

**Acquisition**

NATO Communications and Information Agency

7010 SHAPE, Belgium

Telephone: +32 (0) 65 44 6160

NCIA/ACQ/948

11 march 2016

8

Notification of Intent
Provision of commercial training solutions

IFB-NCIA-ET-16-03

Estimated Value: €2,000,000 annually
Period of performance: 1 base year + 4 options

The NCI Agency is the provider of NATO-wide IT services and state-of-the-art C4ISR capabilities including cyber and missile defence. Educational and Training Service Line (E&T SL) is a part of the NCIA Directorate Applications Services (DAS). Its mission is to manage, coordinate and deliver Education and Training services to external customers and Agency staff in support of NATO strategic operational and business objectives.

The Agency has a requirement to procure commercial training solutions for NCIA, its customers and staff, under the conditions explained in the summary of requirements, set forth in Annex A, and attached to this letter.

The formal IFB is planned to be issued in beginning April 2016 with a Bid Closing Date 2nd half of May 2016 and Contract Award end of June 2016.

Principal Contracting Officer:

E-mail: alain.courtois@ncia.nato.int

Contracting Officer:

E-mail: anne.seguin@ncia.nato.int



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

Avenue du Bourget 140
1140 Brussels, Belgium

www.ncia.nato.int

To: Distribution List

Subject: Notification of Intent to Invite Bids for International Competitive Bidding

Provision of commercial training solutions.

IFB-NCIA-ET-16-03

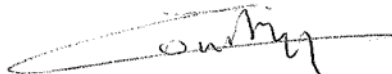
1. Notice is hereby given of the intent of the NATO CI Agency, to issue an Invitation for International Bid in relation to the provision of commercial training solution to NCI Agency and its customers.
2. A summary of the requirements of this Invitation for Bid (IFB) is set forth in Annex A, attached to this letter.
3. The reference for the Invitation for Bid is **IFB-NCIA-ET-16-03**, and all correspondence concerning this IFB should reference this number.
4. The estimated cost for the services and deliverables included within the basic scope of the intended contract is EUR 2,000,000 annually.
5. NCI Agency will use International Competitive Bidding (ICB) Procedure for this procurement with a source selection process of lowest price technically compliant.
6. It is planned to place a contract per lot of the scope of work. Partial bidding will be allowed.
7. The formal IFB is planned to be issued in beginning April 2016 with a Bid Closing Date 2nd half of May 2016 and Contract Award end of June 2016.
8. Bidders are advised that there will be a tentative bid validity of 6 months from the closing date for receipt of bids. Should the selection and award procedure extend beyond 6 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.
9. National responsible authorities are kindly requested that the NCI Agency be provided with Declarations of Eligibility, not later than 1st of April 2016 of qualified and certified firms which are interested in bidding for this project. In addition to the certifications of the firm's security clearance required under this NOI, the Declarations of Eligibility shall include the following information for each of the nominated firms: name of the firm, telephone number, fax number, e-mail address

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

NATO CI Agency
Building 302 Annex Room 110
7010 SHAPE, Belgium
Attention:
Contracting Officer
E-mail: anne.seguin@ncia.nato.int

10. It is emphasised that requests for participation in this competition received directly from individual firms cannot be considered.
11. Any inquiries with regards to this notification should be made directly to the Contracting Officer, at email anne.seguin@ncia.nato.int
12. Your assistance in this procurement is greatly appreciated.

FOR THE GENERAL MANAGER:



Alain COURTOIS
Principal Contracting Officer

Attachment:

Annex A- Summary of the Requirements

ANNEX A – SUMMARY OF REQUIREMENTS

1. Background

The NATO Communications & Information Agency (NCIA) is an organisation of the North Atlantic Treaty Organisation (NATO), which was established to meet collective requirements of some or all NATO Nations in the fields of capability delivery and service provision related to Consultation, Command and Control as well as Communications, Information and Cyber Defence, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

Educational and Training Service Line (E&T SL) is a part of the NCIA Directorate Applications Services (DAS). Its mission is to manage, coordinate and deliver Education and Training services to external customers and Agency staff in support of NATO strategic operational and business objectives.

As a part of its services, E&T SL procures and coordinates commercial training solutions for Agency external customers and internal staff members, which have locations world-wide. NCIA intent is to have a training provider that can fulfil NATO requirements in an effective and cost efficient manner according to the criteria set by the Agency Subject Matter Experts (SMEs) together with Acquisition Department (ACQ).

2. Scope

The Statement of Work (SoW), which will be included in the International Formal Bidding (IFB) documentation, defines and explains the commercial training solutions for NCIA, its customers and staff. Below is an indication of the required training provision and its criteria:

- a. Any commercial training:
 - Provision of *onsite* training at all NATO and on-demand locations;
 - Optional *at provider* premises, on demand only;
 - Connection capability to virtual/'live stream' classes taking place *onsite* or *at provider* premises;
 - Optional certification and examination, to be determined prior to each course;
 - Scope include, but is not limited to Visual Studio and NET development, Business Intelligence and SQL servers, Windows Systems and Exchange, SharePoint, Access and Office, Software Engineering, RDBMS tools, Web Development, Java, Oracle Database, Networking, Linux, and any other required.
- b. Portfolio, Programme and Project Management (P3M) trainings:
 - Criteria as stated in para. 2.1;
 - Courses tailored according to the requirements set by NATO SMEs;

- P3M include, but are not limited to:
 - Introduction to Project Management
 - Prince2 Foundation and Practitioner,
 - Managing Successful Programmes (MSP) Foundation and Practitioner,
 - Microsoft Project 2010,
 - Other as required.

- c. Cyber Security trainings:
 - Criteria as stated in para. 2.1;
 - Courses tailored according to the requirements set by NATO SMEs;
 - Cyber Security courses include, but are not limited to:
 - Ethical Hacking,
 - Network Penetration and Vulnerability Assessment,
 - Cyber Security Incident Management,
 - Other as required.

- d. ITIL 2011 edition suite:
 - Foundation level, Practitioner Level, Intermediate Level, Expert Level, Master Level;
 - Criteria as stated in para. 2.1;
 - ITIL Accredited Training Organization (ATO).

- e. Online examination:
 - Provision of official certification through online capabilities in the IT and Management field.

- f. eLearning:
 - IT and Management training provided through Computer Based Training (CBT) and other eLearning solutions;
 - Help Desk availability;
 - User guide book/Instructions available.

The detailed criteria of services required will be specified in the IFB at the time of its issue. For that reason, the information above should only be seen as a generic indication of the requirements.

3. Type of Contract

The Contract will be a standard NCI Agency Contract with schedule of supplies and services with the courses mentioned in the paragraph above.

4. Period of Performance



The Contractor performance base period will be from the start day of Contract Award until 31st of December 2016, followed by four optional years as specified in the Schedule of Supplies and Services (SSS).

Start date of contract expected to be 1st of August 2016.