



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



BC's Distribution List for International Competitive Bidding

TO: BC's Distribution List for Invitation for International Bidding (IFIB) Procedure

DATE: 04 September 2018

SUBJECT: Notification of Intent to issue an Invitation for International Bidding (IFIB) for Contractor Support to Headquarter Supreme Allied Commander Transformation for Training Directorate, HQ SACT, Norfolk, Virginia, U.S.A.

1. In accordance with the stipulations of the Bi-Sc Procurement Directive 60-70, Annex B, the following information is provided on an Invitation for International Bidding (IFIB) that this Headquarters has the intention to release:

IFIB Reference: ACT-SACT-18-70

Title of IFIB: Strategic Writing Course Instructor

Requirement: A. In order to promulgate and promote SACT's Intent and Vision, documents produced as output by the headquarters staff must be of the highest quality. HQ SACT creates many documents which are targeted at NATO HQ, SHAPE and National Authorities. These documents are used to influence decisions, create policy throughout NATO and justify the HQ Program of work. These documents must be extremely clear, concise and using proper grammar and formatting. The majority of Job Descriptions for this HQ require Standard Language Proficiency of 3 in English for writing and speaking. For the documents produced as output from this HQ the standard needs to be higher in order for them to provide the necessary desired impact on the receiving audience.

B. Conduct on-site training courses for HQ personnel: Each course will provide a minimum of 16.5 hours of instruction per student for 10 participants. This will include 15 hours of group classroom instruction, 0.5 hours of individual student needs assessment at the beginning of the course and 1 hour personal coaching for each student at the end of the course to help the student apply the lessons to their current projects. The course should be conducted as a writing workshop and NATO documents and participants' writing are used as sample documents throughout the course.

C. Writing, Communication and Editing Support: Individual writing coaching and editing support will be provided on-site to graduates of the writing course at HQ by the same Instructor that delivered the group instruction to continue the writing development of the participants and to contribute substantively to the high quality of documents at ACT. This support will be available to the Staff Element Europe (SEE) graduates via electronic means. Communication coaching and support will be provided on an as needed basis and billed hourly.

D. The Instructor for this course is required hold a minimum of a Masters of English or related field from an accredited university.

Type of Contract: Firm Fixed Price (FFP), Deliverables Contract.

Period of Performance: 01 January 2019 – 31 December 2019 with the possibility of 2 option years: 01 January 2020 – 31 December 2020, 01 January 2021 – 31 December 2021

Bidding Procedure: Sealed Bidding (Two Envelopes)

Funding: Estimated annual minimum amount, \$70,000; estimated cumulative minimum amount, \$212,000.

Classification: NATO UNCLASSIFIED

Issue Date: 3 October 2018, (target date)

Bid Closing Date: 13 November 2018, (target date)

Award Type: Lowest Price, Technically Compliant

Eligibility: Companies which have performed two similar contracts within the last five years substantially similar in scope to the requirement described in the solicitation. Contractor personnel performing services under the contract must be citizens of a NATO nation, committed no criminal offences, and have appropriate professional training and experience in a related field(s).

Delivery location(s): Norfolk, VA, U.S.A.

Partial bidding: Partial bidding is not authorised.

Website: <http://www.act.nato.int/organization/hq-sact/contracting/>

2. This HQ will directly email this IFIB to all potential bidders. You are hereby invited to nominate, by email or facsimile before **13 November 2018**, the name, full address, Point of Contact, telephone, facsimile number and e-mail address, of other potential bidders established within your country. This and any other correspondence hereto is to be addressed to:

Supreme Allied Commander Transformation
BUDFIN – Purchasing and Contracting Branch
Attn: LCDR Michael DiProspero – Contracting Officer
7857 Blandy Road, Suite 100,
Norfolk, Virginia, USA 23551-2490
Fax: 757-747-3612
Email: michael.diprospero@act.nato.int

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M. B. DIPROSPERO, LCDR, SC, USN
ACT Contracting Officer,
HQ SACT