



NORTH ATLANTIC TREATY ORGANISATION  
JOINT FORCE TRAINING CENTRE  
ul. Szubinska 2  
85-915 Bydgoszcz 15  
Poland  
[www.jftc.nato.int](http://www.jftc.nato.int)



TO: ALL PROSPECTIVE BIDDERS

SUBJECT: Request for proposal RFP JFTC 01-13 for Program of Work Coordinator Contractor Services for the Training Division

DATE: 31 January 2013

1. Your company is hereby invited to participate in the Request for Proposal (RFP) for the services identified in Part II. Partial bidding is not authorised.
2. The Bid Closing Date for this RFP shall be at **12:00 Hours (Central European Time) on 01 March 2013**. No bids shall be accepted after this time and date. In accordance with the NATO procurement rules, the bid opening is not public.
3. The following documents are considered as an integral part of this RFP:
  - a. RFP Cover Letter (with Annex A – Acknowledgement of Receipt)
  - b. Part I - Bidding Instructions
  - c. Part II – Statement of Work
  - d. Part III - JFTC General Contract Terms and Conditions and JFTC Special Terms and Conditions for Commercial Personnel Services (published on the official JFTC website [www.jftc.nato.int](http://www.jftc.nato.int) under Organisation – Business Opportunities heading)

**You are requested to complete and return ACKNOWLEDGEMENT OF RECEIPT (Annex A) within 10 days of receipt of this Request for Proposal. Further correspondence will be mailed only to those companies that have returned this receipt and have indicated their intention to participate in the bidding.**

Ryszard Piasecki  
JFTC Contracting Officer

# RFP JFTC 01-13, Acknowledgement of Receipt

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Annex A

## ACKNOWLEDGEMENT OF RECEIPT

(To be completed and returned, by facsimile or email, to JFTC within 10 days after receipt)

FAX NR. +48 (0) 52.378.1536  
or email: [ryszard.piasecki@jftc.nato.int](mailto:ryszard.piasecki@jftc.nato.int)

### PLEASE COMPLETE CLEARLY – DO NOT USE COMPANY STAMP

FROM: Company: .....

Address: .....

Telephone: .....

Facsimile: .....

E-mail and Internet site address: .....

Point of Contact: .....

TO: JOINT FORCE TRAINING CENTRE  
CONTRACTING OFFICER  
REFERENCE: **RFP JFTC 01-13**

SUBJECT: Acknowledgement of Receipt of Request for Proposal

We hereby advise that we have received RFP JFTC 01-13 with all enclosures on (date) .....

#### CHECK :

- As of this date and without commitment on our part, we do intend to participate in the bidding.
- We do not intend to participate in the bidding.
- Our company may be deleted from similar RFP's mailing list.

**NOTE:** Only bidders indicating their intention to participate in the bidding will continue to receive any further correspondence related to this RFP. Unless specified differently, it will be mailed to the above-mentioned address.

Date:

Signature:

Name and Title:

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**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**RFP JFTC 01-13**

**Contractor Services as Program of Work Coordinator  
for the Joint Force Training Centre (JFTC)  
in Support of the Training Division**

**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**PART 1 BIDDING INSTRUCTIONS**

**1. General**

This is a Commercial Personnel Services Contract for the acquisition of contract support for Program of Work Coordinator services for the Joint Force Training Centre (JFTC) in support of the Training Division (TD).

**2. Classification**

This RFP is an UNCLASSIFIED document.

**3. Definitions**

- a) The "Prospective Bidder", shall refer to the entity that has completed and returned the Acknowledgement of Receipt letter of this RFP, and has indicated there on its intention without commitment, to participate in this RFP.
- b) The term "Bidder", shall refer to the bidding entity that has completed a bid in response to this RFP.
- c) The term Contractor shall refer to the bidding entity to which the contract is awarded.
- d) The term "Contracting Officer" designates the official who executes this RFP on behalf of the JFTC.
- e) "Contracting Officer's Technical Representative" or "COTR" is the official who is appointed for the purpose of determining compliance of the successful bid, per the technical specifications.
- f) The term "JFTC" shall refer to the Joint Force Training Centre.
- g) The term "ACT" shall refer to the Allied Commander Transformation.
- h) The term "NATO", shall refer to the North Atlantic Treaty Organisation.
- i) The term "days" as used in this RFP shall, unless otherwise stated, be interpreted as meaning calendar days.

**4. Eligibility**

This RFP is opened to the companies established in a North Atlantic Treaty Organisation Alliance member nation.

**5. Duration of Contract**

The contract awarded shall be effective 02 April 2013 or upon date of award, whichever is the later, subject to funding, for up to 1840 man-hours (annually). Base period shall be from 02 April 2013 to 31 December 2013 for up to 1380 man-hours. There are four (4) option periods (01 January 2014 to 31 December 2014, 2015, 2016 & 2017) that might be exercised at the sole discretion of the JFTC Contracting Officer (CO), upon satisfactory performance, available funding, and ongoing/ evolving requirements.

**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**6. Exemption of taxes**

In accordance with the agreements (Article VIII of the Paris Protocol dated, Paris Protocol dated 25 August 1952) goods and services under this contract are exempt from taxes, duties and similar charges.

**7. Amendment or Cancellation**

- a) The JFTC reserves the right to amend or delete any one or more of the terms, conditions or provisions of the RFP prior to the date set for bid closing. A solicitation amendment or amendments shall announce such action.
- b) The JFTC reserves the right to cancel, at any time, this RFP either partially or in its entirety. No legal liability on the part of the JFTC shall be considered for recovery of costs in connection to bid preparation. All efforts undertaken by any bidder shall be done considering and accepting, that no costs shall be recovered from the JFTC. If this RFP is cancelled any/all received bids shall be returned unopened, per the bidder's request.

**8. Clarifications**

- a) Prospective Bidders should seek clarification at their earliest convenience. Any explanation regarding the meaning or interpretation of this RFP, terms, clause, provision or specifications, shall be requested in writing, from the CO. The CO must receive such requests for clarification no later than 10 calendar days prior to the bid closing date.
- b) Information in response to a request for clarification to a prospective bidder shall be furnished to all prospective Bidders as a Question and Answer Amendment. All such amendments shall be incorporated into this RFP. Oral interpretations shall not be binding.

**9. Bid Closing Date**

Bids shall be received at the JFTC Contracting Office, **no later than 01 March 2013, 1200 hours (noon), Central European Time.**

**10. Bid Validity**

Bids shall remain valid for a period of one hundred and twenty days (120) from the applicable closing date set forth within this RFP. The JFTC reserves the right to request an extension of validity. The Bidder shall be entitled to either grant or deny this extension of validity. The JFTC shall automatically consider a denial to extend the validity as a withdrawal of the bid.

**11. Contents of Proposal**

The proposal shall consist of the following minimum paper documents:

- a) A table of contents (Checklist) for the entire proposal (Enclosure #1);
- b) Compliance Statement (Enclosure # 3);
- c) Technical Evaluation Matrix (Enclosure #4);

**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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- d) Company Price Proposal (Enclosure # 5);
- e) The List of the Key Personnel (Enclosure # 6);
- f) Appropriate technical and financial information to determine whether proposed services, terms and conditions comply with all the requirements of this RFP, including resumes (Curriculum Vitae) for all applicable personnel.

**12. Proposal Submission**

- a) Proposals shall be submitted **in a single package containing two volumes:**
  - **Volume 1 - Technical and Administrative**
  - **Volume 2 - Price Offer**

**each of them separately sealed and identified.** The single package shall be clearly marked with the mailing label, citing the RFP solicitation reference number (Enclosure #2).
- b) An electronic copy of the proposal, not to include the Price Volume must be sent to the CO, prior to the established Bid Closing Date.
- c) Proposal packages may be made by mail, courier or hand carried.
- d) Proposal packages are to be handed to a member of BUDFIN/Contracting Staff, who shall endorse the package with a time date and delivery official shall counter sign, as to the accuracy of the recording.
- e) Quotations shall be made as net price in the National Currency of the Bidder.
- f) For the purpose of the price comparison all quoted prices will be converted by the Contract Award Committee into PLN on the basis of the Bank Pekao S.A. selling exchange rates at close of business of the last working day preceding the Bid Closing Day.
- g) It is the sole responsibility of the interested company to review any Q & A that may be issued in support of this solicitation, prior to bid submission.
- h) No oral bids or oral modifications or telephonic bids shall be considered.
- i) It is the ultimate responsibility prior to submission that all proposal submissions are reviewed to ensure they meet the technical and administrative specifications and that offers meet the limitations and expressed conditions.

**13. Late Proposals**

- a) It is solely the bidder`s responsibility that every effort is made to ensure that the proposal reaches the JFTC prior to the established closing date and time. All late bids shall be returned to the offering company unopened. Only if it can be unequivocally demonstrated that the late arrival of the bid package was the result of the NATO staff negligence (mishandling) shall the bid be considered.
- b) A delay in a commercial courier service does not constitute a delay by the NATO or government channels.

**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**14. Bid Withdrawal**

A bidder may withdraw their bid up to the date and time specified for bid closing. Such a withdrawal must be completed in writing or facsimile, with attention to the JFTC Contracting Officer. The proposal shall be returned unopened, at the expense of the Company.

**15. Bid Evaluation**

- a) The evaluation of bids and determination as to the responsiveness and technical adequacy or technical compliance, of the products or services requested, shall be the responsibility of the JFTC. Contract award shall be based upon the lowest priced, technically compliant bid. Such determinations shall be consistent with the evaluation criteria specified in the RFP. The JFTC is not responsible for any content that is not clearly identified in any proposal package.
- b) Proposals shall be evaluated taking into consideration of the following factors:
- Successful administrative submission of bid packages and requested Enclosures 1,3-6, as listed in this RFP (Pass/Fail).
  - Successful determination of Technical Compliance (Pass/Fail).
  - Successful cost price criteria (Lowest Priced Technically Compliant Offer).
  - Upon determination that the technical volume is responsive and technically compliant, such offers shall be approved to the next phase (price) of the Contract Award Committee two step process.
  - The Contract Award Committee (CAC) shall open and record the price proposals of the Technically Compliant offers.

**16. Clarifications**

During the entire evaluation process JFTC reserves the right to discuss any bid in order to clarify what is offered, and interpretation of language within the bid, to resolve in potential areas of non compliance.

**17. Award**

- a) The JFTC contemplates to award a contract to a single source.
- b) The JFTC Contract Award Committee shall award the contract to the Bidder whose conforming proposal represents the Technically Compliant Lowest Priced offer.
- c) The JFTC reserves the right to negotiate down the price in case the Lowest Priced offer exceeds JFTC budget allocated for the contract execution.
- d) The JFTC reserves the right to negotiate minor deviations to the listed Special and General Terms and Conditions to this RFP.
- e) Contract Award date is anticipated at the beginning of March 2013.

**RFP JFTC 01-13, Description of Acquisition  
Bidding Instructions**

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**18. Communications**

All communication related to this RFP, between a prospective bidder and the JFTC shall be only through the JFTC CO. Designated contracting staff shall assist the JFTC CO in the administrative process. There shall be no contact with other JFTC personnel in regard to this RFP. Such adherence shall ensure fair and open competition with equal consideration and competitive footing leverage to all interested parties.

**19. Points of Contact**

Ryszard PIASECKI, JFTC Contracting Officer  
[ryszard.piasecki@jftc.nato.int](mailto:ryszard.piasecki@jftc.nato.int)

All correspondence shall be forwarded to:

Joint Force Training Centre  
BUDFIN – Contracting Office  
**RFP JFTC 01-13**  
ul. Szubinska 2  
85-915 Bydgoszcz (Poland)

# RFP JFTC 01-13, Proposal Content / CHECKLIST

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## Enclosure 1

### Table of Contents

- Bidder`s full name, address, POC, telephone number, fax number, e-mail address
- Compliance Statement
- Past Performance (References)
- List of Key Personnel
- Price Proposal

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This Enclosure is designed to assist the respective company to provide the JFTC with all necessary documents/information required. For clarification, please refer to Bidding Instructions of subject solicitation.

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RFP JFTC 1-13, Address Label

**Enclosure 2**

(The label below is to be completed by the bidder and affixed to the exterior envelope; parcel or package mailed or delivered to JFTC)

**SEALED BID TO RFP JFTC 01-13**  
**(To be opened by Contract Award Committee (CAC) only)**

**Sender:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Joint Force Training Centre (JFTC)**  
**RFP JFTC 01-13**  
**Attn: Ryszard PIASECKI**  
**ul. Szubinska 2**  
**85-915 Bydgoszcz**  
**POLAND**

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This Enclosure is designed to assist the respective company to provide the JFTC with all necessary documents/information required. For clarification, please refer to Bidding Instructions of subject solicitation.

# RFP JFTC 01-13, Compliance Statement

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## Enclosure 3

It is hereby stated that our Company has read and understood all documentation issued as a part of RFP JFTC 01-13. The proposal of our Company submitted in response to the referenced solicitation is fully compliant with the provisions of RFP JFTC 01-13, and the intended contract with the following exception(s); such exemptions are considered non substantial to the JFTC solicitation provisions issued.

Clause	Description of Minor Deviation
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(If applicable, add another page)

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Bid Reference: \_\_\_\_\_

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Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the RFP and all future clarifications and/or amendments. The Bidder may offer variations in specific implementation and operational details provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanation furnished, the detailed evidence/comments shall take precedence/priority for the actual determination of compliance. Minor or non substantial deviations may be accepted. Substantial changes shall be considered non responsive.

## RFP JFTC 01-13, Technical Evaluation Matrix

### Enclosure 4

Contractor's technical proposals will be assessed on the qualifications of the individuals proposed to perform the service. Individuals' résumés will be measured against each of the criteria specified below in order to ascertain whether the individuals have adequately demonstrated that they possess the required qualifications. The JFTC reserves the right to conduct interview of nominated candidates. Examples of how detailed knowledge levels were attained are expected. Ultimately Bidders shall clearly demonstrate by providing unequivocal reference to where candidates meet the criteria set forth in this solicitation.

The bids will be evaluated as follows:

Compliant (C) = Meets the criterion

Not compliant (N) = Proposal will be deemed non-compliant

#	Criteria	Evaluation (C/N)	Comments (Contractor should complete each section below outlining how compliance is achieved and concisely demonstrate by direct reference to technical proposal that unequivocally demonstrates compliance)
1	Relevant or related work experience in the field of the military office administration		
2	Relevant or related work experience in the international organisations environment (e.g. NATO)		
3	Minimum bachelor's degree		
4	Very good command of spoken and written English, with a proven ability to communicate effectively orally and in writing at the level of (SLP) STANAG 6001 - 3333 (Listening, Speaking, Reading and Writing) or the equivalent		

RFP JFTC 01-13, Technical Evaluation Matrix

	of the civilian scales and tests: Common European Framework (CEF) B2+ Vantage+; Council of Europe (COE) B2 Vantage; Association of Langue Testers in Europe (ALTE) level 3 Independent User; Cambridge ESOL – FCE; IELTS - level 5		
5	NATO SECRET Security Clearance (for details please see Paragraph 11.1. of the Statement of Work)		
6	Standard Automatic Data Processing Knowledge: <ul style="list-style-type: none"> <li>- Word processing – user level</li> <li>- Spreadsheet – user level</li> <li>- Graphics Presentation – advanced level</li> <li>- E-mail clients/Web browsers – user level</li> </ul>		
<i>Desirable but not mandatory qualifications and experience:</i>			
7	Excellent command of spoken and written Polish, with a proven ability to communicate effectively orally and in writing.		

***RFP JFTC 01-13 SEALED BID PRICE PROPOSAL***

COMPANY NAME: .....

ADDRESS: Street,  
City, Post code  
Country

**TO:** Joint Force Training Centre (JFTC)  
Chairperson of Contract Award Committee  
BUDFIN – Contracting Office  
Attn: Mr Ryszard PIASECKI  
ul. Szubinska 2  
85-915 Bydgoszcz  
POLAND

**SUBJECT: RFP JFTC 01-13 Sealed Bid Price Proposal**

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While the proposed hourly rates must be fully “loaded” and they must not include per diem (meals & lodging) and travel. Travel and related expenses will not be covered under this contract, but handled separately in accordance with the JFTC Travel Directive.

**RFP JFTC 01-13, Mandatory Price Proposal Format**

On behalf of **(Insert: Company Name)** please find the Price Proposal submitted in accordance with the terms and conditions stated in RFP JFTC 01-13 and solicitation provisions.

<b>Labor category</b>	<b>Base period from 02 Apr 2013 to 31 Dec 2013 (1380 hours)</b>	<b>Option Year ONE from 01 Jan 2014 to 31 Dec 2014 (1840 hours)</b>	<b>Option Year TWO from 01 Jan 2015 to 31 Dec 2015 (1840 hours)</b>	<b>Option Year THREE from 01 Jan 2016 to 31 Dec 2016 (1840 hours)</b>	<b>Option Year FOUR from 01 Jan 2017 to 31 Dec 2017 (1840 hours)</b>
Contractor Services as Program of Work Coordinator during weekdays	Hourly Rate (1800 hours) .....	Hourly Rate (1800 hours) .....	Hourly Rate (1800 hours) .....	Hourly Rate (1800 hours) .....	Hourly Rate (1800 hours) .....
Contractor Services as Program of Work Coordinator during weekends and JFTC holidays	Hourly Rate (40 hours) .....	Hourly Rate (40 hours) .....	Hourly Rate (40 hours) .....	Hourly Rate (40 hours) .....	Hourly Rate (40 hours) .....
<b>Total</b>	<b>For 1840 hours</b> .....	<b>For 1840 hours</b> .....	<b>For 1840 hours</b> .....	<b>For 1840 hours</b> .....	<b>For 1840 hours</b> .....

Grand Total Contract Net Price \_\_\_\_\_ Currency: \_\_\_\_\_

Please verify and acknowledge correctness of above by duly completing signatures below.  
Authorized Company Official:

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Title: \_\_\_\_\_

(Signature): \_\_\_\_\_, Date: \_\_\_\_\_.

While the proposed hourly rates must be fully "loaded" and they must not include per diem (meals & lodging) and travel. Travel and related expenses will not be covered under this contract, but handled separately in accordance with the JFTC Travel Directive.

# RFP JFTC 01-13, List of the Key Personnel

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Enclosure 6

## List of the Key Personnel

Function required	Key Personnel Name
Program Of Work Coordinator	

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This Enclosure is designed to assist the respective company to provide the JFTC with the List of the Key Personnel proposed for the required functions/services.

# Statement of Work

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## **Statement of Work for Program of Work Coordinator Contractor Services for the Training Division**

### **1. Introduction**

The Joint Force Training Centre (JFTC) Training Division (TD) ensures the ability to deliver combined and joint training, static and distributed as well as single and multi-echelon. JFTC provides training for tactical level headquarters, staffs and forces over the full spectrum of Alliance operations, to include in support of Alliance current operations and the NATO Response Force (NRF).

### **2. Background and Scope of Work**

#### 2.1. Background

The Training Division Head (TD Head) is responsible for planning and allocating the resources in order to ensure timely provision of plans, policies and execution in the area of responsibility.

#### 2.2. Contractor Support

The Program of Work Coordinator supports the TD Head and the TD by performing planning and coordination for exercises and events.

### **3. Type of Contract and Level of Effort**

#### 3.1. Type of Contract

This is a Commercial Personnel Services Contract in accordance with the JFTC Special Terms and Conditions for Commercial Personnel Services Contracts further referred to as the JFTC Special Terms and Conditions; as such it is a Level of Effort contract with a maximum limit or fraction thereof as set forth in the Statement of Work. All employer responsibilities for the Contractor Personnel performing services under this Contract shall lie with the Contractor.

#### 3.2. Level of Effort

3.2.1. 1840 man-hours which are further defined in the JFTC Special Terms and Conditions. The service may involve up to 40 hours during weekends and the JFTC holidays. These 40 hours are the part of the 1840 man-hours.

3.2.2. Surge Effort. Surge capability requirement is included to have a contract vehicle in place should emerging circumstances require a quick and temporary increase in contractor personnel or additional effort from existing personnel (to meet specific requirements within the scope of the existing Statement of Work). The Contractor Company shall be prepared to provide support services in the areas described above. Surge effort will not exceed 300 hours annually and the rate for surge effort shall not exceed base/option period rate.

3.2.3. The Contractor shall apply best efforts towards accomplishing the contract work effort. It is understood and agreed that the monthly man-hour expenditure may fluctuate in pursuit of the technical objective. However, such fluctuations will be controlled by the Contractor and the Contracting Officer Technical

# Statement of Work

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Representative (COTR) to avoid exhaustion of total man-hours before the expiration of the term of the Contract.

## 4. Tasking and Deliverables

4.2. The Contractor shall be individually assigned to the TD Head. The following subsections describe the specific tasks for the position.

4.3. The Program of Work Coordinator Contractor principal duties or services requested are to:

- The duties listed above are intended only as general illustrations of the various types Communicate with external military and civilian service providers in either English or Polish language as required.
- Assist in the Military Training and Exercise Program (MTEP) development process. Monitor the e-MTEP to insure the JFTC Program of Work reflects the MTEP requirements.
- Coordinate, assists in management and execution of the JFTC Program of Work (POW).
- Support the Property Account Management process and TD inventories, as the TD Property Account Holder.
- Assists in the management of the budget applications, provide cost estimates and prioritize support requirements in support of the TD hosted events on the POW.
- Coordinate the processes used to build the JFTC POW, for example the e-MTEP development process.
- Assess and coordinate Emergent Requirements (ER) for inclusion in the POW.
- Coordinate, collect and synchronize data for the staffing cycle of ER and POW, this includes analyzing Training Audience and Exercise Control manpower requirements.
- Staff and coordinate budget requests to support events in the POW.
- Provide administration of CNAFS in support of the POW.
- Coordinate and assist in publication of POW in the JFTC Information Management System and the MTEP.
- Build and maintain the JFTC master schedule of events.
- Responsible for the circulation of event schedule information to the staff and Command Group.
- Research, assists in developing and maintain internal TD Standing Operating Procedures (SOP), Directives and Turnover files.
- Staffing all aspects of the training and exercise programming and providing cross-staff coordination and support, to include developing and collating input to the Program of Work and the MTEP.
- Support the JFTC TD Information Management process as the TD Assistant Information Manager.
- When required, supports the Exercise Control Section for Training Events. This is normally required when there is a shortage of military support.
- Provide routine administrative support such as requests for computer maintenance, room reservations, administrative data input and update, internal mail delivery, routine reporting, meeting requests, etc.
- Substitute for the Training Programming Cell Staff Coordinator, when applicable.

4.4. The tasks listed above are intended only as a general illustration o various types of tasks that may be performed. Specific statements of tasks not included does not exclude them from the function if the work is similar, related, or a logical

# Statement of Work

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assignment to the function. SOWs are subject to change by the JFTC as the needs of the JFTC and work requirements change.

## **5. Contractor Performance Requirements and Reporting**

### 5.2. Contract Execution Coordination

The Contractor is expected to establish his/her own daily routine based on a self-assessment of defined requirements and priorities in coordination with the TD Head. The Contractor shall be assigned to a COTR. The COTR may provide additional guidance as required or requested and may provide prioritization of work. The Contracting Officer, in consultation with the COTR(s), shall administer the Contract and has final authority to determine if the Contract/SOW should be amended, extended, or cancelled for evolving requirements, new tasking, and/or technical non-performance. The COTR shall:

- Resolve outstanding disputes, problems, deficiencies, and/or questions on the technical aspects of the SOW;
  - Review (and approve) all Contractor duties for completeness and accuracy;
- Review the Contractor's work at a minimum of monthly, or more often if needed. The COTR's written approval of work reported and deliverables submitted is mandatory for Contractor's invoices to be successfully processed.

### 5.3. Contractor Reporting

A monthly meeting between the Contractor and the COTR will be scheduled in order to evaluate the Contractor performance. Additionally the monthly report of contract hours expended showing a comparison with budgeted hours shall be submitted to the Contracting Officer (CO).

## **6. Personnel Required for Statement of Work**

### 6.2. Overview

The Contractor shall meet the following minimum professional requirements. If the personnel must be substituted or replaced, the CO reserves the right to approve any new personnel prior to work on this Contract.

### 6.3. Professional Requirements

#### 6.3.1. Experience:

##### 6.3.1.1. Essential

- Relevant or related work experience in the field of the military office administration.
- Relevant or related work experience in the international organisations environment (e.g. NATO).

#### 6.3.2. Education/Training:

##### 6.3.2.1. Essential

- Minimum bachelor's degree.

# Statement of Work

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## 6.3.3. Language(s):

### 6.3.3.1. Essential

- Very good command of spoken and written English, with a proven ability to communicate effectively orally and in writing at the level of (SLP) STANAG 6001 - 3333 (Listening, Speaking, Reading and Writing) or the equivalent of the civilian scales and tests: Common European Framework (CEF) B2+ Vantage+; Council of Europe (COE) B2 Vantage; Association of Language Testers in Europe (ALTE) level 3 Independent User; Cambridge ESOL – FCE; IELTS - level 5

### 6.3.3.2. Desirable

- Excellent command of spoken and written Polish, with a proven ability to communicate effectively orally and in writing.  
*The work both oral and written is conducted in English.*

## 6.3.4. Standard Automatic Data Processing Knowledge:

- Word processing: User level
- Spreadsheet: User level
- Graphics Presentation: Advanced level
- E-mail clients/Web browsers: User level

## 6.3.5. Other requirements.

- Must possess valid NATO SECRET Security Clearance (for details please see Paragraph 11.1. of this SOW).

## 7. Period of Performance

### 7.1. Base period.

From 02 April 2013 until 31 December 2013.

### 7.2. Option period.

There are four (4) option periods (01 January 2014 to 31 December 2014, 2015, 2016 & 2017) that might be exercised at the sole discretion of the JFTC Contracting Officer, upon satisfactory performance, available funding, and ongoing/ evolving requirements. One man-year is 1840 hours.

## 8. Place of Performance

The Contractor will be providing the services in Bydgoszcz, Poland at the JFTC premises.

## 9. Required Travel for Personnel Services Contracts

- In support of project development and implementation, travel might have to be performed. Expenses incurred for travel shall be billed at a cost, not to exceed economy air (changes authorised) or second-class rail ticket.

# Statement of Work

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- Any official travel shall be approved by the CO, Fund Manager and Deputy Commander/Chief of Staff through designated COTR at the JFTC and will be conducted in accordance with NATO travel regulations.
- Reimbursement will be based on NATO travel regulations and reimbursements are calculated based on the JFTC Travel Directive. This information can be secured from the JFTC. Rates of per diem shall be that of a NATO employee as cited in the NATO per diem rates chart.
- Travel and per diem cost must be approved in advance.

## 10. Furnished Materials and Services

JFTC shall provide all necessary working space; office furniture, telephones, computers, software, peripherals and support equipment; office supplies; classified/unclassified storage space; and access to unclassified and classified NATO wide area networks (WAN) (granted on an as needed basis to individuals with appropriate security clearances) and the Internet for work to be performed at all NATO sites.

## 11. Security

### 11.1. Personnel Clearances

The Contractor personnel shall be responsible for obtaining all needed security clearances prior to starting work on this SOW. The Contractor must secure a **NATO Secret** security clearance to work at the JFTC. No waiver to this requirement shall be granted. No Contractor shall be assigned without having the needed clearance in place. The Contractor's Company must provide advance written proof of the ability to assign fully cleared personnel prior to contract award/ start (copy of the Security clearance or the proof of the submitted application for obtaining the required security clearance). The JFTC **may** establish the waiting period of 90 calendar days from the bid closing date for providing the required security clearance from the Contractor's Company which delivered with bidding documents the proof of the submitted application for obtaining the required security clearance. The Contractor's Company is fully responsible for arranging all work visas.

### 11.2. Security Conditions

The Contractor must adhere to current security conditions at the JFTC and other work sites. The Contractor personnel shall comply with all local host nation, NATO security provisions and other policies and procedures, as required. Access passes will be provided subject to the JFTC regulations.

## 12. Contract Terms and Conditions

The JFTC General Terms and Conditions supplemented by the JFTC Special Terms and Conditions for Commercial Personnel Services Contracts (published on [www.jftc.nato.int](http://www.jftc.nato.int) under Contracting – Business Opportunities part) will accompany all JFTC contracts.