

## Notification of Intent to Invite Bids

*Method: International Competitive Bidding (ICB)*

### ORACLE APPLICATION SERVICES

#### NCI Agency Reference #: IFB-CO-115869-OAS

---

**Estimated Amount to include O&M:** 3.5M EUR

---

**NOI Closing Date:** 1 March 2024

---

**Solicitation Release Date:** Anticipated on 15 March 2024

---

**Solicitation Closing Date:** Anticipated on 1 May 2024

---

**Contract Award Date:** Anticipated in Q3 2024

---

**Competition Type:** ICB Best Value

---

The NCI Agency hereby notifies the NATO Nations of its intent to invite bids to compete for and establish a flexible framework for the provision of Oracle Application Services, within which the Purchaser can submit Requests for Task Order Proposals (RFTOP) on an as required basis. In addition, within the scope of this IFB the Agency would like to launch three particular RFTOPs detailed below that have been identified as a priority.

#### NCI Agency Point of Contact

Catalin Nicolae, Action Officer

Email: [IFBCO115869OAS@ncia.nato.int](mailto:IFBCO115869OAS@ncia.nato.int)

#### Annexes:

- A. Summary of Requirements
- B. Distribution List

**To** : Distribution List

**Subject** : **Notification of Intent to Invite Bids for ORACLE APPLICATION SERVICES**

**References** :

- A. AC/4-D/2261 (1996 Edition), NSIP Procedures for International Competitive Bidding
- B. AC/4-D/2261, Annex X, Policy For Conducting International Competitive Bidding Using Best Value Evaluation Methodology, Post-Trial Period Procedures

- 
1. In accordance with References [A] and [B], the NCI Agency, as the Host Nation responsible to implement the project in subject, hereby gives notice of its intent (NOI) to issue an Invitation for Bid (IFB) for ORACLE APPLICATION SERVICES, hereafter referred to as the "Project".
  2. A high-level summary of the Project's technical requirements is set forth in Annex A hereto. These requirements are being refined and will be included in further details as part of the IFB.
  3. The reference for this Project is IFB-CO-115869-OAS, and all correspondence concerning this NOI and subsequent IFB should reference this number.
  4. The NCI Agency plans to issue an IFB using the International Competitive Bidding (ICB) Procedure for Best Value (BV) evaluations. The successful bid for this Project, pursuant to the IFB following this NOI, will be the bid that offers the best value in accordance with predefined evaluation criteria prescribed in the IFB. The top-level criteria weighting will be 60% Technical and 40% Price. A single, firm-fixed price contract is planned for the entire scope of work.
  5. Eligibility to participate in the subsequent IFB is declared by national authorities. Hence, qualified and certified companies interested in receiving an IFB for this Project are hereby requested to provide a Declaration of Eligibility (DoE), **sent** by their Delegation/Mission to NATO to the NCI Agency contracting authority not later than 1 March 2024, which is 35 calendar days after the date of this letter.
    - a. In addition to the certification of the company's security clearances required under this NOI, the DoE should include the following information for each of the nominated companies:
      - Company name
      - Company address
      - Point of Contact (PoC)
      - PoC email address
      - PoC telephone number



NCIA/ACQ/2024/06513

- b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent electronically to [IFBCO115869OAS@ncia.nato.int](mailto:IFBCO115869OAS@ncia.nato.int).
6. In order to maximize competition, the NCI Agency may, at its discretion, accept nominations after the deadline, so long as the IFB has not been issued. The NCI Agency may even accept, at its discretion, nominations after the IFB has been issued under the condition that such late nomination will not be used as the basis to request an extension to the bid closing date.
  7. Requests for participation in this competition received directly from individual companies will not be considered.
  8. Bidders will be required to declare a bid validity of 8 months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than 8 months, companies will be requested to voluntarily extend the validity of their bids accordingly. Bidders may decline to do so, withdraw their bid and excuse themselves from the bidding process without penalty.
  9. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED.
  10. The successful bidder will be required to handle and store classified information up to the level of NATO UNCLASSIFIED. In addition, contractor personnel will be required to work unescorted in Class II Security areas. Therefore, access can only be permitted to cleared individuals. Only companies maintaining such cleared facilities and the appropriate personnel clearances will be able to perform the resulting contract.
  11. The NCI Agency is not liable for any expenses incurred by companies in conjunction with their responses to this NOI and such responses shall not be regarded as a commitment of any kind concerning future procurement of the items or services described herein.
  12. Your assistance in this procurement is greatly appreciated.

**For the Chief of Acquisition:**

Daniel K. Gaertner

Senior Contracting Officer

## Annex A – Summary of Requirements

### 1. Background

- a) The NCI Agency has implemented and deployed an ERP system based on Oracle E-Business Suite (EBS) version 12.2.10 and Oracle Business Intelligence and Analytics (OBIA) version 19c for approximately 3,000 civilian and military users, located in 29 sites throughout Europe and North America, the aim being to improve the overall management of the Agency by transforming business processes and through the utilization of an integrated enterprise resource planning (ERP) solution.
- b) NCI Agency is also implementing functionality within Oracle Fusion Cloud Human Capital Management. Initial capability is expected to be available from late-2024 and final operating capability live in 2025.
- c) The NCI Agency also operates Boomi, which is an enterprise Integration Platform as a Service (iPaaS) tool. This integration platform is used to pass data between systems and across network boundaries.
- d) The ERP system is currently hosted on a NATO UNCLASSIFIED (NU) network, whereas the OBIA and Boomi implementations are both hosted on a network of a higher security classification. Boomi is configured to share data between the two networks, where classification markings allow, and will also be available on the NU.
- e) The NATO Communications and Information Agency hosts its on-premises Enterprise Resource Planning (ERP) and Business Intelligence (BI) systems at data centers in Mons, Belgium, and Lago Patria, Italy. These systems are primarily supported by internal resources managed by the Service Support and Business Applications (SSBA) Business Area.

### 2. Project Objective

- a) The capacity of the existing support team to deliver a number of the more significant change requests it receives is limited, and the response and throughput against these requests isn't meeting the NCI Agency's needs. As a result, the Purchaser seeks an industry partner through which it can grow its capacity to deliver existing and future changes and enhancements to its ERP function.
- b) The aims of the competition are:
  - i) Compete some initial scope (see Section 3 below).
  - ii) Ask bidders to present their track records with the implementation and enhancement of relevant Oracle systems.

- iii) Create a flexible and responsive procurement mechanism that enables the Organization to secure the delivery of changes and enhancements to its ERP capabilities over the next 3-5 years, based on the use of follow-on Task Orders once the contract has been awarded.
- c) This is expected to reduce project sourcing and administrative costs, and procurement lead times, for the execution of application enhancement projects and the delivery of new applications.

### 3. Scope of Work

- a) Initial scope to be addressed in bids for the contract is described below. Subsequent scope will be described in new Requests for Task Order Proposals (RFTOPs) once the contract has been awarded, on an as-required basis. Scope competed as part of the initial competition provides a vehicle through which bids can be assessed. This initially competed scope may or may not be commissioned for delivery upon contract award.
- b) Initial Scope - **Automated Invoice Processing Solution**
  - i) **Introduction:** The aim is to automate the processing of invoices received outside of the Agency's formal procurement system. The current process within the NCI Agency for processing incoming supplier invoices is an extremely time consuming and manual process leading to delays in payments, higher risk of errors and higher costs as well as lack of traceability from an audit point of view. A significant number of invoices are delivered to an internal email address from where they are manually processed into the agency's ERP system Oracle e-Business Suite (EBS) Accounts Payable (AP) Ledger.
  - ii) **High-Level Requirement:** To provide to the NCI Agency with a solution that will accurately process emails being received in a central inbox into Oracle EBS, while minimizing the requirements for human intervention, but providing methods of dealing with any exceptions and allow human intervention to continue the automatic process when needed.
- c) Initial Scope – **Migration of Data from Legacy Financial System to BI Data Warehouse**
  - i) **Introduction:** The agency has 2 legacy financial systems that are still in read-only use for interrogation of legacy data on a frequent basis, these are:
    - (1) Core Financial System (CFS), based on PeopleSoft version 8.
    - (2) Centralised NATO Accounting and Financial System (CNAFS), based on Oracle 12.1.3

- ii) **High-level Requirement:** Financial, procurement and asset data is required to be migrated from these systems to facilitate their decommissioning, aggregated / selected data will then need to be stored in the agency Business Intelligence (BI) Data Warehouse (DWH), or equivalent system, for read only access by business users within the agency. The BI DWH is based upon Oracle DB v 19c. Reports and dashboards will then need to be defined for later development to facilitate the access of business users. This task order is split into 2 phases, phase 1 is to define the data to be migrated, its structure, the reports / dashboards required by the business users, confirm the repository for the data, and develop a data migration plan. Phase 2 will be to implement the agreed scope from phase 1. Only phase 1 is covered under this IFB.

d) Initial scope - **Period End Closing**

- i) **Introduction:** Utilizing existing ERP modules where possible, and through the implementation and integration of other tools or modules as required, design and implement a Period End Closing toolset to improve monthly, quarterly and annual period end closing.
- ii) **High-level Requirement:** A capability to manage Period End Closing tasks, identify bottlenecks, and streamline and optimize performance, including the provision of pre-built dashboards. The solution should where possible be 'out of the box', should support balance integration, have flexible auto-reconciliation routines, and help to reduce overall risk.

#### 4. Agile Methodology

- a) It is planned that Task Order delivery will follow an agile methodology, where appropriate based on the Oracle Unified Method, using sprints and baselines as appropriate to provide regular deliveries of working software. Generally speaking, it is expected that each sprint will last between a week and a month, with the number of sprints in a baseline, or release, dependent on the scope of each Task Order. Each baseline will conclude when Approval to Operate (ATO), per Task Order, has been declared.

#### 5. Technical Constraints

- a) Any integration updates and new integrations are to utilize the existing Boomi platform, unless agreed otherwise.

#### 6. Warranty and O&M Support

- b) Following acceptance of final operational delivery for each Task Order, the contract will require warranty for any new software delivered.

## Annex B – Distribution List

### NATO Delegations:

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

### Embassies in Brussels (Attn: Commercial Attaché):

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

### NCI Agency – All NATEXs