

Acquisition

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NCIA/ACQ/2022/ 07118
07 October 2022

NOTIFICATION OF INTENT
to invite International Competitive Bids for:
Advisory and Assistance Services

**Market Place 1: Advisory and Assistance Services
and
Market Place 2: Independent Consultancy Services**

Invitation For Bid (IFB)-CO-115786-AAS+

**Estimated Value: 450,000,000 EUR (MARKET PLACE 1) +
15,000,000 EUR (MARKET PLACE 2)**

Period of performance: 1 BASE YEAR + 4 OPTION YEARS

The formal IFB is planned to be issued in December 2022 with the Bid Closing date by March 2023 and the anticipated Contract Award by mid-2023.

NCI Agency Point of Contact

Diana Nedelea, Contracting Officer

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To : See Distribution List

Subject : **Notification of Intent (NOI) to Call for Bids for International Competitive Bidding for Advisory and Assistance Services (Market Place 1) and Independent Consultancy Services (Market Place 2)**

IFB-CO-115786-AAS+

- A. C-M(2015)0025 – NATO Financial Regulations
- B. AC/337-D(2016)0014 – NCIO Financial Rules and Procedures
- C. BC-D(2018)0004 – BC Military Budget Procurement Guidance

1. In accordance with Reference A through C, the NCI Agency, hereby gives notice of its intent to issue an Invitation for Bid (IFB) for the procurement of Advisory and Assistance Services (Market Place 1) and Independent Consultancy Services (Market Place 2).
2. An overview of the requirements for this IFB are summarized in the attachments hereto.
3. The reference for the Invitation for Bid is IFB-CO-115786-AAS+ and all correspondence concerning this IFB should reference this number.
4. Historical figures for those services within NCI Agency have respectively totaled approximately €90,000,000 per year for Market Place 1 and €3,000,000 per year for Market Place 2.
5. The NCI Agency will use International Competitive Bidding (ICB) governed by Procedures at reference B & C for this procurement with a Best Value bidding methodology.
6. The current acquisition strategy is to award multiple Indefinite Delivery/ Indefinite Quantity (IDIQ) Framework contracts for these requirements with 2 (two) separate and independent market places, 1 (one) for each of the 2 (two) Market Places, within which subsequent requirements will be competed, the award conditions to set up these 2 (two) market places are to be fully defined as part of the IFB terms and conditions.
7. The suppliers can exclusively belong to **ONLY ONE** of the 2 (two) market places (at any tier) thus ensuring the independency of the companies belonging to Market Place 2 IDIQ Framework contract.
8. The formal IFB is planned to be issued in **December 2022** with a Bid Closing Date in **March 2023** and Contract Award by the **Mid-Year 2023**. The Purchaser reserves the right to adjust these dates at its discretion.
9. Bidders are advised that there will be a required bid validity of 12 months from the closing date of receipt of bids. Should the selection and award procedure extend beyond 12 months after the Bid Closing Date; firms will be requested to voluntarily extend the validity of their bids. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.

10. National responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, **not later than 07 October 2022** of qualified and certified firms, which are interested in bidding for this project.
11. **As indicated, even if a single tender process will be run by the Agency for the two proposed Market Places, Companies can ONLY bid or team (at any tier) for ONE of the two Market Places in line with paragraph 7 above. Conditions will be fully described in the bidding package.**
12. National Authorities are advised that the IFB Package will be NATO UNCLASSIFIED. However, execution of the proposed contract will require unescorted access and work of contractor personnel at NATO sites and in accordance with Reference A, personnel of the winning bidders will be required to hold individual security clearances of "NATO SECRET". Specific Task Orders may require higher clearances, as designated therein. Only companies maintaining appropriate personnel clearances will be able to perform the resulting contract. Bidders are to note that Task Order awards will not be delayed in order to allow Contractor personnel to obtain missing clearances.
13. The Declarations of Eligibility shall include the following information for each of the nominated firms:
 - Name of the firm
 - Telephone number
 - E-mail address
 - Point of Contact

This information is critical to enable prompt and accurate communication with prospective Bidders and should be sent to the following EMAIL address:

NATO Communications and Information Agency

Attention: Ms. Diana Nedelea

E-mail: diana.nedelea@ncia.nato.int

14. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED.
15. It is emphasized that requests for participation in this competition received directly from individual firms cannot be considered.

16. Prior to the issuance of the IFB package, the NCI Agency is planning to conduct an Industry Day with the identified potential bidders during the second half of November 2022. Further details will be sent by email.
17. The NCI Agency point of contact for all information concerning this IFB is: Mrs. Diana Nedelea; email: diana.nedelea@ncia.nato.int
18. Your assistance in this procurement is greatly appreciated.

For the Director of Acquisition,

for Alain Courtois
Principal Contracting Officer

Attachment(s):

Annex A - Summary of the Requirements

Distribution List for NOI-IFB-CO-115786-AAS+

NATO Delegations

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 Management and Implementation Branch
 Attn: Deputy Branch Chief

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Attn: Executive Co-ordinator

NCI Agency – Internally

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NCI Agency

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ACQ Deputy Chief of Acquisition Procurement and Policy
ACQ Principal Contracting Officer
ACQ Head of Acquisition Policy
ACQ Contracting Officer
Legal Advisor
Project Manager
CIO - Sourcing Advocate
CAB Administrator
NATO Liaison Officer

ANNEX A – SUMMARY OF REQUIREMENTS – IFB-CO-115786-AAS+

Market Place 1 – General Advisory and Assistance Services

1. Background Information

- a. This is the second iteration of the Advisory and Assistance Services (A&AS) contract concept. The resultant contracts for Market Place 1 will provide a contracting vehicle against which NCI Agency may order Contractor Support as required.
- b. The current contract envisioned to be covered by the scope of CO-115786-AAS Market Place 1 was awarded in 2018 - CO-14633-AAS. Current contract, CO-14633-AAS, ends on 31 December 2023.
- c. The current acquisition strategy is to award multiple contracts for these requirements to create a market place. Within the established market place, subsequent requirements will be competed as task orders, with the award method fully defined as part of the individual task order package.
- d. The resultant contracts will be the “preferred vehicle” for NCI Agency to fulfill Contractor Support requirements. Note that the NCI Agency cannot bind the Nations to expend common funds through this contract.

2. Summary

- a. Historical figures for the current contract, CO-14633-AAS and Task Orders within NCI Agency have totaled approximately €90,000,000 per year.
- b. Current main categories of Contractor Support within the NCI Agency include the following:
 - i. Cyber Defence Support
 - ii. Cost Estimating and Analysis Support
 - iii. Engineering Support
 - iv. General Office Support
 - v. Logistics Support
 - vi. Military Operations Research, Analysis, and Support
 - vii. Professional Management and Administrative Support
 - viii. Software, IT, and Communications Support
 - ix. Other Miscellaneous, for example:
 1. Business Continuity
 2. Crisis Management
 3. Communications and creative media support
 4. Stakeholder engagement, events support
- c. The envisaged Task Orders will be a combination of Time and Material and Firm Fixed Price delivery based contracts.
- d. It is estimated that future requirements will be of a similar scope as previously acquired categories, although the NCI Agency reserves the right to include other categories pursuant to our internal Contractor Support requirements
- e. Contractor Support is to be provided within current and future NATO locations, including Area of Operations.
- f. NCIA will be including corporate ambitions in this re-competition. Ambitions will include a focus on climate responsibility and workforce diversity, equity and inclusion. Further information will be provided as part of the IFB terms and conditions.

Market Place 2 – Independent Consultancy Services

1. Background Information

- a. The resultant contract for Market Place 2, in addition to the previous iterations of this concept will provide a contracting vehicle against which NCI Agency may order Independent Contractor Support / Consultancy as required.
- b. These requirements are not covered by the current contract, CO-14633-AAS.
- c. The current acquisition strategy is to award multiple contracts for these requirements to create a market place. Within the established market place, subsequent requirements will be competed as task orders, with the award method fully defined as part of the individual task order package.
- d. The resultant contracts will be the “preferred vehicle” for NCI Agency to fulfill Independent Consultancy Support requirements. Note that the NCI Agency cannot bind the Nations to expend common funds through this contract.

2. Summary

- a. Historical figures for such requirements within NCI Agency have totaled approximately €3,000,000 per year.
- b. Current categories of Contractor Support within the NCI Agency include, but are not limited to the following:
 - i. Internal Audit
 - ii. Finance or HR consultancy advice
 - iii. Independent IT consultancy advice
 - iv. Acquisition and Sourcing Advice and Implementation
- c. Independent Consultancy Services Support is to be provided within current and future NATO locations.
- d. NCIA will be including corporate ambitions in this re-competition. Ambitions will include a focus on climate responsibility and workforce diversity, equity and inclusion. Further information will be provided as part of the IFB terms and conditions.