

**Notification of Intent to Invite Bids**

**Enterprise Business Applications (EBA)  
Project, Portfolio, Programme and Service Management (P3SM)  
IFB-CO-115226-P3SM**

Estimated Value: EUR 4,000,000.00

The scope of this upcoming opportunity is for the provision of Enterprise Business Applications (EBA) Project, Portfolio, Programme and Service Management (P3SM).

The aim is to select and implement a robust Project, Portfolio, Programme and Service Management (P3SM) capability as an integrated component of the NCI Agency Enterprise Business Applications (EBA) suite. It consists of a Work Package covering the implementation and options for Operations and Maintenance support.

The Agency anticipates issuing the formal Invitation for Bid (IFB) by **December 2020** with an anticipated Contract Award by **Q2 2021**. Please note that the anticipated IFB will likely have a bid closing date of approximately 21 days.

**NCI Agency Point of Contact**

Dorina Cani

E-mail: [IFB-CO-115226-P3SM@ncia.nato.int](mailto:IFB-CO-115226-P3SM@ncia.nato.int)

**To:** Distribution List

**Subject:** **Notification of Intent to Invite Bids**  
**Enterprise Business Applications (EBA)**  
**Project, Portfolio, Programme and Service Management (P3SM)**  
**IFB-CO-115226-P3SM**

**References:** A. Market Survey, MS-CO-115226-P3SM,  
NCIA/ACQ/2020/6761 issued on 5 June 2020

1. The NCI Agency, as the Host Nation, hereby gives notice of its intent to issue an Invitation for Bid (IFB) for Enterprise Business Applications (EBA) Project, Portfolio, Programme and Service Management (P3SM).
2. A summary of the requirements of the Invitation for Bid is set forth in Annex A of this letter. The NCI Agency is refining the requirements and will include more details in the upcoming IFB.
3. As a result of Reference A, the implementation of the P3SM project shall be restricted to any one of the following products:
  - i. Change Point;
  - ii. Service Now;
  - iii. Planview;
  - iv. Planisware;
  - v. SmartCore; and
  - vi. Primavera.
4. The reference for the IFB will be **IFB-CO-115226-P3SM**, and all correspondence concerning Notification of Intent (NOI) should reference this number.
5. For the purpose of planning, the estimated cost for the services and deliverables included within the scope of the intended contract is approximately EUR 4,000,000.00.
6. The NCI Agency will use the International Competitive Bidding (ICB) Procedure, lowest price technically compliant evaluation. The successful bid, pursuant to the IFB following this NOI, will be that bid which is the lowest price and technically compliant in accordance with the evaluation criteria prescribed in the IFB.
7. It is planned to award a single firm-fixed price contract for the entire scope of work. No partial bidding will be accepted.
8. National Responsible Authorities are kindly requested to provide Declarations of Eligibility to the NCI Agency, **not later than 21 days from the date of this letter**, of qualified and certified companies that may be interested in receiving an Invitation for Bid for this project. The declarations of Eligibility (DoE) should include the following information for each of the nominated companies:
  - **Company Name and Address**
  - **Point of Contact, Telephone number and E-mail address.**
9. This information is critical to enable prompt and accurate communication with prospective bidders. The DoE should be sent to the following point of contact:

NATO Communications and Information Agency  
Attention: Dorina Cani – Principal Contracting Assistant  
E-mail: [IFB-CO-115226-P3SM@ncia.nato.int](mailto:IFB-CO-115226-P3SM@ncia.nato.int)
10. Please note that requests for participation in this competition received directly from individual companies cannot be considered.
11. The NCI Agency plans to issue the IFB in November 2020 with a bid closing date approximately 21 days after the IFB. Contract Award is planned for April 2020.

12. The National Authorities are advised that the IFB package will be NATO UNCLASSIFIED.
13. The execution of the proposed contract may require unescorted access and work of contractor personnel at NATO Class I and II security areas, and in accordance with C- M(2002)49, NATO Security Policy, personnel of the winning bidder will be required to hold individual security clearances of "NATO SECRET". Only companies maintaining such appropriate personnel clearances will be able to perform the resulting contract.
14. The NCI Agency point of contact for all information concerning this NOI is Ms. Dorina Cani at email: [IFB-CO-115226-P3SM@ncia.nato.int](mailto:IFB-CO-115226-P3SM@ncia.nato.int).
15. Your assistance in this procurement is greatly appreciated.

For the Director of Acquisition:



Ijeoma Ike-Meertens  
Principal Contracting Officer (Acting)

Attachment(s):  
Annex A – Summary of the Requirements



**Distribution List for NOI IFB-CO-115226-P3SM**

- **NATO Delegations (Attn: Infrastructure Adviser)**
  - Albania
  - Belgium
  - Bulgaria
  - Canada
  - Croatia
  - Czech Republic
  - Denmark
  - Estonia
  - France
  - Germany
  - Greece
  - Hungary
  - Iceland
  - Italy
  - Latvia
  - Lithuania
  - Luxembourg
  - Montenegro
  - The Netherlands
  - North Macedonia
  - Norway
  - Poland
  - Portugal
  - Romania
  - Slovakia
  - Slovenia
  - Spain
  - Turkey
  - United Kingdom
  - United States
  
- **NATO HQ**
  - NATO Office of Resources, Management and Implementation Branch –
  - Attn: Deputy Branch Chief
  - Director, NATO HQ C3 Staff, Attn: Executive Coordinator
  - SACTREPEUR, Attn: Infrastructure Assistant
  - SHAPE, Attn: J3 & J2
  
- **Strategic Commands**
  - HQ SACT Attn: R&D Contracting Office
  - ACO Liaison Office
  
- **All NATEXs**
- **NCI Agency – Internal**

**Annex A – Summary of the Requirements**

**IFB-CO-115226-P3SM**

**Enterprise Business Applications (EBA) Project, Portfolio, Programme and Service Management (P3SM)**

1. The Enterprise Business Applications (EBA) Programme has been running for a number of years, and is the NCI Agency Programme looking at implementing state of the art business applications across multiple functional domains. At the start of 2019 EBA implemented the Oracle E-Business Suite (EBS) version 12.2.6 through the EBA Release 1 (R1) project, this covers Finance, Human Resources, Acquisition and Asset Management functionality, and includes the Oracle EBS Project Accounting module. The current P3SM processes includes complex bi-directional integration of the legacy MS-EPM solution with various module in EBS, including significant integration with the EBS Project Accounting module. These integrations will need to be maintained with the new P3SM solution, with the P3SM side of the integrations being the responsibility of the P3SM contractor.
  
2. The NCI Agency Project, Portfolio, Programme and Service Management (P3SM) capability will support a wide variety of users within the NCI Agency. A simplified list of users can be found in Table 1. It will be used at all NCI Agency locations.

<b>User Category</b>	<b>Description</b>	<b>Main features for this user category</b>
P3SM Administrator	A System Administrator at NCI Agency performing some administration activities as defined by the Service Owner	All areas requiring system administration
Project Manager	A Project Manager at NCI Agency running annual or long-term projects for various customers	Project Management, Resource Management, reporting, project workflows, Risk Management, approval of booked time etc
Service Manager	A Service Manager at NCI Agency managing one or more services funded annually by external or internal customers	Service Management, Resource Management, reporting, project workflows, Risk Management, approval of booked time etc
NCI Agency Employee	Any employee or Contingent Worker (IWC) at NCI Agency	Time Reporting
Resource Manager	Resource Manager managing the employees for an organisational unit or sub-unit	Resource Management, reporting, timesheet approval
Portfolio Manager / Account Manager / Service Owner	An Account Manager, Portfolio Manager or Service Owner overseeing a portfolio of projects, supports Resource Managers in terms of Portfolio or Resource Management	Portfolio Management, project performance tracking, i.e. metrics and Key Performance indicators (KPI), Resource Management
Programme Manager / Business Change Manager	Programme Managers and Business Change Managers should be able to track progress,	Programme Management, Benefits Management, performance tracking

	evaluate the realization of benefits and use other programmatic KPIs and metrics	
Executive Management Team	The Chief Operating Officer is the main beneficiary of the P3SM capability and his team will make use of reports and dashboards compiled through the P3SM capability	Portfolio Management, Metrics and KPIs

**3. Implementation Constraints**

- a. Implementation of the P3SM project shall be restricted to any one of the following products:
  - i. Change Point,
  - ii. Service Now,
  - iii. Planview,
  - iv. Planisware,
  - v. SmartCore and
  - vi. Primavera.
  
- b. Equipped with mature requirements (user stories), a market survey request was issued on 05 June 2020 (Reference A). The Market survey revealed a very competitive market with these Commercial-Off-The-Shelf (COTS) products above, all of which would be viable solutions that can meet the Agency's requirements.