

Notification of Intent to Invite Bids

Method: International Competitive Bidding (ICB)

PROVISION OF COMMERCIAL TRAINING SERVICES

NCI Agency Reference #: IFB-CO-423236-TRN

Estimated Amount: EUR 12,500,000 (including contract options)

NOI Closing Date: 12 March 2024

Solicitation Release Date: Anticipated on 22 March 2024

Solicitation Closing Date: Anticipated on 3 May 2024

Contract Award Date: Anticipated on 1 October 2024

Competition Type: ICB Best Value

The NCI Agency hereby notifies the NATO Nations of its intent to invite bids for the procurement of commercial training services to satisfy the technical training needs of the NCI Agency personnel and NCI Agency customers.

The NCI Agency is seeking to establish a framework agreement serving as the preferred vehicle for such commercial training services on an “as needed” basis. A single award Indefinite Delivery, Indefinite Quantity (IDIQ) contract is planned.

****Neo eProcurement Registration****

Attention Suppliers,

The NCI Agency is stepping into a new era of procurement. We have launched an eProcurement tool, Neo, to make our collaborations smoother, faster, and more transparent. If you are keen to do business with us, you will need to register in [Neo](#). This tool will offer suppliers visibility into past, current and upcoming business opportunities, and streamlines the competition cycles, contract awards, and account management.

The NCI Agency will be moving all procurement activities to Neo by the end of 2023. Until then, selected business opportunities will be incrementally conducted in Neo. We invite all suppliers interested in these competitions to register in [Neo](#).

NCI Agency Point of Contact

Sven Schumacher, Senior Contracting Officer

Email: IFB-CO-423236-TRN@ncia.nato.int

Annexes:

- A. Summary of Requirements
- B. Distribution List

To : Distribution List

Subject : **Notification of Intent to Invite Bids for PROVISION OF COMMERCIAL TRAINING SERVICES**

References : **A.** BC-D(2018)0004-FINAL, BC Budget Procurement Guidance

B. AC/4-D/2261, Annex X, Policy For Conducting International Competitive Bidding Using Best Value Evaluation Methodology, Post-Trial Period Procedures

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1. In accordance with References A through 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 PROVISION OF COMMERCIAL TRAINING 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-423236-TRN**, and all correspondence concerning this NOI and subsequent IFB should reference this number.
 4. Funding obligation shall occur at the time an order is placed against the IDIQ contract.
 5. 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. A single, firm-fixed price contract is planned for the entire scope of work.
 6. 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 12 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

- b. This information is critical to enable prompt and accurate communication with prospective bidders and should be sent electronically to IFB-CO-423236-TRN@ncia.nato.int.
7. 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.
 8. Requests for participation in this competition received directly from individual companies will not be considered.
 9. Bidders will be required to declare a bid validity of 12 months from bid closing date. Should the selection and award procedure exceed the bid closing date by more than 12 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.
 10. National authorities are advised that the IFB package is anticipated to be NATO UNCLASSIFIED. However, the IFB and the contractual documents could contain references to other NATO documents classified as NATO RESTRICTED.
 11. The successful bidder may be required to handle and store classified information up to the level of NATO RESTRICTED. In addition, contractor personnel may 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.
 12. 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.
 13. Your assistance in this procurement is greatly appreciated.

For the Chief of Acquisition:

Sven Schumacher
Senior Contracting Officer

Annex A – Summary of Requirements

1. Introduction

- a. The NCI Academy provides training on both static and deployed NATO Communications and Information (C&I) systems, Air Command and Control (AirC2), cyber security and cyber defence. In addition, it plays a pivotal role in designing and developing new learning solutions for its customers, by conducting a thorough analysis of training needs and leveraging the latest learning technology.
- b. The NCI Academy, through the NCI Agency Corporate Academy, also provides education and training (E&T) services for internal Agency staff in support of professional and personal development, and post mission specific requirements, to ensure that the Agency has the necessary skills to meet customer requirements.
- c. The NCI Academy is looking to partner with the Education and Training industry for the provision of commercial technical training services, including consultancy support, to the NATO Communications and Information (NCI) Agency to train a diverse world-class, tech-savvy workforce.

2. Project Objective

- a. It is intended that the resulting best valued bid will become the default contract vehicle for the delivery of technical commercial training services to the NCI Agency and its customers.

3. Scope of Work

The scope of the prospective contract includes:

- a. Course delivery services including instructor-led on site courses at NATO locations, on site courses at NATO instructor-led virtual group courses and virtual or on site courses to individual students;
- b. Virtual training capabilities to deliver fully virtual, blended or on demand learning opportunities;
- c. Certified instructors;
- d. Official courseware, when applicable, examination and certification;
- e. Training evaluation services;
- f. Learning Hubs, defined as designated classrooms, permanently equipped by the Contractor at NCI Agency premises with course delivery systems, training computers, classroom network and on-line learning capability;
- g. Training services consultancy including training needs analysis, training design, development and tailoring, external benchmarking and catalogue services;

- h. Performance reports and reviews;
- i. Training administration and coordination activities including shipping and deliver of course material and student coordination and administration;
- j. Service Desk to provide remote (technical) assistance to include, but not limited to, the Learning Hubs, the virtual capabilities or the Learning Management System used by the contractor.

4. Period of Performance

- a. The Period of Performance is anticipated to start in Q4 2024 and end in Q3 2027, with options to extend the period of performance until the end of Q3 2029. It is important to note that this timeline represents the anticipated duration of the IDIQ framework, and adjustments may be made as per the requirements of the solicitation process and subsequent contractual agreement.

5. Rapid Procurement Vehicle

- a. Rapid Procurement Vehicles, such as IDIQ, are NATO-wide contract vehicles to quickly meet requirements for Information and Communications Technology (ICT) goods and services with the aim to maximize competition and value for money. They are uniquely designed to drive standardization, acceleration of project delivery, flexibility and benefits of volume-based discounts, while providing a quick turnaround solution to overcome service or equipment deficiencies at all levels.
- b. The IDIQ will set forth the broad requirement and will provide an overarching set of terms and conditions.
- c. The resulting best valued bid would be awarded the relevant IDIQ contract to complete the work detailed in the SoW. There is no guarantee of any work through the IDIQ framework.

Annex B – Distribution List

NATO Delegations:

Albania
Belgium
Bulgaria
Canada
Croatia
Czech Republic
Denmark
Estonia
France
Finland
Germany

Greece
Hungary
Iceland
Italy
Latvia
Lithuania
Luxembourg
Montenegro
Netherlands
North Macedonia
Norway

Poland
Portugal
Romania
Slovakia
Slovenia
Spain
The Republic of Türkiye
The United Kingdom
The United States

Embassies in Brussels (Attn: Commercial Attaché):

Albania
Belgium
Bulgaria
Canada
Croatia
Czech Republic
Denmark
Estonia
France
Finland
Germany

Greece
Hungary
Iceland
Italy
Latvia
Lithuania
Luxembourg
Montenegro
Netherlands
North Macedonia
Norway

Poland
Portugal
Romania
Slovakia
Slovenia
Spain
The Republic of Türkiye
The United Kingdom
The United States

NCI Agency – All NATEXs