



**Joint Force Training Centre
Command Group**

Bydgoszcz | POLAND



NOTIFICATION OF PROCUREMENT OPPORTUNITY (NOPO)

**Pre-Solicitation Notice
NATO Competitive Procurement**

CONTENT ANALYST AND AI-ENABLED CONTENT SUBJECT MATTER EXPERT

JFTC Reference #: RFP-ACT-JFTC 04-27

Date of NOPO Publication: 09/10/2026

Anticipated Solicitation Release Date: 29/10/2026

To be adjusted based on internal approval timeline

Anticipated Solicitation Closing Date: 04/12/2026

To be adjusted based on final release date

Anticipated Contract Award Date: 23/12/2026

To be adjusted based on final release date

Point of Contact:

Joint Force Training Centre

Office of Budget and Finance

Contracting Officer

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Introduction

Joint Force Training Centre (JFTC) intends to award contract for the Content Analyst and AI-Enabled Content Subject Matter Expert. The JFTC hereby notifies the following Procurement Opportunity in accordance with the Procedure for NATO Competitive Procurement. This notification is issued to foster open and fair competition among eligible vendors from participating nations. This notification does not constitute a commitment to award a contract.

Partial bidding is not permitted.

Bidders are invited to review the requirements described herein and to register for participation through the appropriate national authority of the prime bidders' nation of origin. Bidders may form partnerships or sub-contractor relationships, however all vendors, whether prime, partner or sub-contractor shall meet all identified eligibility requirements for participation.

This opportunity reflects NATO's commitment to transparency, equal treatment of suppliers, and the efficient delivery of goods, works, and services in support of NATO missions and participating nations.

All eligible and responsible sources may submit a proposal, which shall be considered by the JFTC.

1. Title of Procurement Opportunity

Content Analyst and AI-Enabled Content Subject Matter Expert.

2. Description of Requirement

The objective of this requirement is to obtain contractor support for the analysis, development, quality assurance, and delivery of exercise content in support of JFTC-led or JFTC-supported training events. The Contractor shall provide a qualified Content Analyst / AI-Enabled Content SME who will:

- Support the development and delivery of MEL/MIL content through the Strategy Workshop, Content Development Workshop, Content Refinement Workshop, exercise execution, and post-exercise activities.
- Ensure that exercise content is coherent with the scenario, aligned with Training Objectives, operationally plausible, doctrinally accurate, and suitable for delivery to the Training Audience.
- Use AI-enabled tools, where authorised, to support drafting, adaptation, translation, consistency checking, quality assurance, and review of exercise content.
- Provide human oversight of AI-assisted products and ensure that such products meet the same standards of accuracy, quality, security, and doctrinal compliance as non-AI-assisted products.
- Develop repeatable AI-assisted content workflows, prompt templates, review checklists, and user guidance to support responsible and secure use of AI-enabled tools in exercise content production.

The resulting contract will be the Commercial Personnel Services Contract in accordance with the JFTC Special Terms and Conditions for Commercial Personnel Services Contracts; as such it will be a Level of Effort contract with a maximum limit or fraction thereof as set forth in the Statement of Work.

Contract period of performance: The period of performance consists of a base period (2027) and four annual option periods.

3. Vendor Eligibility

- 3.1.** Participation in this Procurement Opportunity is restricted to bidders from participating nations. Bidders from other than participating nations shall be excluded from serving as prime contractor or subcontractor.
- 3.2.** Bidders (partners and subcontractors) must hold a NATO Facility Security Clearance (FSC). The Proposed team must hold NATO SECRET clearance.

4. Access to Solicitation Documentation

Interested bidders, officially registered by national authorities with Declaration of Eligibility may participate to and receive the solicitation documentation for this Procurement Opportunity by email when the solicitation is released.

5. Language of Solicitation and Bid Submission

Solicitation Documentation and Proposal Submission Language(s): English

6. Additional Engagement Opportunities

Not applicable.

Ryszard Piasecki

JFTC Contracting Officer

Annexes:

A: Declaration of Eligibility for NATO Competitive Procurement

B: Distribution List

End of Notification

Annex A – Declaration of Eligibility for NATO Competitive Procurement

Declaration of Eligibility for NATO Competitive Procurement

To: JFTC Procurement Authority

Subject: Declaration of Eligibility for NATO Competitive Procurement

Reference: RFP-ACT-JFTC 06-26 for Blended Workforce Support Arrangement Contractors.

With reference to the above-mentioned NATO Competitive Procurement (NCP) opportunity, the following *[insert Country of Origin]* vendor has expressed an interest in receiving the solicitation document:

a. Vendor Name:

b. Address:

c. Point of Contact/Title: Mr./Ms.:

d. Email Address:

e. Phone #:

2. I certify that this vendor has the necessary financial, technical and professional competence to be admitted by the Government of *[insert Country of Origin]* as a bidder were it responsible for awarding a contract of this nature. The vendor listed above is security cleared to the level of this procurement opportunity.
3. **Extension to Other NCP Opportunities¹**. In addition to the referenced project, this Declaration of Eligibility may be used for other JFTC NCP opportunities and is valid for the vendor in paragraph 1 for a period of three (3) years, unless rescinded in writing by the National Responsible Authority of *[insert Country of Origin]*.

Check one:

☐ Yes

☐ No

¹ Note to Vendor: If "Yes" is checked, then present this Declaration of Eligibility for expressed interest in other JFTC NCP Opportunities

Signature
*[Name of National Responsible Authority] [insert
Country of Origin]*

Annex B – Distribution List

NATO Delegations:

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

Embassies in Brussels (Attn: Commercial Attaché):

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