ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Μόνιμη Αντιπροσωπεία της Ελλάδος
στο ΝΑΤΟ

Αρμόδιος:	Ασμχος (ΜΕ) Δημήτριος Κανταρτζόγλου	Βρυξέλλες, 30 Μαρτίου 2022
Τηλ.:	+32 2 707 6734	**Α.Π.:** 1714
e-mail:	d.kantartzoglou@grdel-nato.be	

ΠΡΟΣ: **ΥΠΟΥΡΓΕΙΟ ΕΘΝΙΚΗΣ ΑΜΥΝΑΣ**
- ΓΔΑΕΕ/ΔΑΕΤΕ   *(μ.η.)*

ΚΟΙΝ.:   **ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ**   **ΓΕΕΘΑ**
- κ. Δ' Γενικό Διευθυντή   - Γ2 Διεύθυνση
- Δ2 Διεύθυνση
ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ
- Γενική Γραμματεία Εμπορίου   *(μ.η.)*
- Γενική Γραμματεία Βιομηχανίας/
  Διεύθυνση Διεθνών Βιομηχανικών
  Σχέσεων   *(μ.η.)*
ΤΕΧΝΙΚΟ ΕΠΙΜΕΛΗΤΗΡΙΟ ΕΛΛΑΔΟΣ
- Διεύθυνση Επαγγελματικής
  Δραστηριότητας   *(μ.η.)*

ΘΕΜΑ: Αίτηση Υποβολής Προσφορών RFQ-CO-115537-CSSF, Διαγωνιστικής Διαδικασίας: "Cyber Security Services Framework (CSSF)"

Διαβιβάζεται, συνημμένως, Αίτηση Υποβολής Προσφορών (Request for Quotation/RFQ), εν θέματι διαγωνιστικής διαδικασίας Basic Ordering Agreement Plus (BOA+), εκ μέρους NCIA, ως φιλοξενούντος έθνους.

Καταληκτική ημερομηνία εκδήλωσης υποβολής προσφορών ορίζεται η **13^η Μαΐου τ.έ., 13:00 τ.ώ.**

Ενδιαφερόμενοι δύνανται αναζητήσουν πληροφορίες μέσω καθοριζομένου σημείου επαφής (Point of Contact/POC, βλ. παρ. 13 αιτήσεως).

Παρακαλούμε για τις ενέργειές σας.

Λ Α Μ Π Ρ Ι Δ Η Σ

Συν. σελ.: 365

NCIA/ACQ/2021/07375

25 March 2022

To: See Distribution List

Subject: **Request for Quotation RFQ-CO-115537-CSSF**

Reference: A. NCIA/ACQ/2021/07061
B. C-M(2015)0025
C. AC/337-D(2016)0014
D. BC-D(2018)0004
E. AC/4-D(2019)0004 (INV)

Dear Sir/Madam,

1. Your firm is hereby invited, to participate in a BOA Plus competition for the Cyber Security Services Framework (CSSF).

2. Please note that the title of this Request For Quotation (RFQ) has changed from the title advertised in the Notification of Intent in Reference A. The title 'Cyber Security Framework' (CSF) will no longer be used. This RFQ shall hereby be referred to as the 'Cyber Security Services Framework' (CSSF). For ease of communication, the multiuser email address RFQ-CO-115537-CSF@ncia.nato.int shall continue to be used for this solicitation.

3. The requirements under this RFQ are allocated into one schedule. The single schedule is anticipated to establish up to three (3) multiple award Indefinite Delivery Indefinite Quantity (IDIQ) contracts

4. Services are expected to be competed among IDIQ contract holders. IDIQ contractors must be able to respond rapidly, and to perform work at multiple projects/locations simultaneously.

5. The contract awards will be based on the quotations evaluated as the three lowest priced, technically compliant in accordance with the evaluation criteria set forth in the Bidding Instructions.

6. **THE CLOSING TIME FOR SUBMISSION OF QUOTATIONS IN RESPONSE TO THIS RFQ IS 13:00 HOURS (BRUSSELS TIME) ON FRIDAY 13 MAY 2022.**

7. This RFQ consists of the following documents:

   a) Book I – Bidding Instructions. Book I provides the general bidding information and includes the following annexes:

      i. Annex A – Clarification Request Forms;

    ii.   Annex B – Administrative Certificates;

    iii.   Annex C – Bidding Sheets – The bidding sheets should be completed exactly as instructed;

    iv.   Annex D – Instructions for the preparation of Bidding Sheets;

    v.   Annex E – Compliance Table;

    vi.   Annex F – Offeror's Business Benefits Form;

    vii.   Annex G – Key Personnel / SME Form;

    viii.   Annex H – Offeror's Experience Form;

    ix.   Annex I – Representative Task Order (for evaluation purposes), containing the following sections:

        a.   Representative Task Order Schedule of Supplies and Services (SSS) – This contains the representative delivery requirements used for evaluation purposes to identify the Offerors which will be awarded a place on the IDIQ. This Section will be derived from the bidding sheets submitted by the winning Offeror(s);

        b.   Representative Task Order Statement of Work (SoW). This sets forth the representative specifications governing the performance requirements of the Representative Task Order and is used here for evaluation purposes to identify the Offerors which will be awarded a place on the IDIQ;

        c.   Representative Task Order SoW Annexes D & E (NATO RESTRICTED).

b) Book II – Prospective Contract. Book II contains the following sections:

    i.   Contract Signature Page;

    ii.   IDIQ Schedule of Supplies and Services (SSS). This Section will be derived from the IDIQ Rate Card submitted by the winning Offeror(s);

    iii.   Contract Special Provisions;

    iv.   NCI Agency Contract General Provisions;

    v.   The Statement of Work. This sets forth the detailed specifications governing the performance requirements of the contract.

        a.   Contract Data Requirements List (CDRL);

        b.   Maintenance and Support Definitions;

        c.   Engineering Qualifications and Expertise;

        d.   NCSC Core Architecture Overview (NATO RESTRICTED);

        e.   Technical Overview and Specifications (NATO RESTRICTED).

8. The overall security classification of this solicitation is NATO UNCLASSIFIED when separated from the Restricted Annexes. Sections of the Representative Task Order Statement of Work and IDIQ Statement of Work are RESTRICTED and will only be issued if requested by the Offerer. In order to receive the RESTRICTED Annexes, Offerors are requested to contact the Point of Contact (POC) identified in point 14 of this letter with for further instructions on how to obtain mentioned Annexes. When handling RESTRICTED documents, Offerors shall comply with the Annex E of the Contract Special Provisions entitled 'Security of NATO RESTRICTED Information. The RESTRICTED documents are:

a) Representative Task Order SoW Annex D – NCSC Core Architecture Overview

b) Representative Task Order SoW Annex E – Technical Overview and Specifications

c) IDIQ SoW Annex D – NCSC Core Architecture Overview

d) IDIQ SoW Annex E – Technical Overview and Specifications

9. You are requested to complete and return the enclosed acknowledgement of receipt within 5 days of receipt of this RFQ, informing NCI Agency of your intention to quote/not to quote. Your firm is not bound by its initial decision, and if you decide to reverse your stated intention at a later date, you are requested to advise us by a separate email.

10. The reference for this RFQ is RFQ-CO-115537-CSSF, and all correspondence concerning the RFQ should reference this number.

11. Prospective Offerors are invited to a Pre-Award Conference held between four to six weeks after RFQ release. Further details about the Pre-Award Conference can be found in section 1.6 of the Book I Bidding Instructions.

12. Prospective Offerors are advised that the NCI Agency reserves the right to cancel this RFQ at any time in its entirety and bears no liability for quotation preparation costs incurred by firms or any other collateral costs if solicitation cancellation occurs.

13. Your point of contact for all information concerning this RFQ is Mr. Darren Corkindale, Senior Contracting Officer Consultant, who may be reached at RFQ-CO-115537-CSF@ncia.nato.int

For the Chief of Acquisition:

Rebecca Benson
Principal Contracting Officer

Enclosures:
  - RFQ-CO-115537-CSSF-Book I Bidding Instructions
  - RFC-CO-115537-CSSF-Representative Task Order (for evaluation purposes)
  - RFQ-CO-115537-CSSF-Book II Prospective Contract

NCIA/ACQ/2021/07375

Attachment A

Acknowledgement of Receipt of Request for Quotation

RFQ-CO-115537-CSSF

Please complete and return within 5 days by: e-mail: RFQ-CO-115537-CSF@ncia.nato.int & for the attention of Mr. Darren Corkindale.

We hereby advise that we have received Request for Quotation RFQ-CO-115537-CSSF

on ...., together with all enclosures listed in the Table of Contents.

CHECK ONE

{   }   As of this date and without commitment on our part, we do intend to submit a quotation.

{   }   We do not intend to submit a quotation.

{   }   We are reviewing the requirements of the RFQ and will notify you of our decision as soon as possible.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Address: _____

Distribution List for RFQ-CO-115537-CSSF

- **Offerors** (sent separately in electronic version)

- **NATO Delegations** (Attn: Investment Adviser and Budget Committee Members):

  Albania
  Belgium
  Bulgaria
  Canada
  Croatia
  Czech Republic
  Denmark
  Estonia
  France
  Germany
  Greece
  Hungary
  Iceland
  Italy
  Latvia
  Lithuania
  Luxembourg
  Montenegro
  The Netherlands
  Norway
  North Macedonia
  Poland
  Portugal
  Romania
  Slovakia
  Slovenia
  Spain
  Turkey
  United Kingdom
  United States
  Belgium Ministry of Economic Affairs

- **Embassies in Brussels** (Attn: Commercial Attaché):

  Albania
  Bulgaria
  Canada
  Croatia
  Czech Republic
  Denmark
  Estonia
  France
  Germany
  Greece

Hungary
Italy
Latvia
Lithuania
Luxembourg
Montenegro
The Netherlands
Norway
North Macedonia
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Turkey
United Kingdom
United States

- **NATO HQ**

NATO Office of Resources
Management and Implementation Branch – Attn: Deputy Branch Chief

Director, NATO HQ C3 Staff
Attn: Executive Co-ordinator

- **SACTREPEUR**
  Attn: Infrastructure Assistant

- **Strategic Commands**

ACO/DCOS CIS & Cyber Defence
ACT/DCOS Capability Development

- **NCI Agency –Internal Distribution**
ACQ Chief of Acquisition (Mrs Jennifer Upton)
ACQ Deputy Chief of Acquisition - Life Cycle and Business Operations (Mrs Agata Szydelko)
ACQ Deputy Chief of Acquisition - Procurement and Policy (Mr Alexandre Vitry)
ACQ Administrator Contracts Award Board (Mrs Carolien Biesemans)
ACQ Principal Contracting Officer (Mr Edel Esparza)
ACQ AAS Senior Contracting Officer (Mr Darren Corkindale)
ACQ IPS (Mr Antonio Fioravanti)
NLO (Mrs Samantha Paarlberg)
NLO (Mrs Els Boets)
NCSC Chief (Mr Ian West)
NCSC Head Cyber Security Programme Delivery Branch (Mr Frederic Jordan)
NCSC Principal Scientist (Mr Davinder Gujral)
PEB Chairperson (Mr Frederic Jordan)
Legal Office (Mr Vincent Roobaert)
CTO (Mr Antonio Calderon)
CIO (Mr Peter Lenk)
Registry

- **<u>NCI Agency – All NATEXs</u>**

REQUEST FOR QUOTATION

RFQ-CO-115537-CSSF

CYBER SECURITY SERVICES FRAMEWORK

NATO Communications and Information Agency
Agence OTAN d'information et de communication

GENERAL INDEX

RFQ-CO-115537-CSSF

THE PROVISION OF
CYBER SECURITY SERVICES FRAMEWORK

NATO Communications and Information Agency
Agence OTAN d'information et de communication

BOOK I

BIDDING INSTRUCTIONS

Table of Contents

SECTION I - INTRODUCTION

1.1 PURPOSE

1.1.1 The purpose of this Request for Quotation (RFQ) is anticipated to establish up to three (3) multiple-award, Indefinite Delivery Indefinite Quantity (IDIQ), Firm Fixed Price contracts for contractor support for surge cyber security services. This RFQ is referred to as RFQ-CO-115537-CSSF (Cyber Security Services Framework).

1.2 GENERAL OVERVIEW OF MULTIPLE AWARD CSSF IDIQ CONTRACTS

1.2.1 The CSSF IDIQ Contracts are awarded from a single solicitation and may result in award to multiple contractors. This procurement consists of one (1) solicitation and it is anticipated that up to three (3) CSSF IDIQ type service contracts will be awarded to the Offerors submitting the Quotations determined to represent the lowest priced technically compliant. Should there be fewer than three (3) lowest priced technical compliant Quotations, then the Purchaser may elect to award CSSF IDIQ Contracts to the Offerors who are deemed lowest priced technical compliant. Services are expected to be competed among the CSSF IDIQ contract holders through competed task orders. CSSF IDIQ contractors must be able to respond rapidly, and to perform work at multiple projects/locations simultaneously.

1.2.2 The CSSF IDIQ contracts will be Firm-Fixed Price (FFP). Work will be required on an as needed basis and will be awarded by use of FFP Task Orders. The individual Task Orders to be placed under the Contract are generally anticipated to range in monetary value.

1.2.3 The maximum ceiling price for this CSSF IDIQ is €30,000,000.

1.2.4 The CSSF IDIQ Contracts cover the NATO Enterprise with a wide range of cyber security services using multiple funding sources. Any NATO entity with the appropriate contracting authority can order against these contracts. The successful Contractors shall supply services and associated goods to all authorized NATO Command Locations in Europe and North America including any of the NATO's entities, upon issuance of Task Orders in accordance with the terms of the Contract[1].

1.2.5 The period of performance is expected to include a two-year ordering base period and two one-year ordering option periods.

---

[1] The structure of the NATO organization with a list of entities is available at: http://www.nato.int/cps/en/natolive/structure.htm

1.2.6   The proposed scope of work will be specified in each Task Order and may require any combination of the following, but is not limited to:

1.2.6.1 The extension of NCSC services to Tier 3 Sites[2]. The extension may involve the following:

1.2.6.1.1   Deployment of a dedicated NATO Computer Incident Response Capability (NCIRC) Tier-3 enclave; and/or

1.2.6.2 Configuration, tuning and/or testing of existing NCSC centralised services to support the extended NCSC protection and monitoring coverage to the additional site. NCSC services include the following:

1.2.6.2.1   Online Computer Forensics (OCF)

1.2.6.2.2   Online Vulnerability Assessment (OVA)

1.2.6.2.3   Log Aggregation (LOG A)

1.2.6.2.4   Firewalls

1.2.6.2.5   Network Intrusion Prevention System (NIPS)

1.2.6.2.6   Full Packet Capture (FPC)

1.2.6.3 Subject Matter Expertise (SME) on a level of effort basis for services including, but not limited to, virtualisation, on-site connectivity and firewall integration.

1.2.7   The CSSF IDIQ Contracts are a nonpersonal services contracts. The Purchaser shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. CSSF IDIQ Contractors shall provide all supervision, material, equipment, labour, and any other incidental related work to perform the Task Categories 1 & 2 cyber security services specified in the basic Contract, as supplemented in each Task Order.

1.3   GOVERNING RULES, ELIGIBILITY, AND EXCLUSION PROVISIONS

1.3.1   This RFQ to is conducted under Basic Ordering Agreement Plus (BOA+) procedures outlined within the "*Procedure Governing the Use of Basic Ordering Agreements concluded by the NATO Communications and Information Agency – 2019 version*", Ref: AC/4-D(2019)0004 (INV).

1.3.2   Pursuant to these procedures, quotation submittal is restricted to companies from participating NATO member nations in accordance with paragraph 2.1.6 of Section II

---

[2] Tier-3 encompasses a number of remote locations spread across the NATO Member Nations. Each of these typically include a separate, secure enclave into which NCSC's cybersecurity sensors and systems (for example, full packet capture and log collection) are deployed.

of the Bidding Instructions which either a Declaration of Eligibility (DOE) has been issued by their respective government authorities or is an active holder of an active NCI Agency Basic Ordering Agreement (BOA).

1.3.3   The Offeror shall refer to the Purchaser all queries for a resolution of conflicts found in information contained in this document in accordance with the procedures set forth in paragraphs 2.7 of Section II of the Bidding Instructions entitled "Requests for RFQ Clarifications".

1.4   LOWEST PRICE TECHNICALLY COMPLIANT (LPTC) EVALUATION METHOD

1.4.1   The evaluation method to be used in the selection of the successful Offeror under this solicitation is the Lowest Price Technical Compliant procedures set forth in AC/4-D(2019)0004 (INV).

1.4.2   The solicitation, evaluation and award processes will be conducted in accordance with the terms and conditions contained herein.

1.4.3   Award(s) of the Contract(s) will be made on a FFP basis to the lowest priced technically compliant Offeror(s).

1.4.4   This RFQ will not be the subject of a public opening.

1.4.5   The target date for the CSSF IDIQ contracts awards are June 2022. The award date for individual Task Orders under the IDIQ will be outlined in potential future Task Order documents.

1.5   SECURITY

1.5.1   This RFQ has been classified as NATO UNCLASSIFIED when separated from NATO RESTRICTED Annexes.

1.5.2   Offerors are advised that Annexes D and E of the IDIQ Statement of Work are classified as NATO RESTRICTED and will not be sent via email alongside the RFQ package. Offerors wishing to view the NATO RESTRICTED documents shall request copies of the documents from the Purchaser's point of contact in section 2.6 of the Book I Bidding Instructions.

1.5.3   The selected Contractor(s) will be required to handle and store classified material to the level of "NATO SECRET". In addition, Contractor personnel will be required to work unescorted in Class II Security areas and therefore, access can only be permitted to cleared individuals. Only firms maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract

1.5.4   Should the Contractor be unable to perform the Contract due to a lack of the proper facility/security clearances, this shall neither form the basis for a claim of adjustment or an extension of schedule nor can it be considered a mitigating circumstance in the case of an assessment of Liquidated Damages or a determination of Termination For Default by the Purchaser.

1.5.5   The selected Contractor's personnel working at NATO sites as well as the Contractor's personnel at the Contractor's facility directly working on this project, shall possess a security clearance of "NATO SECRET".

1.5.6   The Contractor personnel without such a clearance, confirmed by the appropriate national security authority and transmitted to the cognisant NATO security officer at least fourteen (14) days prior to the site visit, will be denied access to NATO site(s). Denial of such access by the Purchaser may not be used by the Contractor as the basis for a claim of adjustment or an extension of schedule nor can the denial of access be considered a mitigating circumstance in the case of an assessment of Liquidated Damages or a determination of Termination for Default by the Purchaser.

1.5.7   Offerors are advised that Contract signature will not be delayed in order to allow the processing of security clearances for personnel or facilities and, should the otherwise successful Offeror not be in a position to accept the offered Contract within a reasonable period of time, due to the fact that its personnel or facilities do not possess the appropriate security clearance(s), the Purchaser may determine the Offeror's quotation to be non-compliant and offer the Contract to the next ranking Offeror.

1.5.8   All documentation, including the RFQ itself, all applicable documents and any reference documents provided by the Purchaser are solely to be used for the purpose of preparing a response to this RFQ. They are to be safeguarded at the appropriate level according to their classification. Any Reference Documents are provided "as is, without any warranty" as to quality or accuracy.

1.6   PRE-AWARD CONFERENCE

1.6.1   Prospective Offerors are invited to a Pre-Award Conference that will be held between four to six weeks after RFQ release. Due to current travel restrictions, the conference will be held virtually. The Purchaser will notify all Offerors of the final date and time. Registration forms and relevant information will be provided at the time of notification.

1.6.2   The purpose of the Conference will be to present the Project, and present the key members of the Purchaser IDIQ management team, as well as to allow the Prospective Offerors to clarify aspects of the RFQ for which they may have questions at that time.

1.6.3   The Conference is planned to include a briefing on the RFQ process; the Pricing Sheets; the prospective contract; and the technical and IDIQ management aspects of the project. A detailed agenda for the Conference will be sent to the participating companies in due course.

1.6.4   The potential Offerors may submit questions in writing not later than 7 days prior to the date of the Conference to the POC, at the address mentioned under Section 2.6 of the Bidding Instructions below. The Purchaser will endeavour to respond to the previously submitted questions at the Conference. If any additional questions are asked by the potential Offerors at the Conference, the Purchaser might attempt to answer them at that time, but any answer that might appear to amend terms, conditions and/or specifications of the Contract shall be considered to be formally

included in the RFQ only when a written amendment to the RFQ issued in writing by the Purchaser.

1.6.5   Answers to all questions will be issued in writing to all Offerors as soon as practicable after the Conference, whether or not the Offerors attended the Conference. The formal written answers will be the official response of the Agency, even if the written answer differs from the verbal response provided at the Conference.

1.6.6   Notwithstanding the written answers provided by the NCI Agency after the Conference, the terms, conditions and language of the RFQ remains unaltered unless a formal RFQ amendment is issued by the NCI Agency and is identified as such.

SECTION II – GENERAL BIDDING INSTRUCTIONS

2.1 DEFINITIONS

2.1.1 In accordance with MIL-HDBK-505, the term "Assembly" as used herein means an item forming a portion of equipment that can be provisioned and replaced as an entity and which normally incorporates replaceable parts or groups of parts.

2.1.2 The term "Basic Ordering Agreement" (BOA) refers to the acquisition instruments negotiated between suppliers of products / services and the NCI Agency, on behalf of NATO.

2.1.3 The term "Compliance" as used herein means strict conformity to the requirements and standards specified in this Request for Quotation.

2.1.4 The term "Contractor" refers to a firm of a participating country which has signed a Contract under which he will perform a service, manufacture a product, or carry out works for NATO.

2.1.5 The term "Offeror" as used herein refers to a firm, consortium, or joint venture which submits an offer in response to this solicitation.

2.1.6 The term "Participating Country" as used herein means one of the contributory NATO nations in the project, namely, (in alphabetical order): ALBANIA, BELGIUM, BULGARIA, CANADA, CROATIA, CZECH REPUBLIC, DENMARK, ESTONIA, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, MONTENEGRO, NETHERLANDS, NORTH MACEDONIA, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, TURKEY, UNITED KINGDOM, UNITED STATES OF AMERICA.

2.1.7 The term "Purchaser" refers to the authority issuing the RFQ and/or awarding the Contract (the NCI Agency).

2.1.8 In accordance with MIL-HDBK-505, the term "Sub-Assembly" as used herein refers to a portion of an assembly consisting of two or more parts that can be provisioned and replaced as an entity. The definition purposely excludes components and/or parts.

2.2 ELIGIBILITY

2.2.1 This RFQ is being conducted under BOA plus procedures, therefore, firms which hold an active Basic Ordering Agreement (BOA) with the NCI Agency are eligible to take part in this RFQ along with those firms nominated through their Delegations via a Declaration of Eligibility.

2.2.2 All Contractors, sub-Contractors and manufacturers, at any tier, must be from Participating Countries.

2.2.3 None of the work, including project design, labour and services shall be performed other than by firms from and within Participating Countries.

2.2.4   No materials or items of equipment down to and including identifiable sub-assemblies shall be manufactured or assembled by a firm other than from and within a Participating Country.

2.2.5   The intellectual property rights to all design documentation and related system operating software shall reside in NATO member countries, and no license fee, or royalty charges shall be paid by the Contractor to firms, individuals or governments other than within the NATO member countries.

2.3   QUOTATION SUBMITTAL AND QUOTATION CLOSING DATE

2.3.1   The closing time for the electronic submission of Quotations in response to this RFQ is **Friday 13th May 2022** at **13:00 Hours Central European Time (CET)**.

2.3.2   Quotations shall be submitted to the following email address below:

2.3.2.1   Email: RFQ-CO-115537-CSF@ncia.nato.int

2.4   LATE QUOTATIONS

2.4.1   Quotations received at the NCIA e-mail address after the date and time indicated in paragraph 2.3.1 may not be eligible for award.

2.4.1.1   Quotations submitted electronically may be considered late unless the Offeror completes the entire transmission of the Quotation before the closing date and time for receipt of Quotations under this solicitation.

2.4.2   Consideration of Late Quotation

2.4.2.1   The Purchaser considers that it is the responsibility of the Offeror to ensure that the Quotation submission arrives by the specified Quotation closing time. A late Quotation will only be considered for award under the following circumstances:

2.4.2.1.1   A contract has not already been awarded pursuant to the RFQ, and;

2.4.2.1.2   The Quotation was sent to the correct email specified in paragraph 2.3.2.1 above, and;

2.4.2.1.3   the delay was due solely to the fault of the Purchaser.

2.4.3   Receipt of an Unreadable Electronic Quotation

2.4.3.1   If a Quotation received at the NCIA's facility by electronic data interchange is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained, or due to Offeror's submission, in contravention of these bidding instructions, of electronic files that are encrypted or which contain passwords, the CO shall immediately notify the Offeror that the Quotation will be rejected unless the Offeror provides clear and convincing evidence:

2.4.3.1.1   of the content of the Quotation as originally submitted, and;

2.4.3.1.2   that the unreadable condition of the Quotation was caused by Purchaser software or hardware error, malfunction, or other Purchaser mishandling.

2.4.3.2   A Quotation that fails to conform to the above requirements may be declared noncompliant and may not be evaluated further by the Purchaser.

2.4.3.3   If it is discovered, during either the Administrative, Price or Technical evaluation, that the Offeror has submitted an unreadable electronic Quotation, the Offeror may be determined to have submitted a non-compliant Quotation.

2.5   REQUESTS FOR EXTENSION OF QUOTATION CLOSING DATE

2.5.1   All questions and requests for extension of the Quotation Closing Date must be submitted by e-mail. Such questions shall be forwarded to the point of contact specified in Section 2.6 below and shall arrive not later than seven (7) calendar days prior to the stated "Quotation Closing Date". The Purchaser is under no obligation to answer requests submitted after this time. Extensions to the quotation closing date are at the discretion of the Purchaser.

2.6   PURCHASER POINT OF CONTACT

2.6.1   The Purchaser point of contact for all information concerning this RFQ is:

NATO Communications and Information Agency

Acquisition Directorate

Boulevard Léopold III

1110 Brussels

Belgium

2.6.2   Attention:

Mr. Darren Corkindale

Senior Contracting Officer (Consultant)

Tel: +32 2 707 5182

2.6.3   Emails:

2.6.3.1   Questions/Clarifications: RFQ-CO-115537-CSF@ncia.nato.int

2.6.3.2   Quotation: RFQ-CO-115537-CSF@ncia.nato.int

2.7   REQUESTS FOR RFQ CLARIFICATIONS

2.7.1   Offerors, during the solicitation period, are encouraged to query and seek clarification of any matters of a contractual, administrative and technical nature pertaining to this RFQ.

2.7.2   All questions and requests for clarification must be submitted by e-mail and using the form in Annex A of Book I – Bidding Instructions. All questions and requests must reference the section(s) in the RFQ subject for clarifications. The questions and/or requests shall be forwarded to the email address specified in paragraph 2.6.3.1 above and shall arrive not later than seven (7) calendar days prior to the stated "Quotation Closing Date". The Purchaser is under no obligation to answer questions submitted

after this time. Requests for clarification must address the totality of the concerns of the Offeror for any given area, as the Offeror will generally not be permitted to revisit areas of the RFQ for additional clarification as noted in 2.7.3 below.

2.7.3   Offerors are advised that subsequent questions and/or requests for clarification included in a quotation shall neither be answered nor considered for evaluation and may be grounds for a determination of non-compliance.

2.7.4   Except as provided above, all questions will be answered by the Purchaser and the questions and answers (deprived of any means of identification of the questioner) will be issued in writing to all prospective Offerors. Answers will be provided on a weekly basis.

2.7.5   The published answers issued by the Purchaser shall be regarded as the authoritative interpretation of the RFQ, and may lead to a formal amendment to the RFQ. Such amendment may also contain changes to the language, terms, conditions and/or specifications of the RFQ. Amendments to the language of the RFQ included in the answers, and/or the formal RFQ amendment, shall be incorporated by the Offeror in its offer.

2.7.6   It is crucial that Offerors request clarification of any perceived assumptions, dependencies, exclusions (or equivalent) during the RFQ clarification phase. Any assumptions, dependencies, exclusions (or equivalent) which are included in a Quotation submitted may be regarded by the Purchaser as a qualification or condition of the Quotation and may be grounds for a determination of non-compliance.

2.8   REQUESTS FOR WAIVERS AND DEVIATIONS

2.8.1   Offerors are informed that requests for alteration to, waivers of, or deviations from the Schedule, the Special Contract Provisions, the Terms and Conditions in the NCI Agency's Basic Ordering Agreement, the Technical Specifications, the Statement of Work and any other Terms and Conditions of the Prospective Contract will not be considered after the Request for Clarification process.

2.8.2   Requests for alterations to the other requirements, terms or conditions of the RFQ or the Prospective Contract may only be considered as part of the clarification process set forth in section 2.7 above. Requests for alterations to the specifications, terms and conditions of the Contract which are included in a Quotation as submitted may be regarded by the Purchaser as a qualification or condition of the Quotation and may be grounds for a determination of non-compliance.

2.9   AMENDMENT OF THE RFQ

2.9.1   The Purchaser may revise, amend or correct the terms, conditions and/or specifications and provisions of the RFQ documents at any time prior to the date set for the Quotation Closing Date. Any and all modifications will be transmitted to all prospective Offerors by an official amendment designated as such and signed by the Contracting Authority. Such amendment shall be recorded in the Acknowledgement of Receipt which the Offeror shall complete and enclose as part of his quotation. This process may be part of the clarification procedures set forth in section 2.7 above or may be an independent action on the part of the Purchaser.

2.9.2 The Purchaser will consider the potential impact of amendments on the ability of prospective Offerors to prepare a proper quotation within the allotted time. The Purchaser may extend the "Quotation Closing Date" at his discretion and such extension will be set forth in the amendment document.

2.9.3 In no case, however, will the closing date for receipt of quotation be less than seven (7) days from the date of issuance of any amendment to the RFQ.

2.10 MODIFICATION AND WITHDRAWAL OF QUOTATION

2.10.1 Quotations, once submitted, may be modified by Offerors, but only to the extent that the modifications are in writing, conform to the requirements of the RFQ, and are received by the Purchaser prior to the exact time and date established for Quotation Closing. Such modifications shall be considered as an integral part of the submitted bid.

2.10.2 Modifications to quotations which arrive after the Quotation Closing Date will be considered as "Late Modifications" and will be processed in accordance with the procedure set forth above concerning "Late Quotation", except that unlike a "Late Quotation", the Purchaser will retain the modification until a selection is made. A modification to a quotation which is determined to be late will not be considered in the evaluation and selection process. If the Offeror submitting the modification is determined to be the successful Offeror on the basis of the unmodified quotation, the modification may then be opened. If the modification makes the terms of the quotation more favourable to the Purchaser, the modified quotation may be used as the basis of Contract award. The Purchaser, however, reserves the right to award a Contract to the apparent successful Offeror on the basis of the quotation submitted and disregard the late modification.

2.10.3 An Offeror may withdraw his Quotation at any time prior to Quotation Opening without penalty. In order to do so, an authorised agent or employee of the Offeror must provide an original statement of the firm's decision to withdraw the Quotation and remove the Quotation from the Purchaser's premises.

2.11 QUOTATION VALIDITY

2.11.1 Offerors shall be bound by the term of their Quotation in which the Offeror has provided a quotation for a period of 6 months starting from the Quotation Closing Date specified at paragraph 2.3.1.

2.11.2 In order to comply with this requirement, the Offeror shall complete the Certificate of Quotation Validity set forth in Annex B-3. Quotations offering less than the period of time referred to above for acceptance by the Purchaser may be determined to be non-compliant.

2.11.3 The Purchaser will endeavour to complete the evaluation and make an award within the period referred to above. However, should that period of time prove insufficient to render an award, the Purchaser reserves the right to request an extension of the period of validity of all quotations which remain under consideration for award.

2.11.4 Upon notification by the Purchaser of such a request for a time extension, the Offerors shall have the right to:

(a) accept this extension of time in which case Offerors shall be bound by the terms of their quotation for the extended period of time and the Certificate of Quotation Validity extended accordingly; or

(b) refuse this extension of time and withdraw the quotation without penalty.

2.11.5 Offerors shall not have the right to modify their quotations due to a Purchaser request for extension of the quotation validity unless expressly stated in such request.

2.12   CANCELLATION OF REQUEST FOR QUOTATIONS

2.12.1 The Purchaser may cancel, suspend or withdraw for re-issue at a later date this RFQ at any time prior to Contract award. No legal liability on the part of the Purchaser for payment of any sort shall arise and in no event will any Offeror have cause for action against the Purchaser for the recovery of costs incurred in connection with preparation and submission of a quotation in response to this RFQ.

2.13   ELECTRONIC TRANSMISSION OF INFORMATION AND DATA

2.13.1 The Purchaser will endeavour to communicate answers to requests for clarification and amendments to this RFQ to the prospective Offerors by the fastest means possible, including the use of e-mail where the firms have forwarded the necessary address information. All Offerors are consequently strongly encouraged to provide accurate email addressing information and notify the Purchaser at the earliest practicable date should any changes occur.

2.13.2 Offerors are cautioned that the Purchaser will rely exclusively on electronic mail to manage all correspondence, amendments, etc., related to this RFQ.

2.14   NOTICE TO BIDDERS OF CONTRACT DISTRIBUTION AND DISCLOSURE OF INFORMATION

2.14.1 The resulting Contract is subject to release to the applicable NATO Resource Committee through the NATO Office of Resources (NOR).

2.14.2 The resulting Contract may be subject to release to (i) NATO Resource Committees for audit purposes (including audits carried out using third party companies- See Book II, Special Provisions Article entitled, "Notice of Authorized Disclosure of Information for Mandated NATO Third Party Audits by Resource Committees"; and (ii) to the customer holding a Service Level Agreement with the Agency related to this requirement, upon request from that customer.

SECTION III - QUOTATION PREPARATION INSTRUCTIONS

3.1 GENERAL

3.1.1 Quotations shall be prepared in accordance with the instructions set forth herein. Failure to comply with these instructions may result in the Offer being declared non-compliant.

3.1.2 The requirements under this RFQ are compiled in a single Schedule (Schedule A). To ensure compliance, Offerors shall quote for the Schedule A. Award of the contract(s) will be by Schedule and this Schedule may not be subdivided for partial quotation purposes. More detail on the award of this Schedule is provided in paragraph 4.1.8 below.

3.1.3 Quotations and all related documentation shall be submitted in the English language.

3.1.4 Offerors shall prepare a complete quotation which comprehensively addresses all requirements stated herein. The quotation shall demonstrate the Offeror's understanding of the RFQ and his ability to provide all the deliverables and services listed in the Schedule of Supplies and Services (SSS) and Statement of Work (SoW). Quotations which are not complete will be declared non-compliant.

3.1.5 The Offeror shall not restate the RFQ requirements in confirmatory terms only. The Offeror must clearly describe what is being offered and how the Offeror will meet all RFQ requirements. Statements in confirmatory terms will only be sufficient for determining the bid to be non-compliant.

3.1.6 Offerors shall classify their response in accordance with the classification of the RFQ.

3.1.7 Offerors are advised that the Purchaser reserves the right to incorporate the Offeror's Administrative, Price and Technical Proposal in whole or in part in the resulting Contract.

3.1.8 Offerors are advised that if they are awarded a CSSF IDIQ contract, the Offeror's completed IDIQ Rate Card shall form the IDIQ Contract's Schedule of Supplies and Services (SSS) and the rates within shall be applied to any potential future Task Orders placed under the Cyber Security Services Framework IDIQ. The burdened labour rates specified in the IDIQ Rate Card will represent the maximum allowed under Task Orders awarded during the Cyber Security Services Framework IDIQ Period of Performance. The awardee's proposed rates used in Task Order quotations may be lower than, but not more than, the rates presented in the IDIQ Rate Card and IDIQ Contract's SSS.

3.2 QUOTATION PACKAGE CONTENT AND MARKING

3.2.1 The complete electronic Quotation shall consist of three distinct and separated volumes described in the following subparagraphs. Detailed requirements for the structure and content of each of these packages are contained in these Bidding Instructions.

3.2.1.1 Part 1: Bid Administration Package (paragraph 3.3)

3.2.1.2   Part 2: Price Quotation (paragraph 3.4)

3.2.1.3   Part 3: Technical Proposal Package (paragraph 3.5)

3.2.2   Each part submitted shall comply with the below specifications:

3.2.2.1   Part I, Bid Administration - The e-mail content shall be as described in paragraph 3.3 below, with no password protection to the file and shall not be more than 20MB total per e-mail.

CO-115537-CSSF-*Company Name*-Part I-Admin

(a) Administrative Envelope (Volume I):   The Administrative Envelope shall contain PDF copies of the Certificates with physical (non-digital) signatures.

3.2.2.2   Part II, Price - The e-mail content shall be as described in paragraph 3.4 below, with no password protection to the file, and shall not be larger than 20MB total per e-mail.

CO-115537-CSSF-*Company Name*-Part II-Price

(b) Price Quotation (Volume II):   The Price Quotation shall contain one (1) email containing the individual files as described in in section 3.4.

- Annex C to Bidding Instructions – Bidding Sheets (Excel format)
- Annex C to Bidding Instructions – Bidding Sheets (PDF format)
- Completed IDIQ Rate Card (Excel format)

3.2.2.3   Part III, Technical - The e-mail content shall be as described in paragraph 3.5 below, with no password protection to the file, and shall not be larger than 20MB total per e-mail.

CO-115537-CSSF-*Company Name*-Part III-Technical

(c) Technical Proposal (Volume III):	The Offeror shall submit their Technical Proposal as one (1) email. This email shall contain one (1) unpriced copy of the Bidding Sheets and one (1) file which addresses each criterion as described in paragraph 3.2.3, sections 3.5 & 4.4 and in accordance with the requirements of paragraph 3.5.2.
	1. Cyber Security Services Framework Business Benefits
	2. Key Personnel Experience
	3. System Integration and Delivery for Cyber Security Services
	4. Infrastructure and Platform Services Management
	5. Subject Matter Experts
	6. Lightweight Site Design and Requirements Traceability Matrix for Representative Task Order
	7. Test Campaign Planning for Representative Task Order
	8. Project Master Schedule for Representative Task Order

3.2.2.4   "Company Name" – in the subject line of the email, and in the names of the individual files, the name of the bidder shall be abbreviated to no more than 10 characters. For example, if a company's name is "Computer and Technology Research Company", the company name could be shorted to "CTRC" in the email and file names.

3.2.2.5   Multiple emails may be submitted for each part if the content of the file(s) is larger than 20MB per email submission; however, each file must clearly identify the part number and the sequence to which it relates. For example: CO-115537-CSSF-Company Name-Part III-Technical Part 1 of 4; CO-115537-CSSF-Company Name-Part III-Technical Part 2 of 4 and so forth.

3.2.2.6   Acceptable File Formats

3.2.2.7   Unless otherwise directed, files can be submitted in Adobe pdf format.

3.2.2.8   The Purchaser does NOT accept hard copies of Quotations, CDs, thumb drives, or <u>zip files.</u>

3.2.3   No information disclosing or contributing to disclose the quotation price shall be made part of the Technical Proposal. Failure to abide to this prescription shall result in the quotation being declared non-compliant.

3.2.4　As part of the Technical Proposal, the Offeror shall provide One (1) unpriced copy of the Bidding Sheets detailing the breakdown of labour, hours and equipment.

3.2.5　Documents submitted in accordance with paragraph 3.2.1 above shall be classified no higher than "NATO UNCLASSIFIED" material.

3.2.6　Partial Quotations on a Schedule and/or Quotations containing conditional statements will be declared non-compliant.

3.2.7　Proprietary information must be clearly marked.

3.3　PREPARATION OF THE ADMINISTRATIVE ENVELOPE (VOLUME I)

3.3.1　Contents: Required documents submitted by email, containing one PDF file comprised of all of the required documents.

3.3.2　No information disclosing or contributing to disclose the quotation price shall be made part of the Administration Volume. Failure to abide to this prescription shall result in the quotation being declared non-compliant.

3.3.3　Volume I shall include the certificates set forth in the Annex to these Bidding Instructions, signed in the original by an authorised representative of the Offeror. The text of the certificates must not be altered in any way. The certificates are as follows:

B-1:　　Certificate of Legal Name of Offeror

B-2:　　Certificate of Independent Determination

B-3:　　Certificate of Quotation Validity

B-4:　　Certificate of Understanding

B-5:　　Certificate of Exclusion of Taxes, Duties and Charges

B-6:　　Acknowledgement of Receipt of RFQ Amendments (if applicable)

B-7:　　Disclosure of Requirements for NCI Agency Execution of Supplemental Agreements

B-8:　　Certification of NATO Member Country of Origin of Delivered Equipment, Services, Materials and Intellectual Property Rights

B-9:　　Comprehension and Acceptance of Contract General and Special Provisions.

B-10:　　List of Prospective Sub-Contractors / Consortium members

B-11:　　AQAP 2110 Compliance or ISO-9001:2015 Certification. The Offeror shall attach a copy of the company's AQAP 2110 compliance or ISO 9001:2015 certification.

B-12: Disclosure of Involvement of Former NCI Agency Employment

B-13: Offeror Background IPR

B-14: List of Subcontractor IPR

B-15: Vendor Supply Chain Security Self-Attestation Statement

B-16: Certificate of ISO 27001:2013 Compliance

3.3.3.1 **Certificate B-7**, Disclosure of Requirements for NCI Agency Execution of Supplemental Agreements, Offerors shall note especially the following:

3.3.3.1.1 If supplemental agreements, such as End-User Certificates or Technical Assistance Agreements, are required by national regulations, a draft version of these must be submitted with the Offeror's quote. Supplemental agreements submitted after the Quotation Closing Date shall not be considered.

3.3.3.1.2 The terms of supplemental agreements, if necessary, are the Offerors / Contractors responsibility and shall be totally consistent with the terms of the (Prospective) Contract, and shall not duplicate, negate, or further interpret any provisions of this Contract. The terms of the (Prospective) Contract shall take precedence over the Supplemental Agreement.

3.3.3.1.3 A problem with the supplemental agreement in any of the areas mentioned previously in this provision may result in a determination that the Quotation is not compliant with the terms of the RFQ, and in rejection of the Quotation, or termination for default of the Contract if the supplemental agreement is submitted after Contract award.

3.3.3.2 **Certificate B-10,** the Contractor shall identify by name, project role, and country of origin, all sub-contractors whose sub-contract value is expected to equal or exceed EUR 125,000, if any. A list of consortium members shall also be completed and included. If there are no sub-contractors/consortium members involved, the Offeror shall state this separately. The subcontractors listed in this certificate shall be traceable in the Bidding Sheets.

3.3.3.3 **Certificate B-11** Offerors shall provide documentary evidence that the Offeror possesses and maintains a current certification that is compliant with the requirements of Allied Quality Assurance Publication (AQAP) 2110, ISO 9001:2015, or an equivalent QA/QC regime.

3.3.3.3.1 If the Offeror is presenting a QA/QC regime that is claimed to be equivalent to AQAP 2110 or ISO 9001:2015, the burden of proof of such equivalency shall be on the Offeror and such evidence of equivalency shall be submitted with the Certificate at Annex B-11 in the Administrative Package.

3.3.3.3.2 Failure to execute this Certificate, or failure to provide documentary evidence of compliance with this requirement may result in a determination of a non-compliant quotation.

3.3.3.3.3 The Offeror will be required to maintain a valid certification throughout the duration of the contract.

3.3.3.3.4   If the Offeror provides a certification that is scheduled to expire, during the solicitation phase or during the contract performance period, the Offeror will be required to provide evidence that a renewal process has begun and that a renewed certification will be obtained. In such circumstance, the Offeror shall provide a written statement of their intention to renew such certificate in their Administrative Package.

3.3.3.4   **Certificate B-15**, Offerors are required to read the CONSULTATION, COMMAND AND CONTROL BOARD (C3B) Technical and Implementation Directive on Supply Chain Security for COTS CIS Security Enforcing Products. This Directive may be provided to Offerors requesting the Restricted Documents Pack. Offerors can request a copy of mentioned Directive through the email listed in 2.6.3.1.

3.3.3.5   **Certificate B-16** Offerors shall provide documentary evidence that the Offeror possesses and maintains a current certification that is compliant with the requirements of ISO 27001:2013, or an equivalent Information Security Management regime.

3.3.3.5.1   If the Offeror is presenting a Information Security Management regime, or similar national certificate, that is claimed to be equivalent to ISO 27001:2013, the burden of proof of such equivalency shall be on the Offeror and such evidence of equivalency shall be submitted with the Certificate at Annex B-16 in the Administrative Package.

3.3.3.5.2   Failure to execute this Certificate, or failure to provide documentary evidence of compliance with this requirement may result in a determination of a non-compliant quotation.

3.3.3.5.3   The Offeror will be required to maintain a valid certification throughout the duration of the contract.

3.3.3.5.4   If the Offeror provides a certification that is scheduled to expire, during the solicitation phase or during the contract performance period, the Offeror will be required to provide evidence that a renewal process has begun and that a renewed certification will be obtained. In such circumstance, the Offeror shall provide a written statement of their intention to renew such certificate in their Administrative Package.

3.3.4   The Offeror shall send Volume I - Administrative Envelope via email to the Purchaser's email address specified in section 2.6 above. This shall consist of One (1) copy of the Administrative Envelope.

3.3.4.1   The email provided shall be entitled: *RFQ-CO-115537-CSSF - Official Quotation for [Company Name] - Volume I – Administration Envelope* where the Administration Envelope shall be contained.

3.4   PREPARATION OF THE PRICE QUOTATION (VOLUME II)

3.4.1   The Offeror shall prepare their Price Proposal by submitting one (1) email containing the completed Bidding Sheets provided with this RFQ under Book I, Bidding Instructions Annex C in both Excel and PDF formats and the completed IDIQ Rate Card (07_RFQ-CO-115537-CSSF – IDIQ Rate Card) in Excel format.

3.4.2 The prices provided shall be intended as the comprehensive total price offered for the fulfilment of all requirements as expressed in the RFQ documentation including but not limited to those expressed in the SOW.

3.4.3 The Offeror shall furnish FFP for all required items in accordance with the format set forth in the Instructions for preparation of the Bidding Sheets.

3.4.4 Offerors are responsible for the accuracy of their Price Quotations. Price Quotations that have apparent computational errors may have such errors resolved in the Purchaser's favour or, in the case of gross omissions, inconsistencies or errors, may be determined to be non-compliant.

3.4.5 Offeror shall quote in their own national currency or in EUR, the host nation currency. Offeror may also submit Quotations in multiple currencies including other NATO member states' currencies under the following conditions:

(a) the currency is of a "Participating Country" in the project, and

(b) The Offeror can demonstrate, either through sub-contract arrangements or in its proposed work methodology, that it will have equivalent expenses in that currency. All major sub-contracts and their approximate anticipated value should be listed on a separate sheet and included with the Price Quotation.

3.4.6 The Purchaser, by virtue of its status under the terms of Article IX and X of the Ottawa Agreement, is exempt from all direct taxes (incl. VAT) and all customs duties on merchandise imported or exported. The Offeror, therefore, shall certify that the prices stipulated in this Contract do not include amounts to cover such direct taxes or customs duties.

3.4.7 The Contractor shall be responsible for ensuring that its respective Sub-contractors are aware that the Purchaser is exempt from taxes and customs duties. The Offeror (and its respective Sub-contractors) shall be responsible for complying with all applicable national and local legal and administrative procedures to ensure that authorities do not attempt to assess taxes and customs duties on goods and property imported or exported through NATO member nation frontiers under this Contract nor assess direct taxation (VAT) on goods sold to the NCI Agency under this Contract. Offerors are reminded of the requirement to complete the certification to this effect in Annex B-5.

3.4.8 Unless otherwise specified in the instructions for the preparation of bidding sheets, all prices quoted in the proposal shall be DDP (Delivered Duty Paid) to specified destination, in accordance with the International Chamber of Commerce INCOTERMS 2020 and shall also cover all packaging, packing, preservation, insurance and transportation charges. Prices quoted shall include all costs for items supplied and delivered to final destination.

3.4.9 The Offeror's attention is directed to the fact that Price Quotation shall contain no document and/or information other than the priced copies of the Bidding Sheets and the completed IDIQ Rate Card (07_RFQ-CO-115537-CSSF – IDIQ Rate Card). Any other document of a contractual or technical nature will not be considered for evaluation and may be cause for a determination of non-compliance by the Purchaser.

3.4.10   When completing the Bidding Sheets, a unit price and total fixed price for each specified element needs to be supplied on each CLIN line item. Offerors are required to insert price information in all cells marked in yellow in the Bidding Sheets. Prices should not be grouped. The prices and quantities entered on the document shall reflect the total items required to meet the contractual requirements. The total price shall be indicated in the appropriate columns and in the currency quoted. If the price of a line item is expressed in different currencies, these shall be identified, and there shall be as many totals on that line item as there are currencies. In preparing the Price Quotation, Offeror shall ensure that the prices of the Sub-items total the price of the major item of which they constitute a part. The accuracy of the inputs of the Bidding Sheets is the responsibility of the Offeror. The Purchaser in its favour may resolve ambiguous computation of prices.

3.4.11   The Offeror shall furnish FFP quotations, for all proposed items. Partial quotations shall be rejected.

3.4.12   The Offeror understands that there is no obligation under this Contract for the Purchaser to exercise an optional increase of the quantities set forth in any line items, and that the Purchaser bears no liability should it decide not to exercise such Option. Furthermore, the Purchaser reserves the right to order another contractor through a new contract with other conditions for the additional quantities of any line item it might need.

3.4.13   The Contractor shall be liable for all other taxes, assessments, fees, licences, administrative charges or other Government assessments or charges which are applicable to the performance of this Contract. It is the Contractor's responsibility to inform itself of its liability in each country where such liability may arise.

3.4.14   Price Proposals exceeding the deadlines for delivery and completion of works indicated in the Schedule of Supplies and Services and/or Task Order may be declared non-compliant.

3.4.15   The Offeror shall identify for each CLIN all significant sub-contractors and provide required information about their prospective sub-contractors whose estimated value of the subcontract is expected to equal or exceed EUR 125,000 using the "List of Prospective Sub-Contractors" form attached to Book I Annex B-10.

3.4.16   The Offeror shall separately price the cost of Warranty. Zero values or the statement that the Quotation price includes the cost of warranty are not allowed.

3.4.17   The Offeror shall complete the IDIQ Rate Card for each role required under the contract. Offerors must include the fully burdened daily rate (excluding the elements mentioned in paragraph 3.4.18) for each labour category to include overhead and profit. All daily labour rates in the IDIQ Rate Card shall be based on an 8-hour working day.

3.4.18   As Task Orders can be raised for services at any NATO site, for differing durations, it is not possible for Offerors to provide a meaningful price for Travel, Accommodation and Subsistence in the IDIQ Rate Card. Therefore, without prejudice to paragraph 3.4.17 above, all rates provided in the Offeror's completed IDIQ Rate Card shall exclude Travel, Accommodation and Subsistence costs as

these shall be applied in accordance with standard NCI Agency rules for the site(s) included in the Task Order.

3.4.19   The Offeror shall send Volume II - Pricing Envelope via email to the Purchaser's email address specified in section 2.6 above. This shall consist of One (1) copy of the Pricing Envelope.

3.4.19.1   The email provided shall be entitled*: RFQ-CO-115537-CSSF - Official Quotation for [Company Name] - Volume II – Price Quotation* where the Pricing Envelope shall be contained.

3.5   PREPARATION OF THE TECHNICAL PROPOSAL (VOLUME III)

3.5.1   The Offeror shall submit their Technical Proposal as one (1) email. This email shall contain one (1) file which addresses each criterion as described in paragraphs 3.2.3, sections 3.5 & 4.4 and in accordance with the requirements of section 3.5.2.

3.5.2   The Technical Proposal package shall include the following:

3.5.2.1   Cyber Security Services Framework Business Benefits: The Offeror shall provide an executive summary of Offeror's competences in applying industry best practises when delivering Cyber Security services, deployed in heterogeneous and complex environments that require efficient mechanisms for adaptation to changing requirements, highlighting Offeror's value for money delivery approach.

3.5.2.2   Key Personnel Experience: The Offeror shall provide a maximum of one "Key Personnel/SME form" and supporting CV/Resume on not more than two pages for each of the key personnel specified in the IDIQ Statement of Work, i.e.: Project Manager, Technical Lead, Test Director, Quality Assurance Representative, Integrated Product Support Manager, and Configuration Manager. If an offeror disregards these instructions and submits more than one person for the position, only the first person will be evaluated. The Offerors shall provide details sufficient to ensure that the Purchaser can meaningfully assess the required experience and qualifications.

3.5.2.3   System Integration and delivery for Cyber Security Services: Using example(s) the Offeror shall detail its experience and competence in delivery and integration of Cyber Security Services for large-scale organisations, including services such as security information and event management (SIEM), network and/or host-based intrusion detection systems (IDS), full packet capture, network aggregators, network taps, log aggregators, agents for endpoint protection, monitoring, log collection from preventive security mechanisms (FWs, proxies, guards, antivirus), and support forensic investigation on critical assets.

3.5.2.4   Infrastructure and Platform Services Management: Using example(s) the Offeror shall detail its experience and competence in supporting operations of distributed Information Technology (IT) infrastructures, setting up secure cross-site connections and access for remote users through virtual private network (VPN) appliances, and delivery of Platform Services in Data Centres based on Hypervisor Technology solutions.

3.5.2.5   Subject Matter Experts: The Offeror shall provide CVs for each Subject Matter Expert specified in the IDIQ Statement of Work.

3.5.2.6   <u>Lightweight Site Design and Requirements Traceability Matrix for Representative Task Order:</u> The Offeror shall provide a complete Lightweight Design and a Requirements Traceability Matrix for the Representative Task Order. These documents shall meet the requirements of both the IDIQ and Representative Task Order Statements of Work.

3.5.2.7   <u>Test Campaign Planning for Representative Task Order:</u> The Offeror shall provide a complete Site Acceptance and Test Plan (SiAT) for the Representative Task Order. This document shall meet the requirements of both the IDIQ and representative Task Order Statements of Work.

3.5.2.8   <u>Project Master Schedule for Representative Task Order</u>: The Offeror shall provide a complete Project Master Schedule (PMS) that contains all events and milestones for the Representative Task Order. The PMS shall show all deliverables, their delivery dates, and the tasks associated with them, including the Purchaser's review stages. The PMS shall for each task identify the start and finish dates, duration, predecessors, constraints, and resources. The PMS shall provide network, milestone, and Gantt views, and identify the critical path for the overall project. This document shall meet the requirements of both the IDIQ and representative Task Order Statements of Work. This document shall meet the requirements of both the IDIQ and Representative Task Order Statements of Work and Schedule of Supplies and Services.

3.5.3   The Offeror shall send Volume III – Technical Envelope via email to the Purchaser's email address specified in section 2.6 above. This shall consist of One (1) copy of the Technical Envelope and One (1) unpriced copy of the Bidding Sheets as per section 3.2.3 above.

3.5.3.1   The email provided shall be entitled*: RFQ-CO-115537-CSSF - Official Quotation for [Company Name] - Volume III – Technical Proposal* where the Technical Envelope shall be contained.

SECTION IV - QUOTATION EVALUATION

4.1 GENERAL

4.1.1 The evaluation of Quotations will be made by the Purchaser solely on the basis of the requirements in this RFQ.

4.1.2 The Purchaser intends to make an award without discussions. Because the Purchaser does not intend to hold discussions, Offerors are encouraged to include their best pricing in their Quotation.

4.1.3 All Quotations received will stand alone and be considered complete and final. The Purchaser will not consider any information or data incorporated by reference or otherwise referred to. The successful Offeror(s) will be selected solely on the basis of the evaluation factors set forth below. Accordingly, proposals submitted in response to this solicitation should provide clear, complete, concise, and straightforward responses to the evaluation factors.

4.1.4 Elaborate Quotations, colour brochures, and other excesses are discouraged. Extraneous information provided in the proposals will not be considered in the evaluations; therefore, the Offeror should only provide information that satisfies the solicitation requirements. Merely restating the specifications without sufficient elaboration demonstrates a lack of understanding of the requirement.

4.1.5 The evaluation of Quotations and the determination as to the compliance or technical adequacy of the supplies and services offered will be based only on that information furnished by the Offeror and contained in its Quotation. The Purchaser shall not be responsible for locating or securing any information which is not included in the Quotation.

4.1.6 To ensure that sufficient information is available, the Offeror shall furnish with its Quotation all information appropriate to provide a complete description of the work which will be performed and/or the supplies to be delivered. The information provided shall be to a level of detail necessary for the Purchaser to determine exactly what the Offeror proposes to furnish and whether the offer meets the technical, administrative and contractual requirements of this RFQ. Significant omissions and/or cursory submissions may result in a determination of non-compliance without recourse to further clarification.

4.1.7 During the evaluation, the Purchaser may request clarification of the Quotation from the Offeror, and the Offeror shall provide sufficient detailed information in connection with such requests as to permit the Purchaser to make a final determination based upon the facts. The purpose of such clarifications will be to resolve ambiguities in the Quotation and to permit the Offeror to state its intentions regarding certain statements contained therein. The Offeror is not permitted any cardinal alteration of the Quotation regarding technical matters and shall not make any change to its price quotation at any time nor restate the Statement of Work (SOW).

4.1.8 The Offeror's prompt response to the Purchaser's RFQ clarification requests is important and therefore failure to provide the requested clarifications within the time-limits set forth in the specific Clarification Requests may cause the Quotation to be deemed non-compliant.

4.1.9   The evaluation will be conducted in accordance with the Use of Basic Ordering Agreements (BOAs) by the NATO Communications and Information Agency (NCI Agency) set forth in the NATO document AC/4-D(2019)0004 (INV).

4.1.10   The administrative compliance of the Quotations will be evaluated first. Quotations that are declared administratively non-compliant may be rejected without further evaluation. Following evaluation for administrative compliance, evaluation will be carried out in the following two areas: Volume II - Price, Volume III - Technical. Should areas of Administrative non-compliance be identified in the Pricing or Technical evaluation this shall be treated in accordance with section 4.2 below.

4.1.11   All administrative compliant Quotations will be reviewed for price compliancy and the three identified lowest offers will be reviewed for technical compliance with both the IDIQ and Representative Task Order. A place on the multi-award IDIQ framework will be awarded to a maximum of three Offerors whose offers for the Representative Task Order, as evaluated by the Purchaser, are the lowest priced, technically compliant Quotations and in accordance with the requirements of the RFQ. Whilst the prices provided by Offerors for the Representative Task Order are for evaluation purposes, the Purchaser reserves the right to include these prices into the IDIQ contract(s) to be used as the basis for potential future Task Orders.

4.2   ADMINISTRATIVE CRITERIA

4.2.1   Prior to commencement of the Price and Technical evaluation, Quotations will be reviewed for compliance with the Quotation Submission Requirements of this RFQ. These are as follows:

(a)   The Quotation was received by the Quotation Closing Date and Time,

(b)   The Quotation was packaged and marked properly (sections 3.2 to 3.5 above),

(c)   The Administrative Package contains all the requested signed originals of the required Certificates at Annex B hereto (section 3.3 above).

(d)   The Quotation is provided in the English language.

4.2.2   A Quotation that fails to conform to the above requirements may be declared non-compliant and may not be evaluated further by the Purchaser.

4.2.3   If it is discovered, during either the Price or Technical evaluation, that the Offeror has taken exception to the Terms and Conditions of the Prospective Contract, or has qualified and/or otherwise conditioned its Quotation on a modification or alteration of the Terms and Conditions or the language of the Statement of Work, the Offeror may be determined to have submitted a non-compliant Quotation.

4.3   PRICE CRITERIA

4.3.1   The Offeror's Price Quotation will be first assessed for compliance against the following standards:

4.3.1.1   The Price Quotation meets the requirements for preparation and submission of the Price Quotation set forth in the Quotation Preparation Section and the Instructions for preparation of the Bidding Sheets (Annex C) in particular.

4.3.1.2   The Offeror has furnished FFP for all items listed. Not having provided a price for all items as required per the Bidding sheets, i.e. to fill out **all** yellow fields, may render the Quotation non-compliant. Prices cannot be embedded/included in other prices.

4.3.1.3   All pricing data, i.e., quantities, unit prices, has been provided as reflected in the Bidding Sheets.

4.3.1.4   Quotation prices include all costs for items supplied, delivered, and supported.

4.3.1.5   All prices have been accurately entered into appropriate columns and accurately totalled.

4.3.1.6   The Offeror has provided accurate unit prices (where required) and a total price for each line item.

4.3.1.7   The Offeror has provided accurate unit prices and a total price of each of the sub-items it added (if any).

4.3.1.8   The currency of all line items has been clearly indicated.

4.3.1.9   The Offeror has quoted in its own national currency or in the Host Nation currency, Euros. Where multiple currencies including other NATO member states' currencies are quoted, the conditions of Section III, paragraphs 3.4.5 above shall be met.

4.3.1.10   The Offeror has indicated that in accordance with the treaties governing the terms of business with NATO, it excluded from its prices all taxes, duties and customs charges from which the Purchaser has been exempted.

4.3.1.11   Price quotes for each individual item(s), and totalled prices are accurate and realistic (based on historic data, and/or market and competitive trends in the specified industrial sector(s)).

4.3.1.12   Detailed pricing information has been provided and is adequate, accurate, traceable, and complete.

4.3.1.13   The Price Quotation meets requirements for price realism as described below in paragraphs 4.3.7.

4.3.1.14   The Price Quotation does not contain any comments, which are conditional in nature, relative to the offered prices.

4.3.1.15   Although not part of the Representative Task Order price evaluation, the Price Quotation contains a completed IDIQ Rate Card for each role and year.

4.3.2   A Quotation which fails to meet the compliance standards defined in this section may be declared non-compliant and may not be evaluated further by the Purchaser.

4.3.3   The **three (3)** lowest priced Quotations for the Representative Task Order will progress to the technical evaluation.

4.3.4   Basis of Price Comparison to determine lowest compliant Quotation

4.3.4.1   The Purchaser will convert all prices quoted into EURO for purposes of comparison and computation of price scores. The exchange rate to be utilised by the Purchaser will be the average of the official buying and selling rates of the European Central Bank at close of business on the last working day preceding the Quotation Closing Date.

4.3.4.2   The price comparison will be based on the Offered Grand Total Firm Fixed Price which includes all **CLINs** in the Bidding Sheets.

4.3.5   Inconsistencies and discrepancies in Price Quotation

4.3.5.1   In case of inconsistencies, discrepancies and/or contradictory pricing information in the different parts of the Quotation price submission and notwithstanding the possibility for the Purchaser, at its sole discretion to obtain clarification from the Offeror, for the purpose of determining the total price of the Quotation, the following order of precedence shall apply:

    4.3.5.1.1   PDF copy of the completed Bidding Sheets

        4.3.5.1.1.1   Schedule of Supplies and Services Total to be Evaluated Quotation Price as indicated by the Offeror
        4.3.5.1.1.2   Total of the Quotation calculated from the indicated Total Prices(s) indicated per CLIN(s)

    4.3.5.1.2   Microsoft Excel copy of the completed Bidding Sheets

        4.3.5.1.2.1   Schedule of Supplies and Services Total to be Evaluated Quotation Price as indicated by the Offeror
        4.3.5.1.2.2   Total of the Quotation calculated from the indicated Total Prices(s) indicated per CLIN(s)

4.3.6   Price Realism

4.3.6.1   Should an Offeror submit a price quotation so low that it is not a realistic reflection of the objective cost of performance of the associated technical proposal, this may be considered by the Purchaser to be an unrealistic offer and may be determined to be non-compliant.

4.3.6.2   Indicators of an unrealistically low Quotation may include, but are not limited to, the following:

    4.3.6.2.1   Labour Costs that, when amortised over the expected or proposed direct labour hours, indicate average labour rates far below those prevailing in the Offeror locality for the types of labour proposed.

    4.3.6.2.2   Direct Material costs that are considered to be too low for the amounts and types of material proposed, based on prevailing market prices for such material.

    4.3.6.2.3   Numerous Line Item prices for supplies and services that are provided at no cost or at nominal prices.

4.3.6.3 If the Purchaser has reason to suspect that a Offeror has artificially debased its prices in order to secure contract award, the Purchaser will request clarification of the Quotation in this regard and the Offeror shall provide explanation on one of the following basis:

4.3.6.3.1 An error was made in the preparation of the Price Quotation. In such a case, the Offeror must document the nature of the error and show background documentation concerning the preparation of the Price Quotation that makes a convincing case that a mistake was made by the Offeror. In such a case, the Offeror shall petition the Purchaser to both remain in the competition and accept the Contract at the offered price, or to withdraw from the competition.

4.3.6.3.2 The Offeror has a competitive advantage due to prior experience or industrial/technological processes that demonstrably reduce the costs of Offeror performance and therefore the price offered is realistic. Such an argument must support the technical proposal offered and convincingly and objectively describe the competitive advantage and the net savings achieved by this advantage over standard market practices and technology.

4.3.6.3.3 The Offeror recognises that the submitted Price Quotation is unrealistically low compared to its cost of performance and, for business reasons, the Offeror is willing to absorb such a loss. Such a statement can only be made by the head of the business unit submitting the Quotation and will normally be made at the level of Chief Operating Officer or Chief Executive Officer. In such a case, the Offeror shall estimate the potential loss and show that the financial resources of the Offeror are adequate to withstand such reduction in revenue.

4.3.6.4 If an Offeror fails to submit a comprehensive and compelling response on one of the basis above, the Purchaser may determine the Quotation submitted as non-compliant. If the Offeror responds on the basis of the above and requests to withdraw from the competition, the Purchaser may, depending on the nature and gravity of the mistake, allow the Offeror to withdraw.

4.3.6.5 If the Purchaser accepts the Offeror's explanation of mistake in paragraph 4.3.6.3.1 and allows the Offeror to accept the Contract at the offered price, or the Purchaser accepts the Offeror's explanation pursuant to paragraph 4.3.6.3.3 above, the Offeror shall agree that the supporting pricing data submitted with its Quotation will be incorporated by reference in the resultant Contract. The Offeror shall agree as a condition of Contract signature, that the pricing data will be the basis of determining fair and reasonable pricing for all subsequent negotiations for modifications of or additions to the Contract and that no revisions of proposed prices will be made.

4.3.6.6 If the Offeror presents a convincing rationale pursuant to paragraph 4.3.6.3.2 above, no additional action will be warranted. The Purchaser, however, reserves its right to reject such an argument if the rationale is not compelling or capable of objective analysis. In such a case the Quotation may be determined to be non-compliant.

4.4 TECHNICAL CRITERIA

4.4.1 Upon determination of the lowest-priced Quotation(s) as described in paragraphs 4.3.3 - 4.3.4 above, the Quotation(s) shall be evaluated to confirm compliance with the following technical criteria associated with the respective sections of the Technical Proposal.

4.4.2 Criterion 1: Cyber Security Services Framework Business Benefits

4.4.2.1 **Aim –** The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can provide, the business benefits outlined in the document reference in paragraph 4.4.2.3.

4.4.2.2 **Criterion –** At no longer than one (1) page in length (see Annex F – Offeror's Business Benefit Form; Font Arial 12, not more than 35 lines per page), the Offeror's Technical Proposal shall provide an executive summary how the Offeror can help to deliver the business benefits expected from this Cyber Security Services Framework (CSSF), highlighting Offeror's:

- know-how on industry best practises to deliver Cyber Security services,
- the ability to deliver value for money,
- experience in adapting to customer's changing requirements.

4.4.2.3 Document Reference(s)

4.4.2.3.1 IDIQ SOW section 1.3

4.4.2.4 Pass/Fail Criteria

4.4.2.4.1 Pass – The Offeror's Technical Proposal provides an executive summary, highlighting the Offeror's competences to apply industry best practises when delivering Cyber Security services with value for money, deployed in heterogeneous and complex environments that require efficient mechanisms for adaptation to changing requirements, in accordance with the requirements specified in the document reference in paragraph 4.4.2.3.

4.4.2.4.2 Fail – The Offeror has not submitted a response to this criterion, or the Offeror's Technical Proposal does not highlight how the Offeror can help to deliver the business benefits outlined in the document reference in paragraph 4.4.2.3.

4.4.3 Criterion 2: Key Personnel Experience

4.4.3.1 **Aim –** The purpose of this criterion is to provide confidence to the Purchaser that the Offeror's project management team have the necessary experience and can meet the requirements defined in the document references in paragraph 4.4.3.3.

4.4.3.2 **Criterion –** The Offeror shall provide a "Key Personnel/SME form" (see Annex G – Key Personnel/SME form) and supporting CV/Resume on not more than two pages for each role in the project management team, detailing their individual experience in accordance with the requirements specified in the document references in paragraph 4.4.3.3.

4.4.3.3 Document References

4.4.3.3.1 IDIQ SOW section 4.1.3

4.4.3.3.2 IDIQ SOW section 4.1.4

4.4.3.3.3 IDIQ SOW section 4.1.5

4.4.3.3.4 IDIQ SOW section 4.1.6

4.4.3.3.5 IDIQ SOW section 4.1.7

4.4.3.3.6 IDIQ SOW section 4.1.8

4.4.3.4 Pass/Fail Criteria

4.4.3.4.1 Pass – The Offeror's Technical Proposal contains key personnel forms for each of the roles mentioned in the document references in paragraph 4.4.3.3 which clearly meet the requirements for each role in the document references in paragraph 4.4.3.3.

4.4.3.4.2 Fail – The Offeror has not submitted a response to this criterion; the Offeror has not submitted a Key Personnel/SME form for each of the roles mentioned in the document references in paragraph 4.4.3.3; or, the Offeror's submitted forms do not clearly meet the requirements for each role in the document references in paragraph 4.4.3.3.

4.4.4   <u>**Criterion 3: System Integration and delivery for Cyber Security Services**</u>

4.4.4.1   **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has the necessary competence and corporate experience of successfully delivering solutions equivalent to requirements specified in the document references in paragraph 4.4.4.3 for enterprise-wide integrated cyber security solutions such as:

Critical:
- security information and event management (SIEM),
- vulnerability assessment,
- network and/or host-based intrusion detection systems (IDS).

Desirable:
- full packet capture, network taps, and aggregators,
- agents for endpoint protection,
- security monitoring and log collection from preventive security mechanisms (FWs, proxies, guards, antivirus),
- support forensic investigation on critical assets.

4.4.4.2   **Criterion** – At no longer than ten (10) pages in length, the Offeror shall provide "Offeror's Experience Form" (see Annex H – Offeror's Experience Form; Font Arial 12, not more than 35 lines per page) to detail its corporate experience of delivering similar requirements (as a prime or subcontractor) in a similar environment in the last five (5) years, demonstrating its competence and capability to deliver Cyber Security services similar to the requirements defined in the document references in paragraph 4.4.4.3.

4.4.4.3   **Document Reference(s)**

4.4.4.3.1   IDIQ SOW Section 5.2 and 5.3

4.4.4.3.2   IDIQ SOW Annexes D & E

4.4.4.4   **Pass/Fail Criteria**

4.4.4.4.1   Pass – Using examples similar to those in the document references in paragraph 4.4.4.3, in a similar environment (as a prime or subcontractor) in the last five (5) years, the Offeror's Technical Proposal demonstrates how the Offeror successfully delivered:

- each of the three (3) 'Critical' solutions, and;

- at least two (2) of the 'Desirable' solutions

in paragraph 4.4.4.1.

4.4.4.4.2   Fail – The Offeror's Technical Proposal
- does not contain a response to this criterion, or;
- does not demonstrate any previous experience in delivering similar requirements to those in the document references in paragraph 4.4.4.3 (as a prime or subcontractor), or;
- does not demonstrate previous experience for each of the three (3) 'Critical' solutions in paragraph 4.4.4.1, or;
- demonstrates fewer than two (2) examples of previous experience in delivering the 'Desirable' solutions in paragraph 4.4.4.1

in a similar environment in the last five (5) years.

4.4.5 **Criterion 4: Infrastructure and Platform Services Management**

4.4.5.1 **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has the necessary competence and corporate experience of successfully delivering similar requirements to those in the document references in paragraph 4.4.5.3.

4.4.5.2 **Criterion** – At no longer than three (3) pages in length, the Offeror shall provide "Offeror's Experience Form" (see Annex H – Offeror's Experience Form; Font Arial 12, not more than 35 lines per page) to detail its corporate experience of delivering similar requirements (as a prime or subcontractor) in a similar environment in the last five (5) years, demonstrating its competence and capability in the configuration and integration, across geographical locations, of core network infrastructure, hypervisor service, and network operating system platform components, similar to the requirements defined in the document references in paragraph 4.4.5.3.

4.4.5.3 **Document Reference(s)**

4.4.5.3.1 IDIQ SOW Sections 5.3.3.4 – 5.3.3.17

4.4.5.3.2 IDIQ SOW Section 5.3.4

4.4.5.3.3 IDIQ SOW Section 5.3.9.3

4.4.5.3.4 IDIQ SOW Section 5.3.9.4

4.4.5.3.5 IDIQ SOW Annex D

4.4.5.3.6 IDIQ SOW Annex E, section E.2

4.4.5.3.7 IDIQ SOW Annex E, section E.7.2

4.4.5.3.8 IDIQ SOW Annex E, section E.7.3

4.4.5.4 **Pass/Fail Criteria**

4.4.5.4.1 Pass – The Offeror's Technical Proposal contains at least one (1) example of successfully delivering similar requirements to those in the document references in paragraph 4.4.5.3 in a similar environment (as a prime or subcontractor) in the last five (5) years.

4.4.5.4.2 Fail – The Offeror has not submitted a response to this criterion, or the Offeror's Technical Proposal does not demonstrate any previous experience in delivering similar requirements to those in the document references in paragraph 4.4.5.3 (as a prime or subcontractor) in a similar environment in the last five (5) years.

4.4.6 **Criterion 5: Subject Matter Experts**

4.4.6.1 **Aim –** The purpose of this criterion is to provide confidence to the Purchaser that the Offeror's subject matter experts have the necessary experience and can meet the requirements defined in the document references in paragraph 4.4.6.3.

4.4.6.2 **Criterion –** The Offeror shall provide a "Key Personnel/SME form" (see Annex G – Key Personnel/SME Form) and supporting CV /Resume on not more than two pages for each of the subject matter experts detailing their individual experience in accordance with the requirements specified in the document references in paragraph 4.4.6.3.

4.4.6.3 **Document References**

4.4.6.3.1 IDIQ SOW section 5.4

4.4.6.3.2 IDIQ SOW Annex C section C.1

4.4.6.3.3 IDIQ SOW Annex C section C.2

4.4.6.3.4 IDIQ SOW Annex C section C.3

4.4.6.3.5 IDIQ SOW Annex C section C.4

4.4.6.4 **Pass/Fail Criteria**

4.4.6.4.1 Pass – The Offeror's Technical Proposal contains subject matter experts' "Key Personnel/SME forms" for each of the roles mentioned in the document references in paragraph 4.4.6.3 which clearly meet the requirements for each role in the document references in paragraph 4.4.6.3.

4.4.6.4.2 Fail – The Offeror has not submitted a response to this criterion; the Offeror has not submitted a "Key Personnel/SME Form" for each of the roles mentioned in the document references in paragraph 4.4.6.3; or, the Offeror's submitted "Key Personnel/SME Forms" do not clearly meet the requirements for each role in the document references in paragraph 4.4.6.3.

4.4.7 **Criterion 6: Lightweight Site Design and Requirements Traceability Matrix for Representative Task Order**

4.4.7.1 **Aim –** The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the lightweight site design and Requirements Traceability Matrix (RTM) requirements in the document references in paragraph 4.4.7.3.

4.4.7.2 **Criterion –** The Offeror's Technical Proposal shall provide lightweight site design and an RTM for the Representative Task Order in accordance with the requirements of the IDIQ SOW in document references in paragraph 4.4.7.3.

4.4.7.3 **Document Reference(s)**

4.4.7.3.1 TO SOW

4.4.7.3.2 IDIQ SOW section 6.4.2

4.4.7.3.3 IDIQ SOW section 6.4.3

4.4.7.4 **Pass/Fail Criteria**

4.4.7.4.1 Pass – The Offeror's Technical Proposal provides a lightweight design and an RTM for the Representative Task Order, both fully compliant with the requirements of the IDIQ SOW document references in paragraph 4.4.7.3.

4.4.7.4.2 Fail: The Offeror:

- has not submitted a response to this criterion has been submitted; or,

- the Offeror's Technical Proposal does not provide a lightweight design; or,

- the Offeror's Technical Proposal does not provide an RTM; or,

- the lightweight design and/or RTM is not based on the Representative Task Order; or,

- the lightweight design and/or RTM does not fully meet the requirements of the document references in paragraph 4.4.7.3.

4.4.8   Criterion 7: Test Campaign Planning for Representative Task Order

4.4.8.1   **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the site testing campaign planning requirements in the document references in paragraph 4.4.8.3.

4.4.8.2   **Criterion** - The Offeror's Technical Proposal shall provide a Site Acceptance Test Plan (SiAT) for the Representative Task Order in accordance with the requirements of the IDIQ SOW document references in paragraph 4.4.8.3.

4.4.8.3   Document Reference(s)

4.4.8.3.1   TO SOW

4.4.8.3.2   IDIQ SOW Section 6.5.2.6

4.4.8.3.3   IDIQ SOW Section 6.5.2.7

4.4.8.4   Pass/Fail Criteria

4.4.8.4.1   Pass – The Offeror's Technical Proposal provides a SiAT for the Representative Task Order which fully meets the requirements of the IDIQ SOW document references in paragraph 4.4.8.3.

4.4.8.4.2   Fail: The Offeror:

- has not submitted a response to this criterion; or,

- the Offeror's Technical Proposal does not provide any SiAT; or,

- the SiAT is not based on the Representative Task Order; or

- the SiAT does not fully meet the requirements of the IDIQ SOW document references in paragraph 4.4.8.3.

4.4.9 **Criterion 8: Project Master Schedule for Representative Task Order**

4.4.9.1 **Aim –** The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the Project Master Schedule (PMS) requirements in the document references in paragraph 4.4.9.3.

4.4.9.2 **Criterion –** The Offeror's Technical Proposal shall provide PMS for the Representative Task Order following the Phase & Gate approach structure in accordance with the document references in paragraph 4.4.9.3.

4.4.9.3 **Document Reference(s)**

4.4.9.3.1 Representative Task Order SOW section 6

4.4.9.3.2 Representative Task Order Schedule of Supplies and Services (SSS)

4.4.9.3.3 IDIQ SOW section 4.3

4.4.9.3.4 IDIQ SOW section 6.2

4.4.9.3.5 IDIQ SOW section 6.3

4.4.9.3.6 IDIQ SOW section 6.4

4.4.9.3.7 IDIQ SOW section 6.5

4.4.9.3.8 IDIQ SOW section 6.6

4.4.9.4 **Pass/Fail Criteria**

4.4.9.4.1 Pass – The Offeror's Technical Proposal provides a PMS which clearly explains how the requirements specified in the document references above would be met by the Offeror, in accordance with the requirements and the Phases & Gates in the IDIQ SOW document references in paragraph 4.4.9.3, by the dates in the Representative Task Order SSS.

4.4.9.4.2 Fail – The Offeror has not submitted a response to this criterion; or, the Offeror's Technical Proposal does not provide a PMS based on the Representative Task Order; or, the PMS does not fully meet the requirements of the document references in paragraph 4.4.9.3; or, the PMS does not follow the requirements and/or Phase & Gate approach in the IDIQ SOW; or, the PMS does not align with the dates in the Representative Task Order SSS.

4.4.10 Any content provided over the page limit specified or not using the forms specified for each question will not be subject to evaluation.

4.4.11 If an Offeror's Technical Proposal is awarded a 'Fail' for any of the criteria listed in section 4.4 above, their Proposal will be deemed technically non-compliant and the Purchaser may offer the prospective Contract(s) to the next ranking Offeror.

Annex A - CLARIFICATION REQUEST FORMS

INSERT COMPANY NAME HERE

INSERT SUBMISSION DATE HERE

ADMINISTRATIVE/CONTRACTUAL				
Serial Nr	RFQ Section Ref.	OFFEROR'S QUESTION	NCI AGENCY ANSWER	Status*
A.1				
A.2				
A.3				

* Status: Is Amendment to RFQ required as a direct result of the Clarification Request?

INSERT COMPANY NAME HERE

INSERT SUBMISSION DATE HERE

PRICE				
Serial Nr	RFQ Section Ref.	OFFEROR'S QUESTION	NCI AGENCY ANSWER	Status*
P.1				
P.2				
P.3				

* Status: Is Amendment to RFQ required as a direct result of the Clarification Request?

INSERT COMPANY NAME HERE

INSERT SUBMISSION DATE HERE

TECHNICAL				
Serial Nr	RFQ Section Ref.	OFFEROR'S QUESTION	NCI AGENCY ANSWER	Status*
T.1				
T.2				
T.3				

* Status: Is Amendment to RFQ required as a direct result of the Clarification Request?

Annex B - ADMINISTRATIVE CERTIFICATES

ANNEX B-1

CERTIFICATE OF LEGAL NAME OF OFFEROR

This Quotation is prepared and submitted on behalf of the legal corporate entity specified below:

FULL NAME OF CORPORATION: _____

DIVISION (IF APPLICABLE): _____
SUB DIVISION (IF APPLICABLE): _____

OFFICIAL MAILING ADDRESS: _____

_____

_____

E-MAIL ADDRESS: _____

FAX NO.: _____

BOA NO.: _____

POINT OF CONTACT (POC) REGARDING THIS QUOTATION:

NAME: _____
POSITION: _____
TELEPHONE: _____
E-MAIL ADDRESS: _____

ALTERNATIVE POC:

NAME: _____
POSITION: _____
TELEPHONE: _____
E-MAIL ADDRESS: _____

_____   _____
DATE   SIGNATURE OF AUTHORISED REPRESENTATIVE

_____
PRINTED NAME

_____
TITLE

ANNEX B-2

CERTIFICATE OF INDEPENDENT DETERMINATION

1.   Each Offeror shall certify signing this Quotation shall also certify that:

Each Offeror shall certify that in connection with this procurement:

a. This quotation has been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other Offeror or with any competitor;

b. The contents of this Quotation have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to award, directly or indirectly to any other Offeror or to any competitor, and;

c. No attempt has been made, or will be made by the Offeror to induce any other person or firm to submit, or not to submit, a Quotation for the purpose of restricting competition.

2.   Each person signing this Quotation shall also certify that:

a. They are the person in the Offeror's organisation responsible within that organisation for the decision as to the quotation and that they have not participated and will not participate in any action contrary to 1(a) through 1(c) above, or;

b. (i) They are not the person in the Offeror's organisation responsible within that organisation for the quotation but that they have been authorised in writing to act as agent for the persons responsible for such a decision in certifying that such persons have not participated, and will not participate in any action contrary to 1(a) through 1(c) above, and as their agent does hereby so certify, and;

   (ii) They have not participated and will not participate in any action contrary to 1(a) through 1(c) above.

…..   …..
Date   Signature of Authorised Representative

                                                                     …..
                                                                     Printed Name and Title

                                                                     …..
                                                                     Company

NOTE: IF THE OFFEROR DELETES OR MODIFIES SUBPARAGRAPH (1B) OF THIS ANNEX, THE OFFEROR MUST FURNISH WITH ITS QUOTATION A SIGNED STATEMENT SETTING FORTH IN DETAIL THE CIRCUMSTANCES OF THE DISCLOSURE.

<u>ANNEX B-3</u>

CERTIFICATE OF QUOTATION VALIDITY

I, the undersigned, as an authorised representative of the firm submitting this quotation, do hereby certify that the pricing and all other aspects of our Quotation will remain valid for a period of six (6) months from the Quotation Closing Date of this Request for Quotation.

…..……………………………………

Date

…..…………………………………………….

Signature of Authorised Representative

…..…………………………………………….

Printed Name and Title

…..…………………………………………......

Company

ANNEX B-4

CERTIFICATE OF UNDERSTANDING

I certify that

....
....*(Company Name)* has read and
fully understands the requirements of this Request for Quotation (RFQ) and that the
Quotation recognises these requirements in total.

I also certify to the best of my expert knowledge that this Quotation is within the "state of art" boundaries as they exist at the time of quotation for this project.

………………………………………	………………………………………………
Date	Signature of Authorised Representative
	………………………………………………
	Printed Name and Title
	………………………………………………
	Company

<u>ANNEX B-5</u>

CERTIFICATE OF EXCLUSION OF TAXES, DUTIES AND CHARGES

I hereby certify that the prices offered in the price quotation of this Quotation exclude all taxes, duties and customs charges from which the Purchaser has been exempted by international agreement.

…..
Date

…...
Signature of Authorised Representative

…...
Printed Name and Title

…...
Company

ANNEX B-6

ACKNOWLEDGEMENT OF RECEIPT OF RFQ AMENDMENTS

I confirm that the following Amendments to Request for Quotation No RFQ-CO-115537-CSSF have been received and the Quotation as submitted reflects the content of such Amendments:

Amendment Number	Date of Issue by the Purchaser	Date of Receipt by the Offeror

…..………………………………….
Date

………………………………………………
Signature of Authorised Representative

………………………………………………
Printed Name and Title

………………………………………………
Company

ANNEX B-7
DISCLOSURE OF REQUIREMENTS FOR NCI AGENCY EXECUTION OF SUPPLEMENTAL AGREEMENTS

I, the undersigned, as an authorised representative of …………………………………
…………………………………..…………(*Company Name*), certify the following statement (*Check the applicable statement below*):

☐   I do not have any supplemental agreements to disclose for the performance of this contract [*cross out points 1 to 6 of this certificate*].

☐   I do have supplemental agreements to disclose for the performance of this contract (*complete points 2 and 3 below in a separate attachment to this certificate*).

1. All supplemental agreements, defined as agreements, documents and/or permissions outside the body of the Contract but required by my Government, and the governments of my sub-Contractors, to be executed by the NCIA as a condition of my firm's performance of the Contract, have been identified, as part of the Quotation.

2. Examples of the terms and conditions of these agreements are attached hereto. The anticipated restrictions to be imposed on NATO, if any, have been identified in our offer along with any potential conflicts with the terms, conditions and specifications of the Prospective Contract, see ……………... *(complete, if any).* These anticipated restrictions and potential conflicts are based on our knowledge of and prior experience with such agreements and their implementing regulations. We do not certify that the language or the terms of these agreements will be exactly as we have anticipated.

3. The processing time for these agreements has been calculated into our delivery and performance plans and contingency plans made in the case that there is delay in processing on the part of the issuing government(s), see ……….. *(complete, if any).*

4. We recognise that additional supplemental agreements, documents and permissions presented as a condition of Contract performance or MOU signature after our firm would be selected as the successful Offeror may be cause for the NCIA to determine the submitted quotation to be non-compliant with the requirements of the RFQ.

5. We accept that should the resultant supplemental agreements issued in final form by the government(s) result in an impossibility to perform the Contract in accordance with its schedule, terms or specifications, the Contract may be terminated by the Purchaser at no cost to either Party.

…..………………………………….
Date

……..………………………………………….
Signature of Authorised Representative

……..………………………………………….
Printed Name and Title

……..………………………………………….
Company

ANNEX B-8

CERTIFICATION OF NATO MEMBER COUNTRY ORIGIN OF DELIVERED EQUIPMENT, SERVICES, MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

The Offeror hereby certifies that, if awarded the Contract pursuant to this solicitation, it will perform the contract subject to the following conditions:

(a)   none of the work, including project design, labour and services shall be performed other than by firms from and within participating NATO member countries;

(b)   no material or items of equipment down to and including identifiable sub-assemblies shall be manufactured or assembled by a firm other than from and within a participating NATO member country (a sub-assembly is defined as a portion of an assembly consisting of two or more parts that can be provided and replaced as an entity)*; and

(c)   the intellectual property rights to all design documentation and related system operating software shall reside in NATO member countries, and no license fees or royalty charges shall be paid by the Contractor to firms, individuals or governments other than within the NATO member countries.

…..……………………………………   …………………………………………………
  Date   Signature of Authorised Representative

                                                                …….……………………………………………
                                                                Printed Name and Title

                                                                …….……………………………………………
                                                                Company

*This definition purposely excludes components and/or parts (as defined in AcodP-1), which are not subject to this certification.

ANNEX B-9

COMPREHENSION AND ACCEPTANCE OF CONTRACT GENERAL AND SPECIAL PROVISIONS

The Offeror hereby certifies that it has reviewed the Contract Special Provisions set forth in the Prospective Contract, Book II of this Request for Quotation (RFQ) and the Contract Provisions set forth in the Basic Ordering Agreement signed with the NCI Agency. The Offeror hereby provides its confirmation that it fully comprehends the rights, obligations and responsibilities of the Contractor as set forth in the Articles and Clauses of the Prospective Contract. The Offeror additionally certifies that the Quotation submitted by the Offeror is without prejudice, qualification or exception to any of the Terms and Conditions and it will accept and abide by the stated Special Contract Provisions if awarded the contract as a result of this RFQ.

…..
Date

…...
Signature of Authorised Representative

…...
Printed Name and Title

…...
Company

ANNEX B-10

LIST OF PROSPECTIVE SUB-CONTRACTORS/CONSORTIUM MEMBERS[3]

Name and Address of Sub-Contractor, incl. country of origin/registration	Primary Location of Work	Items/Services to be Provided	Estimated Value of Sub-Contract

If no sub-Contractors/consortium members are involved, state this here:
……………………………………………………………………………………………………..
……………………………………………………………………………………………………
…………………………………………………………………………………………..............
…………………………………………………………………………………………………..

…..……………………………………… ……………………………………………………
Date   Signature of Authorised Representative

                                          …..………………………………………………
                                          Printed Name and Title

                                          …..………………………………………………
                                          Company

---

[3] In accordance with paragraph 3.4.15 of Book I, the Offeror shall identify in this Certificate any subcontractors whose estimated value of the subcontract is expected to equal or exceed €125,000.00.

ANNEX B-11

CERTIFICATE OF AQAP 2110 OR ISO 9001:2015 COMPLIANCE

I hereby certify that ………………………… *(Company Name)* is fully compliant with the AQAP 2110 or ISO 9001:2015 Quality Assurance Standards and Procedures and is currently so certified.

A copy of the quality certification is **attached herewith**.

....
Date

....
Signature of Authorised Representative

....
Printed Name and Title

....
Company

ANNEX B-12

Disclosure of Involvement of Former NCI Agency Employment

The Offeror hereby certifies that, in preparing its Quotation, the Offeror did not have access to solicitation information prior to such information been authorized for release to Offerors (e.g., draft statement of work and requirement documentation).

The Offeror hereby acknowledges the post-employment measures applicable to former NCI Agency Personnel as per the NCI Agency Code of Conduct.

The Offeror hereby certifies that its personnel working as part of the company's team, at any tier, preparing the Quotation:

- Have not held employment with NCI Agency within the last two years.

- Has obtained a signed statement from the former NCI Agency personnel below, who departed the NCI Agency within the last two years, that they were not previously involved in the project under competition (as defined in the extract of the NCI Agency Code of Conduct provided below):

Employee Name	Former NCIA Position	Current Company Position

The Offeror also hereby certifies that it does not employ and/or receive services from former NCI Agency Personnel at grades A5 and above or ranks OF-5 and above, who departed the NCI Agency within the last 12 months. This prohibitions covers negotiations, representational communications and/or advisory activities.

_____
Date

_____
Signature of Authorised Representative

_____
Printed Name

_____
Title

_____
Company

Excerpt of NCI Agency AD. 05.00, Code of Conduct dated May 2017

Article 14   PROCUREMENT AND CONTRACTORS

14.1   NCI Agency Personnel are required to maintain unquestionable integrity and impartiality in relation to procurements initiated by the NCI Agency.

14.2   NCI Agency Personnel shall not disclose any proprietary or contract related information regarding procurement directly or indirectly to any person other than a person authorized by the NCI Agency to receive such information. NCI Agency Personnel shall not disclose any documentation related to a procurement action to any third party without a need to know1 (e.g., draft statement of work, statement of requirements) unless this is expressly provided under NATO Procurement Regulations or authorized in writing by the Director of Acquisition. During an on-going selection, NCI Agency Personnel shall not disclose any information on the selection procedure unless authorized by the Chairman of the award committee/board. The NCI Agency Personnel concerned will ensure that proper access controls are put in place to prevent disclosure of procurement information that has not yet been authorized for release for outside distribution, including draft statements of work and requirement documentations.

14.3   NCI Agency Personnel will not participate in a source selection if an offer has been provided by a friend, family member, a relative, or by a business concern owned, substantially owned, or controlled by him/her or by a friend, family member or a relative. NCI Agency Personnel appointed as part of an evaluation shall report such links to the Director of Acquisition immediately upon becoming aware of it.

14.4   Contractors and consultants shall not be allowed to participate in the drafting of the statement of work or in the source selection process unless they and their company/employer will be excluded from competition of the related contract. The same will apply to contractors and consultants involved in the definition and development of requirements.

14.5   Contractors will be given specific and coherent statements of work, providing precise explanation of how she/he is going to be employed. Tasks to be performed and minimum qualifications are to be well defined from the start. In addition, supervisors will ensure that contractors do not occupy managerial positions within the Agency.

14.6   NCI Agency Personnel shall not enter into authorized commitments in the name of NCI Agency or NATO unless specifically authorized. NCI Agency Personnel must abstain from making promises or commitment to award or amend a contract or otherwise create the appearance of a commitment from the NCI Agency unless properly authorized by the NCI Agency.

14.7   NCI Agency Personnel shall not endorse directly or indirectly products from industry. Therefore, NCI Agency Personnel shall not name or make statements endorsing or appearing to endorse products of specific companies.

14.8   Industry partners will need to abide with the post-employment measures under this Directive upon submission of their Quotations / proposals to the NCI Agency. As part of the selection process, industry will be requested to agree with an ethical statement.

15   INDUSTRY INITIATIVES

15.1   Industry initiatives may include loans, displays, tests or evaluation of equipment and software, requesting NCI Agency speakers at industry gatherings and conferences, inviting speakers from industry to NCI Agency events, consultancy or studies of technical or organizational issues, etc. These initiatives are usually at no cost to the NCI Agency and take place at a pre-contractual phase or before the development of requirements and specifications. While there are benefits associated with the early involvement of industry in the definition of requirements and specifications, this also raises the potential for unfair treatment of potential competitors.

15.2   Industry initiatives which go beyond routine interaction in connection with on-going contracts must be reported to and coordinated by the NCI Agency Acquisition Directorate for approval. Industry initiatives shall be properly documented and governed by written agreements between the NCI Agency and the company concerned where relevant. Such agreements may contain provisions describing the nature of the initiative, the non-disclosure of NCI Agency/NATO information, NCI Agency ownership of any resulting work, the NCI Agency's right to release such work product to future competitors for any follow-on competition or contract, the requirement that any studies must provide non-proprietary solutions and/or an acknowledgement that the participating companies will not receive any preferential treatment in the contracting process.

15.3   Any authorized industry initiatives must be conducted in such a way that it does not confer an unfair advantage to the industry concerned or create competitive hurdles for potential competitors.

16   POST EMPLOYMENT MEASURES

16.1   The NCI Agency will not offer employment contracts to former NCI Agency Personnel who departed less than 2 years earlier, unless prior approval by the General Manager has been received.

16.2   Former NCI Agency Personnel will not be accepted as consultants or commercial counterpart for two (2) years after finalization of their employment at NCI Agency, unless the General Manager decides otherwise in the interest of the Agency and as long as NATO rules on double remuneration are observed. Such decision shall be recorded in writing. Commercial counterparts include owners or majority shareholders, key account managers, or staff member, agent or consultant of a company and/or subcontractors seeking business at any tier

with the NCI Agency in relation to a procurement action in which the departing NCI Agency staff member was involved when they were under the employment of the NCI Agency. As per the Prince 2 Project methodology, a Project is defined as a "temporary organization that is created for the purpose of delivering one or more business products according to an agreed business case". For the purpose of this provision, involvement requires (i) drafting, review or coordination of internal procurement activities and documentation, such as statement of work and statement of requirement; and/or (ii) access to procurement information that has not yet been authorized for release for outside distribution, including draft statements of work and requirement documentations; and/or (iii) being appointed as a representative to the Project governance (e.g., Project Board) with access to procurement information as per (ii) above; and/or (iv) having provided strategic guidance to the project, with access to procurement information as per (ii) above.

16.3   In addition to Section 16.2 above, former NCI Agency Personnel at grades A5 and above or ranks OF-5 and above are prohibited during twelve months following the end of their employment with the NCI Agency to engaging in negotiations, representational communications and/or advisory activities with the NCI Agency on behalf of a private entity, unless this has been agreed in advance by the NCI Agency General Manager and notified to the ASB.

16.4   NCI Agency Personnel leaving the Agency shall not contact their former colleagues in view of obtaining any information or documentation about procurement activities not yet authorized' release. NCI Agency Personnel shall immediately report such contacts to the Director of Acquisition.

16.5   The ASB Chairman will be the approving authority upon recommendation by the Legal Adviser when the NCI Agency Personnel concerned by the above is the NCI Agency General Manager and will notify the ASB.

16.6   NCI Agency Personnel leaving the Agency shall sign a statement that they are aware of the post-employment measures set out in this Directive.

16.7   The post-employment measures set out in this Directive shall be reflected in the NCI Agency procurement documents, such as IFBs, and contract provisions.

ANNEX B-13

OFFEROR BACKGROUND IPR

The Offeror Background IPR specified in the table below will be used for the purpose of carrying out work pursuant to the Contract.

ITEM	DESCRIPTION

The Offeror has and will continue to have, for the duration of the Contract, all necessary rights in and to the Background IPR specified above.

The Background IPR stated above complies with the terms specified in Article 30 of the NCI Agency, Part III - General Provisions.

ANNEX B-14

LIST OF SUBCONTRACTOR IPR

The Subcontractor IPR specified in the table below will be used for the purpose of carrying out work pursuant to the Contract.

ITEM	DESCRIPTION

The Offeror has and will continue to have, for the duration of the Contract, all necessary rights in and to the IPR specified above necessary to perform the Offeror's obligations under the Contract.

The Subcontractor IPR stated above complies with the terms specified in Article 30 of the NCI Agency, Part III - General Provisions.

ANNEX B -15

Vendor Supply Chain Security Self-Attestation Statement

I hereby as [*Insert Company Name*] affirm that the security of the supply chain for the product [*list the product(s) below*]

has been assessed and assessed against the requirements laid down in directive AC/322-D(2017)0016 (INV), named "NATO SUPPLY CHAIN SECURITY REQUIREMENTS FOR COMMERCIAL OFF THE SHELF COMMUNICATION AND INFORMATION SYSTEMS SECURITY ENFORCING PRODUCTS".

I endorse this supply chain security statement for the product listed in the first paragraph of this certificate which covers the following items:

- Supply Chain Security Program Governance
- Security in Manufacturing and Operations
- Security in Logistics
- NATO Information Protection
- Vendor Physical and Personnel Security
- Security in Service Management
- Security in Incident Management
- 3rd Party Supplier Management

I can supply supporting evidence if required.

_____   _____
Date   Signature of Authorised Representative

                                     _____
                                     Printed Name

                                     _____
                                     Title

                                     _____
                                     Company

ANNEX B-16

CERTIFICATE OF ISO 27001:2013 COMPLIANCE

I hereby certify that ………………………… *(Company Name)* is fully compliant with the ISO 27001:2013 Information Security Management and is currently so certified.

A copy of the quality certification is **attached herewith**.

…..
Date

…...
Signature of Authorised Representative

…...
Printed Name and Title

…...
Company

Annex C – Bidding Sheets

[Provided under separate MS Excel File]:

"RFQ-CO-115537-CSSF – Bidding Instructions Annex C – Bidding Sheets"

NATO UNCLASSIFIED

RFQ-CO-115537-CSSF
Book I – Bidding Instructions
NCIA/ACQ/2021/07365
Annex D – Instructions for the Preparation of Bidding Sheets

Annex D – Instructions for the Preparation of Bidding Sheets

1. Offerors are required, in preparing their Price Quotation to utilise the Bidding Sheets following the instructions detailed in Section III – Quotation Preparation Instructions and CLIN Bidding Sheet instructions within the Bidding Sheets itself.

2. The Offeror must complete and submit the Bidding Sheets with their Price Breakdown per CLIN – one (1) sheet is required for each Major CLIN (1, 2, 3, etc.).

3. The prices entered on the Bidding Sheets shall reflect the total items required to meet the contractual requirements.

4. The total price shall be indicated in the appropriate columns and in the currency quoted.

5. The total evaluated price shall be the price of the basic Contract.

6. If the price of a CLIN is expressed in different currencies, these shall be identified, and there shall be as many bidding sheets for that CLIN as there are currencies.

7. In preparing the Price Quotation, the Offeror shall ensure that the prices of the Sub-items total the price of the major item of which they constitute a part. Pricing for lower level items shall add to the total for the Sub-CLINs, and the Sub-CLIN totals shall add to the CLIN total. The Purchaser in its favour may resolve ambiguous computation of prices. The Offeror shall identify the sub-CLIN, per line item, in each detailed Bidding Sheet section, i.e. Materials, Labour, Subcontract Labour, Travel etc., that is being priced.

8. Prices shall not include any provision for taxes or duties for which the Purchaser is exempt.

9. The Offeror shall not introduce any changes or deviations to the Schedule of Supplies and Services (SSS) as Published by the Purchaser.

ANNEX E – Compliance Table

Offeror shall complete column "QUOTATION REFERENCE" with Quotation references that locate the technical proposal documentation required by the RFQ, e.g. section, paragraph, table (if applicable), page number etc. One copy each of the duly completed Cross Reference/Compliance Table is to be included in the Quotation Technical Proposal package. The Quotation shall follow the instructions in section 3.5, and will be evaluated according to the instructions in section 4.4 above.

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.1	IDIQ SOW section 1.3	**Criterion 1: Cyber Security Services Framework Business Benefits** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can provide, the business benefits outlined in the document reference in paragraph 4.4.2.3. **Criterion** – At no longer than one (1) page in length (see Annex F – Offeror's Business Benefit Form; Font Arial 12, not more than 35 lines per page), the Offeror's Technical Proposal shall provide an executive summary how the Offeror can help to deliver the business benefits expected from this Cyber Security Services Framework (CSSF), highlighting Offeror 's: • know-how on industry best practises to deliver Cyber Security services, • the ability to deliver value for money, • experience in adapting to customer's changing requirements **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal provides an executive summary, highlighting the Offeror's competences to apply industry best practises when delivering Cyber Security services with value for money, deployed in heterogeneous and complex environments that require efficient mechanisms for adaptation to changing requirements, in accordance with the requirements specified in the document reference in paragraph 4.4.2.3. **Fail** – The Offeror has not submitted a response to this criterion, or the Offeror's Technical Proposal does not highlight how the Offeror can help to deliver the business benefits outlined in the document reference in paragraph 4.4.2.3.	4.4.2	*Offeror to complete*

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.1	IDIQ SOW section 4.1.3 IDIQ SOW section 4.1.4 IDIQ SOW section 4.1.5 IDIQ SOW section 4.1.6 IDIQ SOW section 4.1.7 IDIQ SOW section 4.1.8	**Criterion 2: Key Personnel Experience** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror's project management team have the necessary experience and can meet the requirements defined in the document references in paragraph 4.4.3.3. **Criterion** – The Offeror shall provide a "Key Personnel/SME form" CV (see Annex G – Key Personnel/SME form) and supporting CV/Resume on not more than two pages for each role of the project management team members, detailing their individual experience in accordance with the requirements specified in the document references in paragraph 4.4.3.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal contains Key Personnel/SME forms for each of the roles mentioned in the document references in paragraph 4.4.3.3 which clearly meet the requirements for each role in the document references in paragraph 4.4.3.3. **Fail** – The Offeror has not submitted a response to this criterion; the Offeror has not submitted a Key Personnel/SME form for each of the roles mentioned in the document references above; or, the Offeror's submitted forms do not clearly meet the requirements for each role in the document references in paragraph 4.4.3.3.	4.4.3	*Offeror to complete*

| 3.5.2.3 | IDIQ SOW Section 5.2

IDIQ SOW Section 5.3

IDIQ SOW Annex D

IDIQ SOW Annex E | **Criterion 3: System Integration and delivery for Cyber Security Services**

Aim – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has the necessary competence and corporate experience of successfully delivering solutions equivalent to requirements specified in the document references below for enterprise-wide integrated cyber security solutions such as:

Critical:
• security information and event management (SIEM),
• vulnerability assessment,
• network and/or host-based intrusion detection systems (IDS).

Desirable:
• full packet capture, network taps, and aggregators,
• agents for endpoint protection,
• security monitoring and log collection from preventive security mechanisms (FWs, proxies, guards, antivirus),
• support forensic investigation on critical assets.

Criterion – At no longer than ten (10) pages in length, the Offeror shall provide "Offeror's Experience Form" (see Annex H – Offeror's Experience Form; Font Arial 12, not more than 35 lines per page) to detail its corporate experience of delivering similar requirements (as a prime or subcontractor) in a similar environment in the last five (5) years, demonstrating its competence and capability to deliver Cyber Security services similar to the requirements defined in the document references in paragraph 4.4.4.3. | 4.4.4 | ***Offeror to complete*** |

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
		Pass/Fail Criteria Pass – Using examples similar to those in the document references in paragraph 4.4.4.3, in a similar environment (as a prime or subcontractor) in the last five (5) years, the Offeror's Technical Proposal demonstrates how the Offeror successfully delivered: • each of the three (3) 'Critical' solutions, and; • at least two (2) of the 'Desirable' solutions in paragraph 4.4.4.1. Fail – The Offeror's Technical Proposal • does not contain a response to this criterion, or; • does not demonstrate any previous experience in delivering similar requirements to those in the document references in paragraph 4.4.4.3 (as a prime or subcontractor), or; • does not demonstrate previous experience for each of the three (3) 'Crtitical' solutions in paragraph 4.4.4.1, or; • demonstrates fewer than two (2) examples of previous experience in delivering the 'Desirable' solutions in paragraph 4.4.4.1 in a similar environment in the last five (5) years		

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.4	IDIQ SOW Sections 5.3.3.4 – 5.3.3.17 IDIQ SOW Section 5.3.4 IDIQ SOW Section 5.3.9.3 IDIQ SOW Section 5.3.9.4 IDIQ SOW Annex D IDIQ SOW Annex E, section E.2 IDIQ SOW Annex E, section E.7.2 IDIQ SOW Annex E, section E.7.3	**Criterion 4: Infrastructure and Platform Services Management** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has the necessary competence and corporate experience of successfully delivering similar requirements to those in the document references below. **Criterion** – At no longer than three (3) pages in length, the Offeror shall provide "Offeror's Experience Form" (see Annex H – Offeror's Experience Form; Font Arial 12, not more than 35 lines per page) to detail its corporate experience of delivering similar requirements (as a prime or subcontractor) in a similar environment in the last five (5) years, demonstrating its competence and capability in the configuration and integration of core network infrastructure, hypervisor service, and network operating system platform components, similar to the requirements defined in the document references in paragraph 4.4.5.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal contains at least one (1) example of successfully delivering similar requirements to those in the document references in paragraph 4.4.5.3, in a similar environment (as a prime or subcontractor) in the last five (5) years. **Fail** – The Offeror has not submitted a response to this criterion, or the Offeror's Technical Proposal does not demonstrate any previous experience in delivering similar requirements to those in the document references in paragraph 4.4.5.3 (as a prime or subcontractor), in a similar environment in the last five (5) years.	4.4.5	*Offeror to complete*

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.5	IDIQ SOW Annex C section C.1 IDIQ SOW Annex C section C.2 IDIQ SOW Annex C section C.3 IDIQ SOW Annex C section C.4 IDIQ SOW section 5.4	**Criterion 5: Subject Matter Experts** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror's subject matter experts have the necessary experience and can meet the requirements defined in the document references in paragraph 4.4.6.3. **Criterion** – The Offeror shall provide a "Key Personnel/SME form" (see Annex G – Key Personnel/SME Form) and supporting CV /Resume on not more than two pages for each of the subject matter experts detailing their individual experience in accordance with the requirements specified in the document references in paragraph 4.4.6.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal contains subject matter experts' "Key Personnel/SME Forms" for each of the roles mentioned in the document references in paragraph 4.4.6.3 which clearly meet the requirements for each role in the document references in paragraph 4.4.6.3. **Fail** – The Offeror has not submitted a response to this criterion; the Offeror has not submitted a "Key Personnel/SME Form" for each of the roles mentioned in the document references in paragraph 4.4.6.3; or, the Offeror's submitted "Key Personnel/SME Forms" do not clearly meet the requirements for each role in the document references in paragraph 4.4.6.3.	4.4.6.	*Offeror to complete*

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.6	Representative Task Order SOW IDIQ SOW section 6.4.2 IDIQ SOW section 6.4.3	**Criterion 6: Lightweight Site Design and Requirements Traceability Matrix for Representative Task Order** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the lightweight design and Requirements Traceability Matrix (RTM) requirements in the document references in paragraph 4.4.7.3. **Criterion** – The Offeror's Technical Proposal shall provide lightweight design and an RTM for the Representative Task Order in accordance with the requirements in document references in paragraph 4.4.7.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal provides a lightweight design and an RTM for the Representative Task Order, both fully compliant with the requirements of the IDIQ SOW document references in paragraph 4.4.7.3. **Fail** – The Offeror: • has not submitted a response to this criterion has been submitted; or, • the Offeror's Technical Proposal does not provide a lightweight design; or • the Offeror's Technical Proposal does not provide an RTM; or, • the lightweight design and/or RTM is not based on the Representative Task Order; or • the lightweight design and/or RTM does not fully meet the requirements of the document references in paragraph 4.4.7.3.	4.4.7	*Offeror to complete*

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.7	Representative Task Order SOW IDIQ SOW Section 6.5.2.7 IDIQ SOW Section 6.6.2.5	**Criterion 7: Test Campaign Planning for Representative Task Order** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the site testing campaign planning requirements in the document references in paragraph 4.4.8.3. **Criterion** - The Offeror's Technical Proposal shall provide a Site Acceptance Test Plan (SiAT) for the Representative Task Order in accordance with the requirements of the IDIQ SOW document references in paragraph 4.4.8.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal provides a SiAT for the Representative Task Order section 5 and corresponding ones in the CSSF IDIQ which fully meets the requirements of the IDIQ SOW document references in paragraph 4.4.8.3. **Fail** – The Offeror: • has not submitted a response to this criterion; or, • the Offeror's Technical Proposal does not provide any SiAT; or, • the SiAT is not based on the Representative Task Order; or • the SiAT does not fully meet the requirements of the IDIQ SOW document references in paragraph 4.4.8.3.	4.4.8	*Offeror to complete*

Bidding Instructions Requirement Ref.	RFQ Requirement Ref	REQUIREMENT DESCRIPTION	Evaluation Criterion Ref.	QUOTATION REFERENCE
3.5.2.8	Representative Task Order SOW section 6 Representative Task Order Schedule of Supplies and Services (SSS) IDIQ SOW section 4.3 IDIQ SOW section 6.2 IDIQ SOW section 6.3 IDIQ SOW section 6.4 IDIQ SOW section 6.5 IDIQ SOW section 6.6	**Criterion 8: Project Master Schedule for Representative Task Order** **Aim** – The purpose of this criterion is to provide confidence to the Purchaser that the Offeror has understood, and can meet the Project Master Schedule (PMS) requirements in the document references in paragraph 4.4.9.3. **Criterion** – The Offeror's Technical Proposal shall provide PMS for the Representative Task Order following the Phase & Gate approach structure in accordance with the document references in paragraph 4.4.9.3. **Pass/Fail Criteria** **Pass** – The Offeror's Technical Proposal provides a PMS which clearly explains how the requirements specified in the document references above would be met by the Offeror, in accordance with the requirements and the Phases & Gates in the IDIQ SOW document references in paragraph 4.4.9.3, by the dates in the Representative Task Order SSS. **Fail** – The Offeror has not submitted a response to this criterion; or, the Offeror's Technical Proposal does not provide a PMS based on the Representative Task Order; or, the PMS does not fully meet the requirements of the document references in paragraph 4.4.9.3; or, the PMS does not follow the requirements and/or Phase & Gate approach in the IDIQ SOW; or, the PMS does not align with the dates in the Representative Task Order SSS.	4.4.9	*Offeror to complete*

Annex F - Offeror's Business Benefit Form

NAME OF OFFEROR:
_____

DETAILS OF OFFEROR'S BUSINESS BENEFITS:
(Provide any details needed to address the evaluation criteria in Section 4)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Annex G - Key Personnel/SME Form

<u>CONTRACTOR PROJECT MANAGER</u>

NAME OF PERSONNEL:_____

DEGREE/EDUCATION: _____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.3 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience.
The Contractor's Project Manager shall have at least six years' experience as PM for:

    a.) an effort of similar scope

    b.) an effort of similar duration

    c.) an effort of similar complexity

    d.) an effort of similar cost

    e.) formal project management methodology certification such as PRINCE2

      *** *Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME Form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ* ***

CONTRACTOR TECHNICAL LEAD

NAME OF PERSONNEL: _____

DEGREE/EDUCATION: _____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.4 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Contractor's Technical Lead qualifications shall include:

- a.) a Master's degree in engineering or computer science or shall have equivalent work experience;
- b.) at least seven (7) years of experience in engineering positions associated with the review, design, development, integration, evaluation, planning and operation of electrical or electronic components, subsystems, or systems for government or commercial use;
- c.) a membership of recognised IT professional body;
- d.) at least seven (7) years of experience in system design and integration of networking and communication component parts similar to those being utilised for the purpose of the TO Contract

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME Form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

CONTRACTOR TEST DIRECTOR

NAME OF PERSONNEL:_____

DEGREE/EDUCATION:_____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.5 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Contractor's Test Director qualifications shall include:

   a.) at least five (5) years' experience in the design and execution of communication information systems test campaigns;

   b.) proven knowledge of test automation techniques and tools.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME Form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

CONTRACTOR QUALITY ASSURANCE REPRESENTATIVE

NAME OF PERSONNEL: _____

DEGREE/EDUCATION: _____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.6 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Contractor's Quality Assurance Representative qualifications shall include:

    a.) least seven (7) years' experience in working with quality control methods and tools, applying industry quality assurance standards;

    b.) broad knowledge of NATO Standards (e.g. STANAG 4107 Ed. 11), processes and procedures applicable to Quality Assurance (QA) and Quality Control (QC) in the industry.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

CONTRACTOR INTEGRATED PRODUCT SUPPORT MANAGER

NAME OF PERSONNEL: _____

DEGREE/EDUCATION: _____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.7 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Contractor's Integrated Product Support Manager qualifications shall include:

a.) a systems engineering background or a supportability engineering equivalent certification;

b.) deep knowledge of the IPS related NATO standards, handbooks, ISOs/IEC and ASD (Aerospace & Defence) Suite (S1000D, S2000M, S3000L) and tools;

c.) experience in the IPS files (e.g. LSA – Logistic Support Analysis, RAMT – Reliability, Availability, Maintainability and Testability, Training, Documentation etc.);

d.) knowledge of Configuration Management standards and procedures (e.g. STANAG 4427 Ed. 3, ISO 10007).

*** *Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ* ***

CONTRACTOR CONFIGURATION MANAGER

NAME OF PERSONNEL: _____

DEGREE/EDUCATION: _____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 4.1.8 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Contractor's Integrated Configuration Manager qualifications shall include:

a.) at least ten (10) years of proven experience on configuration management activities for hardware/software intensive solutions, preferably in the defence and electronics sector and/or IT, or

b.) hold a formal certification in configuration management with 5 (five) years of proven experience in CM.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

SECURITY TOOLS ENGINEER SME

NAME OF PERSONNEL:_____

DEGREE/EDUCATION:_____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 5.4 and in Annex C, paragraph C.1 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience.
The Security Tools Engineer SME qualifications shall include:

a.) experience of five (5) years in the corresponding areas of expertise

b.) graduate or equivalent in IT, CIS security, or a related science/ mathematics subject;

c.) Industry leading certification in the area of Cybersecurity such as CISSP, CISM, MCSE/S, CISA, GSNA, SANS GIAC;

d.) a sound knowledge of network and systems security, IT security best practice, common attack types and detection / prevention methods;

e.) experience and/or qualifications in network and systems monitoring and support;

f.) capable of communicating clearly with team members and other analysts in reading, writing and spoken English.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

ONLINE VULNERABILITY ASSESSMENT (OVA) TOOL ENGINEER SME

NAME OF PERSONNEL:_____

DEGREE/EDUCATION:_____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 5.4 and in Annex C, paragraph C.2 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience. The Security Tools Engineer SME qualifications shall include:

- a.) experience of five (5) years in the corresponding areas of expertise
- b.) graduate or equivalent in IT, CIS security, or a related science/ mathematics subject;
- c.) Industry leading certification in the area of Cybersecurity such as CISSP, CISM, MCSE/S, CISA, GSNA, SANS GIAC;
- d.) Tenable Certified Security Engineer;
- e.) knowledge of software engineering including programming and/or scripting knowledge (python, shell scripting, PowerShell);
- f.) capable of communicating clearly with team members and other analysts in reading, writing and spoken English.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

SYSTEM ENGINEER AND INTEGRATOR SME

NAME OF PERSONNEL:_____

DEGREE/EDUCATION:_____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 5.4 and in Annex C, paragraph C.3 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience.
The System Engineer and Integrator SME qualifications shall include:

a.) experience of five (5) years in the corresponding areas of expertise

b.) a graduate or equivalent in IT, CIS security, or a related science/ mathematics subject;

c.) industry leading certification in the area of virtualization technology (e.g. VMware Certified Professional) and/or platform solutions architectures (e.g. MS Power Platform Solution Architect Expert);

d.) experience in applying different methods of system integration in complex distributed IT environments with distributed computing capabilities;

e.) experience in deploying and supporting virtual environment architectures and tools, including demonstrable experience in troubleshooting and resolving complex technical virtual infrastructure and system problems;

f.) experience in complex and secure Microsoft based multisegment TCP/IP network infrastructure including Active Directory and MS Windows Server family, starting from the release of Windows Server 2016 operating systems and associated services and hardware;

g.) high level of experience and expert knowledge of MS Exchange and message systems including content filtering technologies and mail Anti-Malware applications, as utilised at NCSC CORE-Tier-3 enclaves (see Annex E);

h.) experience in deploying and supporting Microsoft IIS and SharePoint Server/MOSS Infrastructures;

i.) experience with Enterprise Management Systems such as MS MCEM, McAfee ePO, Nimsoft;

j.) experience in the development, enhancement and implementation of security settings relating to Microsoft operating systems and associated applications;

k.) experience in the development, enhancement and implementation of security settings relating to any of Cisco, Linux, Unix operating systems;

l.) experience and good knowledge of back-up software and applications, such as Symantec BackupExec;

m.) high level of hands-on demonstrable experience in troubleshooting and resolving complex technical infrastructure and system problems.

n.) capable of communicating clearly with team members and other analysts in reading, writing and spoken English.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

NETWORK ENGINEER SME

NAME OF PERSONNEL:_____

DEGREE/EDUCATION:_____

CURRENT JOB TITLE: _____

CURRENT EMPLOYER: _____

Instructions: Offeror shall circle/highlight the applicable qualifications per Key Personnel/SME form. The Offeror shall use this form as a cover page, and then submit supporting documentation as required to substantiate the key personnel experience stated within this form (e.g., Resume, CV). The supporting documentation must provide sufficient detail to demonstrate the proposed personnel meets or exceeds the requirements set forth in Section 5.4 and in Annex C, paragraph C.4 of the IDIQ SoW, listed below.

The Offeror shall provide adequate details to indicate the person's role and working experience.
The Network Engineer SME qualifications shall include:

    a.) a graduate or equivalent in IT, CIS security, or a related science/ mathematics subject;

    b.) industry leading certification in the area of the core telecommunications network (e.g. CTNS);

    c.) expert level of experience with WAN implementations, utilizing complex TCP/IP based secure network infrastructure;

    d.) expert level of experience supporting and configuring network routers, switches, and firewall devices (Palo Alto, Juniper);

    e.) expert level of experience with central VPN installation, and maintenance and troubleshooting with IDS and Firewall technologies, as proposed in the Contractor's NCSC CORE design.

    f.) high level of experience supporting provisioning of intrusion detection systems / intrusion prevention systems;

    g.) knowledgeable in virtualization techniques and technologies;

    h.) high level of hands-on demonstrable experience in troubleshooting and resolving complex technical infrastructure and system problems.

    i.) capable of communicating clearly with team members and other analysts in reading, writing and spoken English.

*** Attach supporting documentation (e.g., Resume, CV) to this Key Personnel/SME form to meet the submission instruction within Book I, Section 3 of this RFQ supporting the evaluation method listed within Book I, Section 4 of this RFQ ***

Annex H - Offeror's Experience Form

NAME OF OFFEROR:_____

PROJECT TITLE: _____

CONTRACT NUMBER: _____

GEOGRAPHIC LOCATION: _____

CONTRACT AWARD AMOUNT (specify currency and value): _____

FINAL CONTRACT AMOUNT (specify currency and value): _____

CONTRACT COMPLETION DATE: _____

CONTRACT DURATION (PERIOD OF PERFORMANCE): _____
<div align="right">(If not complete, provide % currently complete)</div>

DESCRIPTION OF THE PROJECT'S SCOPE AND MAGNITUDE:
(The description should provide sufficient detail to demonstrate the similarities with the proposed project.)

_____
_____
_____
_____
_____
_____
_____
_____
_____

DETAILS OF OFFEROR'S INVOLVEMENT IN THE PERFORMANCE OF THE PROJECT:
(Include whether your firm participated as a prime, subcontractor, or joint-venture, and state percentage performed and whether performed as subcontractor or prime. Specifically describe your roles and responsibilities in the project and specific tasks accomplished that are similar to the solicitation requirement. Provide any additional details needed to address the evaluation criteria in Section 4)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

NATO UNCLASSIFIED

RFQ-CO-115537-CSSF
Book I – Bidding Instructions
NCIA/ACQ/2021/07365
Annex I – Representative Task Order for Evaluation Purposes

Annex I - Representative Task Order for Evaluation Purposes

[Provided under separate PDF files]:

"RFQ-CO-115537-CSSF – Bidding Instructions Annex I (Representative Task Order SSS for Evaluation Purposes)"

"RFQ-CO-115537-CSSF – Bidding Instructions Annex I (Representative Task Order SOW for Evaluation Purposes)"

Bidding Sheets Instructions

INTRODUCTION & IMPORTANT NOTES

Bidders should note that NCIA has recently updated its bidding sheet template and are encouraged to read the instructions in full for this new version before completing the bidding sheets.

All bidders are required to submit pricing details to demonstrate the Purchaser's Pricing Principles are being applied as part of their bids. All data submitted in these sheets shall be complete, verifiable and factual and include the required details. Any exclusions may render the bid as non compliant thus removing the bidder from the bidding process.

Bidders are **REQUIRED** to complete the following tabs:
- **"Offer Summary"**,
- **"CLIN Summary"**,
- **"Labour"**,
- **"Material"**,
- **"Travel"**,
- **"ODC"**,
- **"Rates"**.
Note that input cells in the "Offer Summary" and the "CLIN Summary" tabs are colour coded YELLOW.

The instructions for the detailed tabs can be found below, as well as in the green boxes within each detailed tab. G&A, Overhead, material handling and other indirect rates do not need to be separately calculated in the detail sheets but must be included in the totals for each category (Labour/Material/Travel/ODC) as appropriate. A list of the direct and indirect rates applied in the bid must also be provided in the "Rates" tab, although they do not need to be linked to any and the detailed calculations. The list of these rates will be requested in pre-contract award from the winning bidder.

Note: any information found within GREEN boxes throughout the entire document is provided as an instruction and/or example only.

Any formulas provided in these bidding sheets are intended only to assist the bidder. Any changes in formula can be made at the bidder's discretions, as long as the detailed costs are clear, traceable and accurate as required. Ultimately the bidder is responsible for **ALL** values, formulas and calculations within the bidding sheets that are submitted to the Agency.

Bids in MULTIPLE CURRENCIES should follow the following instructions:
- For the "Offer Summary" tab bidders must add "Firm Fixed Price" column to the right of the current table for each additional currency.
- For the "CLIN Summary" tab, Bidders have 2 options: A) Two columns "Unit Price" and "Total Firm Fixed Price" may be added to the right of the current table for each additional currency of the bid; B) Bidders may duplicate the CLIN Summary tab for each currency bid.
- For the Detailed tabs Bidders have 2 options: A) Provide all the detailed data for all currencies in the table provided, selecting the individual currencies from the dropdown lists and summing only common currencies together in CLIN Summary/Offer Summary Sheets B) Duplicate the CLIN Summary tab for each currency bid.

DETAILED TABs	DESCRIPTION
MATERIAL **LABOUR** **TRAVEL** **ODCs**	The detailed tables are to be completed by the bidder with all columns populated, and shall be expanded to include as many rows as necessary to provide the detail requested. The bidder is required to identify for each item the CLIN it is associated with from the drop down menu. Each column should then be populated using the column- specific instructions in the first row. Bidder may not delete columns within tables, or omit information from columns, but may add columns if necessary, although it's not anticipated this will be needed. Note CLINs with no costs associated with that item should also be selected within the table, and noted that there is no cost within that table for the CLIN. For example, if there is no labour associated with CLIN X.1, Select CLIN X.1 in the first column and then in the second column note "No Labour is associated with this CLIN". This will help to ensure that all the proper detail has been accounted for and properly allocated. Important Note: The Total sum of the "fully burdened" cost column should equal the grand total cost for each category (Labour, Material, etc.) to include profit as well as all indirect rates (G&A/Overhead/Material handling/etc.) associated with that category. These indirect rates must be included in the total firm fixed price on the appropriate detailed tab but are no longer required to be shown as separate calculations at the bidding stage. However, the bidder is required to include the associated indirect costs in the totals of the detailed tab in the base unit costs. Alternatively, the bidder may choose to show these as separate calculations by expanding the table columns to show the additional costs due to these indirect rates (similar to the way profit is calculated). Note again although the detailed indirect rate calculations are not required at the bidding stage, this information will be requested from the winning bidder during pre-contract award discussions.

RATES	As discussed previously in these instructions, the detailed indirect rate calculations are not required to be included in the bidding sheets, although the bidders may chose to do so. However, ALL bidders are required to state the G&A/OH/Material handling and any other indirect rates that they have applied to the bid.

CLIN Number	CLIN DESCRIPTION	Price
	Declare Currency =>	
Grand Total Firm Fixed Price - Part I - Representative Task Order Schedule of Supplies and Services (for IDIQ evaluation purposes) (NCIA/ACQ/2021/07375)	-
CLIN 1	CLIN 1 (BASE-EVALUATED) - PROJECT MANAGEMENT	CLIN -
CLIN 2	CLIN 2 (BASE-EVALUATED) - REQUIREMENTS REVIEW	-
CLIN 3	CLIN 3 (BASE-EVALUATED) - SITE REVIEW	-
CLIN 4	CLIN 4 (BASE-EVALUATED) - DESIGN	-
CLIN 5	CLIN 5 (BASE-EVALUATED) - PRE-STAGE	-
CLIN 6	CLIN 6 (BASE-EVALUATED) - HARDWARE, SOFTWARE AND SERVICES	-
CLIN 7	CLIN 7 (BASE-EVALUATED) - INSTALLATION, IMPLEMENTATION AND TESTING	-
CLIN 8	CLIN 8 (BASE-EVALUATED) - SERVICE UPDATE	-
CLIN 9	CLIN 9 (BASE-EVALUATED) - SUBJECT MATTER EXPERTS	-
CLIN 10	CLIN 10 (BASE-EVALUATED) - INTEGRATED PRODUCT SUPPORT	-
CLIN 11	CLIN 11 (BASE-EVALUATED) - TRAINING	-
CLIN 12	CLIN 12 (BASE-EVALUATED) - WARRANTY	-
Grand Total Firm Fixed Price		-

RFQ-CO-115537-CSSF CLIN Summary
Part I - Representative Task Order Schedule of Supplies and Services (for IDIQ evaluation purposes) (NCIA/ACQ/2021/07375)

CLIN	Description	IDIQ SOW Reference	Task Order SOW Reference	Required Completion Date	Delivery Destination	Unit of measure	Quantity	Unit Price	Total Firm Fixed Price	Extra Comments regarding Quantity Column	Optional Comments (Mandatory for zero costs lines)
								Declare Currency =>			
1.0	**CLIN 1 (BASE-EVALUATED) - PROJECT MANAGEMENT**										
1.1	Kick Off Meeting	4.6.3		EDC+ 1 week	Mons	Task	1	-	-		
1.2	Project Management Team	4.1	4.2	Kick Off Meeting	NCIA	Task	1	-	-	1 per role	
1.3	Project Implementation Plan (PIP)	4.2		EDC+0 weeks	Project Portal	Document	1	-	-	1 with frequent revisions	
1.4	Project Management Plan (PMP)	4.2.4		EDC +2 weeks	Project Portal	Document	1	-	-	1 with frequent revisions	
1.5	Integrated Product Support Plan	7.1		EDC +2 weeks	Project Portal	Document	1	-	-	1 with frequent revisions	
1.6	Quality Assurance Plan (QAP)	8.6		EDC +2 weeks	Project Portal	Document	1	-	-	1 with frequent revisions	
1.7	Configuration Management Plan (CMP)	9.3.2		EDC +2 weeks Updated at each Project Gate	Project Portal	Document	1	-	-	1 with frequent revisions	
1.8	Master Test Plan	4.2.9		EDC +2 weeks Updated at each Pre-Stage Gate	Project Portal	Document	1	-	-	1 with frequent revisions	
1.9	Project deliverables plan and registry	4.2.10		EDC +2 weeks Updated monthly	Project Portal	Document	1	-	-	1 with frequent revisions	
1.10	Training Plan	4.2.11		EDC +2 weeks	Project Portal	Document	1	-	-	1 with frequent revisions	
1.11	Project Master Schedule	4.3		EDC +2 weeks Updated monthly	Project Portal	Document	1	-	-	1 with frequent revisions	
1.12	Project Status Report	4.6.1		EDC +2 weeks Updated monthly	Project Portal	Document	1	-	-	1 with frequent revisions	
1.13	Project meetings records	4.6.2.4		Project Meeting +1 week	Project Portal	Document	1	-	-	1 with frequent revisions	
1.14	Risk records	4.7		Kick Off Meeting PRM -1 week	Project Portal	Document	1	-	-	1 with frequent revisions	
1.15	Issue records	4.8		Kick Off Meeting PRM -1 week	Project Portal	Document	1	-	-	1 with frequent revisions	
1.16	Project Review Meetings	4.6.1		EDC +4 weeks	Mons	Task	1	-	-	1 per month	
TOTAL PRICE CLIN 1									-		
2.0	**CLIN 2 (BASE-EVALUATED) - REQUIREMENTS REVIEW**										
2.1	TO Requirements Review Workshop	6.2.4.2		EDC +2 weeks	Mons	Task	1	-	-		
2.2	Requirements Review Report	6.2.4.3, 6.2.4.4, 6.2.4.5		EDC +5 weeks	Project Portal	Document	1	-	-		
TOTAL PRICE CLIN 2									-		
3.0	**CLIN 3 (BASE-EVALUATED) - SITE REVIEW**										
3.1	Site Survey Questionnaire (SSQ) and Report template	6.3.2.2, 6.3.2.3		EDC +2 weeks	Project Portal	Document	1	-	-		
3.2	Site Survey Execution	6.3.2.4		EDC +6 weeks	Sigonella	Task	1	-	-		
3.3	Site Survey Report	6.3.2.5		EDC +9 weeks	Project Portal	Document	1	-	-		
3.4	Site Survey Gate Review	6.3.3		EDC +10 weeks	Mons	Task	1	-	-		
TOTAL PRICE CLIN 3									-		
4.0	**CLIN 4 (BASE-EVALUATED) - DESIGN**										
4.1	Lightweight Site Design (LSD)	6.4.2		EDC +15 weeks	Project Portal	Document	1	-	-		
4.2	Requirements Traceability Matrix (RTM)	6.4.3		EDC +15 weeks	Project Portal	Document	1	-	-		
4.3	Site Design Review Workshop		6.4.1, 6.4.2	EDC +17 weeks	Mons	Task	1	-	-		
4.4	Design Gate Review	6.4.4		EDC +20 weeks	Mons	Task	1	-	-		
TOTAL PRICE CLIN 4									-		
5.0	**CLIN 5 (BASE-EVALUATED) - PRE-STAGE**										
5.1	Site Implementation Specification (SIS)	6.5.2.2		EDC +24 weeks	Project Portal	Document	1	-	-		
5.2	Site Implementation and Cut-over Plan (SICP)	6.5.2.3		EDC +24 weeks	Project Portal	Document	1	-	-		
5.3	Draft Local Compliance Statement	6.5.2.4		EDC +24 weeks	Project Portal	Document	1	-	-		
5.4	Security Implementation Verification Procedures (SIVP)	6.5.2.5		EDC +24 weeks	Project Portal	Document	1	-	-		
5.5	Site Acceptance Test (SiAT) Plan	6.5.2.6		EDC +24 weeks	Project Portal	Document	1	-	-		
5.6	Site Acceptance Test Checklist	6.5.2.6		EDC +24 weeks	Project Portal	Document	1	-	-		
5.7	Test Cases Definition (Jira)	6.5.2.7		EDC +27 weeks	NCI Agency Portal	Document	1	-	-		
5.8	Design Gate Review	6.5.3		EDC +27 weeks	Mons	Task	1	-	-		
TOTAL PRICE CLIN 5									-		
6.0	**CLIN 6 (BASE-EVALUATED) - HARDWARE, SOFTWARE AND SERVICES**										
6.1	ESXi Hypervisor - PowerEdge R940 Server		E.2.3	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.2	ESXi Server - Dell EMC ME4012 Storage Array		E.2.3	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.3	Net Witness S6 Network Decoder		E.4.5	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.4	Net Witness Decoder Storage PV HD 96TB		E.4.5	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.5	NW S6 Ntwk Concentrator		E.4.5	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.6	Net Witness Concentrator Storage PV HP 78TB		E.4.5	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.7	NW T2, 11-50TB/day NetM perTB Perp lic		E.4.5	EDC +27 weeks	Sigonella	Software	1	-	-		
6.8	NW T2, 11-50TB/day NetM perTB 1Mo		E.4.5	EDC +27 weeks	Sigonella	Software	12	-	-		
6.9	nGenius 2200 Series Packet Flow Switch - 2204 chassis (4-slot), AC power		E.4.5	EDC +27 weeks	Sigonella	Hardware	2	-	-		
6.10	2200 Series - 1/10G Advanced module with 4 x 1Gb/10Gb SFP+ ports and 4 x FPGA ports		E.4.5	EDC +27 weeks	Sigonella	Hardware	4	-	-		
6.11	SFP+, 10G/1Gbase-SR/SX, MM, LC, 8-pack		E.4.5	EDC +27 weeks	Sigonella	Hardware	6	-	-		
6.12	SFP, Gigabit SX, 8-pack		E.4.5	EDC +27 weeks	Sigonella	Hardware	5	-	-		
6.13	Kit, Server Power Cords, European (2 cords per kit)		E.4.5	EDC +27 weeks	Sigonella	Hardware	2	-	-		
6.14	MasterCare Support for Packet Broker Devices		E.4.5	EDC +27 weeks	Sigonella	Service	2	-	-		
6.15	MasterCare Support for Tapping Modules		E.4.5	EDC +27 weeks	Sigonella	Service	4	-	-		
6.16	Tenable Nessus On-line VA 512 IP nodes		E.5.3	EDC +27 weeks	Sigonella	Software	1	-	-		
6.17	Tenable Nessus Agents for 1000 nodes		E.5.3	EDC +27 weeks	Sigonella	Software	1	-	-		
6.18	AccessData endpoint agents		E.6.3	EDC +27 weeks	Sigonella	Software	2	-	-		
6.19	SMS for AD Enterprise Single - C98500x Access Data Enterprise End-Point Agent License - Per collectable End-Point - Perpetual License		E.6.3	EDC +27 weeks	Sigonella	Software	1	-	-		
6.20	Enterprise Examiner Bundle		E.6.3	EDC +27 weeks	Sigonella	Software	1	-	-		
6.21	SMS for Enterprise Examiner Bundle		E.6.3	EDC +27 weeks	Sigonella	Software	1	-	-		
6.22	Subscription for the Fidelis Endpoint agent software - Pack of 200 Agents (Subscription validity 2 years)		E.6.3	EDC +27 weeks	Sigonella	Software	3	-	-		
6.23	Switch Cisco Catalyst 9300-24T-A		E.7.2.1	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.24	Juniper SRX-380 VPN Service Gateway (including JUNOS 12 month Licence)		E.7.3.1	EDC +27 weeks	Sigonella	Hardware	1	-	-		
6.25	Juniper SRX-380 VPN Service Gateway 12 months support		E.7.3.1	EDC +27 weeks	Sigonella	Service	1	-	-		

6.26	645W AC-source power supply for SRX 650. Provides 397W System Power @ 12V and 248W POE Power @ 50VDC. - Works with 90-250VAC input. Does not include Power Cord.		E.7.3.1	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.27	J-Series Power Cable EU		E.7.3.1	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.28	Small Form Factor Pluggable 1000Base-SX Gigabit Ethernet Optics		E.7.3.1	EDC +27 weeks	Sigonella	Hardware	10	-	-	
6.29	PowerEdge R240 Rack Server - Intel Xeon E2224 - 16GB Memory - 4TB HDD - 12Gbps SAS HBA		E.7.5.1	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.30	Tripp Lite B021-000-19 1U Rackmount Console with integrated 19-inch LCD display		E.7.5.1	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.31	8-Port 1U Rack-Mount DVI / USB KVM Switch with Audio and 2-port USB Hub		E.7.5.1	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.32	DVI / USB / Audio KVM Cable Kit, 15 ft. (4.57m)		E.7.5.1	EDC +27 weeks	Sigonella	Hardware	16	-	-	
6.33	42U Rack AR3300 NetShelter		E.7.6.4	EDC +27 weeks	Sigonella	Hardware	1	-	-	
6.34	Delivery of Software; Services; Hardware, Unboxing and Inventory	6.5, 6.6, 7.5, 7.7	5, Annex E	EDC +28 weeks	Sigonella	Task	1	-	-	For all Hardware, Software and Services
TOTAL PRICE CLIN 6									-	
7.0	**CLIN 7 (BASE-EVALUATED) - INSTALLATION, IMPLEMENTATION AND TESTING**									
7.1	NATO Cyber Defence Platform (NCDP)	5.3.4, E.2, 5.3.3	5.3.4, E.2, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.2	Log Collection	E.3	5.3.5, E.3, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.3	NIPS/NIDS	5.3.6.1 5.3.6.2, E.4, 5.3.3	5.3.6.1 5.3.6.2, E.4, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.4	FPC, Network Tapping, and Aggregation	5.3.6.1 5.3.6.3, E.4, 5.3.3	5.3.6.1 5.3.6.3, E.4, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.5	OVA	5.3.7, E.5, 5.3.3	5.3.7, E.5, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.6	OCF	5.3.8, E.6, 5.3.3	5.3.8, E.6, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.7	NCSC CORE-Tier-3 Supporting Services	5.3.9, E.7, 5.3.3	5.3.9, E.7, 5.3.3	EDC +32 weeks	Sigonella	Task	1	-	-	
7.8	*Sigonella NCSC CORE-Tier-3 Enclave*	*5.2, 5.3, 6.6.2, Annex E*	*5.2, 5,3, 6.6.1, Annex E*	*EDC +35 weeks*	*Sigonella*	*Task*	*1*			
7.8.1	Site activation and operational networks cut-over	6.6.2.4		EDC +33 weeks	Sigonella	Task	1	-	-	
7.8.2	SiAT Execution	6.6.2.5		EDC +34 weeks	Sigonella	Task	1	-	-	
7.8.3	SiAT Report	6.6.2.5.3		EDC +35 weeks	Project Portal	Document	1	-	-	
7.8.4	Decommission and Disposal	6.6.2.7		EDC +35 weeks	Sigonella	Task	1	-	-	
7.8.5	Site Installation Checklist	6.6.2.12		EDC +35 weeks	Sigonella	Task	1	-	-	
7.8.6	Local Compliance Statement	5.2.11		EDC +35 weeks	Sigonella	Task	1	-	-	
7.8.7	Updated site Tier-3 documentation (SIS, SICP, SIVP)	6.6.2.1.8-10		EDC +35 weeks	Sigonella	Task	1	-	-	
7.8.8	Service Performance Test Plan	6.6.2.10		EDC +35 weeks	Sigonella	Task	1	-	-	
7.8.9	Service Update Activation Checklist	6.6.2.11		EDC +35 weeks	Sigonella	Task	1	-	-	
7.9	Site Implementation Gate Review Workshop	6.6.3.3	6.6.0	EDC +36 weeks	Sigonella	Task	1	-	-	
TOTAL PRICE CLIN 7									-	
8.0	**CLIN 8 (BASE-EVALUATED) - SERVICE UPDATE**									
8.1	Service Performance Test Report	6.6.4.2.1		EDC +37 weeks	Portal	Document	1	-	-	
8.2	Service Performance Evaluation Report	6.6.4.2.2		EDC +37 weeks	Portal	Document	1	-	-	
8.3	Service Update Gate Review	6.6.2.8		EDC +37 weeks	Mons	Task	1	-	-	
TOTAL PRICE CLIN 8									-	
9.0	**CLIN 9 (BASE-EVALUATED) - SUBJECT MATTER EXPERTS**									
9.1	Gateway Security Service SME	5.4.6.4, C.1	5.4.1	As per SIS	Sigonella	Day	5	-	-	
9.2	CIS Endpoint Protection Support Service SME	5.4.6.5, C.2	5.4.2	As per SIS	Sigonella	Day	10	-	-	
TOTAL PRICE CLIN 9									-	
10.0	**CLIN 10 (BASE-EVALUATED) - INTEGRATED PRODUCT SUPPORT**									
10.1	Maintenance and Support Case	7		At Project Gate 3 -2w	Portal	Document	1	-	-	1 with frequent revisions
10.2	OEM Technical Manuals	7.5.2		At each shipment	Portal	Document		-	-	
10.3	Interactive Electronic Technical Publications (IETP)	7.5.2		At Project Gate 5 -12W, Project Gate 5 +1W, Project Gate 6 -1W, and End of Warranty	Portal	Document	1	-	-	
10.4	Transportation Report	6.5.2.9		At Project Gate 4 -4W, and Project Gate 5 -4W	Portal	Document	1	-	-	
10.5	Site Inventory	6.6.2.8		At Project Gate 4 -4W, and Project Gate 5 -4W	Portal	Document	1	-	-	
10.6	Site Software Distribution List (SWDL)	7.7.14		At Project Gate 4 -4W	Portal	Document	1	-	-	
10.7	Notice of Shipment	7.7.16		4w before each shipment	Portal	Document	1	-	-	1 per shipment
10.8	Functional Baseline (FBL)	9.3.2		At Requirement Review Event -2w	Portal	Document	1	-	-	
10.9	Functional Configuration Audit (FCA)	9.3.5		As per CMP	Mons	Task	1	-	-	
10.10	Allocated Baseline (ABL)	9.3.2		At Requirement Review Event -2w, Project Gate 3 -2w, and Project Gate 4 -2w	Portal	Document	1	-	-	
10.11	Product Baseline (PBL)	9.3.2		At Project Gate 4 -2w, and Project Gate 5 -2w	Portal	Document	1	-	-	
10.12	Physical Configuration Audit (PCA)	9.3.5		As per CMP	Sigonella	Task	1	-	-	
TOTAL PRICE CLIN 10									-	
11.0	**CLIN 11 (BASE-EVALUATED) - TRAINING**									
11.1	Training Needs Analysis (TNA) Report	7.6		At Project Gate 3 -2W	Portal	Document	1	-	-	
11.2	Training material and data	7.6		8w before training session	Portal	Document	1	-	-	
11.3	Tier-3 Training sessions	7.6		As per Training Plan	Sigonella	Task	1	-	-	As required
11.4	Tier-3 Training Report	7.6		At Project Gate 5 -2w	Portal	Document	1	-	-	
TOTAL PRICE CLIN 11									-	
12.0	**CLIN 12 (BASE-EVALUATED) - WARRANTY**									
12.1	Warranty services - 1st quarter	7.8		SiAT to SiAT+3 (months)	NCIA	Task	1	-	-	
12.2	Warranty services - 2nd quarter	7.8		SiAT+3 to SiAT+6 (months)	NCIA	Task	1	-	-	
12.3	Warranty services - 3rd quarter	7.8		SiAT+6 to SiAT+9 (months)	NCIA	Task	1	-	-	
12.4	Warranty services - 4th quarter	7.8		SiAT+9 to SiAT+12 (months)	NCIA	Task	1	-	-	
TOTAL PRICE CLIN 12									-	
Grand Total Firm Fixed									-	

CLIN	Labour Category	Currency	Man-Days	Lab-rate	Extended cost	Expat Allowance (ONLY if applicable)	Profit	Fully burdened cost	Subcontracted/ Name of Subcontractor
Example. CLIN 1.1.1	Systems Engineer	Euro (EUR)	10	800.00	8,000.00		800	8,800.00	No
CLIN 1.1	Insert Labour category name here					-	0.00	0.00	
CLIN 1.2	Insert Labour category name here					-	0.00	0.00	
CLIN 1.3	Insert Labour category name here					-	0.00	0.00	
CLIN 1.4	Insert Labour category name here					-	0.00	0.00	
CLIN 1.5	Insert Labour category name here					-	0.00	0.00	
CLIN 1.6	Insert Labour category name here					-	0.00	0.00	
CLIN 1.7	Insert Labour category name here					-	0.00	0.00	
CLIN 1.8	Insert Labour category name here					-	0.00	0.00	
CLIN 1.9	Insert Labour category name here					-	0.00	0.00	
CLIN 1.10	Insert Labour category name here					-	0.00	0.00	
CLIN 1.11	Insert Labour category name here					-	0.00	0.00	
CLIN 1.12	Insert Labour category name here					-	0.00	0.00	
CLIN 1.13	Insert Labour category name here					-	0.00	0.00	
CLIN 1.14	Insert Labour category name here					-	0.00	0.00	
CLIN 1.15	Insert Labour category name here					-	0.00	0.00	
CLIN 1.16	Insert Labour category name here					-	0.00	0.00	
CLIN 2.1	Insert Labour category name here					-	0.00	0.00	
CLIN 2.2	Insert Labour category name here					-	0.00	0.00	
CLIN 3.1	Insert Labour category name here					-	0.00	0.00	
CLIN 3.2	Insert Labour category name here					-	0.00	0.00	
CLIN 3.3	Insert Labour category name here					-	0.00	0.00	
CLIN 3.4	Insert Labour category name here					-	0.00	0.00	
CLIN 4.1	Insert Labour category name here					-	0.00	0.00	
CLIN 4.2	Insert Labour category name here					-	0.00	0.00	
CLIN 4.3	Insert Labour category name here					-	0.00	0.00	
CLIN 4.4	Insert Labour category name here					-	0.00	0.00	
CLIN 5.1	Insert Labour category name here					-	0.00	0.00	
CLIN 5.2	Insert Labour category name here					-	0.00	0.00	
CLIN 5.3	Insert Labour category name here					-	0.00	0.00	
CLIN 5.4	Insert Labour category name here					-	0.00	0.00	
CLIN 5.5	Insert Labour category name here					-	0.00	0.00	
CLIN 5.6	Insert Labour category name here					-	0.00	0.00	
CLIN 5.7	Insert Labour category name here					-	0.00	0.00	
CLIN 5.8	Insert Labour category name here					-	0.00	0.00	
CLIN 6.1	Insert Labour category name here					-	0.00	0.00	
CLIN 6.2	Insert Labour category name here					-	0.00	0.00	
CLIN 6.3	Insert Labour category name here					-	0.00	0.00	
CLIN 6.4	Insert Labour category name here					-	0.00	0.00	
CLIN 6.5	Insert Labour category name here					-	0.00	0.00	
CLIN 6.6	Insert Labour category name here					-	0.00	0.00	
CLIN 6.7	Insert Labour category name here					-	0.00	0.00	
CLIN 6.8	Insert Labour category name here					-	0.00	0.00	
CLIN 6.9	Insert Labour category name here					-	0.00	0.00	

CLIN 6.10	Insert Labour category name here	-	0.00	0.00
CLIN 6.11	Insert Labour category name here	-	0.00	0.00
CLIN 6.12	Insert Labour category name here	-	0.00	0.00
CLIN 6.13	Insert Labour category name here	-	0.00	0.00
CLIN 6.14	Insert Labour category name here	-	0.00	0.00
CLIN 6.15	Insert Labour category name here	-	0.00	0.00
CLIN 6.16	Insert Labour category name here	-	0.00	0.00
CLIN 6.17	Insert Labour category name here	-	0.00	0.00
CLIN 6.18	Insert Labour category name here	-	0.00	0.00
CLIN 6.19	Insert Labour category name here	-	0.00	0.00
CLIN 6.20	Insert Labour category name here	-	0.00	0.00
CLIN 6.21	Insert Labour category name here	-	0.00	0.00
CLIN 6.22	Insert Labour category name here	-	0.00	0.00
CLIN 6.23	Insert Labour category name here	-	0.00	0.00
CLIN 6.24	Insert Labour category name here	-	0.00	0.00
CLIN 6.25	Insert Labour category name here	-	0.00	0.00
CLIN 6.26	Insert Labour category name here	-	0.00	0.00
CLIN 6.27	Insert Labour category name here	-	0.00	0.00
CLIN 6.28	Insert Labour category name here	-	0.00	0.00
CLIN 6.29	Insert Labour category name here	-	0.00	0.00
CLIN 6.30	Insert Labour category name here	-	0.00	0.00
CLIN 6.31	Insert Labour category name here	-	0.00	0.00
CLIN 6.32	Insert Labour category name here	-	0.00	0.00
CLIN 6.33	Insert Labour category name here	-	0.00	0.00
CLIN 6.34	Insert Labour category name here	-	0.00	0.00
CLIN 7.1	Insert Labour category name here	-	0.00	0.00
CLIN 7.2	Insert Labour category name here	-	0.00	0.00
CLIN 7.3	Insert Labour category name here	-	0.00	0.00
CLIN 7.4	Insert Labour category name here	-	0.00	0.00
CLIN 7.5	Insert Labour category name here	-	0.00	0.00
CLIN 7.6	Insert Labour category name here	-	0.00	0.00
CLIN 7.7	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.1	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.2	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.3	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.4	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.5	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.6	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.7	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.8	Insert Labour category name here	-	0.00	0.00
CLIN 7.8.9	Insert Labour category name here	-	0.00	0.00
CLIN 7.9	Insert Labour category name here	-	0.00	0.00
CLIN 8.1	Insert Labour category name here	-	0.00	0.00
CLIN 8.2	Insert Labour category name here	-	0.00	0.00
CLIN 8.3	Insert Labour category name here	-	0.00	0.00
CLIN 9.1	Insert Labour category name here	-	0.00	0.00
CLIN 9.2	Insert Labour category name here	-	0.00	0.00

CLIN 10.1	Insert Labour category name here	-	0.00	0.00
CLIN 10.2	Insert Labour category name here	-	0.00	0.00
CLIN 10.3	Insert Labour category name here	-	0.00	0.00
CLIN 10.4	Insert Labour category name here	-	0.00	0.00
CLIN 10.5	Insert Labour category name here	-	0.00	0.00
CLIN 10.6	Insert Labour category name here	-	0.00	0.00
CLIN 10.7	Insert Labour category name here	-	0.00	0.00
CLIN 10.8	Insert Labour category name here	-	0.00	0.00
CLIN 10.9	Insert Labour category name here	-	0.00	0.00
CLIN 10.10	Insert Labour category name here	-	0.00	0.00
CLIN 10.11	Insert Labour category name here	-	0.00	0.00
CLIN 10.12	Insert Labour category name here	-	0.00	0.00
CLIN 11.1	Insert Labour category name here	-	0.00	0.00
CLIN 11.2	Insert Labour category name here	-	0.00	0.00
CLIN 11.3	Insert Labour category name here	-	0.00	0.00
CLIN 11.4	Insert Labour category name here	-	0.00	0.00
CLIN 12.1	Insert Labour category name here	-	0.00	0.00
CLIN 12.2	Insert Labour category name here	-	0.00	0.00
CLIN 12.3	Insert Labour category name here	-	0.00	0.00
CLIN 12.4	Insert Labour category name here	-	0.00	0.00
Total				**0.00**

CLIN	Equipment Name	Item Description	Currency	Quantity	Unit cost	Extended cost	Profit	Fully burdened cost	Subcontracted/ Name of Subcontractor
Example. CLIN 1.1.1	EXAMPLE: BrandX Server: TS1593	Example: HT800003 (model number)	Euro (EUR)	10	150.00	1,500.00	150.00	1,650.00	No
CLIN 1.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.3	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.4	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.5	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.6	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.7	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.8	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.9	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.10	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.11	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.12	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.13	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.14	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.15	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 1.16	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 2.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 2.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 3.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 3.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 3.3	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 3.4	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 4.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 4.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 4.3	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 4.4	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.3	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.4	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.5	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.6	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.7	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 5.8	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.1	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.2	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.3	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.4	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.5	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.6	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.7	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.8	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.9	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.10	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.11	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.12	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.13	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.14	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	
CLIN 6.15	Insert Purchased Equipment name	Insert Item Description/Model number				0.00	0.00	0.00	

CLIN 6.16	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.17	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.18	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.19	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.20	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.21	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.22	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.23	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.24	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.25	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.26	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.27	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.28	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.29	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.30	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.31	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.32	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.33	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 6.34	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.4	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.5	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.6	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.7	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.4	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.5	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.6	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.7	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.8	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.8.9	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 7.9	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 8.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 8.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 8.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 9.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 9.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.4	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.5	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.6	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.7	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.8	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.9	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.10	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 10.11	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00

CLIN 10.12	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 11.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 11.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 11.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 11.4	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 12.1	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 12.2	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 12.3	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
CLIN 12.4	Insert Purchased Equipment name	Insert Item Description/Model number	0.00	0.00	0.00
Total					**0.00**

CLIN	Origin/Destination	Year	Currency	Nr of trips	Nr of people	Nr of Days per trip	Cost per roundtrip	Per Diem	Extended cost	Profit		Total Cost
Example. CLIN 1.1.1	Rome/The Hague	2022	Euro (EUR)	4	3	5	600.00	150.00	16,200.00		810.00	17,010.00
CLIN 1.1	Insert Origin/destination								-		0.00	0.00
CLIN 1.2	Insert Origin/destination								-		0.00	0.00
CLIN 1.3	Insert Origin/destination								-		0.00	0.00
CLIN 1.4	Insert Origin/destination								-		0.00	0.00
CLIN 1.5	Insert Origin/destination								-		0.00	0.00
CLIN 1.6	Insert Origin/destination								-		0.00	0.00
CLIN 1.7	Insert Origin/destination								-		0.00	0.00
CLIN 1.8	Insert Origin/destination								-		0.00	0.00
CLIN 1.9	Insert Origin/destination								-		0.00	0.00
CLIN 1.10	Insert Origin/destination								-		0.00	0.00
CLIN 1.11	Insert Origin/destination								-		0.00	0.00
CLIN 1.12	Insert Origin/destination								-		0.00	0.00
CLIN 1.13	Insert Origin/destination								-		0.00	0.00
CLIN 1.14	Insert Origin/destination								-		0.00	0.00
CLIN 1.15	Insert Origin/destination								-		0.00	0.00
CLIN 1.16	Insert Origin/destination								-		0.00	0.00
CLIN 2.1	Insert Origin/destination								-		0.00	0.00
CLIN 2.2	Insert Origin/destination								-		0.00	0.00
CLIN 3.1	Insert Origin/destination								-		0.00	0.00
CLIN 3.2	Insert Origin/destination								-		0.00	0.00
CLIN 3.3	Insert Origin/destination								-		0.00	0.00
CLIN 3.4	Insert Origin/destination								-		0.00	0.00
CLIN 4.1	Insert Origin/destination								-		0.00	0.00
CLIN 4.2	Insert Origin/destination								-		0.00	0.00
CLIN 4.3	Insert Origin/destination								-		0.00	0.00
CLIN 4.4	Insert Origin/destination								-		0.00	0.00
CLIN 5.1	Insert Origin/destination								-		0.00	0.00
CLIN 5.2	Insert Origin/destination								-		0.00	0.00
CLIN 5.3	Insert Origin/destination								-		0.00	0.00
CLIN 5.4	Insert Origin/destination								-		0.00	0.00
CLIN 5.5	Insert Origin/destination								-		0.00	0.00
CLIN 5.6	Insert Origin/destination								-		0.00	0.00
CLIN 5.7	Insert Origin/destination								-		0.00	0.00
CLIN 5.8	Insert Origin/destination								-		0.00	0.00
CLIN 6.1	Insert Origin/destination								-		0.00	0.00
CLIN 6.2	Insert Origin/destination								-		0.00	0.00
CLIN 6.3	Insert Origin/destination								-		0.00	0.00
CLIN 6.4	Insert Origin/destination								-		0.00	0.00
CLIN 6.5	Insert Origin/destination								-		0.00	0.00
CLIN 6.6	Insert Origin/destination								-		0.00	0.00
CLIN 6.7	Insert Origin/destination								-		0.00	0.00
CLIN 6.8	Insert Origin/destination								-		0.00	0.00
CLIN 6.9	Insert Origin/destination								-		0.00	0.00

CLIN 6.10	Insert Origin/destination	-	0.00	0.00
CLIN 6.11	Insert Origin/destination	-	0.00	0.00
CLIN 6.12	Insert Origin/destination	-	0.00	0.00
CLIN 6.13	Insert Origin/destination	-	0.00	0.00
CLIN 6.14	Insert Origin/destination	-	0.00	0.00
CLIN 6.15	Insert Origin/destination	-	0.00	0.00
CLIN 6.16	Insert Origin/destination	-	0.00	0.00
CLIN 6.17	Insert Origin/destination	-	0.00	0.00
CLIN 6.18	Insert Origin/destination	-	0.00	0.00
CLIN 6.19	Insert Origin/destination	-	0.00	0.00
CLIN 6.20	Insert Origin/destination	-	0.00	0.00
CLIN 6.21	Insert Origin/destination	-	0.00	0.00
CLIN 6.22	Insert Origin/destination	-	0.00	0.00
CLIN 6.23	Insert Origin/destination	-	0.00	0.00
CLIN 6.24	Insert Origin/destination	-	0.00	0.00
CLIN 6.25	Insert Origin/destination	-	0.00	0.00
CLIN 6.26	Insert Origin/destination	-	0.00	0.00
CLIN 6.27	Insert Origin/destination	-	0.00	0.00
CLIN 6.28	Insert Origin/destination	-	0.00	0.00
CLIN 6.29	Insert Origin/destination	-	0.00	0.00
CLIN 6.30	Insert Origin/destination	-	0.00	0.00
CLIN 6.31	Insert Origin/destination	-	0.00	0.00
CLIN 6.32	Insert Origin/destination	-	0.00	0.00
CLIN 6.33	Insert Origin/destination	-	0.00	0.00
CLIN 6.34	Insert Origin/destination	-	0.00	0.00
CLIN 7.1	Insert Origin/destination	-	0.00	0.00
CLIN 7.2	Insert Origin/destination	-	0.00	0.00
CLIN 7.3	Insert Origin/destination	-	0.00	0.00
CLIN 7.4	Insert Origin/destination	-	0.00	0.00
CLIN 7.5	Insert Origin/destination	-	0.00	0.00
CLIN 7.6	Insert Origin/destination	-	0.00	0.00
CLIN 7.7	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.1	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.2	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.3	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.4	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.5	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.6	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.7	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.8	Insert Origin/destination	-	0.00	0.00
CLIN 7.8.9	Insert Origin/destination	-	0.00	0.00
CLIN 7.9	Insert Origin/destination	-	0.00	0.00
CLIN 8.1	Insert Origin/destination	-	0.00	0.00
CLIN 8.2	Insert Origin/destination	-	0.00	0.00
CLIN 8.3	Insert Origin/destination	-	0.00	0.00
CLIN 9.1	Insert Origin/destination	-	0.00	0.00

CLIN 9.2	Insert Origin/destination	-	0.00	0.00
CLIN 10.1	Insert Origin/destination	-	0.00	0.00
CLIN 10.2	Insert Origin/destination	-	0.00	0.00
CLIN 10.3	Insert Origin/destination	-	0.00	0.00
CLIN 10.4	Insert Origin/destination	-	0.00	0.00
CLIN 10.5	Insert Origin/destination	-	0.00	0.00
CLIN 10.6	Insert Origin/destination	-	0.00	0.00
CLIN 10.7	Insert Origin/destination	-	0.00	0.00
CLIN 10.8	Insert Origin/destination	-	0.00	0.00
CLIN 10.9	Insert Origin/destination	-	0.00	0.00
CLIN 10.10	Insert Origin/destination	-	0.00	0.00
CLIN 10.11	Insert Origin/destination	-	0.00	0.00
CLIN 10.12	Insert Origin/destination	-	0.00	0.00
CLIN 11.1	Insert Origin/destination	-	0.00	0.00
CLIN 11.2	Insert Origin/destination	-	0.00	0.00
CLIN 11.3	Insert Origin/destination	-	0.00	0.00
CLIN 11.4	Insert Origin/destination	-	0.00	0.00
CLIN 12.1	Insert Origin/destination	-	0.00	0.00
CLIN 12.2	Insert Origin/destination	-	0.00	0.00
CLIN 12.3	Insert Origin/destination	-	0.00	0.00
CLIN 12.4	Insert Origin/destination	-	0.00	0.00
Total				**0.00**

CLIN	Item Name	Item Description	Year	Currency	Unit Type	Quantity	Unit cost	Extended cost	Profit	Total Cost
Example. CLIN 1.1.1	Shipping	Shipping USA to Mons	2022	Euro (EUR)	Lot	2	3,000.00	6,000.00	300.00	6,300.00
CLIN 1.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.3	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.4	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.5	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.6	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.7	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.8	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.9	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.10	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.11	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.12	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.13	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.14	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.15	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 1.16	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 2.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 2.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 3.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 3.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 3.3	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 3.4	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 4.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 4.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 4.3	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 4.4	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.3	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.4	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.5	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.6	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.7	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 5.8	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.1	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.2	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.3	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.4	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.5	Insert Other Direct Cost item							0.00	0.00	0.00
CLIN 6.6	Insert Other Direct Cost item							0.00	0.00	0.00

CLIN 6.7	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.8	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.9	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.10	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.11	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.12	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.13	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.14	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.15	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.16	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.17	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.18	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.19	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.20	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.21	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.22	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.23	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.24	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.25	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.26	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.27	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.28	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.29	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.30	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.31	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.32	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.33	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 6.34	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.4	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.5	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.6	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.7	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.4	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.5	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.6	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.7	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.8.8	Insert Other Direct Cost item	0.00	0.00	0.00

CLIN 7.8.9	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 7.9	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 8.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 8.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 8.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 9.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 9.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.4	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.5	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.6	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.7	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.8	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.9	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.10	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.11	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 10.12	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 11.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 11.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 11.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 11.4	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 12.1	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 12.2	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 12.3	Insert Other Direct Cost item	0.00	0.00	0.00
CLIN 12.4	Insert Other Direct Cost item	0.00	0.00	0.00
Total				**0.00**

Rate Name	Rate description*	Percentage
[Insert Rate Name]		0%
[Insert Rate Name]		0%
[Insert Rate Name]		0%

RFQ-CO-115537-CSSF

Part I - Representative Task Order Schedule of Supplies and Services (for IDIQ evaluation purposes) (NCIA/ACQ/2021/07375)

#	Description	IDIQ SoW Reference	Task Order SoW Reference	Delivery Destination	Unit of measure	Quantity	Notes	Delivery Schedule EDC +	Unit price	Total Firm Fixed Price
1	**Project Management**									in accordance with winning bid
1.1	Kick Off Meeting	4.6.3		Mons	Task	1		EDC+ 1 week		
1.2	Project Management Team	4.1	4.2	NCIA	Task	1 per role		Kick Off Meeting		
1.3	Project Implementation Plan (PIP)	4.2		Project Portal	Document	1 with frequent revisions		EDC+0 weeks		
1.4	Project Management Plan (PMP)	4.2.4		Project Portal	Document	1 with frequent revisions		EDC +2 weeks		
1.5	Integrated Product Support Plan	7.1		Project Portal	Document	1 with frequent revisions		EDC +2 weeks		
1.6	Quality Assurance Plan (QAP)	8.6		Project Portal	Document	1 with frequent revisions		EDC +2 weeks		
1.7	Configuration Management Plan (CMP)	9.3.2		Project Portal	Document	1 with frequent revisions		EDC +2 weeks Updated at each Project Gate		
1.8	Master Test Plan	4.2.9		Project Portal	Document	1 with frequent revisions		EDC +2 weeks Updated at each Pre-Stage Gate		
1.9	Project deliverables plan and registry	4.2.10		Project Portal	Document	1 with frequent revisions		EDC +2 weeks Updated monthly		
1.10	Training Plan	4.2.11		Project Portal	Document	1 with frequent revisions		EDC +2 weeks		
1.11	Project Master Schedule	4.3		Project Portal	Document	1 with frequent revisions		EDC +2 weeks Updated monthly		
1.12	Project Status Report	4.6.1		Project Portal	Document	1 with frequent revisions		EDC +2 weeks Updated monthly		
1.13	Project meetings records	4.6.2.4		Project Portal	Document	1 with frequent revisions		Project Meeting +1 week		
1.14	Risk records	4.7		Project Portal	Document	1 with frequent revisions		Kick Off Meeting PRM -1 week		
1.15	Issue records	4.8		Project Portal	Document	1 with frequent revisions		Kick Off Meeting PRM -1 week		
1.16	Project Review Meetings	4.6.1		Mons	Task	1 per month		EDC +4 weeks recurring monthly during the Period of Performance		
	TOTAL CLIN 1									
2	**Requirements Review**									in accordance with winning bid
2.1	TO Requirements Review Workshop	6.2.4.2		Mons	Task	1		EDC +2 weeks		
2.2	Requirements Review Report	6.2.4.3, 6.2.4.4, 6.2.4.5		Project Portal	Document	1		EDC +5 weeks		
	TOTAL CLIN 2									
3	**Site Survey**									in accordance with winning bid
3.1	Site Survey Questionnaire (SSQ) and Report template	6.3.2.2, 6.3.2.3		Project Portal	Document	1		EDC +2 weeks		
3.2	Site Survey Execution	6.3.2.4		Sigonella	Task	1		EDC +6 weeks		
3.3	Site Survey Report	6.3.2.5		Project Portal	Document	1		EDC +9 weeks		
3.3	Site Survey Gate Review	6.3.3		Mons	Task	1		EDC +10 weeks		
	TOTAL CLIN 3									
4	**Design**									in accordance with winning bid
4.1	Lightweight Site Design (LSD)	6.4.2		Project Portal	Document	1		EDC +15 weeks		
4.2	Requirements Traceability Matrix (RTM)	6.4.3		Project Portal	Document	1		EDC +15 weeks		
4.3	Site Design Review Workshop		6.4.1, 6.4.2	Mons	Task	1		EDC +17 weeks		
4.4	Design Gate Review	6.4.4		Mons	Task	1		EDC +20 weeks		
	TOTAL CLIN 4									
5	**Pre-Stage**									in accordance with winning bid
5.1	Site Implementation Specification (SIS)	6.5.2.2		Project Portal	Document	1		EDC +24 weeks		
5.2	Site Implementation and Cut-over Plan (SICP)	6.5.2.3		Project Portal	Document	1		EDC +24 weeks		
5.3	Draft Local Compliance Statement	6.5.2.4		Project Portal	Document	1		EDC +24 weeks		
5.4	Security Implementation Verification Procedures (SIVP)	6.5.2.5		Project Portal	Document	1		EDC +24 weeks		
5.5	Site Acceptance Test (SiAT) Plan	6.5.2.6		Project Portal	Document	1		EDC +24 weeks		
5.6	Site Acceptance Test Checklist	6.5.2.6		Project Portal	Document	1		EDC +24 weeks		
5.7	Test Cases Definition (Jira)	6.5.2.7		NCI Agency Portal	Document	1		EDC +27 weeks		
5.8	Design Gate Review	6.5.3		Mons	Task	1		EDC +27 weeks		
	TOTAL CLIN 5									
6	**Hardware, Software, and Services**									in accordance with winning bid
6.1	ESXi Hypervisor - PowerEdge R940 Server		E.2.3	Sigonella	Hardware	1		EDC +27 weeks		
6.2	ESXi Server - Dell EMC ME4012 Storage Array		E.2.3	Sigonella	Hardware	1		EDC +27 weeks		
6.3	Net Witness S6 Network Decoder		E.4.5	Sigonella	Hardware	1		EDC +27 weeks		
6.4	Net Witness Decoder Storage PV HD 96TB		E.4.5	Sigonella	Hardware	1		EDC +27 weeks		
6.5	NW S6 Ntwk Concentrator		E.4.5	Sigonella	Hardware	1		EDC +27 weeks		
6.6	Net Witness Concentrator Storage PV HP 78TB		E.4.5	Sigonella	Hardware	1		EDC +27 weeks		
6.7	NW T2, 11-50TB/day NetM perTB Perp lic		E.4.5	Sigonella	Software	1		EDC +27 weeks		
6.8	NW T2, 11-50TB/day NetM perTB 1Mo		E.4.5	Sigonella	Software	12		EDC +27 weeks		
6.9	nGenius 2200 Series Packet Flow Switch - 2204 chassis (4-slot), AC power		E.4.5	Sigonella	Hardware	2		EDC +27 weeks		
6.10	2200 Series - 1/10G Advanced module with 4 x 1Gb/10Gb SFP+ ports and 4 x FPGA ports		E.4.5	Sigonella	Hardware	4		EDC +27 weeks		
6.11	SFP+, 10G/1Gbase-SR/SX, MM, LC, 8-pack		E.4.5	Sigonella	Hardware	6		EDC +27 weeks		
6.12	SFP, Gigabit SX, 8-pack		E.4.5	Sigonella	Hardware	5		EDC +27 weeks		
6.13	Kit, Server Power Cords, European (2 cords per kit)		E.4.5	Sigonella	Hardware	2		EDC +27 weeks		
6.14	MasterCare Support for Packet Broker Devices		E.4.5	Sigonella	Service	2		EDC +27 weeks		
6.15	MasterCare Support for Tapping Modules		E.4.5	Sigonella	Service	4		EDC +27 weeks		
6.16	Tenable Nessus On-line VA 512 IP nodes		E.5.3	Sigonella	Software	1		EDC +27 weeks		
6.17	Tenable Nessus Agents for 1000 nodes		E.5.3	Sigonella	Software	1		EDC +27 weeks		
6.18	AccessData endpoint agents		E.6.3	Sigonella	Software	2		EDC +27 weeks		
6.19	SMS for AD Enterprise Single - C98500x Access Data Enterprise End-Point Agent License - Per collectable End-Point - Perpetual License		E.6.3	Sigonella	Software	1		EDC +27 weeks		
6.20	Enterprise Examiner Bundle		E.6.3	Sigonella	Software	1		EDC +27 weeks		
6.21	SMS for Enterprise Examiner Bundle		E.6.3	Sigonella	Software	1		EDC +27 weeks		
6.22	Subscription for the Fidelis Endpoint agent software - Pack of 200 Agents (Subscription validity 2 years)		E.6.3	Sigonella	Software	3		EDC +27 weeks		
6.23	Switch Cisco Catalyst 9300-24T-A		E.7.2.1	Sigonella	Hardware	1		EDC +27 weeks		
6.24	Juniper SRX-380 VPN Service Gateway (including JUNOS 12 month Licence)		E.7.3.1	Sigonella	Hardware	1		EDC +27 weeks		
6.25	Juniper SRX-380 VPN Service Gateway 12 months support		E.7.3.1	Sigonella	Service	1		EDC +27 weeks		
6.26	645W AC-source power supply for SRX 650. Provides 397W System Power @ 12V and 248W POE Power @ 50VDC. - Works with 90-250VAC input. Does not include Power Cord.		E.7.3.1	Sigonella	Hardware	1		EDC +27 weeks		
6.27	J-Series Power Cable EU		E.7.3.1	Sigonella	Hardware	1		EDC +27 weeks		
6.28	Small Form Factor Pluggable 1000Base-SX Gigabit Ethernet Optics		E.7.3.1	Sigonella	Hardware	10		EDC +27 weeks		
6.29	PowerEdge R240 Rack Server - Intel Xeon E2224 - 16GB Memory - 4TB HDD - 12Gbps SAS HBA		E.7.5.1	Sigonella	Hardware	1		EDC +27 weeks		
6.30	Tripp Lite B021-000-19 1U Rackmount Console with integrated 19-inch LCD display		E.7.5.1	Sigonella	Hardware	1		EDC +27 weeks		
6.31	8-Port 1U Rack-Mount DVI / USB KVM Switch with Audio and 2-port USB Hub		E.7.5.1	Sigonella	Hardware	1		EDC +27 weeks		
6.32	DVI / USB / Audio KVM Cable Kit, 15 ft. (4.57m)		E.7.5.1	Sigonella	Hardware	16		EDC +27 weeks		
6.33	42U Rack AR3300 NetShelter		E.7.6.4	Sigonella	Hardware	1		EDC +27 weeks		
6.35	Delivery of Software; Services; Hardware, Unboxing and Inventory	6.5, 6.6, 7.5, 7.7	5, Annex E	Sigonella	Task	For all Hardware, Software and Services		EDC +28 weeks		
	TOTAL CLIN 6									
7	**Installation, Implementation and Testing**									in accordance with winning bid
7.1	NATO Cyber Defence Platform (NCDP)	5.3.4, E.2, 5.3.3	5.3.4, E.2, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.2	Log Collection	E.3	5.3.5, E.3, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.3	NIPS/NIDS	5.3.6.1 5.3.6.2, E.4, 5.3.3	5.3.6.1 5.3.6.2, E.4, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.4	FPC, Network Tapping, and Aggregation	5.3.6.1 5.3.6.3, E.4, 5.3.3	5.3.6.1 5.3.6.3, E.4, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.5	OVA	5.3.7, E.5, 5.3.3	5.3.7, E.5, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.6	OCF	5.3.8, E.6, 5.3.3	5.3.8, E.6, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.7	NCSC CORE-Tier-3 Supporting Services	5.3.9, E.7, 5.3.3	5.3.9, E.7, 5.3.3	Sigonella	Task	1		EDC +32 weeks		
7.8	Sigonella NCSC CORE-Tier-3 Enclave	5.2, 5.3, 6.6.2, Annex E	5.2, 5.3, 6.6.1, Annex E	Sigonella	Task	1		EDC +35 weeks		
7.8.1	Site activation and operational networks cut-over	6.6.2.4		Sigonella	Task	1		EDC +33 weeks		
7.8.2	SiAT Execution	6.6.2.5		Sigonella	Task	1		EDC +34 weeks		
7.8.4	SiAT Report	6.6.2.5.3		Project Portal	Document	1		EDC +35 weeks		
7.8.5	Decommission and Disposal	6.6.2.7		Sigonella	Task	1		EDC +35 weeks		
7.8.6	Site Installation Checklist	6.6.2.12		Sigonella	Task	1		EDC +35 weeks		
7.8.7	Local Compliance Statement	5.2.11		Sigonella	Task	1		EDC +35 weeks		
7.8.8	Updated site Tier-3 documentation (SIS, SICP, SIVP)	6.6.2.1.8-10		Sigonella	Task	1		EDC +35 weeks		
7.8.9	Service Performance Test Plan	6.6.2.10		Sigonella	Task	1		EDC +35 weeks		
7.8.10	Service Update Activation Checklist	6.6.2.11		Sigonella	Task	1		EDC +35 weeks		
7.9	Site Implementation Gate Review Workshop	6.6.3.4	6.6.1	Sigonella	Task	1		EDC +36 weeks		
	TOTAL CLIN 7									
8	**Service Update**									in accordance with winning bid
8.1	Service Performance Test Report	6.6.4.2.1		Portal	Document	1		EDC +37 weeks		
8.2	Service Performance Evaluation Report	6.6.4.2.2		Portal	Document	1		EDC +37 weeks		
8.3	Service Update Gate Review	6.6.2.8		Mons	Task	1		EDC +37 weeks		
	TOTAL CLIN 8									
9	**Subject Matter Experts**									in accordance with winning bid
9.1	Gateway Security Service SME	5.4.6.4, C.1	5.4.1	Sigonella	Day	5		As per SIS		
9.2	CIS Endpoint Protection Support Service SME	5.4.6.5, C.2	5.4.2	Sigonella	Day	10		As per SIS		
	TOTAL CLIN 9									
10	**Integrated product Support**									in accordance with winning bid
10.1	Maintenance and Support Case	7		Portal	Document	1 with frequent revisions		At Project Gate 3 -2w		
10.2	OEM Technical Manuals	7.5.2		Portal	Document			At each shipment		
10.3	Interactive Electronic Technical Publications (IETP)	7.5.2		Portal	Document	1		At Project Gate 5 -12W, Project Gate 5 +1W, Project Gate 6 -1W, and End of Warranty		
10.4	Transportation Report	6.5.2.9		Portal	Document	1		At Project Gate 4 -4W, and Project Gate 5 -4W		
10.5	Site Inventory	6.6.2.8		Portal	Document	1		At Project Gate 4 -4W, and Project Gate 5 -4W		
10.6	Site Software Distribution List (SWDL)	7.7.14		Portal	Document	1		At Project Gate 4 -4W		
10.7	Notice of Shipment	7.7.16		Portal	Document	1 per shipment		4w before each shipment		
10.8	Functional Baseline (FBL)	9.3.2		Portal	Document	1		At Requirement Review Event - 2w		
10.9	Functional Configuration Audit (FCA)	9.3.5		Mons	Task	1		As per CMP		
10.10	Allocated Baseline (ABL)	9.3.2		Portal	Document	1		At Requirement Review Event - 2w, Project Gate 3 -2w, and Project Gate 4 -2w		
10.11	Product Baseline (PBL)	9.3.2		Portal	Document	1		At Project Gate 4 -2w, and Project Gate 5 -2w		
10.12	Physical Configuration Audit (PCA)	9.3.5		Sigonella	Task	1		As per CMP		
	TOTAL CLIN 10									
11	**Training**									in accordance with winning bid
11.1	Training Needs Analysis (TNA) Report	7.6		Portal	Document	1		At Project Gate 3 -2W		
11.2	Training material and data	7.6		Portal	Document	1		8w before training session		
11.2	Tier-3 Training sessions	7.6		Sigonella	Task	As required		As per Training Plan		
11.3	Tier-3 Training Report	7.6		Portal	Document	1		At Project Gate 5 -2w		
	TOTAL CLIN 11									
12	**Warranty**									in accordance with winning bid
12.1	Warranty services - 1st quarter	7.8		NCIA	Task	1		SiAT to SiAT+3 (months)		
12.2	Warranty services - 2nd quarter	7.8		NCIA	Task	1		SiAT+3 to SiAT+6 (months)		
12.3	Warranty services - 3rd quarter	7.8		NCIA	Task	1		SiAT+6 to SiAT+9 (months)		
12.4	Warranty services - 4th quarter	7.8		NCIA	Task	1		SiAT+9 to SiAT+12 (months)		
	TOTAL CLIN 12									

This is a representative Task Order Schedule of Supplies and Services (SSS) used for evaluation purposes for RFQ-CO-115537-CSSF. Therefore, this Task Order SSS does not constitute a financial or contractual commitment.

RFQ-CO-115537-CSSF

NATO Communications and Information Agency
Agence OTAN d'information et de communication

REPRESENTATIVE TASK ORDER STATEMENT OF WORK

FOR THE NATO CYBER SECURITY CENTRE (NCSC) CORE TIER-3 ENCLAVE IN SIGONELLA (ITA)

This is a representative Task Order Statement of Work (SoW) used for evaluation purposes for RFQ-CO-115537-CSSF. Therefore, this Representative Task Order SoW does not constitute a financial or contractual commitment.

Table of Contents

SECTION 1. INTRODUCTION

1.1 Purpose

1.1.1 This is a representative Task Order Statement of Work (SoW) used for evaluation purposes for RFQ-CO-115537-CSSF. Therefore, this Representative Task Order SoW does not constitute a financial or contractual commitment.

1.1.2 The purpose of this Representative Task Order (TO) is to deploy a NATO Cyber Security Centre (NCSC) CORE Tier-3 Enclave in the NATO Alliance Ground Surveillance (AGS) Main Operating Base, located in Sigonella (ITA).

1.1.3 This Statement of Work (SOW) describes the responsibilities of and activities to be conducted by the Contractor to meet the requirements of the TO for the Sigonella NCSC CORE Tier-3 Enclave.

1.2 Introduction and Scope

1.2.1 The NATO Communications and Information Agency (NCI Agency), the Purchaser, operates the NATO Cyber Security Centre (NCSC) CORE capabilities, providing a series of cyber security services for the NATO Enterprise.

1.2.2 The NCI Agency have a requirement for deployment of a NCSC CORE Tier-3 enclave, fully integrated with the current NCSC CORE , for protection of NATO networks, systems, and services under administration of the NCI Agency CIS Support Unit (CSU) Sigonella.

1.2.3 The scope of protection by the NCSC CORE Tier-3 Enclave capabilities in Sigonella includes all network domains, IT systems, and services, operating within two major security classification domains, i.e. NATO SECRET and NATO RESTRICTED/NATO UNCLASSIFIED.

1.3 General Rules

1.3.1 The Contractor shall deliver the work for this TO under regime of the Cyber Security Services Framework (CSSF) Indefinite Delivery, Indefinite Quantity (IDIQ).

1.3.2 Requirements in this TO SoW are complementary to and, where differing, take a precedence over stipulations in the CSSF IDIQ SoW.

1.4 Statement of Work organisation

1.4.1 This SoW defines the requirements for services and supplies, which shall be provided by the Contractor under this Contract.

1.4.2 The structure of this SoW preserves the top layer structure of the CSSF IDIQ SoW with the content as follows:

1.4.2.1 SECTION 1, this section, provides basic information related to the TO, including the purpose, scope, and main rules that govern execution of this TO;

1.4.2.2 SECTION 2 defines standards for interpretation of the SoW;

1.4.2.3 SECTION 3 provides a reference of the applicable documents;

1.4.2.4 SECTION 4 defines the Project Management organisation, required to deliver the work under this TO;

1.4.2.5   SECTION 5 defines the scope of work under this TO;

1.4.2.6   SECTION 6 describes applicable activities and processes;

1.4.2.7   SECTION 7 defines Integrated Product Support requirements;

1.4.2.8   SECTION 8 defines quality assurance requirements;

1.4.2.9   SECTION 9 defines configuration requirements;

1.4.2.10   SECTION 10 defines personal security requirements;

1.4.2.11   SECTION 12 defines safety requirements;

1.4.2.12   Annexes A, B, and C stay reserved to preserve align the document structure with the outline of the CSSF IDIQ SoW.

1.4.2.13   Annex D provides a technical overview of the AGS MOB Sigonella (ITA) site;

1.4.2.14   Annex E provides technical details of the NCSC CORE-Tier-3 enclave services, specific for the AGS MOB Sigonella (ITA) site.

SECTION 2.   STANDARDS FOR INTERPRETATION OF THE SOW

2.1   No deviation observed in this TO SoW from SECTION 2 of the CSSF IDIQ SoW.

SECTION 3.   APPLICABLE DOCUMENTS

3.1   References for this TO SoW apply as listed in SECTION 3 of the CSSF IDIQ SoW (ref. 3.2.1).

3.2   Other references:

3.2.1   CSSF IDIQ SoW.

SECTION 4.   PROJECT MANAGEMENT

4.1   The Contractor shall establish a project organisation in compliance with stipulations in in SECTION 4 of the CSSF IDIQ SoW (ref. 3.2.1).

4.2   The Contractor shall provide qualification records for the Project key personnel, listed in Table **1**:

Table 1 Project Key Personnel

Name	CSSF IDIQ SoW (ref. 3.2.1) Ref.	TO SoW Ref.	To be completed by	Format
Contractor Project Manager	4.1.3		BID	DOCX
Contractor Technical Lead	4.1.4		BID	DOCX

Name	CSSF IDIQ SoW (ref. 3.2.1) Ref.	TO SoW Ref.	To be completed by	Format
Contractor Test Director	4.1.5		BID	DOCX
Contractor Quality Assurance Representative	4.1.6		BID	DOCX
Contractor Integrated Product Support Manager	4.1.7		BID	DOCX
Contractor Configuration Manager	4.1.8		BID	DOCX
Contractor IDIQ Manager	11		BID	DOCX

4.3　The Purchaser may submit a Replacement Notice to the Contractor for any of the Project key personnel at any moment of the TO execution.

4.4　The Contractor shall process a Replacement Notice and provide qualification records of a new key personnel for Purchaser's approval within twenty (20) working days after receiving a Replacement Notice.

4.5　The Contractor shall submit all Project Management documents listed in Table 2, based on timelines defined as Effective Date on Contract (EDC) plus (+) NN weeks.

Table 2 Project Management deliverables

Serial	Name	Description	CSSF IDIQ SoW (ref. 3.2.1) Ref.	TO SoW Ref.	Format
1	PIP	Project Implementation Plan (PIP)	4.2		DOCX
2	PMP	Project Management Plan (PMP)	4.2.4		DOCX
3	IPS	Integrated Product Support Plan	7.1		DOCX
4	QAP	Quality Assurance Plan (QAP)	8.6		DOCX
5	CMP	Configuration Management Plan (CMP)	9.3.2		DOCX
6	MTP	Master Test Plan	4.2.9		DOCX
7	Document Management	Project deliverables plan and registry	4.2.10		DOCX + portal list
7	Training Plan	Training Plan	4.2.11		DOCX
7	PMS	Project Master Schedule	4.3	SSS	MPP
8	PSR	Project Status Report	4.6.1		DOCX
9	Minutes	Project meetings records	4.6.2.4		DOCX
10	Risk Log	Risk records	4.7		DOCX at BID Portal list at TO execution

Serial	Name	Description	CSSF IDIQ SoW (ref. 3.2.1) Ref.	TO SoW Ref.	Format
11	Issue Log	Issue records	4.8		DOCX at BID Portal list at TO execution

4.6 No further deviation observed in this TO SoW from SECTION 4 of the CSSF IDIQ SoW.

SECTION 5. SCOPE OF WORK

5.1 Scope overview

5.1.1 The Contractor shall deliver the NCSC CORE Tier-3 enclave in a (remote) site in the AGS MOB Sigonella (ITA), configured and integrated with the NCSC CORE infrastructure, corresponding to the *Tasks Category 1: Deployment, configuration and integration of NCSC-CORE-Tier-3 Enclave* in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.1.2.1),

5.1.2 The Contractor shall perform all activities for this task in compliance with requirements in paragraph 5.2 below, in addition to the primary requirements in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.2).

5.1.3 The Contractor shall comply with requirements in paragraph 5.3 when implementing services of the requested NCSC CORE Tier-3 enclave model in Sigonella, in addition to the primary service-specific requirements in the CSSF IDIQ (reference 3.2.1, paragraph 5.3).

5.1.4 The Contractor shall provide Level of Effort-based Subject Matter Expertise (SME) with qualifications as specified in paragraph 5.4.

5.1.5 The Contractor shall execute the task, applying the CLIN structure as defined in the related SSS.

5.2 NCSC CORE-Tier-3 Enclave

5.2.1 The Contractor shall implement an NCSC-CORE-Tier-3 enclave model, as illustrated in Annex D paragraph D.5, following the NCSC CORE concept as described in Annex D.

5.2.2 The Contractor shall implement NCSC CORE services within the NCSC-CORE-Tier-3 enclave in Sigonella, listed in Annex D, paragraph D.6.

5.2.3 The Contractor shall deliver the NCSC-CORE-Tier-3 enclave in Sigonella following the communication pattern as illustrated in Annex D, paragraph D.7.

5.2.4 The Contractor shall deliver the NCSC-CORE-Tier-3 enclave in Sigonella, including Tier-3 enclave components and services, capable to accommodate Sigonella CIS parameters as provided in Annex D, paragraph D.8.

5.3   Cyber Security Services

5.3.1   The Contractor shall integrate NCSC CORE components of an NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the high level technical overview, provided in corresponding sections of Annex E.

5.3.2   Reserved.

5.3.3   General requirements

5.3.3.1   The Contractor shall comply with general requirements for all services within the scope of this TO SoW, as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.3).

5.3.3.2   The Contractor shall plan delivery of the NCSC-CORE-Tier-3 enclave in Sigonella in the Greenfield Installation mode, as defined in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.3.2.1).

5.3.4   NATO Cyber Defence Platform (NCDP)

5.3.4.1   The Contractor shall implement the NATO Cyber Defence Platform (NCDP) element of the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in Annex E, paragraph E.2, with complementary information, provided in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.2).

5.3.4.2   The Contractor shall deploy a NCDP element of the Sigonella NCSC-CORE-Tier-3 enclave in compliance with the NCDP requirements as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.4).

5.3.4.3   The Contractor shall integrate and appropriately configure the NCDP element to facilitate the Sigonella NCSC-CORE-Tier-3 enclave capability as detailed in Annex E, paragraph E.2.

5.3.4.4   The Contractor shall procure and deliver hardware components of the NCDP element, as specified in Annex E, paragraph E.2, Table 7.

5.3.4.5   The Contractor shall schedule delivery of licences for NCDP software components in the Site Installation Specification (see reference 3.2.1, paragraph 6.5.2.2), for delivery by the Purchaser as a PFE.

5.3.5   Log Collection

5.3.5.1   The Contractor shall implement a Log Collection service at the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in Annex E, paragraph E.3, with complementary information as provided in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.3).

5.3.5.2   The Contractor shall implement a Log Collection service in the Sigonella NCSC-CORE-Tier-3 enclave in compliance with the Log Collection requirements as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.5).

5.3.5.3   The Contractor shall integrate and appropriately configure the Log Collection service to perform security monitoring of the infrastructure, components, services and user communities in the Sigonella SAGS MOB site CIS production environment.

5.3.5.4   The Contractor shall apply all implementation steps deemed required to provision the Log Collection service, in addition to implementation steps as detailed in Annex E, paragraph E.3.2.

5.3.5.5   The Contractor shall determine and configure endpoint services of the production/network domains in the Sigonella AGS MOB CIS for collection of logging data. A list of potential log sources is provided in Annex E, paragraph E.3.3 and E.3.4.

5.3.5.6   The Contractor shall schedule delivery of licences for required software components in the Site Installation Specification (see reference 3.2.1, paragraph 6.5.2.2), as listed in Annex E, paragraph E.3.5, for delivery by the Purchaser as a PFE.

5.3.6   Network Intrusion Protection (NIPS)/ Full Packet Capture (FPC)

5.3.6.1   The Contractor shall implement Network Intrusion Protection (NIPS), Full Packet Capture (FPC), Network tapping, and aggregation solution at the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in Annex E, paragraph E.4, with complementary information as provided in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.4).

5.3.6.2   NIPS/NIDS

    5.3.6.2.1   The Contractor shall schedule applying and activation of the Threat Prevention Subscription on Palo Alto firewalls in the Site Installation Specification (see reference 3.2.1, paragraph 6.5.2.2), to be delivered by the Purchaser as a PFE.

5.3.6.3   FPC, Network Tapping, and Aggregation

    5.3.6.3.1   The Contractor shall implement a solution for FPC Type 1 (small site), network tapping, aggregation services in the Sigonella NCSC-CORE-Tier-3 enclave incompliance with requirements as stipulated for corresponding services in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.6).

    5.3.6.3.2   The Contractor shall integrate and appropriately configure FPC, network tapping, aggregation services to perform security monitoring of the infrastructure, components, services and user communities in the Sigonella SAGS MOB site CIS production environment.

    5.3.6.3.3   The Contractor shall apply all implementation steps deemed required for a successful delivery of the FPC, network tapping, and aggregation services, in addition to implementation steps as detailed in Annex E, paragraph E.4.4.

    5.3.6.3.4   The Contractor shall procure and deliver hardware and software components for the FPC solution, as specified in Annex E, paragraph E.4.5, Table 9.

5.3.7   Online Vulnerability Assessment (OVA) Tasks

5.3.7.1   The Contractor shall implement an Online Vulnerability Assessment (OVA) service at the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in Annex E, paragraph E.5 with complementary information, provided in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.5).

5.3.7.2   The Contractor shall implement the OVA solution in the Sigonella NCSC-CORE-Tier-3 enclave in compliance with the OVA requirements as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.7).

5.3.7.3   The Contractor shall integrate and appropriately configure the OVA service to perform vulnerability within the Sigonella SAGS MOB site CIS production environment.

5.3.7.4   The Contractor shall apply all implementation steps deemed required to provision the OVA service, in addition to implementation steps as detailed in Annex E, paragraph E.5.2.

5.3.7.5   The Contractor shall procure and deliver software components for the OVA solution, as specified in Annex E, paragraph E.5.3, Table 10.

5.3.8   Online Computer Forensics (OCF) Tasks

5.3.8.1   The Contractor shall implement Online Computer Forensics (OCF) service at the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in Annex E, paragraph E.6 with complementary information, provided in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.6).

5.3.8.2   The Contractor shall implement the OCF Type 1 solution in the Sigonella NCSC-CORE-Tier-3 enclave in compliance with the OCF requirements as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.8).

5.3.8.3   The Contractor shall integrate and appropriately configure the OCF service to perform cyber forensics activities within the Sigonella SAGS MOB site CIS production environment.

5.3.8.4   The Contractor shall apply all implementation steps deemed required to provision the OCF service, in addition to implementation steps as detailed in Annex E, paragraph E.6.2.

5.3.8.5   The Contractor shall enable provisioning of OCF Agents to endpoints of the production/network domains in the Sigonella AGS MOB CIS.

5.3.8.6   The Contractor shall schedule delivery of licences for Access Data software in the Site Installation Specification (see reference 3.2.1, paragraph 6.5.2.2), as listed in Annex E, paragraph E.6.3, Table 11, for delivery by the Purchaser as a PFE.

5.3.8.7   The Contractor shall procure and deliver software components for the OCF solution, as specified in Annex E, paragraph E.6.3, Table 11.

5.3.9   NCSC CORE-Tier-3 Supporting Services

5.3.9.1   The Contractor shall implement supporting services of the NCSC CORE-Tier-3 enclave in the Sigonella SAGS MOB in accordance to the technical high level overview in the CSSF IDIQ SoW (reference 3.2.1, paragraph E.7).

5.3.9.2   Tier-3 Enclave Management Switch

5.3.9.2.1   The Contractor shall deploy and configure management switches of the Sigonella NCSC-CORE-Tier-3 enclave in compliance with requirements for management switches as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.9).

5.3.9.2.2   The Contractor integrate and appropriately configure the Tier-3 enclave management switches to provide routing between the Sigonella NCSC-CORE-Tier-3 enclave VPN and the subnets within the Sigonella SAGS MOB site CIS production zones as well as to support services of the Tier-3 Hyper Converged Infrastructure (HCI).

5.3.9.2.3   The Contractor shall procure and deliver network switching components as specified in Annex E, paragraph E.7.2.1, Table 12.

5.3.9.3   Virtual Private Network appliance

5.3.9.3.1   The Contractor shall deploy and configure the VPN/Firewall appliance in the Sigonella NCSC-CORE-Tier-3 enclave in compliance with requirements for management switches as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.9)

5.3.9.3.2   The Contractor shall integrate and appropriately configure the Tier-3 VPN/Firewall appliance to provide VPN connectivity between the enclave and the NCSC CORE-T2 Tier-2.

5.3.9.3.3   The Contractor shall integrate and appropriately configure the Tier-3 VPN/Firewall appliance to provide firewall services to the Tier-3 enclave.

5.3.9.3.4   The Contractor shall procure and deliver the VPN/Firewall appliance as specified in Annex E, paragraph E.7.3.1, Table 13.

5.3.9.4   Tier-3 Administration Workstation

5.3.9.4.1   The Contractor shall provision a rack-mounted Tier-3 Analyst Workstation (T3AW) in the Sigonella NCSC-CORE-Tier-3 enclave in compliance requirements for a T3AW as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.9).

5.3.9.4.2   The Contractor shall integrate and appropriately configure the T3AW to allow local access to the NCSC CORE-Tier-3 enclave devices.

5.3.9.4.3   The Contractor shall connect the T3AW directly to the management/operational network switch on the Tier-3 management VLAN.

5.3.9.4.4   The Contractor shall perform KVM installation along with installation of the racked T3AW.

5.3.9.4.5   The Contractor shall procure and deliver network switching components as specified in Annex E, paragraph E.7.5.1, Table 14.

5.3.9.5   Rack installation

5.3.9.5.1   The Contractor shall mount a Sigonella NCSC-CORE-Tier-3 enclave rack in compliance requirements for a Tier-3 rack services as stipulated in the CSSF IDIQ SoW (reference 3.2.1, paragraph 5.3.9).

5.3.9.5.2   The Contractor shall provision the rack in the designated place, including installation of rack ancillaries and all Sigonella NCSC CORE-Tier-3 equipment.

5.3.9.5.3   The Contractor shall procure and deliver a data centre rack as specified in Annex E, paragraph E.7.6.4, Table 15.

5.4   Tasks Category 3: Subject Matter Expert Services – Level of Effort

5.4.1   The Contractor shall provide 5 man-days support of a Gateway Security Service SME, as specified in reference 3.2.1, paragraph 5.4.7.4.

5.4.1.1   The Purchaser will notify the Contractor on the duty start day fifty (50) working days in advance.

5.4.1.2   The SME support is required to setup core firewall solution for the site, based on Palo Alto Networks PA-3260.

5.4.1.3   The work shall be performed on-site, following instructions from the Purchaser.

5.4.1.4   The equipment will be provided by the Purchaser as a PFE.

5.4.2   The Contractor shall provide 10 man-days of a CIS Endpoint Protection Support Service SME, as specified in reference 3.2.1, paragraph 5.4.7.5.

5.4.2.1   The Purchaser will notify the Contractor on the duty start day fifty (50) working days in advance.

5.4.2.2   The SME support is required to perform activities for enabling of endpoint protection measures, listed in Table 3.

5.4.2.3   The work shall be performed on-site, following instructions from the Purchaser.

5.4.2.4   Software and licences will be provided by the Purchaser as a PFE.

Table 3
Endpoint protection measures on the Sigonella AGS MOB site

Endpoint Security	
Complete Endpoint Threat Protection	qty 600
Complete Data Protection Advanced	qty 600
MOVE AntiVirus for Virtual Servers	qty 50
MOVE AntiVirus for Virtual Desktops (VDI)	qty 50
Endpoint Data Protection - Host Data Loss Prevention	qty 600
Endpoint Threat Defense and Response - Threat Intelligence Exchange	qty 600
Policy Auditor - Server	qty 2

SECTION 6.   DELIVERY ACTIVITIES AND PROCESSES

6.1   Introduction

6.1.1   The Contractor shall perform activities and apply processes in compliance with SECTION 6 of the CSSF IDIQ SoW (reference 3.2.1) with exceptions as defined further in this section.

6.2   TO delivery Gates

6.2.1.1   No deviation observed from paragraph 6.2 of the CSSF IDIQ SoW (reference 3.2.1).

6.3   Tier-3 Site Survey

6.3.1   No deviation observed from paragraph 6.3 of the CSSF IDIQ SoW (reference 3.2.1).

6.4   Design Phase

6.4.1   The Contractor shall conduct a Site Design Review (SDR) Workshop not earlier than in fifteen (15) days after submission of the design package, including a Lightweight

Site Design (LSD) and Requirements Traceability Matrix (RTM). The Workshop shall address all Purchaser's comments with the objective to agree on a resolution for each comment marked as "critical".

6.4.2   The Contractor shall submit a reviewed designed package within ten (10) days after the SDR.

6.4.3   No further deviations observed from paragraph 6.4 of the CSSF IDIQ SoW (reference 3.2.1).

6.5   Pre-Stage Phase

6.5.1   No deviation observed from paragraph 6.5 of the CSSF IDIQ SoW (reference 3.2.1).

6.6   Tier-3 Implementation Phase

6.6.1   The Contractor shall conduct a Site Acceptance Review Workshop on site with the purpose to approve all site deliverables in accordance to paragraph 6.6.3.2 of the CSSF IDIQ SoW (reference 3.2.1)

6.6.2   No deviation observed from paragraph 6.6 of the CSSF IDIQ SoW (reference 3.2.1).

6.7   Purchaser Furnished Elements (PFE)

6.7.1   The Purchaser will provide hardware, software, licenses, access, and documentation as described in Table 4.

Table 4
Estimation of VM requirements for services of NCSC-CORE-Tier-3 enclave

#	PFE	Delivery Date
1.	VMWare vSphere enterprise plus (Per CPU)	
	VMWare VPP L4 VMware vSphere 6 Enterprise Plus for 1 processor	
	VMWare Basic Support/Subscription VMware vSphere 6 Enterprise Plus for 1 processor	
	Windows 2016 Server datacenter (Per core)	
	Red Hat Enterprise Linux Server, Standard (1 Physical Per Socket Pair or 2 Virtual Nodes) 1 Year (PFE NCIA)	
	Splunk Enterprise, annual subscription per GB/day (PFE)	
	Splunk Enterprise Security, annual subscription per GB/day (PFE)	
	AccessData endpoint agents	
	SMS for AD Enterprise Single - C98500x Access Data Enterprise End-Point Agent License - Per collectable End-Point - Perpetual License	
	Enterprise Examiner Bundle	
	SMS for Enterprise Examiner Bundle	
	Threat Prevention Subscription on Palo Alto firewalls and activation	
	NPKI certificates	
	GeoIP database	
	Security settings and security configuration instructions for Operating Systems	

SECTION 7. INTEGRATED PRODUCT SUPPORT

7.1   No deviation observed in this TO SoW from Section 6 of the CSSF IDIQ SoW.

SECTION 8. QUALITY ASSURANCE AND CONTROL

8.1   No deviation observed in this TO SoW from Section 7 of the CSSF IDIQ SoW.

SECTION 9. CONFIGURATION MANAGEMENT

9.1   No deviation observed in this TO SoW from Section 2 of the CSSF IDIQ SoW.

SECTION 10. PERSONNEL SECURITY REQUIREMENTS

10.1   The Contractor shall contact the responsible Point of Contact (PoC), indicated below to coordinate access to the site.

10.1.1   POC:

10.1.2   Title:

10.1.3   Tel:

10.1.4   Email:

10.2   No deviation observed in this TO SoW from Section 9 of the CSSF IDIQ SoW.

SECTION 11. RESERVED

SECTION 12. SAFETY REQUIREMENTS

12.1   No deviation observed in this TO SoW from Section 12 of the CSSF IDIQ SoW.

Annex A   **RESERVED**

Annex B   **RESERVED**

Annex C   **RESERVED**

Annex D   **NCSC-CORE-TIER-3 ENCLAVE ARCHITECTURE AND SITE OVERVIEW**

Offerors are advised that Annex D to this representative Task Order Statement of Work is classified as NATO RESTRICTED and will not be sent via email alongside the RFQ package. Offerors wishing to view the NATO RESTRICTED documents shall request copies of the documents from the Purchaser's point of contact in section 2.6 of the Book I Bidding Instructions.

[Provided under separate PDF file]:

"05a_RFQ-CO-115537-CSSF - Bidding Instructions Annex F Enclosure 1 (Representative Task Order SOW for Evaluation Purposes)-NR"

Annex E   **TECHNICAL OVERVIEW AND SPECIFICATIONS**

Offerors are advised that Annex E to this representative Task Order Statement of Work is classified as NATO RESTRICTED and will not be sent via email alongside the RFQ package. Offerors wishing to view the NATO RESTRICTED documents shall request copies of the documents from the Purchaser's point of contact in section 2.6 of the Book I Bidding Instructions.

[Provided under separate PDF file]:

"05a_RFQ-CO-115537-CSSF - Bidding Instructions Annex F Enclosure 1 (Representative Task Order SOW for Evaluation Purposes)-NR"

RFQ-CO-115537-CSSF

CYBER SECURITY SERVICES FRAMEWORK

NATO Communications and Information Agency
Agence OTAN d'information et de communication

BOOK II

THE PROSPECTIVE CONTRACT

GENERAL INDEX

Contract Signature Page

Part I: **IDIQ Schedule of Supplies and Services**

Part II: **Contract Special Provisions and Annexes**

Part III: **Contract General Provisions**

Part IV: **Statement of Work and Annexes**

PROSPECTIVE CONTRACT SIGNATURE PAGE	
1. Original Number 1 of 1	**2. Purchase Order Number:** *to be added at contract award*
3. Contract Number: CO-115537-CSSF	**4. Effective Date:**
5. Contractor: *to be added at contract award*	**6. Purchaser: NCIA represented by:** **The General Manager** **NATO CI AGENCY** **Avenue du Bourget 140** **1110 Brussels, Belgium** **Tel: +32 (0)2 707 8328**

7. Cyber Security Services Framework

This Cyber Security Services Framework establishes a Firm Fixed Price Indefinite Delivery Indefinite Quantity (IDIQ) framework as the preferred vehicle for the procurement of cyber security services through Task Order Competitions during the Period of Performance.
The contractor shall deliver the supplies and services in accordance with the attached IDIQ Statement of Work (SOW) and future respective Task Orders placed under this IDIQ.

8. TOTAL AMOUNT OF CONTRACT   **DDP (Incoterms 2010)**
        <u>Firm Fixed Price</u>**:**

9. PERIOD OF PERFORMANCE (POP): See: Part II – Special Provisions for IDIQ POP See: Respective Task Orders placed under this IDIQ for Task Order POP	**10. LOCATION OF WORK:** See Respective Task Orders placed under this IDIQ

11. CONTRACT AGREEMENT:

a. Contractor agrees to furnish and deliver all supplies and perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this Contract shall be subject to and governed by the following documents: (a) this award/Contract, (b) the solicitation, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by Reference.

b. In accordance with Article 1 (Order of Precedence) of the Contract Special Provisions, the Order of Precedence of the Contract is as follows:
1. This Contract Signature Page;
2. Issued Task Order(s) including Schedule of Supplies and Services and Task Order Statement of Work (excluding the Representative Task Order issued alongside the RFQ for evaluation purposes);
3. Part II. Contract Special Provisions and Annexes;
4. Part III. Contract General Provisions and Annexes;
5. Part IV. Statement of Work and Annexes;
6. The Contractor(s)' proposal (Technical and Price Quotation).

c. The following documents are hereby incorporated by reference into this Contract

to be added at contract award

12. Signature of Contractor	**13. Signature of Purchaser**
14. Name and Title of Signer	**15. Name and Title of Signer**
16. Date signed by Contractor	**17. Date Signed by Purchaser**

RFQ-CO-115537-CSSF

CYBER SECURITY SERVICES FRAMEWORK

PART I – SCHEDULE OF SUPPLIES AND SERVICES

(This Section will be derived from the bidding sheets submitted by the successful Offeror)

RFQ-CO-115537-CSSF					
IDIQ Rate Card					
Description	Firm Fixed Price 2022	Firm Fixed Price 2023	Firm Fixed Price 2024	Firm Fixed Price 2025	Firm Fixed Price 2026
Security Tools Engineer (IDIQ SOW Reference C.1)					
Office Hours Daily Rate					
Weekend Daily Rate					
Call-Out Daily Rate					
Overtime Hourly Rate (on top of daily rates above)					
Online Vulnerability Assessment (OVA) Tool Engineer (IDIQ SOW Reference C.2)					
Office Hours Daily Rate					
Weekend Daily Rate					
Call-Out Daily Rate					
Overtime Hourly Rate (on top of daily rates above)					
System Engineer (IDIQ SOW Reference C.3)					
Office Hours Daily Rate					
Weekend Daily Rate					
Call-Out Daily Rate					
Overtime Hourly Rate (on top of daily rates above)					
Network Engineer (IDIQ SOW Reference C.4)					
Office Hours Daily Rate					
Weekend Daily Rate					
Call-Out Daily Rate					
Overtime Hourly Rate (on top of daily rates above)					

All daily rates above are based on an 8-hour working day.

All rates above are exclusive of Travel, Accommodation and Subsistence costs which shall be applied at standard NCI Agency rates for the site(s) included in any Task Order.

The rates included in this Rate Card shall form the IDIQ Contract's Schedule of Supplies and Services (SSS) and the rates within shall be applied to any potential future Task Orders placed under the Cyber Security Services Framework IDIQ.

NATO Communications and Information Agency

RFQ-CO-115537-CSSF

Cyber Security Services Framework

Contract Special Provisions

Book II - Part II

Table of Content

PART II - CONTRACT SPECIAL PROVISIONS

1. Order of Precedence

1.1. In the event of any inconsistency in language, terms or conditions of the various parts of this Contract, precedence will be given in the following order:

1.1.1. The Contract Signature Page (Basic plus any Amendment)

1.1.2. Issued Task Order(s) including Schedule of Supplies and Services and Task Order Statement of Work (excluding the Representative Task Order issued alongside the RFQ for evaluation purposes);

1.1.3. Part II – The Contract Special Provisions;

1.1.4. Part III – The Contract General Provisions;

1.1.5. Part IV – The IDIQ Statement of Work and its Annexes;

1.1.6. The Contractor(s)' proposal (Technical Proposal and Price Quotation) dated [*to be inserted at contract award*] and any clarifications thereto, incorporated herein by reference.

2. Scope of Work

2.1. The purpose of this Contract is to create an Indefinite Delivery, Indefinite Quantity (IDIQ) framework for Contractor support for surge cyber security services from which the Purchaser may order quantities for delivery to different NATO sites and/or NATO Nations through respective Task Orders (TO).

2.2. In order to fulfil that purpose the Contractor shall deliver, in accordance with the Contract requirements, and against the prices specified in the Task Order Schedule of Supplies and Services (SSS), the items or services identified in Task Orders (TOs, or Orders) issued from time to time by the Purchaser, in the manner and at the time and location specified in the Task Order.

2.3. The broad specifications of the hardware equipment to be delivered under this Contract are laid out in Annex A to the Statement of Work (SOW). The detailed requirements of associated warranty and support are provided in Section 4 of the SOW. The specific technical requirements for each Task Order will be specified in the TO SSS.

2.4. The Contractor shall perform to the standards in the Contract and comply with all national laws and regulations during the services performed. This is a nonpersonal services Contract. The Purchaser shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks.

3. Contract Type

3.1. This Contract is a multiple-award, Indefinite Delivery, Indefinite Quantity (IDIQ)

type contract for firm fixed price cyber security services duly named CSSF (Cyber Security Services Framework). The Contract has no intrinsic monetary value. The Purchaser will place TOs against this IDIQ Contract when requirements are identified and funding is available.

3.2. Each Task Order will have a monetary obligation and a detailed CLIN list with corresponding Statement of Work specifications for the Contractor to perform that is within the general scope of this Contract. This Contract will come into effect with the placing of the first Task Order which will constitute the initial obligation.

3.3. The Purchaser assumes no liability for costs incurred by the Contractor in excess of the stated Firm Fixed Task Order Prices.

4. Indefinite Quantity

4.1. This is an indefinite-quantity Contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this Contract.

4.2. Delivery or performance shall be made only as authorized by orders issued in accordance with the Articles 8 & 9 of these Contract Special Provisions. The Contractor shall furnish to the Purchaser, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum".

4.3. Except for any limitations on quantities in the Article 5 (Purchaser Obligations and Limitations) of these Contract Special Provisions, there is no limit on the number of Task Orders that may be issued. The Purchaser may issue Task Orders requiring delivery to multiple destinations or performance at multiple locations.

4.4. Any Task Order issued during the effective Period of Performance of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the Task Order.

5. Purchaser Obligations and Limitations

5.1. The Purchaser regards the CSSF IDIQ Contract holders as a 'preferred vehicle' for obtaining the equipment and services specified in the Statement of Work, where the Purchaser is charged by NATO to satisfy the requirement. The Purchaser may decide to solicit alternative sources if that is deemed more favourable to the Purchaser.

5.2. This IDIQ Contract is subject to both time and value limitations. The Purchaser is not to issue any order beyond the Period of Performance of this IDIQ Contract as per Article 6 (Period of Performance) of these Contract Special Provisions, or the Maximum Total Value of 10,000,000 EUR, whichever comes first.

5.3. Minimum order. When the Purchaser requires supplies or services covered by this Contract in an amount of less than €5,000.00, the Purchaser is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the Contract.

5.4. Maximum order. The Contractor is not obligated to honour:

5.4.1. Any order for a single item in excess of €2,000,000.00;

5.4.2. Any order for a combination of items in excess of €5,000,000.00; or

5.4.3. A series of orders within 10 days that together the value exceeds the limitation in clause 5.2 above.

6. Period of Performance

6.1. The Contract is available for the placement of Task Orders against the broad scope of the Statement of Work (SoW) for a two (2) year Period of Performance from the Effective Date of Contract (EDC).

6.2. The Period of Performance of the Contract may be extended by the exercise of options in accordance with the Article 20 (Options) of these Contract Special Provisions.

6.3. The Period of Performance, alongside any Options, for each Task Order awarded under this Contract shall be specified in the Task Order. Task Orders must be solicited and awarded prior to the expiration of the Contract (including Optional ordering periods, if exercised).

6.4. After the Contract Period of Performance expires, the Contract will remain an active Contract until the final Task Order is closed-out and shall govern the terms and conditions with respect to active Task Orders to the same extent as if they were completed during the Contract Period of Performance.

7. Price

7.1. This is an Indefinite Delivery Indefinite Quantity (IDIQ) contract. Task Orders will be issued on a Firm Fixed Price basis.

7.2. Prices for Goods and Services under this IDIQ shall be comparable to the Contractor's lowest available prices for comparable goods and services provided by the Contractor to the public sector through other commercial arrangements and that are supplied on comparable terms.

7.3. The Contractor shall provide a full, transparent cost breakdown for Goods and Services in the format specified in the Task Order Bidding Sheets.

7.4. The Contractor's prices for Goods and Services shall:

7.4.1. be subject to Clauses 7.1-7.3 above;

7.4.2. without prejudice to Clauses 7.1-7.3 above otherwise be determined by prices bid as part of a Task Order competition in accordance with the process expressed in Articles 8 and 9 of these Contract Special Provisions below.

7.5. All Task Orders issued will be priced in accordance with the Task Order Bidding Sheets. Firm fixed prices provided in the winning Contractor's Task Order Bidding Sheets will be converted by the Purchaser into the Task Order Schedule of Supplies and Services (SSS) for contracting purposes.

7.6. The firm fixed unit prices in the Task Order SSS are valid for any quantity of hardware and associated support ordered under the relevant Task Order.

8. Ordering

8.1. Any supplies and services to be furnished under this Contract shall be ordered by issuance of Task Order. Such Orders may be issued from date of Contract award throughout the Period of Performance.

8.2. All Task Orders are subject to the terms and conditions of this Contract. In the event of conflict between a Task Order and this Contract, the provisions of Article 1 (Order of Precedence) of these Special Provisions apply.

9. Task Order Processing Procedures

9.1. When the Purchaser requires work under this Contract, the Contracting Officer will issue a Task Order Request for Quotation (RFQ) to each Contractor in the CSSF IDIQ Contract holders. The Purchaser will compete requirements under this Contract unless a waiver approval from the appropriate authority has been received. Funding for Task Orders may be provided from multiple funding sources.

9.2. Each Task Order RFQ will include a Schedule of Supplies and Services, and/or a Statement of Work describing the work to be performed. Any special instructions and conditions and technical evaluation criteria for other than price-related factors will be included in the form at Annex A below.

9.3. Unless otherwise specified in the Task Order, the Task Order competition process shall be conducted as follows:

9.3.1. The Purchaser drafts its requirements and creates a TO Schedule of Supplies and Services (SSS) and/or TO Statement of Work (SoW). These documents, alongside the form in Annex A below, constitute the Task Order.

9.3.2. The Purchaser's Contracting Officer as stated in Article 17 (Contract Administration) of these Contract Special Provisions below issues the TO to all to each Contractor in the CSSF IDIQ Contract holders subject to Clause 9.1 above.

9.3.3. The Contractor shall acknowledge receipt of the request for quotation.

9.3.4. Time is of the essence when providing Task Order quotations. Unless otherwise specified in the TO, the Contractor shall respond to the Purchaser with their quotation within fourteen (14) calendar days of being received from the Purchaser.

9.3.5. A request for quotation is deemed to have been received by the Contractor within 24 hours if it is a business day, or the first day after a non-business day.

9.3.6. Quotations which are delivered to the Purchaser after these fourteen (14) calendar days are classed as late and shall not be considered for evaluation.

9.3.7. There may be a need for the Contractor to attend a pre-proposal site visit/conference that would be necessary for preparation of a Task Order quotation and to reaching an understanding of the results desired by the Purchaser. Failure to attend may not be used as an excuse for omission or miscalculation in Task Order quotations. The Contractor will not be reimbursed for attendance at pre-quotation site visits, conferences, quotation preparation, negotiations, or other pre-award costs.

9.3.8. Contractors shall request clarification of any perceived assumptions, dependencies or exclusions (or equivalent) from the Purchaser during the quotation period. Any assumptions, dependencies, or exclusions (or equivalent) which are included in Contractor's the quotation may be regarded as qualification or condition resulting in the Contractor's quotation being classed as non-compliant and excluded from further evaluation.

9.3.9. The Contractor's Task Order price proposals shall solely use the rates specified in Contract Rate Card for any Level of Effort (LoE)-based Subject Matter Expert (SME) Task Orders placed under the Cyber Security Services Framework IDIQ. Task Order price proposals must be consistent with, or lower than, the rates awarded within the IDIQ Rate Card.

9.3.10. Task Orders will be Firm Fixed Price for the items set forth in the Task Order SSS.

9.3.11. The Contractor shall solely use the Purchaser's Task Order Bidding Sheets document to provide their Firm Fixed Price quotation.

9.3.12. The Contractor shall be bound by the term of their quotation for a period of three (3) months starting from the Quotation Closing Date specified in the Task Order.

9.3.13. The Purchaser will evaluate all quotations received subject to the conditions in this Article & Annex C to these Contract Special Provisions and award the subsequent TO to the lowest priced, technically compliant quotation.

9.3.14. For transparency purposes and to encourage competition, the Purchaser may provide details of the winning quotation to the other unsuccessful CSSF IDIQ Contract holders

9.3.15. The Purchaser may cancel, suspend, amend or withdraw any TO prior to mutual signature. No legal liability on the part of the Purchaser for payment of any sort shall arise and in no event will the Contractor have cause for action against the Purchaser for the recovery of costs incurred in connection with preparation and submission of a quotation in response to any TO.

9.4. For each Task Order competition, the lowest priced, technically compliant quotation will be used to determine the winner of the Task Order Competition.

9.5. Upon conclusion of the Task Order quotation evaluation, Task Orders (TO's, or Order) will be issued in writing by the Purchaser's Contracting Officer and signed by the Purchaser's Contracting Authority. The Task Order will contain an original or electronic signature by the Contracting Officer, and will be forwarded to the Contractor via email. TO's are instruments to initiate Contractor activities and obligate funding to the Contract.

9.6. The Purchaser will initiate the ordering process by issuing a TO detailing the following:

9.6.1. Order Number;
9.6.2. Effective Date of the Order;
9.6.3. Schedule of Supplies and Services (SSS);
9.6.4. Total quantities of equipment or services required by CLIN;
9.6.5. Statement of Work;
9.6.6. Schedule and place of delivery and performance;
9.6.7. Shipping and transportation;
9.6.8. Total Monetary Value of the Order and associated funding source;

9.7. In accordance with Clauses 5.3 and 5.4 above, for the purpose of this Contract, an obligation to deliver as per the TO is deemed to exist for the Contractor upon signature by the Purchaser.

9.8. Orders may be issued from time to time and there are no limitations on the number of TO's that can be issued.

9.9. The Contractor is reminded that only the Contracting Officer in Article 17 (Contract Administration) of these Contract Special Provisions has the authority to direct a change in the work or services required by this Contract or a Task Order issued under this contract. All invoicing requirements will be stated per individual Task Order.

10. Comprehension of Contract and Specifications

10.1. The Contractor warrants that it has read, understood and agreed to each and all terms, Clauses, specifications and conditions specified in the Contract and that this signature of the Contract is an acceptance, without reservations, of the said Contract terms within their normal and common meaning.

10.2. The specifications and requirements in the Statement of Work set forth the performance requirements for the Contractor's proposed work under this Contract. Accordingly, notwithstanding any conflict or inconsistency which hereafter may be found between achievement of the aforesaid performance requirements and adherence to the Contractor's proposed design for the work, the Contractor hereby warrants that the work to be delivered will meet or exceed the performance requirements of the said specifications.

10.3. The Contractor hereby acknowledges that it has no right to assert against the

Purchaser, its officers, agents or employees, any claims or demands with respect to the aforesaid specifications as are in effect on the date of award of this Contract that are:

10.3.1. Based upon impossibility of performance, defective, inaccurate, impracticable, insufficient or invalid specifications, implied warranties of suitability of such specifications, or

10.3.2. Otherwise derived from the aforesaid specifications, and hereby waives any claims or demands so based or derived as might otherwise arise.

10.4. Notwithstanding the "Changes" Clause or any other Clause of the Contract, the Contractor hereby agrees that no changes to the aforesaid specifications which may be necessary to permit achievement of the performance requirements specified herein for the Contractor's proposed work shall entitle the Contractor either to any increase in the firm fixed price as set forth in this Contract or to any extension of the delivery times for the work beyond the period of performance in the Task Order.

11. Security

11.1. Unless specified otherwise in any subsequent Task Order, the security classification of this Contract is NATO UNCLASSIFIED.

11.2. Contractor and Sub-Contractor personnel working on this Contract, visiting or working at NATO or National premises in connection with this Contract shall possess a NATO SECRET security clearance confirmed to the Purchaser by the relevant National Security Authority. This requirement applies to all sub-contracts issued by the Contractor for effort under this prospective Contract.

11.3. It is the responsibility of the Contractor to ensure that his personnel obtain the required security clearances and transmit this information to the sites to be visited in adequate time that the site may perform the appropriate administration. Contractors are advised that the personnel security process may be lengthy. The Purchaser bears no responsibility for the failure of the Contractor to secure the required clearances for its personnel within the necessary time. Failure to obtain or maintain the required level of security for Contractor personnel for the period of performance of this Contract shall not be grounds for any delay in the scheduled performance of this Contract and may be grounds for termination under Article 11 and Article 39 of the NCI Agency, Part III - General Provisions.

11.4. The Contractor's Team Members shall possess a valid passport or ID Card and is required to maintain its validity for duration of the Contract.

11.5. All NATO CLASSIFIED material entrusted to the Contractor shall be handled and safeguarded in accordance with the applicable security regulations.

11.6. At the end of the Contract, the Contractor shall deliver all the documentation and information collected and generated in support of this Contract to the Purchaser. This includes a certificate that no copies are retained at the Contractor's facilities.

Additionally, any equipment that had been connected to a classified network during this Contract shall be returned to the Purchaser (i.e. laptops, USB-keys, etc.).

11.7. In the performance of all works under this Contract, it shall be the Contractor's responsibility to ascertain and comply with all applicable NATO and National security regulations as implemented by NATO and by the local authorities.

11.8. The Contractor shall note that there are restrictions regarding the carriage and use of electronic device (e.g. laptops, cell/mobile telephones) in Purchaser secured locations. The Contractor shall be responsible for satisfying and obtaining from the appropriate site authorities the necessary clearance to bring any such equipment into the facility.

11.9. Unless specified otherwise in any subsequent Task Order, the IDIQ Statement of Work defines the level of security of information exchanged and used for performance of the Contract.

11.10. In particular, the Contractor undertakes to:

11.10.1. Appoint an official responsible for supervising and directing security measures in relation to the Contract and communicating details of such measures to the Purchaser on request;

11.10.2. Maintain, preferably through the official responsible for security measures, a continuing relationship with the national security authority or designated security agency charged with ensuring that all NATO classified information involved in the Contract is properly safeguarded;

11.10.3. Abstain from copying by any means, without the authorization of the Purchaser, the national security authority or designated security agency, any classified documents, plans, photographs or other classified material entrusted to him;

11.10.4. Furnish, on request, information to the national security authority or designated security agency pertaining to all persons who will be required to have access to NATO classified information;

11.10.5. Maintain at the work site a current record of his employees at the site who have been cleared for access to NATO classified information. The record should show the date of issue, the date of expiration and the level of clearance;

11.10.6. Deny access to NATO classified information to any person other than those persons authorized to have such access by the national security authority or designated security agency;

11.10.7. Limit the dissemination of NATO classified information to the smallest number of persons ("need to know basis") as is consistent with the proper execution of the Contract;

11.10.8. Comply with any request from the national security authority or designated security agency that persons entrusted with NATO classified information sign a statement undertaking to safeguard that information and signifying their

understanding both of their obligations under national legislation affecting the safeguarding of classified information, and of their comparable obligations under the laws of the other NATO nations in which they may have access to classified information;

11.10.9. Report to the national security authority or designated security agency any breaches, suspected breaches of security, suspected sabotage, or other matters of security significance which would include any changes that may occur in the ownership, control or management of the facility or any changes that affect the security arrangements and security status of the facility and to make such other reports as may be required by the national security authority or designated security agency, e.g. reports on the holdings of NATO classified material;

11.10.10. Apply to the Purchaser for approval before Sub-contracting any part of the work, if the Sub-contract would involve that the Sub-contractor would have access to NATO classified information, and to place the Sub-contractor under appropriate security obligations no less stringent than those applied to his own contract;

11.10.11. Undertake not to utilize, other than for the specific purpose of the Contract, without the prior written permission of the Purchaser or his authorized representative, any NATO classified information furnished to him, including all reproductions thereof in connection with the Contract, and to return all NATO classified information referred to above as well as that developed in connection with the Contract, unless such information has been destroyed, or its retention has been duly authorized with the approval of the Purchaser. Such NATO classified information will be returned at such time as the Purchaser or his authorized representative may direct;

11.10.12. Classify any produced document with the highest classification of the NATO classified information disclosed in that document.

12. Terms of Delivery

12.1. Deliverables under this Contract, shall adhere to the requirements stipulated in the IDIQ SOW and the respective Task Order.

13. Invoices and Payment Terms

13.1. Following Purchaser written acceptance of Goods and Services required under the TO, the Contractor shall submit invoices at the completion and acceptance of the TO.

13.2. No payment shall be made with respect to undelivered supplies; works not performed, documentation not delivered, services not rendered and/or incorrectly submitted invoices.

13.3. No payment shall be made for additional items delivered that are not specified in the Task Order.

13.4. Evidence of the acceptance by the Purchaser shall be attached to all invoices.

13.5. The Contractor shall note that the Purchaser is exempt from customs duties and VAT. The invoice amount shall be exclusive of VAT and exclusive of all Taxes and Duties as per Article 26 (Taxes and Duties) of the NCI Agency General Provisions

13.6. Invoices shall be properly supported with any necessary reports, certificates, statements, receipts, written evidence of acceptance by the Purchaser and any other required documentation in accordance with the terms of the Contract.

13.7. The invoice shall contain the following certificate:

> "*I certify that the above invoice is true and correct, that the delivery of the above described items has been duly effected and/or that the above mentioned services have been rendered and the payment therefore has not been received.*"

> The certificate shall be signed by a duly authorised company official on the designated original.

13.8. Invoices referencing "CO-115537-CSSF / Task Order No XXX or Purchase Order No XXX" shall be submitted to:accountspayable@ncia.nato.int

13.9. No paper invoices will be accepted.

13.10. NCI Agency will make payment within 30 days of receipt by NCI Agency of a properly prepared and documented invoice.

14. Key Personnel

14.1. The designated Contractor personnel fulfilling the roles described in the Statement of Work are considered Key Personnel for successful Contract performance and are subject to the provisions of this Article as set forth in the following Clauses.

14.2. Under the terms of this Article, Key Personnel may not be voluntarily diverted by the Contractor to perform work outside the Task Order unless approved by the Purchaser. Additionally, Key Personnel shall not be used by the Contractor to perform the work of other Key Personnel on the same Task Order unless approved by the Purchaser. In cases where the Contractor has no control over the individual's non-availability (e.g. resignation, sickness, incapacity, etc.), the Contractor shall notify the Purchaser immediately of a change of Key Personnel

and offer a substitute with equivalent qualifications at no additional costs to the Purchaser within 21 days of the date of knowledge of the prospective vacancy.

14.3. Any replacement personnel shall be of a similar grade, standard and experience as the individual to be substituted and must meet the minimum qualifications and required skills cited in the attached Statement of Work.

14.4. In the event of a substitution of any Key Personnel listed in the Task Order and prior to commencement of performance, the Contractor shall provide a CV for the personnel proposed. The CV shall clearly stipulate full details of professional and educational background, and evidence that the personnel is qualified in pertinent Contract related areas prescribed in the Task Order and IDIQ SOWs.

14.5. The Purchaser reserves the right to interview any Contractor personnel proposed in substitution of previously employed Contractor Key Personnel to verify their language skills, experience and qualifications, and to assess technical compliance with the requirements set forth in the Task Order and IDIQ SOWs.

14.6. If as a result of the evaluation of the CV and/or interview the Purchaser judges that the proposed replacement Key Personnel does not meet the required skills levels, he shall have the right to request the Contractor to offer another qualified individual in lieu thereof.

14.7. All costs to the Contractor associated with the interview(s) shall be borne by the Contractor, independently from the outcome of the Purchaser's evaluation.

14.8. The Purchaser will confirm any consent given to a substitution in writing through an Amendment to the Contract stating the effective date of change of personnel and only such written consent shall be deemed as valid evidence of Purchaser consent. Each of the replacement personnel will also be required to sign the Non-Disclosure Declaration at Annex B hereto prior to commencement of work.

14.9. Furthermore, even after acceptance of Contractor personnel on the basis of his/her CV and/or interview, the Purchaser reserves the right to reject Contractor personnel, if the individual is not meeting the required level of competence. The Purchaser will inform the Contractor, in writing, in cases where such a decision is taken and the Contractor shall propose and make other personnel available within ten working days after the written notification. The Purchaser shall have no obligation to justify the grounds of its decision and the Purchaser's acceptance of Contractor personnel shall in no way relieve the Contractor of his responsibility to achieve the Contractual and technical requirements of this Contract and/or Task Order nor imply any responsibility of the Purchaser.

14.10. The Purchaser may, for just cause, require the Contractor to remove his employee. Notice for removal will be given to the Contractor by the Purchaser in writing and will state the cause justifying the removal. The notice will either demand substitution for the individual involved and/or contain a notice of default and the remedies to be sought by the Purchaser.

14.11. In those cases where, in the judgment of the Purchaser, the inability of the Contractor to provide a suitable replacement in accordance with the terms of this Article may potentially endanger the progress under the Contract/ and/orTask Order, the Purchaser shall have the right to terminate the Contract and/orTask

Order as provided under Article 39 – "Termination for Default" of the NCI Agency, Part III - General Provisions.

15. Non Disclosure

15.1. The Contractor's performance under this Contract may require access to third party data and information. The Contractor shall exercise the same degree of care for such third party data and information that it undertakes to preserve and protect its own data and information.

15.2. All Contractor and Sub Contractor personnel working at any NATO Organisations/ Commands premises or having access to NATO classified/commercial-in-confidence information must certify and sign the Non-Disclosure Declaration at Annex B hereto and provide it to the NCI Agency Contracting Officer.

15.3. The Contractor and Sub Contractors may be reasonably required to sign subject to their review other non-disclosure agreements or certificates for access to specific information to complete tasks.

15.4. The Contractor shall ensure that its officers, employees, agents and Sub-Contractors shall have been made aware of the requirements of confidentiality and shall not cause or permit the data and/or information to be either totally or partially disclosed to any unauthorised Contractor personnel or third party personnel.

15.5. The Contractor shall be liable for all damages resulting from the non-authorised use of the data and/or information by the Contractor's personnel.

16. Warranty

16.1. The Contractor shall provide warranty on all material provided under this Contract and in accordance with the relevant Paragraphs in Section 4 of the IDIQ SOW.

16.2. The warranty period for all equipment shall be a minimum of 1 year from the date of acceptance where no further period is specified.

16.3. Should any period of warranty or conditions of the warranty provided by either the Original Equipment Manufacturer (OEM) or the (Sub-)Contractor exceed those required by the Contract, then these periods or conditions may be incorporated in the Contract at the sole discretion of the Purchaser.

16.4. Should any warranty case not be closed within the timelines specified in Section 4.11 of the IDIQ SOW, the Purchaser will reserve the right to purchase the replacement item from alternative suppliers. The cost of which shall be reimbursed by the Contractor.

17. Contract Administration

17.1. All notices and communications between the Contractor and the Purchaser shall be written and conducted in the English language. Contract modifications shall only be valid when received in writing from the General Manager, NCI Agency, and/or the NCI Agency Contracting Authority.

17.2. Formal letters and communications shall subsequently be sent by e-mail to the official points of contact quoted in this Contract. Physical copies may be delivered through the following formal communication means; personal delivery, sent by mail/ registered mail/ courier/ or other delivery service.

17.3. Informal notices and informal communications may be exchanged by all communication means, including telephone and e-mail. All informal communication must be confirmed by a formal letter or other formal communication to be contractually binding.

17.4. All notices and communications shall be effective on receipt.

17.5. Official Points of Contact:

Purchaser	Contractor
NCI Agency NATO Headquarters Avenue Leopold III 1110 Brussels Belgium	**[Company name]** [Address] [Postcode and City] [Country]
For Contractual matters: Attn: *[To be inserted at contract award]* Tel: *[To be inserted at contract award]* E-mail: *[To be inserted at contract award]*	For Contractual matters: Attn: *[To be inserted at contract award]* Tel: *[To be inserted at contract award]* E-mail: *[To be inserted at contract award]*
For Technical & Administrative matters: Attn: CSSF Mailbox Tel: N/A E-mail: CO-115537-CSSF@ncia.nato.int	For Technical & Delivery matters: Attn: *[To be inserted at contract award]* Tel: *[To be inserted at contract award]* E-mail: *[To be inserted at contract award]*

or to such address as the Purchaser may from time to time designate in writing.

18. Sub Contracts

18.1. The Contractor shall place and be responsible for the administration and performance of all sub-contracts including terms and conditions which he deems necessary to meet the requirements of this Contract in full.

18.2. The Contractor shall not place sub-contracts outside the NATO member Nations unless the prior authorisation of the Purchaser has been obtained. Such authorisation will not be granted when the sub-contract involves the carrying out of classified work.

19. Changes

19.1. The Purchaser intends to manage changes to this Contract using the change management procedure described below.

19.2. Request For Change (RFC) is a proposal for changes relevant to the specifications of the items, their market availability, their obsolescence, or any other technological changes.

19.3. The Contractor shall submit the RFCs in written form only upon prior confirmation from the Purchaser that such changes are necessary in light of varied facts or circumstances which prevent the execution of the Contract in its then current form.

19.4. Any RFC submitted by the Contractor to the Purchaser shall, in any case contain as a minimum the RFC identification number, the rationale for the changes, effected CLIN, new CLIN proposal for newly added items, and any effect to the Schedules, technical solutions, and pricing.

19.5. The Contractor shall provide the RFC template prior to the Kick-off Meeting, and shall update the template based on Purchaser feedback.

19.6. The Purchaser will provide written confirmation if the RFC is authorized. In case of RFC rejection, the Contractor shall proceed with the performance in accordance with the Contract.

20. Options

20.1. The Purchaser may require continued performance of any services within the limits and at the rates specified in the Contract. The Option provision may be exercised up to a maximum of two (2) times with each Option being of twelve (12) months duration.

20.2. The existence of an Option does not imply that it will be exercised.

20.3. The Purchaser may extend the Period of Performance of this Contract by written notice to the Contractor up to 30 calendar days prior to the end of the Contract

Period of Performance.

20.4. If the Purchaser exercises this Option, the extended contract shall be considered to include this Options Article.

21. Liquidated Damages

21.1. Article 38 (Liquidated Damages) of the NCI Agency General Provisions is hereby replaced as follows:

21.2. If the Contractor fails to:

21.2.1. successfully meet the required performance dates as defined in the Task Order, or any extension thereof, or;

21.2.2. deliver the deliverables or to acceptably perform the Services as specified in the Statement of Work or applicable Task Orders, or;

21.2.3. obtain acceptance of the deliverables or to acceptably perform the Services as specified in the Statement of Work or applicable Task Orders

the actual damage to the Purchaser for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages the Contractor shall pay to the Purchaser, for each day of delinquency in achieving the Requirements, fixed and agreed Liquidated Damages of 0.1% (one tenth of one per cent) per day of the total payment amount of the applicable Contract Line Item Number (CLIN) in the Task Order.

21.3. Unless specified otherwise in the Task Order, Liquidated Damages shall be payable to the Purchaser from the first day of delinquency in delivery and shall accrue at the rate specified in the paragraph above to an aggregate sum of all delinquent items not to exceed fifteen percent (15%) of the total value of the Task Order for the performance of which the Contractor is delinquent. These Liquidated Damages shall accrue automatically and without any further notice being required.

21.4. The Contractor shall not be charged with Liquidated Damages when the delay arises out of causes beyond the control and without the fault or negligence of the Contractor as defined in Clause 39.6 (Termination for Default) of the NCI Agency General Provisions. In such event, subject to the provisions of the Article 41 (Disputes) of the NCI Agency General Provisions, the Purchaser shall ascertain the facts and extent of the delay and shall extend the time for Performance of the Task Order when in its judgment the findings of fact justify an extension.

21.5. In addition, the Purchaser may terminate the Task Order in whole or in part as provided in Article 39 (Termination for Default) of the NCI Agency General Provisions. In the event of such a termination, the Contractor shall be liable for Liquidated Damages accruing to the date of termination, as well as the excess costs stated in the referred Clause.

21.6. The amount of Liquidated Damages due by the Contractor shall be recovered by the Purchaser in the following order of priority:

21.6.1. By deducting such Liquidated Damages from the amounts due to the Contractor against the Contractor's invoices.

21.6.2. By reclaiming such Liquidated Damages through appropriate legal remedies.

21.7. This Article shall be deemed to apply to each issued Task Order.

21.8. The rights and remedies of the Purchaser under this Article are in addition to any other rights and remedies provided by law or under this Contract.

22. Force Majeure

22.1. "**Force Majeure**" means the occurrence of an event or circumstance that prevents a Party (the "**Affected Party**") from performing one or more of its contractual obligations under the Contract or Task Order, provided that: (i) it renders performance impossible; (ii) it is beyond the Affected Party's reasonable control and without the Affected Party's cause, fault or negligence; (iii) by its nature it could not have been reasonably foreseen at the time of conclusion of the Contract or Task Order; and (iv) the effects of it could not reasonably have been avoided or overcome by the Affected Party.

22.2. Examples of Force Majeure, provided conditions i - iv of paragraph 21.1 above are all fulfilled, include:

22.2.1. war (whether declared or not), hostilities, invasion, act of foreign enemies, extensive military mobilisation;

22.2.2. civil war, riot, rebellion and revolution, usurped power, insurrection, act of terrorism, sabotage or piracy;

22.2.3. currency and trade restriction, embargo, sanction;

22.2.4. act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation;

22.2.5. plague, epidemic, natural disaster or extreme natural event;

22.2.6. explosion, fire, destruction of equipment, prolonged break-down of transport, telecommunication, information system or energy; and

22.2.7. general labour disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises.

22.3. The Affected Party must give the other party to the Contract or Task Order (the "**Other Party**") written notice without delay detailing the occurrence and its expected duration. The Other Party shall within a reasonable time respond, stating whether it accepts or rejects the occurrence as Force Majeure.

22.4. If the Other Party accepts the occurrence as Force Majeure, the Contract or Task Order shall remain in force but the Parties will be relieved from performance of their obligations (including payment) under the Contract or Task Order, from the date at which the Other Party received written notice, for so long as the effects of Force Majeure continue or for ninety (90) days, whichever is the shorter, provided that:

22.4.1. the Affected Party makes all reasonable efforts to limit the effects of Force Majeure upon performance and to avoid or overcome the effects of Force Majeure;

22.4.2. the suspension of performance is of no greater scope than is necessitated by Force Majeure;

22.4.3. the Affected Party continues to furnish weekly updates by email while the effects of Force Majeure continue detailing reasonable efforts made in accordance with 21.4.1, and notifies the Other Party immediately when the effects of Force Majeure are avoided or overcome, or cease, and resumes performance immediately thereafter.

22.5. Neither Party shall be in breach of the Contract or Task Order nor liable for delay in performing, or for failing to perform, its obligations under the Contract or Task Order, due to Force Majeure.

22.6. Unless otherwise agreed by the Parties, if Force Majeure continues for more than ninety (90) days, the Parties may agree: (a) to a revised delivery schedule at no cost; (b) to a reduction of scope terminating part of the Contract or Task Order at no cost; or (c) to terminate the whole of the Contract or Task Order at no cost.

23. Performance Guarantee

23.1. Article 8 (Performance Guarantee) of the NCI Agency General Provisions is hereby replaced as follows:

23.2. No Performance Guarantee shall be required from the Contractor for this Contract.

24. Third Party Co-Operation

24.1. Subject to its other obligations under this Contract, the Contractor shall be open, co-operative and provide reasonable assistance to any third party supplier providing services to the Purchaser or to any third party to whom the Purchaser sub-contracts or delegates (or tasks to act in pursuance of) any of its rights and obligations under this Contract (each such third party being a "Purchaser Third Party". This assistance shall include:

24.2. providing such information about the manner in which the Contractor Deliverables are provided as is reasonably necessary for Purchaser Third Parties to provide their services and deliverables to the Purchaser or carry out such activities as have been delegated to them by the Purchaser;

24.3. making available to, or accepting information from, Purchaser Third Parties (including, where appropriate and agreed with the Purchaser, through the development of interfaces or information exchanges between the Contractor and Purchaser Third Parties);

24.4. using its reasonable endeavours to prevent, resolve and limit the impact on the Purchaser of any disputes or disagreements between it and any Purchaser Third Parties; and

24.5. meeting with the Purchaser and Purchaser Third Parties to discuss the Contractor Deliverables and the services and deliverables provided by third parties.

24.6. Without limiting the Contractor's obligations, the Contractor shall inform the Purchaser of any disputes or disagreements between it and any of Purchaser Third Parties that may affect the provision of the Contractor Deliverables.

25.   REACH Capability

25.1. The purpose of this Article is to define the conditions under which specific Purchaser provided NROI capability (newly called REACH) is made available to the Contractor in the course of this Contract.

25.2. The provision of the REACH capability is governed by the standard Article 13 of the NCI Agency, Part III - General Provisions (Purchaser Furnished Property), this Article and Annex D of these Contract Special Provisions.

25.3. Should the Purchaser not be able to meet the SLA related to the provision of the REACH capability as laid down in Annex D of these Special Provisions, the Contractor shall not be entitled to claim an excusable delay nor any compensation against any Articles for the Performance of this Contract and its Amendments.

26.   Inspection Of Services – Firm Fixed Price

26.1. Services, as used in this Article, includes services performed, workmanship, and material furnished or utilized in the performance of services.

26.2. The Contractor shall provide and maintain an inspection system acceptable to the Purchaser covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Purchaser during contract performance and for as long afterwards as the Contract requires.

26.3. The Purchaser has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the Contract. The Purchaser shall perform inspections and tests in a manner that will not unduly delay the work.

26.4. If the Purchaser performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. As far as is practicable such specific inspections shall be notified to the Contractor in writing in advance of such inspection.

26.5. If any of the services do not conform with the Contract requirements, the Purchaser may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Purchaser may (1) require the Contractor to take necessary action to ensure that future performance conforms to the Contract requirements and (2) reduce the Contract price to reflect the reduced value of the services performed.

26.6. If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, the Purchaser may (1) by Contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Purchaser that is directly related to the performance of such service or (2) terminate the Contract for default.

26.7. The services to be provided by the Contractor's personnel under this Contract shall conform to the highest professional standards and practices typical in its industry. Inspection of the services provided will be made by the Purchaser's Project Manager or assigned Technical Representative. Services performed by the Contractor which do not conform to the highest professional and industry standards may result in the Purchaser requesting that such work be performed again at no increase in the price of the Contract. Repeated instances of work performed which fails to meet the standards and practices may result in termination of the Contract for Default.

27. Warranty of Services

27.1. Acceptance, as used in this Article, means the act of an authorized representative of the Purchaser by which the Purchaser assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the Contract.

27.2. Notwithstanding inspection and acceptance by the Purchaser or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this Contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. The CO shall give written notice of any defect or non-conformance to the Contractor within 30 days from the date of acceptance by the Purchaser; or other specified event whose occurrence will terminate the period of notice, or combination of any applicable events or period of time. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or nonconforming services, or (2) that the Purchaser does not require correction or re-performance.

27.3. If the Contractor is required to correct or re-perform, it shall be at no cost to the Purchaser, and any services corrected or re-performed by the Contractor shall be subject to this Article to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the CO may, by contract, otherwise, correct, or replace with similar services and charge to the Contractor the cost occasioned to the Purchaser thereby, or make an equitable adjustment in the Contract price.

27.4. If the Purchaser does not require correction or re-performance, the CO shall make an equitable adjustment in the Contract price.

28. Inspection and Acceptance of Work

28.1. This Article supplements Article 21 Inspection and Acceptance of Work of the NCI Agency, Part III - General Provisions.

28.2. Should the Purchaser give the Contractor the opportunity, at the Contractor's expense, to carry out remedial services as is necessary to correct the Contractor's failure or otherwise to rectify any breach, these remedial services shall be completed within Purchaser-specified time limits.

28.3. This Article and Article 21 of the General Provisions shall also apply to any remedial services carried out by the Contractor.

28.4. The Purchaser's rights and remedies under this Article and Article 21 of the General Provisions are in addition to its rights and remedies under this Contract.

29. Ownership and Title

29.1. Unless otherwise specified in the Task Order, upon Notification of Gate 5 Acceptance the Title and Risk of Loss to all delivered/installed equipment, software, and documentation shall transfer to and vest with the Purchaser, except where such software is otherwise under license to the Purchaser. In such cases, the software license shall be transferred to the Purchaser. Until Gate 5 Acceptance the Contractor shall be responsible for the equipment on sites.

30. Purchaser Furnished Information and Property

30.1. Specific requirements for Purchaser Furnished Property (PFP) or Purchaser Furnished Information (PFI) will be addressed at the Task Order level as appropriate and will incorporate a list of the PFP and/or PFI to be provided.

31. Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information

31.1. Definitions. As used in this Article:

31.1.1. Compromise means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

31.2. Controlled technical information means technical information with NATO military application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. The term does not include information that is lawfully publicly available without restrictions.

31.3. Covered defense information means unclassified controlled technical information and is:

31.3.1. Marked or otherwise identified in the contract, task order, or delivery order and provided to the contractor by or on behalf of NCIA in support of the performance of the contract; or,

31.3.2. Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract.

31.3.3. Cyber incident means actions taken through the use of computer networks that result in a compromise or an actual or potentially adverse effect on an information system and/or the information residing therein.

31.3.4. Information system means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

31.3.5. Media means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which covered defense information is recorded, stored, or printed within a covered contractor information system.

31.3.6. Technical information means technical data or computer software such as research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

31.3.7. Restrictions

31.3.7.1. The Contractor agrees that the following conditions apply to any information it receives or creates in the performance of this contract that is information obtained from a third-party's reporting of a cyber incident:

31.3.7.1.1. The Contractor shall access and use the information only for the purpose of furnishing advice or technical assistance directly to the

Purchaser in support of the Purchaser's activities, and shall not be used for any other purpose.

31.3.7.1.2.　　The Contractor shall protect the information against unauthorized release or disclosure.

31.3.7.1.3.　　The Contractor shall ensure that its employees are subject to use and non-disclosure obligations consistent with this Clause prior to the employees being provided access to or use of the information.

31.3.7.1.4.　　The third-party contractor that reported the cyber incident is a third-party beneficiary of the non-disclosure agreement between the Purchaser and Contractor.

31.3.7.1.5.　　A breach of these obligations or restrictions may subject the Contractor to:

31.3.7.1.5.1. Criminal, civil, administrative, and contractual actions in law and equity for penalties, damages, and other appropriate remedies; and

31.3.7.1.5.2. Civil actions for damages and other appropriate remedies by the third party that reported the cyber incident, as a third party beneficiary of this Clause.

32.　Notice of Authorized Disclosure of Information for Mandated NATO Third Party Audits by Resource Committees

32.1. This Article supplements Article 28 Right of Access, Examination of Records of the NCI Agency, Part III - General Provisions.

32.2. Definitions. As used in this Article:

32.2.1. Resource Committees means committees under the North Atlantic Council (NAC) that are responsible, within the broad policy guidance provided by the Resource Policy and Planning Board (RPPB) on matters of resource allocation, for the implementation of the NATO Security Investment Programme (NSIP) or Budget/Civil budgets.

32.2.2. Mandated Third Party Audits means audits mandated by a resource committee.

32.2.3. Third Party Auditor means an independent, external audit body for NATO such as the International Board of Auditors for NATO (IBAN) or an appointed private Contractor (including its experts, technical consultants, subcontractors, and suppliers) providing audit support under a Resource Committee Appointment based on an agreed mandate.

32.2.4. Sensitive information means information of a commercial, financial, technical, proprietary, or privileged nature. The term does not include information that is lawfully, publicly available without restriction.

32.3. The Purchaser may disclose to a mandated third party auditor, for the sole purpose of audit support activities, any information, including sensitive information, received:

32.3.1. Within or in connection with a bid, quotation or offer; or

32.3.2. In the performance of or in connection with a Contract.

32.4. Flowdown. Include the substance of this Article, including this paragraph (c), in all subcontracts, including subcontracts for commercial items.

33.   ANNEX A: SAMPLE TASK ORDER[1]

---

[1] This is a sample Task Order for indicative purposes, and could be in a different format when the Contract is awarded.

34. ANNEX B: NATO CI AGENCY NON-DISCLOSURE DECLARATION

We, the undersigned [insert at contract award] duly represented by the named individual below (hereinafter "Contractor") do hereby certify that we shall ensure that the following conditions be accepted and observed by all (Contractor) employees working under CO-115537-CSSF.

_____

Date   Full name (in block capitals)   Signature

To be signed by the Contractor upon commencement of their first task order.

I UNDERSTAND:

That I must preserve the security of all classified /commercial-in-confidence information which comes to my knowledge as a result of this Contract with NATO and that I undertake to comply with all relevant security regulations.

That I must not divulge to any unauthorized person, any classified/commercial-in confidence information gained by me as a result of my Contract with NATO, unless prior permission for such disclosure has been granted by the General Manager of the NCI Agency or by his designated representative.

That I must not, without the approval of the General Manager of the NCI Agency, publish (in any document, article, book, CD, video, film, play, or other form) any classified /commercial-in-confidence information which I have acquired in the course of my work under CO-115537-CSSF.

That, at the end of Contract and after performance of all required tasks, I must surrender any official document or material made or acquired by me in the course of my work under CO-115537-CSSF, save such as I have been duly authorized to retain.

That the provisions of the above Declaration apply not only during the period of work under CO-115537-CSSF, but also after my contract has ceased and that I am liable to prosecution if either by intent or negligence I allow classified/commercial-in-confidence information to pass into unauthorized hands.

35. ANNEX C: TASK ORDER EVALUATION PRINCIPLES

36. ANNEX D: Service level agreement (SLA) for the provision of reach laptops in accordance with Article 25 of the Contract Special Provisions

Introduction

To improve collaboration within the Contractor team and with the Purchaser team, a seamless exchange of data and information has been seen essential, a collaborative environment for the two teams will be established that will provide the ability to process, store and handle information up to and including NATO RESTRICTED. Access to the collaborative environment is provided to the Contractor's Team via the Purchaser REACH capability. The REACH capability will be complemented by a limited access to Purchaser Project Portal.

Reference Documents

N/A

Parties

The REACH capability will be provided by the Purchaser to support the Contractor Team under Contract No CO-115537-CSSF

General Overview

This is an agreement between the Purchaser and the Contractor under this Contract to establish the:

- Provision of REACH capability for the Contractor Team;

- General levels of response, availability, and maintenance associated with the REACH capability;

- Respective responsibilities of the Purchaser and the Contractor Team.

These provisions shall be in effect for an initial period of three years from the effective date of the Contract or until the end of Contract No CO-115537-CSSF, whichever occurs first. It can be extended based on a mutual agreement between the Parties.

Provided Capability

References

NCIA BLST Services Catalogue specifies in chapter 6.1 the Managed Desktop/Laptop Service and the definitions for such capability. The REACH capability refers to the BLST Managed Desktop/Laptop Service and offers:

- REACH enabled Laptop including Microsoft Office 2010 Professional and the associated collaboration toolset (E-mail, Instant Messaging, Live meeting and Presence Awareness),

- Access to the collaborative environment of the project,

- Access to the collaborative environment of the REACH community with the capability to communicate, store, and process information up to and including NATO RESTRICTED,

- Remote Access at NR level via the NCIA REACH capability,

- Support through NCIA Service Desk,

- The following software and tools are provided through the REACH capability:

    a. Microsoft Windows 7

    b. Microsoft Office 2010 Professional

    c. Microsoft Live Meeting 2007

    d. McAfee Anti-Virus protection

    e. Cisco AnyConnect VPN Client

    f. NCIA NR0I v3 Reach Compliance Check application

    g. Microsoft Office Communicator

    h. IronKey Removable Storage Device

    i. Aladdin PKI e-Token

    j. NATO NPKIv2 user certificate

The Purchaser accepts no liability and provides no warranty in respect of the third party software mentioned above. It is emphasized that the REACHs can only be used by the Contractor's Team within the limits set out in this project description.

Scope

- The support level is specified as minimum Level 2 as defined in the BLST Services Catalogue chapter 2.2.

- The availability of the REACH capability is 24/7 – the time to resolve issues is 24h during business weeks.

- The start of the delivery of the REACH capability is in accordance with Section 4.7 of the SOW.

Aim

The REACH capability enables exchanges of information and collaboration up to and including NATO Restricted classification.

Limitations

- The use of the REACH capability requires a NATO Security clearance at NATO SECRET level. Proof of the users' security clearances will be provided to the Purchaser.

- The exchange and collaboration of information is provided through e-mail and Instant Messaging.

- Direct printing capability is not provided, but can be arranged through an extension of this Contract requested by the Contractor's Team.

- In case of any problems which cannot be solved remotely from the service desk (The Hague, NLD), the equipment shall be sent to NCIA, The Hague at the Contractor's expenses. Any damages resulting from inappropriate operation or operation in harsh environment or adverse weather conditions, as well as a loss of the system shall be compensated by the Contractor.

- A maximum of two users can be configured to share one REACH laptop capability.

Assumptions

The following assumptions apply to this Agreement:

- Any support provided by Purchaser is clearly documented through this Agreement and the Managed Desktop/Laptop service description (ref. [1] chapter 6.1).

- The REACH capability will be provided in accordance with the BLST Service Catalogue conditions (ref. [1] chapter 2 and chapter 4).

- Security violations of the non-NCIA REACH users are investigated through their local security officers/managers applying NATO rules (CM(2002)49, NCIA (CapDev)AD3-2, and NCIA(CapDev)NR SECOPS).

- Required changes to this Agreement and/or the provision of the REACH capability will be jointly assessed and the implementation agreed between the Parties. The implementation of changes may have an impact on the charges which will be handled through an update of this Agreement.

- Management and scheduling of all NCIA activities related to the provision of the REACH capability will be conducted in accordance with the service Agreement [ref 1]

Standards and Quality

The Purchaser applies PRINCE 2 methodology for project management and ITIL best practices for service management.

Roles and Responsibilities

The roles and responsibilities for the provision of the REACH capability are defined in the referenced Service Description, but summarized also herein:

- Contractor Team will receive one (1) REACH terminal.

- The Purchaser will provide the REACH capability and related services.

Points of contact

Organisation	Name, Position and Role	Address and Contact Information
NCIA	Frank Mikla NCIA Section Head ITCS	Oude Waalsdorperweg 61, 2591 AK The Hague Phone +31703743034 Fax + 31703743039 email: frank.mikla@ncia.nato.int
	Michael Oberndorfner Service Coordination	Oude Waalsdorperweg 61, 2591 AK The Hague Phone +31703743112 Fax + 31703743039 email: Michael.Oberndorfner@ncia.nato.int

Purchaser's responsibilities

The Purchaser will:

- Provide the REACH capability including basic end-user training (1.5-hour duration) and deliver 1 Initial REACH, 2 Additional REACHs.

  (a)

- Set up and maintain the project web-portal at NR level,

- Provide introduction to the management of the portal (1-2 hours) and service desk for the portal on-site at NCIA, The Hague or through electronic media (phone or MS LYNC),

- Grant temporary use of REACH hardware and the software licences for the Contracted Period of Performance,

- Meet the response times associated with the priority assigned to incidents and change requests as stipulated in the Service Catalogue.

- Notify the Contractor Team about all scheduled maintenance through email,

- Communicate all issues with the Contractor Team,

- Implement the processes defined in this Agreement and in the NCIA BLST Service Catalogue to support the REACH capability.

- Provides backup on portals and shared drives.

Contractor Team Responsibilities

The Contractor Team shall:

- Provide the internet access required for Remote Access via NCIA REACH,

- Be responsible for the backup of files and data of the REACH on NR accredited media on an authorized Removable Storage Device provided by service provider,

- Ensure that Contractor personnel operating the REACH units possess security clearance of a minimum of NS,

- Provides Security clearance for up to and including NS for the personnel using the REACH capability,

- Provides the contact details of the local Security Officer/Manager and the commitment to apply NATO rules as defined in (CM(2002)49, NCIA (CapDev)AD3-2, and NCIA(CapDev)NR SECOPS)for the investigation.

- Return the equipment at the end of the Agreement at its expenses to the Purchaser,

- Not use the equipment for any other purposes than the purpose set out herein,

- Not lend, rent, lease and/or otherwise transfer the equipment to a third party,

- Not copy or reverse engineer the equipment.

Hours of Coverage, Response Times & Escalation

- The service will be available 24/7.

- NCIA Service Desk operates from 07:00 - 19:00 (Mon-Thursday) and 07:00 - 16:30 (Friday) and in accordance with the corresponding SLA of the NCIA Internet Service Provider.

Incidents

Any incidents (Problems/issues) shall be reported either by email to servicedesk@ncia.nato.int or by phone to +31703743320.

1.1.1 Response to Incidents

The Purchaser will assess the incident, identify criticality and respond to the Contractor Team within one business day.

1.1.2 Prioritization

Any prioritization with respect to time and effort for the incidents which cannot be resolved immediately will be discussed with the Contractor Team.

1.1.3 Resolution of disagreements

In case of disagreements, all disputes shall be resolved by consultation between the Parties and shall not be referred to any national or international tribunal or other third party for settlement.

Changes

- For any changes of the REACH capability which will be required to be made during the term of this Agreement, the Purchaser will notify the Contractor CISAF Team one week prior to the event and inform about the required consequences.

- Any changes concerning the elements provided by the Contractor Team shall be communicated to the NCIA Service Desk one week prior to the event.

Maintenance

Use of the REACH capability and/or related components require regularly scheduled maintenance ("Maintenance Window") performed by the Purchaser. These activities will render systems and/or applications unavailable for normal user interaction as published in the maintenance calendar. Users will be informed of the maintenance activities with sufficient notice.

37. ANNEX E: Security of NATO RESTRICTED Information

37.1. This Annex is published by the Security Committee (AC/35) in support of NATO Security Policy, C-M (2002) 49, and its supporting directives.

37.2. This Article contains rules and regulations that shall be applied by the Contractor addressing the minimum security requirements for the protection of NATO RESTRICTED (NR) information received or produced by it as a result of the Contract. This Article addresses all aspects of security (personnel security, physical security, security of information, Communication and Information System (CIS) Security, and industrial security) that the Contractor is required to implement.

37.3. This Article forms part of the Contract and shall provide direction to ensure compliance by Contractors on the protection of NR information.

37.4. Contractors handling and/or storing NR information shall appoint an individual of suitable seniority who shall act as the Security Officer (SO) of the facility with responsibility for ensuring the protection of NR information in compliance with the provision of this Article and any other additional requirements advised by the Purchaser. The SO shall also act as the point of contact with the Purchaser or if applicable with the National Security Authority (NSA) or Designated Security Authority (DSA).

37.5. A Personnel Security Clearance (PSC) is not required for access to information classified NR. Individuals who require access to NR information shall be briefed on security procedures and their responsibilities by the nominated SO, have a need-to-know and acknowledge in writing that they fully understand their security responsibilities and the consequences if information passes into unauthorised hands either by intent or through negligence. A record of the acknowledgement of responsibilities by Contractor's employees shall be retained by the facility security officer.

37.6. NR information shall be stored in a locked container that deters unauthorised access; such as a locked desk or cabinet, or in a room or area to which access is controlled (hereinafter referred to as Administrative Zone[2]).

37.7. NR information shall be handled in Administrative Zones or held under personal custody.

37.8. Unless a NATO Nation has specifically mandated Contractors under their jurisdiction to do so, NR information is not required to be individually recorded or processed through a Registry System.

37.9. Access to NR information shall be granted only to personnel involved in the Contract who fulfil the conditions according to Clause 37.2, second sentence.

---

[2] An Administrative Zone may be established around or leading up to NATO Class I or Class II security areas. Such a zone requires a visibly defined perimeter within which the possibility exists for the control of individuals and vehicles. Only information classified up to and including NR shall be handled and stored in Administrative Zones.

37.10. Documents, extracts, and translations of information classified NR may be reproduced by individuals authorised for access to the information and on equipment with controlled access.

37.11. NR information shall be physically destroyed in such a manner that ensures it cannot be reconstructed in full or in part.

37.12. Destruction of reproduction equipment utilising electronic storage media shall be in accordance with the applicable requirements in Clause 37.23 below.

37.13. Information classified NR shall, as a minimum, be transmitted in a single opaque envelope or wrapping. The markings on the package shall not reveal that it contains information classified NR.

37.14. NR information carried within the perimeter of the site or establishment shall be covered in order to prevent observation of its contents.

37.15. The carriage of NR material shall as a minimum be in a single opaque envelope or packing (no marking shall be visible on the outer envelope) and may be:

37.15.1. moved by postal or commercial services;

37.15.2. carried by the Contractor's personnel; or

37.15.3. transported as freight by commercial services.

37.16. NR shall not be released to entities not involved in the Contract without the prior approval of the Purchaser.

37.17. Any Incident, which has or may lead to NR information being lost or compromised shall immediately be reported by the SO to the Purchaser.

37.18. Sub-contracts shall not be let without the prior approval of the Purchaser.

37.19. Sub-contractors shall be contractually obliged to comply with the provisions of this document and any other additional security requirements issued by the Purchaser.

37.20. Contractors/Sub-contractors under the jurisdiction of a NATO Nation requiring by their national laws and regulations notification of Contracts involving NR shall notify their NSA/DSA about any such Contracts they have been awarded.

37.21. Visits involving NR information will be arranged directly between the SO responsible for the visitor and the SO of the facility to be visited without formal requirements. The SO of the facility to be visited should be asked if a request for visit is required to be provided to its NSA/DSA and if so, the SO of the facility to be visited should submit a visit request to its NSA/DSA on behalf of the visitor. However, visitors are not required to hold a PSC.

37.22. Security accreditation shall be performed for all Contractors' CIS that are used to handle (store, process or transmit) NATO RESTRICTED (NR) information.

37.23. This Article contains the rules and regulations that shall be applied by the Contractor's SO or other appropriate officer to address and satisfy the minimum security requirements for the protection of NR information received or produced by the Contractor as a result of the Contract. This Article includes specific provisions to be satisfied by the Contractor under delegation from the Purchaser

for the accreditation of the Contractor's CIS handling NR information. Under this delegated authority the Contractor shall provide the Purchaser with a written statement of compliance confirming that its CIS has been accredited in compliance with the minimum requirements specified below. This written statement may be included in the Contractor's response in acknowledgement of the receipt and requirements of the Security Aspects Letter associated with the Contract.

37.24. It is the responsibility of the Contractor to implement these minimum security requirements when handling NR on its CIS.

37.25. The SO shall assess and verify the compliance of the CIS over its entire life-cycle, in order to ensure that it continues to be consistent with the requirements of this document.

37.26. The following describes the minimum security requirements for handling NR information on Contractors' CIS that shall be met by the Contractor:

37.26.1. An up-to-date list of authorised users shall be maintained by security management staff.

37.26.2. Credentials shall be established and maintained to identify authorised users.

37.26.3. Users shall themselves authenticate to, and be authenticated by, the system before any access to the CIS will be granted.

37.26.4. Passwords shall be a minimum of 9 characters long and shall include numeric and "special" characters (if permitted by the system) as well as alphabetic characters;

37.26.5. Passwords shall be changed at least every 180 days. Passwords shall be changed as soon as possible if they have, or are suspected to have been compromised or disclosed to an unauthorised person.

37.26.6. The re-use of a number of previous passwords shall be denied.

37.26.7. The system shall provide only limited feedback information to the user during the authentication process.

37.26.8. Accounts that are no longer required shall be locked or deleted.

37.26.9. When the authentication of the person is not enforced by physical security measures surrounding the location where the system is installed (e.g. perimeter/building security) or by non-technical security measures surrounding the office areas where components of system are located (e.g. server rooms, user workstation areas), two-factor authentication shall be used.

37.26.10. The identification and authentication data shall be used by the system to determine user privileges, in accordance with the access control requirements set out in the security-related documentation.

37.26.11. From the user account only, it shall be possible for the security management staff to identify the specific user and/or roles.

37.26.12. Mechanisms shall be implemented to restrict access to only that information to support a given project or Contract, taking into account the need-to-know principle.

37.26.13. Access to security and system information shall be restricted to only authorised security and system administrators.

37.26.14. Access privileges shall be implemented to restrict the type of access that a user may be permitted (e.g., read, write, modify, and delete).

37.26.15. The system (e.g. Operating System) shall lock an interactive session after a specified period of user inactivity by clearing or overwriting display devices, making the current contents unreadable and by disabling any user's data access/display devices other than unlocking the activity of the session.

37.26.16. The system shall allow user-initiated locking of the user's own interactive session by clearing or overwriting display devices, making the current contents unreadable and by disabling any user's data access/display devices other than unlocking the activity of the session.

37.26.17. Security mechanisms and/or procedures to regulate the introduction or connection of removable computer storage media (for example USB, mass storage devices, CD-RWs) to user workstations/portable computing devices shall be implemented.

37.26.18. An audit log shall be generated and maintained. System Level, Application Level and User Level events shall be included in the log, as required by the relevant Security Authority as a result of a Risk Assessment. For each of the auditable events, it shall associate individual user identities to those events, and shall include date and time of the event, type of event, user identity, and the outcome (success or failure) of the event. The following events shall always be recorded:

37.26.18.1.   all log on attempts whether successful or failed;

37.26.18.2.   log off (including time out where applicable);

37.26.18.3.   the creation, deletion or alteration of access rights and privileges;

37.26.18.4.   the creation, deletion or alteration of passwords.

37.26.19. The audit trail and associated archive shall be protected from unauthorised deletion and/or modification; it shall be presented in human readable format either directly (e.g., storing the audit trail in human-readable format) or indirectly (e.g., using audit reduction tools) or both.

37.26.20. Access to audit information shall be controlled; access permissions shall be established to permit access only by the appropriate security management staffs.

37.26.21. The audit data shall be retained for a period agreed by the Purchaser, based, where appropriate, on the requirements established by the NSA or DSA.

37.26.22. A means shall be available to analyse and review system activity and audit data, looking for possible or real security violations (analysis may work in

support of intrusion detection/automatic response to an imminent security violation).

37.26.23. Virus/malicious code detection software shall be installed on all servers, portable computing devices and workstations dependent upon the vulnerability of the underlying operating system environment. It shall be configured to automatically check on the introduction of removable media (e.g., CDs, USB mass storage devices, flash memory).

37.26.24. The virus/malicious code detection software shall be regularly updated.

37.26.25. The source of the mobile code shall be appropriately verified.

37.26.26. The integrity of the mobile code shall be appropriately verified.

37.26.27. All mobile code shall be verified as being free from malicious software.

37.26.28. Available technical measures shall be enabled to ensure the use of mobile code is appropriately managed. For example, Microsoft Office applications and Internet Browser applications shall be configured to control import/acceptance of mobile code as well as use and creation of mobile code.

37.26.29. Security measures ensuring availability of NR information shall be implemented when required by the Purchaser.

37.26.30. Data transfers between machines, virtual or physical, in different security domains shall be controlled and managed to prevent the introduction of NR data to a system not accredited to handle NR data.

37.26.31. All data imported to or exported from the CIS shall be checked for malware.

37.26.32. A detailed hardware and software configuration control system shall be available and regularly maintained.

37.26.33. Configuration baselines shall be established for servers, LAN Components, Portable Computing Devices and workstations.

37.26.34. Configuration checks shall be made by appropriate Security Management staff on hardware and software to ensure that unauthorised hardware and software has not been introduced.

37.26.35. An inventory of hardware and software should be maintained, with equipment and cabling labelled as part of the inventory.

37.26.36. The configuration of the security enforcing and security relevant functions of the operating system shall only be subject to change by a limited number of authorised system and security administrators.

37.26.37. The security configuration of the operating system shall be maintained with the implementation of the appropriate security patches and updates. Regression Aspects i.e. any potential adverse effects of the modification on existing security measures, shall be considered and appropriate action taken.

37.26.38. The installation and configuration of application software with security relevant or security-enforcing functions shall be subject to a limited number of authorised system and security administrators.

37.26.39. The configuration of the operating system shall be subject to periodic checks to ensure its security compliance.

37.26.40. Changes to the system or network configuration shall be assessed for their security implications/impacts.

37.26.41. The Basic Input/Output System (BIOS) or similar firmware shall be password protected in order to protect access to the system's password data.

37.26.42. Mechanisms shall be implemented which manage security data and functions; only defined authorised users (or roles) may perform security functions and access security relevant data.

37.26.43. The compromise or suspected compromise of NR information shall be immediately reported for inspection and investigation purposes, through the SO, to the Purchaser and, if required by national laws and regulations, to the relevant NSA or DSA.

37.26.44. An approved product is one that has been approved for the protection of NR information either by NATO or by the National CIS Security Authority (NCSA) of a NATO Nation or in accordance with national laws and regulations.

37.26.45. The relevant NSA, NCSA or DSA shall be consulted, through the Purchaser, to determine, whether approved products shall be used, unless already defined by the NATO policies or equivalent national laws and regulations.

37.26.46. The system shall be subject to initial and periodic security testing to verify that security measures work as expected.

37.26.47. NR information transmitted over a CIS not accredited to handle NR information (e.g. Internet) shall be encrypted using approved cryptographic products.

37.26.48. The range of Access Points shall be set to minimise exposure to external attacks, special attention shall be given to the selection of antennae, their location, power and signal propagation.

37.26.49. NR information transmitted over a wireless connection shall be encrypted using an approved cryptographic product.

37.26.50. When existing systems are combined using a virtualisation product, the accreditation of each of the systems shall be reviewed to ensure that any mitigations and assumptions previously made are still appropriate.

37.26.51. A deployed virtualisation product itself shall be treated as at least the highest Protective Marking of any of its virtual machines (i.e. NR).

37.26.52. Virtual Machines shall be appropriately configured and managed. System patching, administration of accounts, and maintenance of anti-virus software, shall all be performed as if the machine were a physical machine. The host-operating machine shall also be correctly configured and maintained.

37.26.53. Network routing provided internally by the virtualisation product to connect virtual machines shall not be considered as a security measure. For example, a firewall shall not be virtualised.

37.26.54. The administrative interface for the hypervisor, shall only be used for administration of the hypervisor, and shall not be used for the normal administration of services provided by the virtual machines.

37.26.55. Access to the hypervisor functions shall be appropriately controlled.

37.26.56. The ability to "cut-and-paste" between virtual machines shall be appropriately configured and controlled.

37.26.57. The ability to create virtual machines shall be appropriately configured and controlled.

37.26.58. Virtual Machines shall be suitably de-commissioned after use.

37.26.59. Software based virtual networks created between virtual machines shall be appropriately configured, controlled and monitored.

37.26.60. Virtual Servers and Virtual Workstations shall not be located on the same physical host.

37.26.61. Virtual machines operating in different areas of the system architecture shall not be located on the same physical host, for example, virtual machines operating in a De-Militarised Zone (DMZ) shall not be located on the same physical host as those operating in the LAN.

37.26.62. The management of the Virtualisation infrastructure shall be appropriately controlled. Only Virtual Management, patch management, anti malware and Active Directory communication mode shall be allowed.

37.26.63. Management of the Virtualisation infrastructure shall be performed via a dedicated Administrative account.

37.26.64. The Storage Area Network (SAN) used for Virtualisation shall be isolated and only accessible by the physical host.

37.26.65. The SAN used to host Virtualisation operating at different security classifications shall be isolated onto separate Logical Unit Numbers.

37.26.66. Modifications to the 'Master Copy/Version' of a Virtual Machine shall be appropriately controlled.

37.26.67. Network cards shall not be shared across Virtual Machines that are operating in different Security Domains.

37.26.68. Security requirements, specific to interconnection scenarios, are listed in the latest versions of the NATO documents entitled "INFOSEC Technical and Implementation Directive for the Interconnection of Communications and Information Systems (CIS)" (current reference AC/322-D/0030-REV5) and "Supporting Document on the Interconnection of NR Communications and Information Systems (CIS) to the Internet" (current reference AC/322-D(2010)0058). These Directives may be obtained from the Purchaser.

37.26.69. Interconnection to another CIS, especially the internet, will significantly increase the threat to a Contractor's CIS and therefore the risk to the security of the NR information handled by the Contractor's CIS. A security risk assessment shall be performed to identify the additional security

requirements that need to be implemented as part of the security accreditation process. Security requirements can also be found in the latest version of the NATO document entitled "INFOSEC Technical & Implementation Directive for Computer and Local Area Network (LAN) Security" (current reference AC/322-D/0048-REV2). This Directive may be obtained from the Purchaser.

37.26.70. When performed, the security risk assessment shall be included with the statement of compliance to the Purchaser.

37.26.71. For IT storage media that has at any time held NR information the following sanitisation shall be performed to the entire storage media prior to disposal:

37.26.71.1. EEPROM and Flash Memory (e.g. USB sticks, SD cards, solid state drives, hybrid hard drives): overwrite with random data at least three times, then verify storage content matches the random data;

37.26.71.2. Magnetic Media (e.g. hard disks): overwrite or degauss;

37.26.71.3. Optical Media (e.g., CDs and DVDs): shred or disintegrate into pieces of 10mm2 or less;

37.26.71.4. Other storage media: seek security requirements from the Security Accreditation Authority.

37.26.72. Portable computing devices not using approved encryption shall only be used or stored in an appropriately secure location. Portable computing devices and drives containing NR information that do not use approved encryption shall not be taken outside the Contractor's premises unless held under personal custody. The term "drives" includes all removable media. Any authentication token and/or password(s) associated with the encryption product shall be kept separate from portable computing devices whenever it is not in use, left unattended or in transit.

37.27. Areas in which CIS are installed to display, store, process, or transmit NR information shall be established, as a minimum, as Administrative Zones. For mobile solutions (e.g. laptop) used outside of Administrative Zones, the user shall ensure that the displayed content is protected in a way that NR information is not exposed to unauthorised individuals.

37.28. CIS areas housing servers, network management system, network controllers and communications controllers should be established as separate and controlled areas with an appropriate access control system. Access to these CIS areas should be limited to only specifically authorised persons.

37.29. Removable computer storage media containing NR information are required to be labelled with that classification marking. Measures shall be in place to prevent unauthorised access to NR removable computer storage media in order to maintain the need-to-know principle.

37.30. The use of privately-owned equipment of Contractor's personnel (hardware and software) for processing NR information shall not be permitted.

37.31. CIS users (e.g. end users, administrators) involved in the handling of NR information within the CIS shall be made aware of their responsibilities and the

procedures to be followed. The responsibilities and the procedures to be followed shall be documented and acknowledged by CIS users in writing.

37.32. Advice or clarification of the provisions of this Article shall be obtained from the Purchaser.

37.33. At the request of the Purchaser or relevant NSA/DSA/SAA, the Contractor shall provide evidence of compliance with this Article and permit an audit of inspection of the Contractor's processes and facilities by representatives of the Purchaser or the Contractor's NSA/DSA or relevant NATO security authorities to ensure compliance with these requirements.