



JOINT WARFARE CENTRE
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Date: 06 July 2018

REQUEST FOR QUOTATION

JWC-18-R-0098

For

TOPFAS STUDY

1. Introduction

The Joint Warfare Centre (JWC) was established on 23 October 2003 at Jåttå, Stavanger, Norway and aligned as a subordinate command of Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, Virginia, United States. JWC is NATO's collective training and exercise facility at the strategic and operational level.

In addition to this robust, highly realistic and demanding training, JWC conducts joint and combined capability integration, concept and doctrine development in order to improve NATO's operational readiness and interoperability.

JWC must propose and deliver settings and scenarios to support future exercises, which requires an intimate military engagement and must meet all of the challenges and threats the Alliance faces. The JWC must ensure its technical facilities and Computer Assisted exercise (CAX) support are developed to support myriad mission requirements, whilst at all times seeking financial and process efficiencies. Exercise, Training, Education and Evaluation Functional Services (ETEE FS) support and enable JWC's core business and are vital to NATO's CPX/CAX focused program of work (POW). CP 107 Project 85 as an NSIP project is focusing on capability development in this domain.

2. Scope of Work

JWC will conduct a Tool for Operational Planning Functional Area Service (TOPFAS) study over the next few months, resulting in an assessment of the usability of those applications to support exercise scenario data management, including any required links to the remainder of the proposed ETEE FS Increment 1 applications.

Since JWC does not have the knowledge and experience in the full spectrum of TOPFAS functionalities to a degree where an in house study would be possible, external expertise is required to provide the missing subject matter expertise through consultations and assessments to the CP 107 ETEE FS Increment 1 in support of the JWC ETEE FS Project Team.

The desired end state of this work will be a report that details the capabilities and limitations of TOPFAS as a core functional systems for exercise development. The report will include, but is not limited to, the identification of required interfaces between ETEE FS Increment 1 applications and, as feasible, recommendations on required changes to TOPFAS or other functional systems to maximize interconnectivity across all functional systems in support of exercise development and delivery.

3. Type of Contract and period of Performance

Type of Contract: This is a Firm Fixed Price Contract.

Period of performance: from 01 September 2018 to 30 January 2019.

4. Required Qualifications

- In-depth, recent experience in NATO Operational Level Exercise planning and execution
- In-depth, recent experience in TOPFAS preferably in the newest version 6 functionality and capability development and solid experience in Modelling and Simulation areas.
- Knowledge and understanding of a wide range of Functional Services offered by NCI Agency and other SPs to support exercises.
- Knowledge of existing NATO Software products in the ETEE FS arena
- In-depth experience as a Functionality Analyst and/or technical evaluation on tactical and operational HQ level
- Good understanding and knowledge of the NATO Training Centres' business processes

5. Tasking and deliverables:

Tasks are such as, but not limited to:

- 1) Consult the JWC ETEE FS Project Team to prepare and coordinate the operational/strategic level Test Environment, including test cases and test criteria catalogue for the TOPFAS/JEMM vs ETEE FS Increment 1 functionality study.
- 2) Assists the JWC ETEE FS Project Team and JWC SMEs to select scenarios and scripts based on the updated user requirements/use cases synchronised with JWC Functional Areas.
- 3) Support the JWC ETEE FS Project Team to define User Acceptance Criteria by process in coordination with JWC SMEs.
- 4) Assists and support the JWC ETEE FS Project Team to develop a TOPFAS functional study test plan, preparations with functional areas and

- support the technical set up coordination JWC personnel and other external stakeholders (i.e. JTFC).
- 5) Provide functional analysis of the test results and contribute to the study report developed by IMC4 and QA branches.
 - 6) Deliver a written report about to what extent TOPFAS can fulfil ETEE FS requirements for Scenario Development, ORBat Building, GeoSpatial and GeoStrategic documentation, Workflow Management and Collaboration during the Exercise Planning Process and the Compatibility/Interfacing with other JWC Core Business tools and services (INTEL FS, LOGFAS, TARGETING, JTLS and Core Geo) based on JWC Requirement Analysis Report dated 28th September 2017.
 - 7) Service Delivery Point: On site at JWC, starting 01 September 2018 until 30 Jan 2019,
 - 8) The study test will include at least:
 - a) Create the necessary TOPFAS Work Space and the folder structure (including some Smartfolders) to describe the Exercise Planning Process (EPP).
 - b) Create different TOPFAS diagrams (Mind maps, Ops Design, Timeline etc.) using TOPFAS existing objects (Action, Task, Events, Decisive Conditions etc.) to support the EPP.
 - c) Determine the need of additional Diagrams and Object types to support the EPP.
 - d) Create an ORBAT and follow all the steps and products of the Force Generation process. Export the final ADL to a format that can be imported to LOGFAS and JTLS.
 - e) Use the TOPFAS Maps module to create multiple layers maps with different events and locations of the exercise.

6. Schedule of Delivery

- 1) The study project is to start 01 September 2018.
- 2) The project and end-product will be completed and delivered by 30 January 2019.

7. Acceptance Criteria

- 1) The services provided will be accepted when the final ETEE FS TOPFAS functionality study report is ready and fully coordinated to be presented to the JWC COM for signature for being submitted to HQ SACT.
- 2) The Schedule of Delivery is followed.

8. Proof of Past performance

The BIDDER 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)

9. Place of Performance

The work will be done on-site, at Joint Warfare Centre, Jåttå, Norway

10. Furnished Materials and Services

- 1) JWC will provide the BIDDER's representative with:
 - a. A work desk with access to NATO Unclassified and NATO Secret.
 - b. JWC Staff will provide administrative assistance within existing means and capabilities according to overarching priorities.

11. NATO General Terms and Conditions

Visit the following website for NATO general Terms and Conditions (hyperlink):

http://www.jwc.nato.int/images/stories/news_items/2016/JWC_GENERAL_TERMS_AND_CONDITIONS_2016June.pdf

12. Security Considerations

A NATO clearance is required for this work; duties will be performed on NATO unclassified and classified systems. The successful BIDDER's representative must be citizen of a NATO Nation.

The successful BIDDER's representative will be required to sign a letter of acknowledgement upon first arrival to JWC at contract start.

On site at JWC's facilities, Jåttå, Norway, the successful BIDDER's representative will be afforded access to documents and information up to 'NATO SECRET' on a 'need to know' basis. On no account are documents to be printed or removed by the successful BIDDER's representatives from JWC's facilities, Jåttå, Norway.

The successful BIDDER's representative will be provided with site access passes which allows access to "Class II" 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.

13. Confidentiality

The BIDDER shall keep confidential any information obtained under or in connection with the Contract and shall not divulge the same to any third party without the prior written consent by the JWC. The provisions of this Article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract.

14. Partial Bidding

Partial Bidding is NOT AUTHORIZED.

15. Bid Closing Date

Bids must be received at JWC **not later than 12:00 hours (local time Norway), 06 August 2018**. At that time and date, bidding will be closed.

16. Bid Submittal

Please submit the below bid form to the following email addresses:

Email Address: psc@jwc.nato.int
kjetil.sand@jwc.nato.int

In the subject field of the e-mail, please use the following reference:

BID PROPOSAL JWC-18-R-0098

BID FORM

| Item | Description | Total Cost/Currency |
|-----------|---------------------------|---------------------|
| <u>1.</u> | Firm Fixed Price Proposal | |

Bidder Comments:

Date: _____ Company: _____

Name & Title: _____ Signature: _____

Bid Reference: JWC-18-R-0098