

**IFIB Number:**

**IFIB-SACT-ACT-18-70**

**Reference:**

**Q&A #2**

**Date of Issue:**

**5 November 2018**

The following questions were raised with respect to subject IFIB/RFP. Responses are to provide clarification. **NOTE: NO FURTHER QUESTIONS OR ANSWERS WILL BE ACCEPTED AT THIS TIME PER THE IFIB.**

<b>Question</b>	<b>Response</b>
1. Are the five courses supposed to be on five different topics or simply advanced courses? For example, a course on writing and a course on speaking. Or Communication 101, Communication 201, etc.	<b>The courses are multiple iterations of the same course.</b>
2. What do Conduct 5 and Conduct 2 mean?	<b>Conduct 5 courses at the HQ in Norfolk and conduct 2 in Mons, Belgium</b>
3. Each course is 16.5 hours? I think that's correct, but I want to make sure that all five courses aren't supposed total 16.5 hours, meaning each course is about three hours.	<b>The total instruction time for each iteration is 16.5 hours. It includes 15 hours group and 1.5 Hrs individual instruction</b>
4. The 150 hours is done in addition to the 16.5 hours? Or on top of 16.5 hours x 5 courses? Or is the five courses times deducted from the 150 hours?	<b>The 150 hours are separate, billed on an "as needed" basis for individuals needing editing and coaching for specific documents.</b>
5. Will we teach all five courses in one trip or make five different trips?	<b>The courses could be spread throughout the year. Dates will be negotiated between the provider and the COTR. At this time a schedule for 2019 and beyond is not available.</b>
6. How, when, and where will we get the NATO documents that are supposed to be used in the class?	<b>HQ Style guide will be made available upon request of winning bidder.</b>
7. Do you plan to have outcomes from this training that includes: Writing emails, writing reports, interviewing (both interviewing others and being interviewed, which might also include	<b>The main focus of the writing in the HQ are Point papers and the creation of NATO-Wide policy documents such as directives or memorandums.</b>

testifying before committees), persuasive writing, conflict resolution, and listening. Will you need help with topics like creativity or thinking creatively?	
8. Will the 150 hours is to be done on site or via email, SKYPE, or phone?	<b>Please refer to Q&amp;A #1, Question #3.</b>
9. Is the goal of this training to meet a minimum requirement or specific performance improvements?	<b>NO, it is to ensure quality of documents which are produced as output from the HQ to higher HQs to create, modify or enforce a NATO-Wide policy, program or operation.</b>
10. Any particular problems to be solved through this training?	<b>See above, question #9</b>
11. How will you measure effectiveness as a result of this project?	<b>The main measure will be the satisfaction of the staff who participate in course based on the student surveys that all will complete.</b>
12. Have there been incidents or actions or an impetus the designer has a need to know before this project is proceeds?	<b>No.</b>
13. Is there a budget set to avoid exceeding?	<b>Refer to NOI-IFIB-SACT-ACT-18-70</b>
14. Is the fact that this is an Invitation To Bid and indicator that the lowest cost will prevail versus most qualified from past expertise and performance with similar work?	<b>Please refer to the IFIB. Award is based on lowest price technically acceptable.</b>
15. We have highly qualified, exceptional, current subject matter experts who work globally, are global, cultural knowledge, in past work important on this project?	<b>Please refer to the IFIB for requirements of the personnel and past performance.</b>