

IFIB-ACT-JWC-21-64 Questions & Answers

20 Oct 2021

1Q: Please check in Part III - Section B – Statement of Work / Annex C / 2.6 Capability Support: Senior Advisor / 2.6 Technical requirements and Evaluation matrix / para 8 “demonstrating proficiency in English”, if the value 4343 is right.

1A: The value should read 3434. This was an error. It has been correctly and updated in Annex C to the SOW – Amendment 1.

2Q: For Support Area 1, can you confirm that any Work Units to be delivered in locations other than JWC (e.g. SHAPE) will be considered as Tasked Travel and reimbursed IAW the information provided in the 360 Bid documentation?

2A: If a functional support contractor (Area 1) initiates their working period at JWC and is asked to go to another location to complete some of the work units (e.g. SHAPE), then the Supplier would receive another Purchase Order for tasked travel in accordance with the IFIB documentation.

3Q: Can the JWC please provide a WORD version of Annex B-1 that includes the template for answering Technical Questions 4-6?

3A: This will be posted in due course.

4Q: The 360-bid documentation refers to security clearances for candidates being required at time of bidding and for beginning work. Please confirm that clearances are required NLT for beginning work.

4A: Clearances should be in place at the time of bidding, and must be available no later than start of TOPR process.

5Q: Are candidates to be named and will technical compliance for candidates be based on the matrices or are CVs to be provided as supporting evidence?

5A: Candidates should be named for each matrix submitted to identify the candidate prior to review. The candidates will be reviewed by the matrix criteria submitted. CVs do not need to be provided. The matrix shall be reviewed for compliance in each block. All blocks must be compliant to be considered a PASS for the candidate.

6Q: Support Area 1 - Zone 1.2 allows a maximum submission of 3 Senior Experts and 5 Experts. The description of the Tasking Description identifies expertise required in 5 NATO Domains (Land, Air, Space, Maritime and Cyber) as well as the 6 NATO Geostrategic Domains (PMESII). How will you determine compliance? Against one of the NATO Domains? One of the Geostrategic Domains? Or a combination of both?

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6A: The Tasking Description identifies the tasks to be performed. The evaluation matrix will be the method to determine compliance for each candidate.

7Q: For Support Area 1 - Functional Support, the range of possibilities on which to base the Work Unit rate is broad, 90-200 days, which includes people working in a part time capacity at JWC or full time (moving to Stavanger) for 200 days. To ensure that bidders are pricing like services and to enable JWC to have a standard against which they can evaluate the Work Unit Rate between companies, can you provide a standard number of days on-site in each period and a standard number of deployments during that period for companies to base their Work Unit Rate on? An example is provided below but would require JWC to confirm/adjust number of WUs in the 2 right hand columns based on how the JWC would want to weight it.

Position Serial	Position	Level of Expertise	Level of Effort in Onsite Work Units (for evaluation purposes only)	Level of Effort in Offsite Work Units (for evaluation purposes only)
Zone 1.1	Plans	Senior Expert	150	50
Zone 1.1	Plans	Expert	150	50
Zone 1.2	Analysis	Senior Expert	120	80
Zone 1.2	Analysis	Expert	120	80
Zone 1.3	INTEL	Senior Expert	150	50
Zone 1.3	INTEL	Expert	150	50
Zone 1.4	Tgts	Senior Expert	200	0
Zone 1.4	Tgts	Expert	100	0
Zone 1.5	INTEL FS	Expert	200	0
Zone 1.6	INFRA	Senior Expert	100	50
Zone 1.6	INFRA	Expert	100	50
Zone 1.7	PM	Senior Expert	150	50
Zone 1.7	PM	Expert	150	50
Zone 2.1	STRATCOM	Senior Expert	50	30
Zone 2.1	STRATCOM	Expert	50	30
Zone 2.2	POLAD	Senior Expert	50	30
Zone 2.2	POLAD	Expert	50	30
Zone 2.3	MILSTRAT	Senior Expert	50	30
Zone 2.3	MILSTRAT	Expert	50	30
Zone 2.4	CIMIC	Senior Expert	50	30
Zone 2.4	CIMIC	Expert	50	30

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Zone 2.5	Socio-Eco	Senior Expert	50	30
Zone 2.5	Socio-Eco	Expert	50	30
Zone 2.6	Snr Adv	Senior Expert	50	30
Zone 2.7	Tgt Sys Ana	Senior Expert	50	25
Zone 2.7	Tgt Sys Ana	Expert	50	25

7A: This is an IDIQ (Indefinite Delivery Indefinite Quantity) and therefore JWC is only able to specify that the quantities will fall within the ranges given in the IFIB.

8Q: For Area 1- Functional Support, can candidates receive Holding Units for weekends when they are not working but remain local (assuming they have not moved to Norway full-time)?

8A: No.

For example if an Order for 1.1 is made for 90 Work Units. This would only be for work units Monday – Friday during normal duty hours. No compensation would be received for weekends not worked, and there is no expectation of weekends to be worked if not in Exercise Event periods. This should be considered when bidders determine work unit pricing in Area 1.

9Q: Are work units offered for travel for Area 1 and Area 2?

9A: “Travel Days” are not included in the ordering mechanism (e.g. start date will be the first day in the office). TOFC (Task Order Flight Cost) for Area 2, should include all travel related costs. Area 1’s costs related to travel and flights should be incorporated in the fully-burdened Work Unit itself.

10Q: - Does the security clearance have to be attached to the CV?

10A: CVs are not expected to be submitted. Please see question 4 in reference to the security clearances.

11Q: - Is project management supposed to be a part of the contract?

11A: Yes, it is integral part of the collaborative production environment; however, this function will play a supporting role to the JWC staff in their decision making. It is also an element of the functional support (Area 1 - 1.7).

12Q: - Quality control management. Will one Mission Partner’s contractor oversee another Mission Partner’s work?

12A: As part of the Collaborative Production Environment, one contractor may be given the lead for a particular project/product and therefore cooperate at a professional level, with other contractors, to deliver to the JWC staff requirements.

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13Q: - TOPR Process. What is the maximum time if going through more than one company?

13A: The maximum time allowed would be as follows:

Senior Expert – 71 Calendar Days (1st company) 102 Calendar Days (2nd company).

Expert – 61 Calendar Days (1st company) 92 Calendar Days (2nd company).

A second company would receive the TOPR between day 21 and 31.

14Q: - Should a bidder submit candidates for additional capability support (Area 3)?

14A: No, Candidates are not required at this time. Annex B-1 Question 2 offers the opportunity to describe how a bidder would deliver additional capability support.

15Q: - Post Award. Can Mission partners can submit additional candidates throughout the contract?

15A: As required by JWC.

16Q: - Will the evaluation matrix be updated to include names?

16A: Yes, see Annex C to the SOW Amendment 1.

17Q: - Are CV's required or optional?

17A: CVs do not need to be provided.

18Q: - When will you be reviewing the matrices? Both during the contract award phase and later?

18A: The initial evaluation will be conducted as part of the technical review. Subsequent candidates will be reviewed as required by JWC.

19Q: - Can the same candidate be nominated for multiple zones?

19A: Yes, where it is appropriate.

20Q: - TOFC is only for area 2, what about tasked travel?

20A: See Question 2A. Tasked travel is not anticipated for Area 2.

21Q: - Matrix. Does the candidate need to be compliant in each box of the matrix? What if they have the experience, but not in "NATO", would they still pass?

21A: The candidate must be compliant in each box of the matrix to be considered compliant overall.

22Q: - How many contractors are we looking at, long term?

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22A: Currently there are in the region of 3200 Work Units per year providing deliverable support to the Scenario branch. However, this does not commit JWC to meet those same levels for this contract.

23Q: - Will any of them be there full time? Will the project manager be one of them?

23A: The intention of the contract is not to think of a contractor as “fulltime”, but as delivering support on a rolling requirement. The Project Manager Zone is not to be considered different than any other functional support zone.

24Q: - Functional area 1. Is there a way to make it so that we are all bidding on the same thing? Can you find a way to standardize pricing comparisons? We will bid on completely different factors.

24A: JWC is expecting bidders to understand the environment they are working in and their pricing be commensurate with minimum need for these circumstances, in conjunction with the financial risk as determined by the bidder. (i.e Functional Support 90-200 Work Units, Capability Support 15-90 Work Units)

25Q: - The technical requirements – some are American, do we need to find an American to fill that role (Targeting) and if someone is close in the technical requirements, would you accept that

25A: Requirements are not based on one nation’s courses. The only matrix block, JWC could locate related to this question was 2.7 Block 2, “knowledge and understanding of” US CDEM. The key takeaway is this not a course completion requirement, but a knowledge of the methodology.

26Q: - Formula for the calculation, explain the weighting factor, for example the number 10.

26A: IFIB Instructions section 18.c.3.b(2) lists the calculation for award purposes. The various pricing elements have weighted factors based on JWC’s priorities. The C-1 document Tab-1 should calculate this formula automatically.

27Q: - Planning support, why is LOGFAS important to planning support?

27A: Zone 1.1 Block 2 in the Matrix states, “frequent user experience...of relevant core services of functional area systems (including but not limited to TOPFAS and/or LOGFAS)”. TOPFAS and LOGFAS are offered as examples to the bidders. After consideration, we have removed the term “frequent” in Annex C to the SOW Amendment 1.

28Q: - INTEL 1.3. It mentions low intensity conflict, what about the high intensity?

28A: Please see Annex C to the SOW Amendment 1. It has been updated to include high intensity.

29Q: - INTEL 1.3 Block 4. Can you clarify all expert classes?

29A: All the classes listed in the Expert requirement plus the Intel Leadership Course in the Senior Expert requirement.

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30Q: - Post Award. Can Mission Partners participate in quarterly meetings by telephone or video conference?

30A: Yes

31Q: - If the contract start is in April, how will contractors get a work permit in time.

31A: - Having a contract with NATO is the permission to work. Keep in mind contractors must be citizens of a NATO country.

32Q: - Work units – what about weekends and holidays, extended hours?

32A: Please see Part II Section B – Per Nature of the Contract 2.i and 2.d

JWC Work Days. Mondays through Fridays with the exception of JWC Holidays and JWC Exercise Events, which are specified on the JWC Program of Work. The number of JWC holidays may vary from year to year. JWC Holidays are not paid as no work takes place during these timeframes. Exercise Events take precedence over JWC Holidays. Exercise events that occur over the weekend or on JWC holidays will be worked for the work unit rate.

Extended Work Unit (EWU) This is an additional rate to the work unit rate which extends the working hours from an 8 hour to a 12 hour work unit. Extended Hours Work Units should only be utilized to support exercise events. If extended hours work units are ordered to support an event, task orders must be issued prior to work commencing.

33Q: - Block leave, weekends – There has been pressure for contractors to work weekends in the past in order to finish products. Will there be the need now?

33A: During exercise events, weekend work should be anticipated, but not during other times of the year. (See question 33). For Block Leave, “JWC typically has 3-4 weeks of Summer Block leave, and 2 weeks of Winter Block leave. It is not anticipated that work will be expected to be performed during these periods under this contract.”

34Q: - Evaluation process – how do you weigh one company toward another company? If one submits more candidates than other companies, how do you evaluate?

34A: The quantity of candidates proposed should align with the C-1 document Tab 2, which lists minimums and maximums for candidate proposal. In a TCLP evaluation process, proposals are not rated against each other, they are checked for compliancy and the award goes to the lowest priced offer, which is compliant to the evaluation procedures listed in the IFIB.

35Q: - If the mission partner cannot deliver – what will happen? Will we no longer have priority?

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35A: If the mission partner cannot deliver when offered a TOPR, it will be offered to the next in the priority line. If a Supplier is unable to provide compliant candidates more than twice in a Zone (that they have won priority ordering for), they may lose priority ordering for that Zone. This decision will be decided prior to the next Option year, if awarded.

36Q: Can you clarify all references to NCS / NFS HQs.

36A: Please read NATO Force Structure and Command Structure as interchangeable terms. For example:

Senior Expert: J/G/A/N-5 Leadership level in a NATO Force Structure HQ or JWC

Expert: J/G/A/N-5 functional level in a NATO Command Structure HQ or above or JWC

Senior Expert: Leadership level in a NATO Force Structure HQ or JWC

Expert: Functional level in a NATO Command Structure HQ or above or JWC

37Q: Zone 2.2 Requirement 2: Is a contractor considered as an equivalent to an OF-4? There are POLADs in the NCS at OF-4 and above...should they have been included in the EXPERT section? Did you perhaps mean to include the same HQs as for Senior Expert just at a lower rank?

37A: "Military Rank or Civilian Equivalent" does include contractors. 2.2 Block 2 asks for multiyear experience within a NATO or national military organization. For this block, Any combination of NATO or national military organization is acceptable. Please see update to Annex C to the SOW Amendment 1.

38Q: Zone 2.3: MILSTRAT – EXPERT Requirement 2: Same thing as above...An OF-4 or Civilian Equivalent at JWC is an EXPERT but shouldn't someone who served at SHAPE (MILSTRAT HQ) also be? Did you mean to include the same HQs as for Senior Expert just at a lower rank?

38A: Military Rank or Civilian Equivalent does include contractors. 2.3 Block 2 asks for multiyear experience within a NATO or national military organization. For this block, Any combination of NATO or national military organization is acceptable. Please see update to Annex C to the SOW Amendment 1.

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