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**CAPABILITY PACKAGE ADDENDUM DEVELOPMENT COORDINATION CONSULTANCY**

**PART III**

**SECTION B – TECHNICAL SPECIFICATIONS – STATEMENT OF WORK**

**IFB-JWC-16-R-0033**

1. **Introduction**

JWC was built through NATO Security Investment Program (NSIP) projects under Capability Package (CP) 9B0401 from 2004. The work included civil works and CIS provisions for both core services and exercise networks. The CP described the full capability of the JWC including the Operations and Maintenance (O&M) funding and manpower required to run the facility. The dimensioning concept for the design of JWC was the Combined Joint Task Force (CJTF). This is no longer a valid concept and the experience with JWC is that it is under-dimensioned for the exercise designs of today. This has led to a decision to revise the capability description and adjust the capability through an Addendum to the CP 9B0401. The preliminary gap analysis has revealed that the following key factors will require resourcing through a CP addendum:

* HN Norway has announced the decision to close Soma, which is the location of our supply section. The relocation will require Civil Works to accommodate the activities elsewhere. The magnitude of these CWs is above the level of an NSIP Minor Works (MW) project.
* The technology refresh of the JWC CIS capabilities is programmed in wave 2 of the IT Modernisation (ITM) of CP 150. The Bi-SC Statement of Requirement for this project includes uplift in capability from 651 additional (to the JWC PE) exercise participants to 1,200 exercise participants. The CIS delivery is planned for 2019 and by the JWC facility must be re-designed to accommodate this capacity uplift.
* A part of the initial CIS project establishing JWC was the delivery of a TV studio. This is now at the end of its technological lifetime and was in the original CP envisioned to be renewed through NSIP. The cost level of a new TV studio is such that it is not feasible to resource it through the JWC annual budget. Other CIS related requirements may also fall outside the scope of ITM in CP 150 and needs to be resourced through this addendum.

1. **Background and Scope of Work**
   1. Required support

JWC seeks an outside agency expertize to coordinate the initial phase of developing the first draft Addendum for submission to our parent HQ. The Bi-SC Capability Package Directive 85-1 will be used in the development of the Addendum til CP9B0401. The main steps are as follows:

a. Capability Requirements (inclusive Operational Requirements emphasizing changes from the original CP)

b. Resource Proposal

i. Asset Analysis (What is required in the area of Infrastructure, MBC funds and Manpower).

ii. Which resources are available/existing.

iii. New Projects required in order to fill the gap between required assets and available assets (includes PDSes as required).

Intent: External expertise with the necessary broad experience with the three NATO resource pillars (O&M, NSIP and Manpower) and NATO resource committees can help developing, coordinating and frame the JWC requirements in the form of a CP addendum in a way that secure the highest chance of success and loss of valuable time.

* 1. Required Outcome

End state is to submit to HQ SACT a final draft CP Addendum with a clear requirements description that is fully coordinated with:

* HN Norway (including, but not limited to the following issues; closure of Soma and development of the CW projects),
* NCIA and the ITM delivery (including the assessment of other relevant CPs with impact on the projects).
* JFTC for possible inclusion of JFTC project in the addendum.

1. **Type of Contract and period of Performance**

This is a Firm Fixed Price Contract – not subject to price adjustments.

Period of performance will be as “**Early as Possible after contract award, But Not Later than 04-April-2016**. Contract end date 31-May- 2016.

1. **Required Qualifications**
2. The ability to work unsupervised whilst delivering quality products.
3. Current and in-depth knowledge of the NATO resource pillars and the resource politics of the NATO resource communities.
4. Documented success in preparing, coordinating and presenting NATO resource proposals or projects.
5. Current and appropriate experience from roles and responsibilities in the NATO resource community.
6. **Tasking and Deliverables** 
   1. Tasks are such as, but not limited to:
      1. Provide the secretariat for the Project Management Team.
      2. Identify the major risks to the timeline and to the final approval of the addendum projects and propose risk mitigation measures.
      3. Prepare progress reports to the JWC Production Board.
      4. Prepare coordinated proposals and products to the JWC Production Board for necessary JWC decision in the development of the draft addendum.
      5. Maintain related project documentation accuracy and validity.
      6. The SUPPLIER will report to, and be directed by LTC Audun Kjelkenes on behalf of DCOS MSS. Perform any other duties as directed by Division, Branch, or Section Chief, that contributes to the mission accomplishment of JWC.

1. **Schedule of Delivery**
2. The project is to start as soon as possible after contract award, but NLT 4 April 2016.
3. The project will be completed by: 31 May 2016.
4. **Acceptance Criteria**
5. The services provided will be accepted when the final draft Addendum is ready and fully coordinated to be presented to the JWC COM for signature for being submitted to HQ SACT.
6. The Schedule of Delivery is to be followed.
7. **Proof of Past performance**

The SUPPLIER shall show that it has successfully performed similar work as specified in this Statement of Work. This resume shall illustrate performance and include:

1. Summary of work performed
2. Outcome of above mentioned work performed
3. Name of client(s)
4. Date(s) of work performance
5. Contact information
6. Permission to contact client(s) for reference(s)
7. **Bid Closing**

Bids must be received at JWC **not later than 15:00 hours (local time) 16-March-2016**. At that time and date, bidding will be closed.

Bids submitted shall remain valid until 31 August 2016. JWC reserves the right to request an extension of validity if a decision cannot be made within this time. Bidders will be entitled to either grant or deny this extension of validity. JWC will interpret a denial as a withdrawal of the bid.

1. **Place of Performance**

The work will be done on-site, at JWC facilities, Jåttå, Norway.

1. **Furnished Materials and Services**
   1. JWC will provide the SUPPLIER’s representative with:
      1. A work desk with access to NATO Unclassified and NATO Secret networks.
      2. JWC Staff will provide administrative assistance within existing means and capabilities according to overarching priorities.
2. **Security Considerations**

A NATO clearance (NATO Secret) is required for this work, and the SUPPLIER’s representative must be citizen of a NATO Nation.

On first arrival to JWC under contract, the SUPPLIER’s representative will be required to sign a letter of acknowledgement.

On site at JWC’s facilities, Jåttå, Norway, the SUPPLIER’s representative will be afforded access to documents and information up to ‘NATO SECRET’ on a ‘need to know’ basis. On no account are ‘NATO RESTRICTED’ documents (or above) to be printed or removed by the SUPPLIER’s representatives from JWC’s facilities, Jåttå, Norway. Appropriate physical security must be in place for any work undertaken at the SUPPLIER’s premises.

The SUPPLIER’s representative will be provided with site access passes which allows access to “Class II and III” areas.

The release of classified or unclassified project related information to authorities or persons outside the project (non-participants) without prior approval is expressly prohibited.