAA, aor export control request being processed. However, experience has shown request can take anywhere from 30 days to 90 days depending on complexity of request, and administrative preparedness).

**22. Risk of Loss.** Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to HQ SACT upon: 1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or 2) Delivery of the supplies to HQ SACT at the destination specified in the contract, if transportation is f.o.b. destination.

**23. Authorization to Perform.** The Contractor warrants that he and his sub- contractors have been duly authorized to operate and do business in the country or countries in which this contract is to be performed; that he and his sub-contractors have obtained all necessary licenses and permits required in connection with the contract; that he and the sub-contractors will fully comply with all the laws, decrees, labour standards and regulations of such country or countries during the performance of this contract; and that no claim for additional moneys with respect to any authorizations to perform will be made upon HQ SACT.

**24. Performance.** Candidates/contractors who accept HQ SACT issued contracts, shall, at a minimum, serve in a designated capacity for no less than 180 calendar days from commencement of contract period of performance. Contracts' with performance periods having less than 180 days in totality shall require contractors to serve a minimum of 50% of estimated performance period. Should a candidate vacate the contract in less time than described, HQ SACT reserves the right to cancel the contract in whole or part. Replacement candidates, if acceptable to HQ SACT, shall be reviewed by HQ SACT for compliance, and, or technical acceptance per the original Statement of Work and final acceptance by HQ SACT Contracting Officer.

**25. Travel.** In accordance with AFM Section 24, Contractor Travel, travel by contractors in support of the HQ SACT mission will only be performed when a member of the approved International HQ SACT Peacetime Establishment is unable to perform the mission. Once contractor travel has been established under a contract and a contractor is tasked to travel, the HQ SACT Contractor Travel Request form must be filled out and approved prior to any travel being conducted. This form may be found at:

<http://www.act.nato.int/organization/contracting/forms-contractor-travel>.

The in-house Travel Agency will set the Transport Ceiling Cost and at that time the contractor may elect to book their transportation with the in-house travel agency. (Please refer to Clause Number 7 above).

Transport tickets purchased through the in-house travel agency will be reimbursed by the HQ SACT entity directly to the in-house travel agency, and the applicable travel line of the contract will be charged. These costs will not be invoiced by, or paid to, the contractor company. When transport tickets are purchased through another source only the ceiling cost allocated by the in-house travel agency will be reimbursed to the contractor company. Per Diem is based on the NATO Group One subsistence allowance, which covers meals, lodging, incidental expenses and any applicable overhead and/or fees. Per Diem Reimbursement will only be made at these rate amounts. NATO Group III daily subsistence allowances are posted on HQ SACT website at <http://www.act.nato.int/organization/contracting/forms-contractor-travel>.

**26. Proposed Candidates.** No proposals shall be accepted or considered for candidates already assigned to an existing contract with HQ SACT, without the prior permission of the Contracting Officer. .

**27. Partial awards** will be allowed when determined in the best interests of NATO. The Contracting Awards Board and the Contracting Officer, when deemed prudent and necessary have the authority to make this determination. Partial bidding shall be consistent with released solicitation.

**28. Competition.** HQ SACT reserves the right to engage in Full and Open Competition after exclusion of sources.

**29. Contractor Notice Regarding Delay.** In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract delivery schedule or date, he shall immediately notify the Contracting Officer in writing, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by HQ SACT of any delivery schedule or date, or of any rights or remedies provided by law or under this contract.

**30. Notice and Assistance regarding Patent and Copyright Infringement**

a. The Contractor shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

b. In the event of any claim or suit against HQ SACT on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed hereunder, the Contractor shall furnish to HQ SACT, when requested by the Contracting Officer, all evidence and information in possession of the Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of HQ SACT except where the Contractor has agreed to indemnify HQ SACT.

c. This clause shall be included in all sub-contracts.

**31. Health, Safety and Accident Prevention.** If the Contracting Officer notifies the Contractor in writing of any non-compliance in the performance of this contract, with safety and health rules and requirements prescribed on the date of this contract by applicable national or local laws, ordinances and codes, and the Contractor fails to take immediate corrective action, the Contracting Officer may order the Contractor to stop all or part of the work until satisfactory corrective action has been taken. Such an order to stop work shall not entitle the Contractor to an adjustment of his contract price or other reimbursement for resulting increased costs, or to an adjustment of the delivery or performance schedule.

**32. Patent Indemnity.** If the amount of this contract is in excess of \$1,000,000 , the Contractor shall indemnify HQ SACT and its officers, agents and employees against liability, including costs, for infringement of any letters patent (except letters patent issued upon an application which is now or may hereafter be kept secret or otherwise withheld from issue by order of the government which issued the letters patent) arising out of the manufacture or delivery of supplies under this contract, or out of the use or disposal by or for the account of HQ SACT of such supplies. The foregoing indemnity shall not apply unless the Contractor shall have been informed as soon as practicable by HQ SACT of the suit or action alleging such infringement

NATO UNCLASSIFIED

and shall have been given such opportunity as is afforded by applicable laws, rules, or regulations to participate in the defence thereof; and further, such indemnity shall not apply to:

- a. An infringement resulting from compliance with specific written instructions of the Contracting Officer directing a change in the supplies to be delivered or in the materials or equipment to be used or directing a manner of performance of the Contract not normally used by the Contractor;
- b. An infringement resulting from an addition to, or change in, such supplies or components furnished which addition or change was made subsequent to delivery or performance by the Contractor; or
- c. A claimed infringement which is settled without the consent of the Contractor, unless required by a court of competent jurisdiction.



**33. Rights in Technical Data and Computer Software**

a. Ownership of Work Product. HQ SACT is and shall be the sole and exclusive owner of all right, title, and interest throughout the world in and to all the results and proceeds of the Research performed under this Agreement, including but not limited to inventions, derivative works, documents, reports, summaries, raw data, algorithms, charts, graphs, research results, methods, models, maps or drawings, tools, software (including source code), and other works which are created due to or as part of the Research by the Foundation, and including all patents, copyrights, trademarks, trade secrets and other Work Product (all of the above-described results and proceeds of the Research are herein referred to as "Work Product") and shall be deemed to be work made for hire. Accordingly, Sponsor may modify, protect, publish, incorporate into other documents, share with others, or otherwise use without restriction all aspects of the Work Product as HQ SACT deems fit in its sole discretion. The Foundation will not in any way use, license, or allow third parties to use the Work Product or any portion thereof without the express prior written consent of Sponsor.

b. Technical data and software delivered under this contract shall be marked with the number of this contract, name of Contractor and the rights transferred to HQ SACT.

**34. Software Releases and Updates.**

a. All software implemented on or delivered with the supplies shall be at the start of acceptance, the most recent versions or releases as available.

b. The Contractor shall for a duration of minimum five (5) years after acceptance, and upon their availability, offer to HQ SACT all software changes, fixes and new releases. These shall be offered at no cost when they are offered free of charge on the commercial market.

**35. Inconsistency between English Version and Translation of Contract.** In the event of inconsistency between any terms of this contract and any translation thereof into another language, the English language meaning shall control

**36. Contract Effective Date (CED).** The effective date of the contract is the date of last signature by the contracting parties, or a specific date set forth in the Contract.

**37. Enforcement.** Failure by either party to enforce any provision of this contract will not be deemed a waiver of future enforcement of that or any other provision. The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed in all respects if such invalid or unenforceable provisions were omitted

**38. Order of Precedence.** Any inconsistencies in the solicitation or contract shall be resolved by giving precedence in the following order: (1) Special Terms and Conditions;

(2) General Terms and Conditions and Purchase Order terms; (3) solicitation provisions if this is a solicitation; (4) the specification/statement of work; (5) other HQ SACT documents, exhibits and attachments; (6) addenda to this solicitation or contract, including any license agreements for computer software, or other Contract agreements.

**39. Entire Agreement.** This contract sets for the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements or representations, oral or written, regarding such subject matter. HQ SACT shall not be bound by, and specifically objects to any term, condition, or other provision inconsistent with or in addition to any provision of this contract that is submitted by Contractor in any correspondence or any document unless HQ SACT specifically agrees to such provision in a written instrument signed by an authorized representative of HQ SACT.

HQ SACT Special Terms and Conditions for Personnel Services Contracts **10/08****HQ SACT SPECIAL TERMS AND CONDITIONS FOR COMMERCIAL PERSONNEL SERVICES CONTRACTS**

1. **Scope.** These special terms and conditions address all issues pertaining to the Commercial Personnel Services to be rendered by the Contractor to HQ SACT under this Contract, thereby taking precedence over the HQ SACT General Terms and Conditions.

2. **Type of Contract.** As far as the Commercial Personnel Services under this Contract are concerned this is a Level of Effort Contract with a not to exceed limit presented by the man years or fraction thereof, as provided in the SOW. This Contract establishes a contractual relationship strictly between the Contractor and HQ SACT. All employer responsibilities for the Contractor Personnel performing under this Contract shall lie with the Contractor.

3. **Definitions.**

a. **Billable Hours.** As further specified in these Special Terms and Conditions, hours spent by Contractor Personnel in the immediate performance of this Contract for which the Contractor may bill HQ SACT at the hourly rate set out in this contract.

b. **Commercial Personnel Services.** As specified in the SOW, the continuous performance to be provided by Contractor Personnel. The amount of Commercial Personnel Services is calculated on the basis of Man Years or a fraction thereof.

c. **Contractor Personnel.** An individual employed by the Contractor to perform the services required under this Contract for HQ SACT.

d. **HQ SACT Work Days.** Mondays through Fridays with the exception of HQ SACT Holidays. The number of HQ SACT Holidays may vary from year to year. A list may be obtained through the Contracting Officer.

e. **HQ SACT Working Hours.** On HQ SACT Work Days, 7.5 hours daily between 0800 and 1700 hours.

f. **Man Year.** 1800 hours of service to be rendered by one Contractor Personnel within one calendar year. The basis of this calculation is 46 weeks of contract performance at 37.5 hours assuming 5 HQ SACT work days per week. As a baseline the further assumption is: 15 days of HQ SACT holidays and 15 days as the minimum individual leave, thus allowing for the allocation of a minimum of 75 hours per year as possible overtime. As, in particular, the number of individual leave days may be greater and the number of HQ SACT holidays may vary, the allowable overtime figure will change accordingly. In no event shall the ceiling of 1800 hours per man year or corresponding fraction thereof be exceeded.

g. **Overtime.** Hours within the contracted man year or fraction thereof (1800 hours maximum for full years' service) served by Contractor Personnel outside of the limitations of the Delivery of Service stated in paragraph 4 and the SOW, as for each occasion requested by the COTR in writing.

NATO UNCLASSIFIED

h. **Products.** Any item, document, writing, study, briefing, data base, piece of software or any other physical or intellectual result of the performance of the commercial personnel service or the associated interaction with NATO staff which may be subject to ownership rights.

4. **Delivery of Service.** All Commercial Personnel Services under this Contract will be performed only on HQ SACT Work Days and during HQ SACT Working Hours to total no more than 7.5 hours per HQ SACT Work Day.

5. **Exceptions from Delivery of Service.** Under exceptional circumstances Commercial Personnel Services may be provided outside of the limitations for the Delivery of Services stated in paragraph 4.

a. Overtime requires a specific written request to the Contractor by the COTR.

b. Permanent deviation has to be in writing in the SOW with the signature of the Contracting Officer.

6. **Coordination of Delivery of Service and Personal Leave.** In order to ensure a balanced professional performance of the Contractor Personnel employed by the Contractor, during their performance for HQ SACT, the Contractor shall ensure that each Contractor Personnel will take a minimum of 15 and not more than 30 HQ SACT Work Days as personal leave during the course of a calendar year.

7. **Coordination of Absences.** To ensure the uninterrupted flow of HQ SACT projects, any absence by Contractor Personnel requires earliest possible coordination with the COTR. Generally, such absence requires the approval by the COTR.

a. **Personal Leave.** At the beginning of the Contract the Contractor and the COTR will establish a leave plan for each Contractor Personnel.

b. **Sickness.** Should absences caused by sickness affect the performance of an HQ SACT project, the Contractor, upon request by the Contracting Officer, shall immediately replace the incapacitated Contractor Personnel with an equally qualified individual.

c. **Other Absences.** Unless otherwise arranged for, the Contractor shall ensure the full presence of the Contractor Personnel in accordance with the Delivery of the Service set out in paragraph 4.

8. **Billable Hours.** Only time spent by Contractor Personnel in the immediate performance of this Contract.

a. **Billable hours on travel.** Billable hours for travel performed as a service under this Contract will be any time spent away from the primary location of duty, between 0800 and 1700 hours local time up to a maximum total of 7.5 hours for any given work day at the destination of the travel.

b. **Overtime.** All overtime within the limit of the contracted man-year or fraction thereof (total of 1800 hours for full years' service) shall be billed at the normal hourly rate set out in this contract.

c. **Non-performance.** Personal leave, closing of the Headquarters by the order of the HQ SACT Chief of Staff, sickness, company coordination, company reports, training, lunch, breaks or any other activity not immediately related to the performance of the services required under this Contract do not constitute billable hours.

**9. Commitment of Contractor Personnel.** The Contractor warrants that the Contractor Personnel initially presented for the performance of this Contract will perform this Contract for its duration. Any exchanges of Contractor Personnel shall meet the requirements of the SOW and be performed only with written consent by the Contracting Officer.

**10. Deficient performance.** Should committed Contractor Personnel perform unsatisfactorily the Contractor will exchange such Contractor Personnel, at the request of HQ SACT Contracting Officer for Contractor Personnel meeting the quality requirements set out in the SOW.

**11. Contractor Responsibility for Contractor Personnel.** The Contractor, and in the case being, the sole proprietor, as the employer of the Contractor Personnel performing the services under this Contract shall be fully responsible for all insurances, emoluments as well as taxes and payments to the health, social security and workmen's compensation schemes due.

**12. Billing.** The Contractor shall bill time for Contractor Personnel at the hourly rate set out in this contract ONLY for billable hours.

**13. Billing for Travel.** Travel by Contractor Personnel shall be authorised and reimbursed in accordance with ACT Financial Manual Section 24, "Contractor Travel".

a. The in-house Travel Agency will set the transport ceiling cost.

b. Transport tickets purchased through the in-house travel agency will be reimbursed by HQ SACT directly to the in-house travel agency. These costs will not be invoiced by, or paid to, the contractor company. When transport tickets are purchased by the Contractor through another source only the ceiling cost allocated by the in-house travel agency will be reimbursed to the Contractor.

c. All incidental expenses to include overhead for the performance of travel will be reimbursed through a flat NATO Civilian subsistence allowance.

**14. Invoices.** All invoices shall be provided by the Contractor in accordance with the General Terms and Conditions to this Contract. Additionally, the invoices for Commercial Personnel Services shall contain, at a minimum,

a. A breakdown of the Contractor Personnel;

b. The billable hours performed by each of them by day; and also

c. Indicating travel, absences our other relevant information; as well as

d. Any overtime shall be provided together with the requisite COTR request.

**15. Instructions for safety and management of the HQ.** The Contractor shall ensure that the Contractor Personnel honour all HQ SACT Directives and further guidance by the Chief of Staff regarding the safety and management of HQ SACT.

**16. Work Space.** If provided for in the SOW, HQ SACT will provide working spaces for the Contractor Personnel. Should these spaces not be considered adequate by the Contractor, the Contractor will at its own expense ensure working spaces in the immediate vicinity of the identified location of performance.

**17. Representation of HQ SACT/NATO.** When dealing with third parties during the execution of this Contract, the Contractor Personnel shall present themselves as representatives of the Contractor working under contract for HQ SACT/NATO. Contractor Personnel shall not take decisions or commitments for HQ SACT/NATO.

**18. Ownership of Work Products.** All Products created by Contractor Personnel under this contract are to be original and are the property and under the copyright of HQ SACT, unless otherwise specifically stated in this Contract.

**19. Disclosure of Information.**

'Information' means all information or material, whether in oral, written, visual, electronic and/or other form disclosed to one party by or on behalf of the other party under or in connection with the Contract.

19.1. Subject to this clause each party shall;

(a) Treat in confidence all information it receives from the other party;

(b) Agree not to disclose any of that Information to any third party without the prior written consent of the other party, which consent shall not unreasonably be withheld, except that the Contractor may disclose Information in confidence, without prior consent, to such persons and to such extent as may be necessary for the performance of the Contract.

(c) shall, upon request from the other party, return any Information or erase any electronic files in its possession.

(d) shall not use any of that Information otherwise than for the purpose of the Contract

(e) shall not copy any of that Information except to the extent necessary for the

19.2 The Contractor shall take all reasonable precautions necessary to ensure that all Information disclosed to the Contractor by or on behalf of HQ SACT under or in connection with the Contract:

(a) Is disclosed to its employees and sub-contractors, only to the extent necessary for the performance of the Contract.

(b) Is treated in confidence by them and not disclosed except with prior written consent or used otherwise than for the purpose of performing work or having work performed for HQ SACT under the Contract or any sub-contract under it.

19.3 The Contractor shall ensure that his employees are aware of his arrangements for discharging the obligations of this Clause before they receive Information and take such steps as may be reasonably practical to enforce such arrangements.

19.4 Neither party shall be in breach of this Clause where it can show that any disclosure of Information was made solely and to the extent necessary to comply with a statutory or judicial obligation. Where such a disclosure is made, the party making the disclosure shall ensure that the recipient of the Information is made aware of and asked to respect its confidentiality. Such disclosure shall in no way diminish the obligations of the parties under the terms of this Clause.