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TO: Potential Bidders

DATE: 14 February 2022

SUBJECT: Questions and Answers Amendment #1 to IFIB-ACT-JFTC 21-130 for Role Players and Interpreters Contractor Support to the Pre-Deployment Training for NATO Mission in Iraq.

In accordance with IFIB-ACT-JFTC 21-130 Bidding Instructions – point 8 please find below the questions and answers. Published answers shall be regarded as the authoritative interpretation of this IFIB.

No.	Applicable document	Content	Question(s)	JFTC Answer(s)
1	IFIB, Part I – Bidding Instructions	Point 4 (Eligibility) let. c)	How “similar services” should be understood? In our opinion the term is not precise. It is obvious that the same services (1:1) as covered by the IFIB are not commonly provided. As a result, it affects the level of competition, reducing the number of potential bidders which fulfil the eligibility criteria. For example, as a company we provide highly specialized translations to military entities often marked with classified clauses and we believe that such experience should be sufficient for the purposes of confirming our eligibility. In light of the above, we kindly ask to modify the condition stipulated in point 4 let. c) of the Bidding Instructions in a way that it allows for the potential Bidder to have experience in providing specialized translations as well.	In case of this IFIB the JFTC is looking for a service provider who have successfully provided similar services. The JFTC is not requesting “the same services” but “similar services”. This includes provision of services of role-playing as well as interpreting. As the proof of past performance, these could be two separate contracts, one for role-playing and the second one for interpreting.

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2	IFIB, Part I – Bidding Instructions	Point 4 (Eligibility) let. c)	<p>The requirement stating that the services can be provided to <i>NATO entities or NATO-member national military command or training centre</i> only also affects the level of competition in this procedure without any rational justification.</p> <p>Please note that even the same point 4 let. b) allows for the persons to have the experience in related areas, which seems to be sufficient. Additionally, it is also confirmed in the content of IFIB that the aim of it is a <i>competitive selection</i> (point 1 of the Bidding Instructions) and <i>fair and open competition</i> (point 18 let. a) of the Bidding Instructions).</p> <p>In light of the above, we kindly ask to modify the condition stipulated in point 4 let. c) of the Bidding Instructions in a way that it allows for the potential Bidder to have experience in providing services to public entities from NATO member countries in the fields of defence and security.</p>	<p>The goal of this IFIB is the competitive selection of the lowest priced compliant bidder offering services for Role Players and Interpreters supporting the Pre-Deployment Training for NATO Mission in Iraq (NMI). The past performance, as stipulated in point 4.c) of IFIB Part I and point 9 of Part III of IFIB is one of the key selection measures purely linked to the scope of the future contract.</p>
3	IFIB, Part I – Bidding Instructions	Point 4 (Eligibility) let. c)	Is it possible that the 2 required contracts are provided to 2 different entities?	The bidder can submit 2 past performance citations for services/contracts provided to 2 different clients.
4	IFIB, Part I – Bidding Instructions	Point 4 (Eligibility) let. c)	Is it possible to provide the experience in providing services to private companies from NATO member countries operating in fields of defence and security?	The required past performance citations shall be for services/contracts provided to NATO entities or NATO-member national military command or training centre. Past performance citations for services/contract provided to private sector will not be accepted.

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5	IFIB, Part I – Bidding Instructions	Point 12 – Proposal submission	Is it possible that after the proposal submission we are provided with any information on submitted proposals e.g. prices offered or data of potential bidders?	The Contract Award Committee (CAC) proceedings are not public. Contracting Officer (CO) will notify all unsuccessful bidders after the CAC has made a contract award. CO will stand ready to respond to unsuccessful bidders regarding their bid. JFTC is not sharing the pricing information of the other bidders.
6	IFIB, Part I – Bidding Instructions	Point 12 – Proposal submission	Is it possible to know what is the estimated budget for the contract?	There is no estimated budget for this contract as it is Task Order (TO), Indefinite Delivery (ID) Requirements Contract (RC) and as such, no firm quantity of services is committed. The JFTC will be issuing task orders for performance tasks, as they become known during the period of contract.
7	IFIB, Part I – Bidding Instructions	Point 15 – Bid Evaluation let. c) subpoint (3)	Is it allowed to sign the documents with electronic signature? The current version of the Bidding Instructions does not allow precisely for it by stating that scans of originally signed documents are required.	Electronic signatures are permitted.
8	IFIB, Part I – Bidding Instructions	Point 17 - Award	When exactly will the services start? There is information regarding stages of the performance, so we would like to know at which stage the Contractor will be requested to start?	The Contract base period of performance starts from 04 April 2022 or from the contract signature date. However, the Task Order #2 provisionally, shall be between 07 and 13 April 2022.
9	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 4 let. a Part II – General and Special Contract Terms and Provisions (hereinafter referred to as “Contract”) [section A]	How the “ <i>acceptance</i> ” stipulated in point 4 let. a of the Contract, or “ <i>rejection of the supplies</i> ” will be made or proceed, on the basis of what criteria and what the acceptance procedure will look like, by whom will be proceed and on what date?  What should be the subject of the term “supplies” mentioned above?	The assigned Contracting Officer Technical Representative (COTR) will supervise the contractor performance. Acceptance means: “ <i>satisfactory completion of all training or other services, if any, required by that date</i> ”. Point 4 “Acceptance” refers to supplies as well as to services.

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10	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 4 let. b of the Contract [section A]	How should be understood indicated in point 4 let. b of the Contract: <i>“latent defects, fraud, gross mistakes amounting to fraud”</i> , in the context of the subject of the Contract?	The term “latent defect” due to the nature of the contract is not applicable to the IFIB however terms <i>“fraud, gross mistakes amounting to fraud”</i> are.
11	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 4 let. b of the Contract [section A]	How should be understood indicated in point 4 let. b of the Contract: <i>“Availability at final destination of all deliverables”</i> and <i>“Verification of the inventor”</i> , in the context of the subject of the Contract?  How and when will these activities / events take place?	Point 4.b. of Part II Section A lists various samples of formal acceptance depending on the nature of the contract. For this IFIB point 4.b. dash #4 applies.
12	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 4 let. b of the Contract [section A]	How and when (on what dates and frequency) will <i>“acceptance testing”</i> stipulated in point 4 let. b of the Contract take place in relation to the subject of the Contract, how will they look like and who will perform such activities?	Point 4.b. of Part II Section A lists various samples of formal acceptance depending on the nature of the contract. For this IFIB point 4.b. dash #4 applies.
13	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 4 let. c of the Contract [section A]	How should <i>“discrepancies”</i> indicated in point 4 let. c of the Contract be understood and what discrepancies may occur during the performance of the Contract, which entitle JFTC to withhold from payment under point 4 let. c of the Contract?  What is time to remove the above-mentioned <i>discrepancies</i> and their receipt by IFTC?	It is impossible to predict and list all potential discrepancies unless they occur and become visible. The time to remove discrepancies will depend on the nature and complexity of the case.

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14	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 5 of the Contract [section A]	<p>How should point 5 of the Contract be understood in the context of its subject?</p> <p>Where does the indicated in point 5 of the Contract 5-year period come from and what is the Contractor's obligation to do during this period?</p>	Point 5 of Part II Section A of the IFIB refers to “service and parts availability” however, it directs to the Technical Specifications (in this case SOW). Please refer to the SOW, specifically point 6.3. Period of Performance and point 8. Personnel Required for the SOW.
15	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 7 of the Contract [section A]	How should the Contractor's obligation under point 7 of the Contract be understood in the context of its subject, in which there are no deliveries and shipments?	Point 7 of Part II Section A of the IFIB refers to shipment. Due to the nature of the contract, shipment of supplies is not forecasted.
16	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 9 let. b of the Contract [section A]	What kind of supplies are mentioned in point 9 let. b of the Contract and what shall these supplies refer to?	Point 9 of Part II Section A of the IFIB refers to inspection of supplies. Due to the nature of the contract, supplies inspection will not occur.
17	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 9 let. c of the Contract [section A]	What kind of “ <i>defective in material or workmanship</i> ” and nonconformity with the requirements of the Contract are covered by point 9 let. c of Contract?	Point 9 of Part II Section A of the IFIB refers to inspection of supplies. Due to the nature of the contract, supplies inspection does not occur.
18	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 9 let. d of the Contract [section A]	On what terms, at what date and in which cases the inspections and tests referred to in point 9 (including let. d of the Contract) will be carried out and what will be their subject in the context of the subject of the Contract.	Point 9 of Part II Section A of the IFIB refers to inspection of supplies. Due to the nature of the contract, supplies inspection will not occur.

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19	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 10 of the Contract [section A]	What supplies (title to supplies) are referred to in point 10 of the Contract and what property rights does JFTC intend to have (to what or what are they supposed to relate)?	For details please see IFIB Part III SOW points: - 7. Statement of Work - 13. Quality and Accuracy of Products and Services - 17. Ownership of Work
20	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 11 let. a of the Contract [section A]	How should point 11 let. a of the Contract be understood?  This point concern defects in the delivered product but there is no product in the context of the subject of the Contract (provision of services, to which type of contract, by its nature, the institution of warranty for defects and guarantees does not apply).  How will such defects be detected and what are they supposed to relate to?  What are examples of (physical) defects of the services, which, in the opinion of the JFTC, may potentially occur in the subject of the Contract?	IFIB Part II Section A point 11 refers to Warranty and Guaranty. Due to the nature of the contract, the warranty and guaranty do not apply.
21	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 11 let. b of Contract [section A]	What does concern the warranty under point 11 let. b of the Contract, granted for a period of 12 months (as physical defects should be understood) - as it seems, there will be no physical defects in the Contract? Parties to the Contract are not dealing with the product as such.	IFIB Part II Section A point 11 refers to Warranty and Guaranty. Due to the nature of the contract, the warranty and guaranty do not apply.
22	IFIB, Part II – General and Special	Point 11 let. b subpoint 6 of Contract [section A]	What does concern guarantee under point 11 let. b subpoint 6 of the Contract, granted for a period of 24-month and how should the term	IFIB Part II Section A point 11 refers to Warranty and Guaranty. Due to the nature of the contract, the warranty and guaranty do not apply.

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	Contract Terms and Provisions SECTION A		"product" used in this provision be understood?  We also ask for an explanation of the difference between the warranty from point 11 let. b of the Contract and the guarantee from point 11 let. b subpoint 6 of the Contract and what is their relationship to each other?	
23	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 11 let. c subpoint 7 of the Contract [section A]	How should be understood point 11 let. c subpoint 7 of Contract in the context of the subject of the Contract and what are the “corrected parts”?	IFIB Part II Section A point 11 refers to Warranty and Guaranty. Due to the nature of the contract, the warranty and guaranty do not apply.
24	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 12 of the Contract [section A]	How will the payments be made, i.e. in what settlement periods and how is the invoice issuer (the Contractor) to determine the information indicated in point 12 let. b subpoint 4-6 of the Contract that should be included in the invoice?	Please refer to IFIB Part II Section B points: - 6. Billable Days - 10. Billing - 11. Billing for Travel - 12. Invoices as well as to IFIB Part III points:  - 11. - 12.4. - 20.3
25	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 13 of the Contract [section A]	In what mode and time is the acceptance of the delivered items conditioning the payments for the Contractor made?  What are the possible reasons for lack of acceptance?  In the context of the subject matter of this Contract, how should the term "discount time" in Point 13 of the Contract be understood?	Please refer to IFIB Part III points 12.4. and 20.3.  The Contractor shall submit the invoice after completion of the particular Task Order. The invoice shall be supplemented with signed timesheets. For travel cost reimbursement, please refer to IFIB Part III point 11. For more details regarding “lack of acceptance” please refer to IFIB Part III points 18.  The payment term is NET30 from the invoice date. In case the invoice is incorrect or

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				otherwise not acceptable, the payment term will start and be calculated from the receipt of the correct invoice.
26	IFIB Part II – General and Special Contract Terms and Provisions SECTION A	Point 28 – Health, Safety and accident Prevention	Could NATO please supply safety and health rules and HSE Policy contractor must adhere to?	The principles laying the groundwork for occupational safety and health regulations are written into the Constitution of the Republic of Poland of 2 April 1997. The OSH employer and employee rights and obligations are regulated by the Labour Code. More details can be found here ( <a href="#">link</a> ).
27	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 18 of the Contract [section A]	<p>What are the grounds - under point 18 of the Contract - that may justify JFTC's right to terminate the Contract, in particular does point 18 of the Contract refer to an unlimited category / set of grounds and provide JFTC with the right to terminate the Contract for any reason?</p> <p>Does point 18 of the Contract deprive the Contractor of its right to take legal actions for termination of the Contract by JFTC in the event that the Contractor does not agree to the amount indicated by the JFTC?</p>	<p>The termination for convenience is the unilateral right to terminate the contract when it is in JFTC's interest.</p> <p>As per Bi-SC Procurement Directive 060-070, the settlement of contracts terminated for convenience may be effected by negotiated agreement. If the contractor and Contracting Officer cannot agree on a termination settlement, or if a settlement proposal is not submitted within the period required by the termination clause, the Contracting Officer shall issue a final determination of the amount due. However, before issuing a determination of the amount due to the contractor, the Contracting Officer shall give the contractor at least 15 days' notice by certified mail (return receipt requested) to submit written evidence, so as to</p>



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				reach the Contracting Officer on or before a stated date, substantiating the amount previously proposed. The contractor has the burden of establishing, by proof satisfactory to the Contracting Officer, the amount proposed, and may submit vouchers, verified transcripts of books of account, audit reports, and other official documents as desired.
28	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 19 let. a subpoint 1 of the Contract [section A]	In the context of the subject matter of this Contract, how should the provision in point 19 let. a subpoint 1 of the Contract be understood: <i>"fails to make delivery of the supplies"</i> ?	The entire statement in this subpoint reads: <i>"If the Contractor fails to make delivery of the supplies or to perform the Services within the time specified herein or any extension thereof..."</i> In case of this IFIB and contract, the key is performance of the services.
29	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 19 let. a subpoint 2 of the Contract [section A]	In the context of the subject matter of this Contract, how should the provision in point 19 let. a subpoint 2 of the Contract be understood: <i>"does not make adequate progress"</i> ?	It refers to the situation where inadequate progress (delay) jeopardies performance of the contract in accordance with its terms.
30	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 19 let. b of the Contract [section A]	In the context of the subject matter of this Contract, how should the provision in point 19 let. b of the Contract be understood: <i>„be liable to JFTC for any excess costs for such similar supplies or services“</i> ?  How will these costs be reimbursed (on what date, on the basis of which settlement documents) and how, in this context, will the amount of damage suffered by JFTC or the amount of its claim, be determined?	In case of termination for default, the JFTC has the right to acquire similar items from another contractor and to charge the defaulted contractor with any excess re-procurement costs together, with any incidental or consequential damages.

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31	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 19 let. d subpoint 1 of the Contract [section A]	<p>In the context of the subject matter of this Contract, how should the provision in point 19 let. d subpoint 1 of the Contract be understood: „<i>any completed supplies</i>“?</p> <p>What supplies are to be the subject of the transfer of ownership in this case?</p>	In case of this IFIB and services requested these could be written interpretations or any other written materials/documents/MS PowerPoint presentations, etc.
32	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 19 let. d subpoint 2 of the Contract [section A]	<p>In the context of the subject matter of this Contract, how should the term “<i>Manufacturing materials</i>” in point 19 let. d subpoint 2 of the Contract be understood?</p> <p>What materials exactly are to be the subject of the transfer of ownership in this case?</p>	In case of this IFIB and services requested these could be written interpretations or any other written materials/documents/MS PowerPoint presentations, etc.
33	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 21 of the Contract [section A]	What permits are included in point 21 of the Contract which are in scope of the Contractor’s obligation?	The “Export Control” term is conditional. In case the contractor is not going to ship/export any goods to JFTC (i.e. Iraqi uniforms, as per IFIB Part III point 14.1) then this provision does not apply.
34	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 22 of the Contract [section A]	Regarding the fact that the subject matter of this Contract are services and not products, how the moment of passing the risk of loss stipulated in point 22 of the Contract should be understood in the context of this Contract?	Due to the nature of the contract point 22 of IFIB Part II Section A does not apply.
35	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 24 of the Contract [section A]	In the context of the subject matter of this Contract, how should the provision of point 24 of the Contract be understood? What is the Contractor obligated to do during the 180-day period and from what point in time is this period calculated? How does this relate to the duration of the Contract, i.e. how much is it?	Due to the nature of the contract point 22 of the IFIB Part II Section A does not apply as the IFIB Part II Section B (points 1 and 7) take precedence over Section A. Additionally, please refer to IFIB Part III point 8.2.

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36	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 25 of the Contract [section A]	Will travel be required under the terms of the Contract and to which countries will such travel occur?	<p>These Special Terms and Conditions address all issues pertaining to Short Term Operational Commercial Personnel Please refer to IFIB Part II Section B points 1, 10 and 11.</p> <p>The contractors shall travel from their personnel habitual residence to place of performance (JFTC) and return.</p>
37	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 29 of the Contract [section A]	What insurance is required of the Contractor under point 29 of the Contract?	<p>As per subject clause <i>“The Contractor is responsible for holding any required insurances at own cost, covering the Contractor as well as the Contractor Personnel, as appropriate. In addition, the Contractor is responsible for any other types of insurances including travel insurance for travels required by JFTC...”</i> As a minimum the contractor shall possess valid liability insurance.</p>
38	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 30 of the Contract [section A]	In the context of the subject matter of this Contract, how should the term <i>“manufacture or delivery of supplies under this Contract”</i> in Point 30 of the Contract be understood?	<p>Due to the nature of the contract point 30 of the IFIB Part II Section A will not be utilised.</p>
39	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 32 of the Contract [section A]	What technical data and computer software are referred to in point 32 of the Contract in the context of its subject matter?	<p>Point 32 of the IFIB Part II Section A is in use only when it is specified as an element of performance in this Contract. In this case, it is not.</p>

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40	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 35 let. a of the Contract [section A]	What software is referred to in point 35 let. a of the Contract?	Point 35 of the IFIB Part II Section A is in use only when it is specified as an element of performance in this Contract. In this case, it is not.
41	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 35 let. b of the Contract [section A]	What software changes, fixes and new releases are referred to in point 35 let. b of the Contract? What will the Contractor actually be required to do under point 35 let. b of the Contract for a period of 5 years?	Point 35 of the IFIB Part II Section A is in use only when it is specified as an element of performance in this Contract. In this case, it is not.
42	IFIB, Part II – General and Special Contract Terms and Provisions SECTION A	Point 36 let. b of the Contract [section A]	How should point 36 let. b of the Contract be understood?  Please confirm that obligations relating to work permit, visas, insurance or driving license are indeed necessary.	The Contractors and their employees status as well as other provisions are regulated in the Article 14 of the Supplementary Agreement between the Government of the Republic of Poland and Headquarters, Supreme Allied Commander Transformation and the Supreme Headquarters Allied Powers Europe to the Protocol on the Status of International Military Headquarters set up Pursuant to the North Atlantic Treaty ( <a href="#">link to the document</a> , pages 53-55)
43	IFIB, Part II – General and Special Contract Terms and Provisions SECTION B	Point 4 of the Contract [section B]	When and how will the schedule for providing the services covered by the Contract be determined? When will the Contractor be notified of specific dates for providing these services and in what circumstances may these services be provided outside of business days?	For details, please refer to the IFIB PART III points 6.2. and 6.4.

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44	IFIB, Part II – General and Special Contract Terms and Provisions SECTION B	Point 6 let. a subpoint 4 of the Contract [section B]	Regarding the fact that point 6 let. a subpoint 4 of the Contract [section B] states that there will be no payment for days less than 2 hours worked the Contractor we would like to ask if even in such a case, shouldn't the Contractor be entitled to pro rata compensation for the time spent providing the services? What if an interpreter or role player is on the site but is not performing currently any work?	JFTC is not going to amend the Section B of the IFIB. Bidder's proposal must be based on full compliance with the terms, conditions and requirements of the IFIB and all future clarifications and/or amendments.
45	IFIB, Part II – General and Special Contract Terms and Provisions SECTION B	Point 11 of the Contract [section B]	It is stated that <i>Expenditures for travel shall be reimbursed in accordance with paragraph 11 of the Statement of Work</i> . What about other necessary costs such as food, accommodation?	Except for an airline return flight, ticket and COVID related expenditures the JFTC is not reimbursing directly any other cost. All the other cost shall be incorporated into daily fees. For more details, please see IFIB Part I Enclosure 4.
46	IFIB, Part II – General and Special Contract Terms and Provisions SECTION B	Point 16 of the Contract [section B]	In the context of the subject matter of this Contract, how should the provision in point 16 of the Contract [section B] „[...] <i>under the copyright of the JFTC</i> ” be understood?  Under Polish law, moral copyrights are non-transferable. In addition, a contract with appropriate provisions is required to transfer the author's economic rights.	All Products created by the Contractor Personnel under this Contract are to be original and are the property and under the copyright of the JFTC, unless otherwise specifically stated in this Contract.  As per IFIB Part II point 17: “ <i>JFTC will retain ownership of all documents and products produced under this contract. Documents shall be identified as being the property of JFTC and shall not be copied, reproduced or utilised for any other purpose, without the written consent of JFTC. The Contractor shall have the right to retain file copies only when agreed to by JFTC, and it does not infringe upon an individual's rights to confidentiality.</i> ”

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47	IFIB, Part III – Technical Information	Point 7 – Scope of work	<p>It is required that <i>the Role Players and Interpreters are to be familiar with the following before commencement of their duties at JFTC:</i></p> <p><i>- Iraq's current cultural, social and political situation. (...).</i></p> <p>How this requirement will be verified in practice?</p>	<p>The Role Players and Interpreters will be required to engage with the Training Audience where such questions will be asked – this is the only mechanism of determining their knowledge.</p>
48	IFIB, Part III – Technical Information	Point 7 – Scope of work	<p>It is required that the Role Players and Interpreters are to be familiar with the following before commencement of their duties at JFTC: (...)- NMI Train and Advise Concept as it relates to Security Forces Assistance (SFA)/Security Sector Reform (SSR). (...).</p> <p>What is it and this this requirement will be verified in practice?</p>	<p>Role Players and Interpreters are to be familiar with Allied Joint Publication (AJP) 3.16 (A) Allied Joint Doctrine for Security Force Assistance and Allied Joint Publication (AJP)-3.4.5 (A) ANNEX B Security Sector Reform.</p>
49	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work	<p>Who can be the role player? Is it possible that the interpreters are involved, or should it be a completely different person?</p>	<p>The Role Player will play the part of the Iraqi Officer in the same meeting as the Iraqi Interpreter. The scenario being that English speaking NATO Mission Iraq personnel will engage Senior Iraqi Officer(s) (the Role Player) through the use of an Interpreter – they cannot be same person for obvious reasons – however they could be employed either as a Role Player OR an Iraqi Interpreter IF they have the dual skillset.</p>
50	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work	<p>Is there a clear division between tasks imposed to the interpreters and the role players?</p>	<p>Yes – the Role Player will play the part of an Iraqi Senior Officer, who will need to understand the position that they are playing through the understanding of specific scenario vignettes, the Interpreter will communicate</p>

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				exactly what is said by the English speaking Officer to the Iraqi Officer and vice versa.
51	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work – point 8.1.3	It is required that the role players hold (1) <i>Desirable general knowledge of NATO advisory mission to Iraq</i> , (2) <i>Desirable experience as a role player on military exercises or training</i> , (3) <i>Desirable experience at executive decision-making level</i> . How will these three elements be verified in practice?	Working in this environment is challenging, it will be very apparent if the Role Player does not have previous experience during rehearsals.
52	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work – point 8.1.4	Will the combination of English-Arabic (Iraqi) be the only here? Is it required for the interpreters to speak fluently also Polish?	English language and Arabic (Iraqi) are the only language skills required. Knowledge of Polish language is not required.
53	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work – point 8.1.4	It is required that the interpreters hold (1) <i>Desirable general knowledge of NATO advisory mission to Iraq</i> , (2) <i>Desirable experience in as an interpreter on military training environment</i> , (3) <i>Demonstrable experience with interpreting conversations Arabic-English and vice versa (...)</i> . How will these three elements be verified in practice and how we should demonstrate it?	Working in this environment is challenging, it will be very apparent if the Role Player does not have previous experience during rehearsals.
54	IFIB, Part III – Technical Information	Point 8 - Personnel required for the statement of work – point 8.1.5.2	It is required that a <i>native Iraqi Arabic speaker or a non-native Iraqi Arabic speaker registered officially as a qualified Iraqi Arabic interpreter with a proven ability to communicate effectively orally and in writing</i> . What are the exact requirements for verifying Arabic-Iraqi knowledge? How should we prove that a person is a qualified Iraqi Arabic interpreter (references? Certificates?)	There are various official registers of interpreters (or translators) or other official bodies. Many countries have its own register or other official bodies. As an example in UK there is National Register of Public Service Interpreters, National Register of Public Service Translators, Chartered Institute of Linguists or Association of Police and Court Interpreters. In USA there is a registry of Federal Court Interpreters, National Court Interpreter Database, American Association of Language

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				Specialists, etc. In Poland there is a list of sworn translators and interpreters, which is owned by the Polish Ministry of Justice, Polish Association of Interpreters, etc. For information about other EU member states registers please visit the following page ( <a href="#">click</a> ). Additionally, to meet this requirement an individual can be a qualified interpreter. In this case, a copy of diploma or certificate will serve as a proof.
55	IFIB, Part III – Technical Information	Point 11 - Travel	Is all training planned to take place in Bydgoszcz (Poland)?	As per IFIB Part III point 10: <i>“The Contractor shall deliver the service at the Joint Force Training Centre located in Bydgoszcz 85-915, ul. Szubinska 2, Poland, unless otherwise specified by JFTC”</i> . By the exception described in the IFIB Part III point 7.1.5. the Contractor shall provide services remotely via the JFTC chosen platform in a virtual setting (in this case GoTo Meeting, Skype for Business, Zoom).
56	IFIB, Part I Bidding Instructions	Point 11 - Contents of Proposal	Is there a page limit or specific format or past performance or reference letters?	The Bidders shall use the IFIB Part I Enclosure 3 – Past Performance Information Form supported with reference letter/s confirming successful provision of services provided and defined in the Enclosure #3. The documents shall be provided as PDF. There is no specific format nor page limit.
57	IFIB Part III Technical Information	Point 8 - Personnel Required for the SOW	8.1.5. Language skills applicable for all role players and interpreters performing the services under this SOW:  8.1.5.2. A native Iraqi Arabic speaker or a non-native Iraqi Arabic speaker registered officially as a qualified Iraqi Arabic interpreter with a proven ability to communicate effectively orally and in writing.	There are various official registers of interpreters (or translators) or other official bodies. Many countries have its own register or other official bodies. As an example in UK there is National Register of Public Service Interpreters, National Register of Public Service Translators, Chartered Institute of Linguists or Association of Police and Court Interpreters. In USA there is a registry of Federal Court Interpreters, National Court Interpreter



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			<p>Q1: Please provide more context for the requirement to be "...registered officially as a qualified Iraqi Arabic interpreter..." Where and/or how do the role players and interpreters have to be "registered officially"?</p>	<p>Database, American Association of Language Specialists, etc. In Poland there is a list of sworn translators and interpreters, which is owned by the Polish Ministry of Justice, Polish Association of Interpreters, etc. For information about other EU member states registers please visit the following page (<a href="#">click</a>). Additionally, to meet this requirement an individual can be a qualified interpreter. In this case, a copy of diploma or certificate will serve as a proof.</p>
58	IFIB Part III Technical Information	Point 14.2.	<p>The JFTC will:</p> <p>14.2.3. Subject to availability provide transportation between the JFTC and hotels during the execution of this SOW.</p> <p>Q: Will transportation costs be cost-reimbursable with G&amp;A added in periods where JFTC provided transportation is not available?</p>	<p>Historically, the daily transportation between hotels and JFTC has been always provided. In case there is no transportation available the self-arranged transportation cost will not be reimbursed. As per IFIB Part I Enclosure 4 "... <i>The proposed daily rates must be fully "loaded" and they must include ... cost of estimated travel related expenditures (i.e. taxi, bus, train, tram, metro, etc.), excluding an airline economy return flight ticket (for more details please refer to SOW point 11.).</i>"</p>
59	IFIB Part III Technical Information	Point 14.2.	<p>The JFTC will:</p> <p>14.2.4. Organise accommodation and meals for contracted personnel executing this SOW but the payment shall be made individually by the Contractor.</p> <p>Q1: In these situations, the hotels might have limited availability without meaningful advanced notice. Will the Contractor be limited to JTR rates for housing and M&amp;IE?</p> <p>Q2: Is the JTR the correct benchmark for these costs/limits? If not, what is the correct benchmark?</p>	<p>IFIB Part I Enclosure 4 contains information regarding proposed daily rates and what shall be included in the daily rate. The accommodation price difference will not be reimbursed.</p> <p>Bidders shall establish their price proposal for daily rates taking into account Bydgoszcz hotels rates available on the various booking portals.</p> <p>For each training event (Task Order) the Role Players and Interpreters shall register on the training event portal (see IFIB Part III Point 14.2.1.). After successful registration, an</p>

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				individual will have to declare whether he/she elects JFTC assistance in hotel booking or prefers to make self-arrangement. If JFTC booking assistance is elected then one of the hotels will be assigned. Please note that the JFTC has negotiated rates with local hotels and the prices start from approximately 50 Euro per night.
60	IFIB Part III Technical Information	Point 15 - Security and Confidentiality Requirements	<p>15.1.1. With the reference to the personal security clearances (PSC) and facility security clearance (FSC) the Directive on Classified Project and Industrial Security (AC/35-D/2003-REV8) applies. Preferably all role players and interpreters shall possess NATO SECRET security classification certificate valid for the duration of the contract. If this is not achievable, the Contractor is to ensure that at least one member of the Role Player / Interpreter team holds at least a NATO SECRET security classification certificate valid for the duration of the contract. The contractor shall provide copies of this clearance to JFTC prior the execution of the task order. Alternatively, the Request for Visit signed by the National Security Agency confirming clearance to NATO SECRET level throughout the term of contract at JFTC. The Contractor shall inform the COTR immediately if there is any change in the status of the security classification of any of the contracted personnel.</p> <p>Q1: To clarify only one person, either a role player or interpreter must have a NATO Secret Clearance?</p>	<p>JFTC confirms that at least one person; either a role player or interpreter must have a NATO Secret Clearance. The Request for Visit or any other related documentation can be sent to NATO Unclassified email address: <a href="mailto:iftc.securitybranch@iftc.nato.int">iftc.securitybranch@iftc.nato.int</a></p>

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			Q2: What system can NATO receive the Request for Visit?	
61	IFIB Part III Technical Information	Point 15 - Security and Confidentiality Requirements	<p>15.1.4. The COTR is responsible for ensuring that contracted personnel have all vehicle passes, individual access badges and documents for appropriate access to the JFTC facilities.</p> <p>Q1: What are the forms necessary to receive vehicle passes and individual access badges?</p> <p>Q2: What documents are required for access?</p>	The contractor will receive all the information and instructions once successfully registered for the training event (see IFIB Part III Point 14.2.1.)
62	IFIB Part III Technical Information	Point 15 - Security and Confidentiality Requirements	<p>15.1.5. Criminal background check. The Contractor warrants that the Role Players and Interpreters assigned to perform duties under this contract have passed a Criminal Background check(s). The Criminal Background checks must demonstrate that the contracted personnel have no convictions or pending criminal charges that would render the person unsuitable for work at the JFTC. Disqualifying convictions or charges include, but are not limited to, extremism, sexual offences, violent offences, drug offences and unauthorised disclosure of classified information or other data subject to specific protection (e.g. personal data). The Contractor warrants that none of the individuals listed as role players and Interpreters are suspected or are accused of a criminal offence, in particular of the nature listed above.</p> <p>Q1: Will a local police report provided by role players and interpreters from Polish local government be accepted?</p>	It is the Contractor to verify, check and warrant that the Role Players and Interpreters assigned to perform duties under this contract have passed a Criminal Background check(s). JFTC is not requesting any certification or proof. However, in case of assignment of a person with disqualifying convictions or charges may be considered as non-compliance with contract terms and conditions.

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			<p>Q2: What sort of criminal background check is currently being used on this contract, if this is an already existing requirement?</p>	
63	IFIB Part III Technical Information	<p>Point 7 - Scope of Work</p> <p>Point 20 - Miscellaneous</p> <p>Point 2 - Type of Contract</p>	<p>7.1.3. Conduct several rehearsals of Role Player and Interpreter character within vignettes and working group scenarios. During the PDT event Role Players and Interpreters will execute the following duties /responsibilities: - Remain in character up to 12 hours a day throughout PDT event.</p> <p>20.1. Working hours during PDT event execution. The Contracted Role Players and Interpreters shall provide services during period of performance starting from 07:30 a.m. CET until 08:30 p.m. CET every day (lunch time included) regardless of weekends and holidays. The number of working hours may vary depending on PDT event intensity, daily schedule, and tasks.</p> <p>Q1: Are Rehearsals considered billable time?</p> <p>Q2: Since the JFTC is asking for a daily rate through LOE-FFP contracting method, if contractor personnel are available for work up to the 12 hours stated in the SOW, and personnel are at the determined work location, our position would be that they will be paid and invoiced for the full LOE-FFP daily rate, regardless if training ends early for any reason and contractor personnel are released by the appropriate JFTC POC for the day. Does the JFTC have the same understanding of the described scenario.</p>	<p>Rehearsals are conducted during PDT event and are part of the Scope of Work. The rehearsals are included in the billable time – from the point where JFTC takes control of contracted individuals to the point where they are released at the end of the event. Rehearsals are conducted for the benefit of the Subject Matter Experts, JFTC staff, Role Players and Interpreters. The Contracted period includes the time allocated for rehearsals. The bidders shall provide the price proposal for daily fees following the instructions contained in the IFIB Part I Enclosure 4.</p> <p>As per IFIB Part III point 20.3. <i>“Billable time for the performance of on-site services will be calculated in line with paragraph 6 of the JFTC Special Terms and Conditions for Short term Operational Contractor Services. For remote/on-line services the ordered man-days shall be billable as full (100%) as long as these services are provided in line with the schedule. For remote/on-line services the JFTC timesheet is not required.”</i></p>

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64	General	General	<p>Q1: Is there an incumbent, if so, who is the incumbent??</p> <p>Q2: If there was a previous contract, what was the previous total contract value &amp; PoP?</p> <p>Q3: Is the incumbent providing Local Nationals, Third Country Nationals or US Citizens?</p>	<p>These questions are not linked to the IFIB content.</p>
65	IFIB Part II General and Special Contract Terms and Provisions SECTION A	Point 29 - Insurance	<p>Is DBA insurance required? If so, would the government consider introducing a plug value to ensure equitable price evaluation for the proposal purposes?</p>	<p>Defense Base Act insurance is not required. The Contractor employees will not be providing services in conflict zone.</p> <p>As per IFIB Part II Section B <i>“The Contractor is responsible for holding any required insurances at own cost, covering the Contractor as well as the Contractor Personnel, as appropriate. In addition, the Contractor is responsible for any other types of insurances including travel insurance for travels required by JFTC...”</i> As a minimum the contractor shall possess valid liability insurance and travel insurance that covers potential medical expenses.</p>
66	IFIB Part III - Technical Information	Point 7 - Scope of Work	<p>Is the intent of the JFTC that the Vendor will most likely source qualified personnel (NATO SECRET Iraqi SMEs) for these training events from the US, thus incurring fair &amp; reasonable, cost reimbursable travel costs? There does not appear to be any meaningful population of the desired types of personnel currently living in Poland, or any of the European Countries.</p>	<p>This IFIB is opened to governmental or commercial entities that originate and are chartered/incorporated within NATO member nations. Additionally, the Contractor personnel performing services under the contract <u>must be citizens of a NATO nation</u>, having appropriate professional training and experience in related field(s), and meet applicable criteria for personal security clearance. Consequently, there is no preference on the source country as long as above eligibility requirements are met.</p>
67	General	General	<p>Is there any contractor supplied equipment?</p>	<p>No, there is not.</p>

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68	General	General	Is there any CFE and/or GFE currently associated with this effort? If yes, please provide a list of the current CFE and/or GFE that is expected to transfer to the new Awardee. If there is not currently any CFE and/or GFE, but the JFTC expects under the new award that there will be CFE and/or GFE, please provide additional details about the likely contractor requirements in that area.	Please refer to IFIB Part III point 14.
69	IFIB Part III – Technical Information	Point 4 - Objectives	Could NATO kindly confirm when will we be able to review the Training Objectives and Enabling Objectives (Para 4 Objectives)	There is no requirement for the Contractors to review the Training Objectives and Enabling Objectives and these will not be released to the contractor. These are available to the Training Delivery organisation (JFTC) to enable them to prepare the products/briefings and Vignettes that meet the TOs and EOs. They are not relevant to what is required of the Role Players or Interpreters.
70	General	General	Could NATO please provide additional details regarding what MWR services are provided to Role Player and Interpreter personnel?	JFTC assumes the question is about Morale, Welfare and Recreation (MWR). If that is the case then the answer is the following: There are no MWR services provided to Role Player and Interpreter personnel.
71	IFIB Part III – Technical Information	Point 6.4. – LOE and Estimated Periods of Performance for TOs	Could NATO please clarify the estimated number of training events expected to occur during the Base Year?	During the Base Period there will be two Task Orders (training events).
72	IFIB Part III – Technical Information	Point 20 - Miscellaneous	For estimated purposes, should contractors assume each workday is 12 hours? If not, can NATO please provide an estimate of the average working hours per day?	The number of working hours may vary depending on PDT event intensity, daily schedule, and tasks. During the recent training event the average number of working hours per day was 7 hrs 30 min.

Ryszard Piasecki

A handwritten signature in blue ink, appearing to read 'Ryszard Piasecki', written in a cursive style.

Contracting Officer  
Office of Budget and Finance  
Staff Advisory Group  
Command Group  
Joint Force Training Centre