



SUPREME HEADQUARTERS ALLIED POWERS EUROPE
GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE



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Acquisition Management Branch
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Date : 06 February 2014

POC: Jacques BEHEYT
Email: Jacques.beheytt@shape.nato.int

SUBJECT: IFIP-ACO-SH-14-01, Clarification 1
Invitation for International proposal (IFIP) for the provision of the NATO System for Tracking Entitlements & Privileges (NSTEP) for Human Resources Data Services (HRDS) Branch at SHAPE Headquarters.

REFERENCE : Bi-SC Procurement Directive 60-70 dated 22 December 2004.

Dear Madam or Sir,

This letter is to notify your company of **Clarification 1** to the subject IFIP (see Annex 1).

The Bidders are requested to acknowledge receipt of this clarification related to IFIP-ACO-SH-14-01 via email at valerie.hinnens@shape.nato.int and jacques.beheytt@shape.nato.int

Bid Closing Date for this IFIP **remains unchanged on Thursday 06 March 2014 at 12.00 hours** (noon, Central European time).

Sincerely yours,

A handwritten signature in black ink, appearing to be "Valerie Hinnens", written over a circular stamp or seal.

Valerie Hinnens
Contracting Officer

ACKNOWLEDGEMENT OF RECEIPT

(To be completed and emailed to)

valerie.hinnens@shape.nato.int and jacques.beheydt@shape.nato.int

PLEASE COMPLETE CLEARLY. DO NOT USE COMPANY STAMP

FROM: Company:.....
Address:
.....
.....
Email address:
Internet site:.....
Telephone:
Facsimile:
Point of Contact:

**TO: SUPREME HEADQUARTERS ALLIED POWERS EUROPE
J8/FINANCE & ACQUISITION DIVISION
Acquisition Management Branch**

REFERENCE: IFIP-ACO-SH-14-01
Invitation for International proposal (IFIP) for the provision of the NATO System for Tracking Entitlements & Privileges (NSTEP) for Human Resources Data Services (HRDS) Branch at SHAPE Headquarters.

SUBJECT: Acknowledgement of Receipt of IFIP-ACO-SH-14-01, Clarification 1.

We hereby advise that we have received IFIP-SH-14-01, Clarification 1

on (date)..... including all enclosures / annexes.

Date:..... Signature:.....

Name and Title:

Please find below topics that were discussed in the advisable bidder conference and for which clarification is requested.

1. Funding: Cover page of the solicitation package

A budget of 270,000 EUR will be allocated to this project. However, the final decision for the budget release will not be done before March 2013.

2. Past performance, Item 10 – Under Technical Documents – Part I of IFIP ACO-SH-14-01

Bidder is requested to ask to each if its previous customer (a minimum of three is required) to complete the "Past Performance Questionnaire" (Enclosure 5 to Part 1). Once completed, the bidder shall provide the Past Performance Questionnaires to SHAPE as part of its proposal package.

3. Security clearance Level, Item 11 – Under Technical Documents – Part I of IFIP ACO-SH-14-01

The successful company has to provide a written declaration that all employees, both internal and external to the company, who will be part of the NSTEP project have been subject of appropriate criminal checks and no criminal activity is apparent. The employing company are to provide, should NATO request, all appropriate records of criminal checks carried out.'

4. Content of proposal, Item 12 sub Para (7) – Part I OF IFIP ACO SH 14-01

Bidder shall provide a CD-ROM containing an electronic copy of the proposal package in its entirety except the price proposal

5. Proposal submission, Item 14 - Part I of IFIP ACO-SH-14-01

Proposals shall be submitted as follows:

a. The whole proposal shall be written in English. The required administrative documents and the "technical proposal" shall be placed in a single sealed envelope whereas the "Price proposal" shall be put in a separate sealed envelope.

The two sealed envelopes shall respectively be marked:

"Sealed Bid to IFIP ACO-SH-14-01 – Administrative/Technical documents

"Sealed Bid to IFIB ACO-SH-14-01"– Price Proposal.

b. The two sealed envelopes shall then be placed in another (exterior) envelope or box on which the mailing label at Enclosure 3 to part I hereto shall be glued.

IFIP-ACO-SH-14-01, Clarification 1 dated 06 February 2014

Bids may be submitted by post no later than five (5) calendar days before the Bid Closing Date, by express courier or hand-carried. Bids hand-carried to SHAPE or delivered on site by commercial courier and parcel-delivery companies must be packed and labelled as indicated in paragraph above. Bids can be dropped at any time before the Bid Closing Date into the secured "Bid Box" placed in the Pass Office building which is located near the SHAPE Berlin Gate. Bids can also be handed over to a representative of the SHAPE ACO Strategic Section, if available, located in Building 101 (SHAPE telephones: 4816 or 2324) during working days and this between 09.00 to 11.45 hrs and 13.30 to 16.30 hrs (on Fridays, 15.00 hrs). In case there is no representative from the SHAPE ACO Strategic Section available, then bids shall be dropped into the secured "Bid Box".

c. To reach SHAPE: take exit Nr. 23 on E 19 (Brussels-Paris), near MONS, follow the "SHAPE" and "P VISITOR" signs on the "Chaussée de Bruxelles". Enter SHAPE compound through the "P VISITOR". Report to Building 102.

d. Proposals submitted by electronic transmission **are not permitted and will not be considered**

6. EVALUATION PROCEDURE AND CRITERIA- Item 17 – Para I – IFIP ACO-SH-14 01

Sub Para 17.8, the second step – Non-Price/Technical Factors (total maximum score 265, accountable for 50% of the overall Evaluation Score/Best value Final score):
under c

c. Quality of Vendor Understands of the problem and their description of how they will solve it.

It shall read:

Clear demonstration of the vendor's understanding of the project, a concise but complete concept for delivering the system, and a thorough analysis of the product backlog and its story point assignments; overall expertise (appropriateness) of the proposed manpower (to include bidder's proposed sub-contractors, if any and/or suitable backup personnel) proposed by the bidder for the performance of the services. Related CVs and any other documentary evidence shall be enclosed to the bidder's technical proposal.

The above criteria shall be quoted as follows:

<u>CRITERIA</u>	<u>MAX ACHIEVABLE POINTS</u>
a. Firm's Experience	40
b. Hardware solution	95
c. Understanding of the Project/concept of Solution	130
<u>Maximum Raw Technical Score (RTS)</u>	265

Maximum Technical Score (TS) = 100*(RTS/265)

Sub-Para 17.9 -Price Factors (accountable for 50% of the Overall Evaluation Score/Best Value Final Score):**NOTE: all mathematical calculations will be rounded up to the fourth decimal.**

Once the technical evaluation is completed, the price proposal will be used for the next step in the selection process aiming at the determination of the Price Score (PS). There will be two prices that comprise the price score: the total cost to deliver the software (all story points (SP)) and the cost for hardware and consumables.

a. As part of the bidding process, each bidder must identify its reference story among the Sow's prioritized Product Backlog and use it to estimate the entire Product Backlog in total story points (Total SP). The Bidder shall base their fixed price cost for developing/delivering the software as the total cost to deliver all SP (Total SW Cost).

b. The cost to deliver the agreed hardware and consumables to SHAPE (**Total HW Cost**).

c. **Total Cost = Total SW Cost + Total HW Cost**

d. Average Cost = Average Total Cost of all Compliant Bidders

$$e. PS = 100 * \left(1 - \frac{(Total\ Cost)}{(2 * Average\ Cost)}\right)$$

17.10 The Best Value Final Score (FS) will be the sum of the weighted Technical Score plus the weighted Price Score (PS) according to the following formula:

$$FS = 0.50 \times PS + 0.50 \times TS$$

17.11. The proposal having the highest Best Value Final Score (FS) will be selected as the successful proposal unless there is a statistical tie. A statistical tie is deemed to exist when the final scores of the highest scoring proposals are within 1 (one) percent (%) of each other. In such case the proposal with the best cost/technical ratio – defined as the lowest cost per technical score, i.e. Bid Price / TS – will be selected as the successful proposal for a contract award. In the remote event that this last calculation (Bid Price / TS) would produce an even result for the bidders with highest scoring proposals then SHAPE will hold negotiation session(s) with those bidders until the best price is finally identified for the contract award (best & final procedure).

17.12. The Cost per Story Point will be the total cost to deliver all story points divided by the total number of story points, i.e., (**Total SW Cost**) / (**Total SP**). Bidders shall note that the Cost per Story Point figure will not be part of the price score. The vendor shall use the figure to determine the cost for any new backlog items that SHAPE adds (see Part IIIB (SOW) to IFIP ACO-SH-14-01, Para 3.1.6) that are not trade-off items (see see Part IIIB (SOW) to IFIP ACO-SH-14-01, Para 3.1.5)

7. Enclosure 7 TO Part I – Contract template – under Para 2 – Scope

Please add Sub Para 2.6. It shall read as follows:

SHAPE may also add items to the backlog and pay for the work using the same cost per story point defined in the vendor's proposal.

8. INVOICES/PAYMENTS – PART IIIA (SPECIAL PROVISIONS) – IFIP-ACO-SH-14-01

- 8.1. Payments under the contract will be made in EURO;
- 8.2. Each invoice shall be addressed to SHAPE Accounts Payable at shapeaccountspayable@shape.nato.int and contain
 - Its reference and issue date;
 - The Purchase Order number (if applicable);
 - The delivery tickets' number;
 - The description of items supplied;
 - The quantities delivered;
 - The unit prices (exclusive of taxes and duties);
 - The discounts offered (if applicable);
 - The total amount to be paid;
 - **The bank account details where the Contractor will receive the payment;**
- 8.3. The standard principle applied by ACO HQs is that payment will only be made upon full compliance with all contract terms by the contractor;
- 8.4. Bidders may submit a proposal for partial payment based on specific delivery milestones for consideration as part of their submission. This will not be a factor in determination of best value (i.e., delivery of hardware, execution of story points, etc.)
- 8.5. Payment of accurate, certified and validated invoices shall be made no later than thirty days after the date they are received.
- 8.6. Each party shall bear its own costs for Electronic Fund Transfers related to any and all payments in the execution of this contract.