



RFQ CMRE 24-009

La Spezia, 17 July 2024

SUBJECT: REQUEST FOR QUOTATION (RFQ) NO. CMRE-24-009, FOR THE PROVISION OF IT PROFESSIONAL SUPPORT SERVICES.

Ladies and Gentlemen,

1. CMRE is soliciting Contractors' support for the performance of the tasks listed at Annex 2 of this RFQ. Your company is invited to submit one or more CVs of candidates possessing the skill-sets required at paragraph 3 of Annex 2 of this RFQ.
2. Formulation of quotes: together with the CVs the companies shall submit an all-inclusive, firm fixed price (FFP), fully loaded (G&A, O/H, etc.) hourly rate for on-site and off-site work by filling out the schedule of prices at Annex 1 of this RFQ.
3. Quotes shall be sent via e-mail to Contracting@cmre.nato.int as soon as possible and **no later than Monday 29 Aug 2024, 10:00 hrs local time**, referencing this RFQ and addressed to CMRE Head of Finance and Contracting. Please note that messages exceeding the size of 15MB cannot be received by our server.
4. Contract award: The Contract (s) will be awarded, subject to availability of sufficient funds, to the firm(s) offering the lowest compliant priced quote. Compliance will be met if the company proves - through the required submittals - to meet the essential (mandatory) qualifications required at para. 3 of Annex 2 of this RFQ. The assessment process shall also include a remote interview with the proposed individual(s). Partial bidding is authorized and multiple awards are envisioned.
5. The possible resulting contract will be governed by the applicable STO CMRE Procurement Contracts Standard Terms & Conditions, available for view and download at: www.cmre.nato.int/index.php/procurement/general-information and Special Terms and Conditions for Commercial Non-Personal Services at Annex 3 of this RFQ.

6. Please address any inquiries related to this RFQ directly to the undersigned, preferably via e-mail Contracting@cmre.nato.int

Regards,

//Original Signed//
Kimberly KRANCEVICH
Head Finance and Contracting
NATO STO CMRE

For Business Opportunities and info, visit CMRE's Procurement web-site at:
<http://www.cmre.nato.int/index.php/procurement/general-information>

Annex 1: Schedule of prices for RFQ CMRE 24-009

1. Companies shall submit an all-inclusive, firm fixed price (FFP), fully loaded (G&A, O/H, etc.) hourly rate in EURO currency by filling out the schedule below.
2. The prices shall be tax and duty free.
3. Estimated level of effort: 632 working hours per profile.

Schedule of prices

Item no.	PWS Ref.	Professional Profiles	Type	Est max working hours per individual*	Unit of Issue	Hourly rates on-site	Hourly rates off-site
1	Para. 3.1	Data Engineer	FFP	632	Work hours		
2	Para. 3.2	DevOps Engineer	FFP	632	Work hours		
3	Para. 3.3	UX Designers	FFP	632	Work hours		
4	Para. 3.4	Front-end Developer	FFP	632	Work hours		

*The above estimated working hours are indicative only and not binding for the Centre.

Legend:

PWS: Performance Work Statement

FFP: Firm Fixed Price

On-site: CMRE, Viale San Bartolomeo 400, 19126 La Spezia, Italy

Off-site: Individual's location

Max annual number of individuals that may be required per Professional Profile:

- Profile 1: 4 (four) Full-Time Equivalent (FTEs)
- Profile 2: 1 (one) FTEs
- Profile 3: 2 (two) FTEs
- Profile 4: 1 (one) FTEs

PERFORMANCE WORK STATEMENT (PWS)

1. Introduction

CMRE is seeking Data Engineers (four), DevOps Engineer (one), UX Designers (two) and Front-end Developer (one) to support development activities on technology projects.

2. Scope of work

The selected candidates will be working as an integral part of project teams and involved in the following activities:

- Data Engineering –setup and management of data engineering pipelines, data processing, machine learning frameworks and tools, manipulation of scientific data, data cataloguing.
- Software Development in Python – software development, code review, configuration management and in general governance of the SDLC using Cloud based infrastructure and services where possible.
- DevOps – Configuration of pipelines and application of DevOps tools using Microsoft Azure, Docker, Kubernetes. Python application development.
- Software design and documentation – Update project documentation and liaise with stakeholders outside of the project team, including field trial organizers and participants, local IT team, accreditation authorities, team members.
- Front-end Development – Frontend development using Reach.js and geographical standards and frameworks.
- UX Design. Requirement capture, Information Architecture definition, wire-framing, interaction and visual design.

3. Skills/requirements

Below is a description of the requirements for each profile:

3.1 Data Engineer

- 3+ years of professional experience in software development and/or data engineering
- Advanced knowledge of the Python programming language and its ecosystem, esp. for data engineering
- Proven experience in developing using cloud services (Azure)
- Very good command of the English language (oral/written)

Experience on the requirements above can be supported with (*not considered for compliance assessment*):

- Experience with industry standard distributed data systems, such as Databricks, Apache Kafka, Azure Event Hub
- Experience with developing backend APIs using Python frameworks, especially for complex web applications
- Experience using containers (Docker) and orchestration technologies (kubernetes)
- Experience in developing workflows using tools (Apache Airflow)
- Experience in manipulating, storing and visualizing geospatial/satellite data

3.2 DevOps Engineer

- 3+ years of professional experience in software development and/or data engineering
- Advanced knowledge of the Python programming language and its ecosystem
- Advanced knowledge of CI/CD, deployment automation with Azure DevOps and Terraform
- Proven experience in developing using cloud services (Azure)
- Very good command of the English language (oral/written)

Experience on the requirements above can be supported with *(not considered for compliance assessment)*:

- Advanced knowledge of the Java programming language and its ecosystem
- Experience with industry standard distributed data systems, such as Databricks, Apache Kafka, Azure Event Hub
- Experience with developing backend APIs using Java and Python frameworks, especially for complex web applications
- Experience using containers (Docker) and orchestration technologies (kubernetes)
- Experience in developing workflows using tools (Apache Airflow)
- Experience in manipulating, storing and visualizing geospatial/satellite data

3.3 UX Designer

- Experience with definition of Information Architecture, Wireframes, Visual Design
- Experience working with software developers
- Experience with working with modern tools such as Figma
- Experience with Design Thinking

Experience on the requirements above can be supported with *(not considered for compliance assessment)*:

- Experience with design of geo-spatial solutions

3.4 Front-end Developer

- 3+ years of professional experience in software development
- Advanced knowledge of JavaScript, HTML, CSS, React.JS, geo-spatial front-end programming, single page applications
- Proven experience in developing using cloud services (Azure)
- Very good command of the English language (oral/written)

Experience on the requirements above can be supported with *(not considered for compliance assessment)*:

- Experience working with designers

Companies shall submit a curriculum vitae to enable the assessment of the compliance with the qualifications described in this RFQ. The assessment process could include an interview with the individual, in person or via teleconference.

4. Place and period of performance

The work will be performed mainly at the CMRE in La Spezia (Italy). Remote work can be authorized. The performance is expected to start from date of contract award (Sep 2024 or shortly after) to end December 2024.

5. Equipment and way of working

Computer Equipment required to perform the work described in this statement of work will be furnished by the CMRE or provided by Contractor depending on project needs. Contractor personnel will have to adhere to the CMRE-provided work environment and its security boundaries (e.g. supported CIS configuration), and potential margins for flexibility will be approved by the IT and security staff and reflected in the contract.

In accordance with NATO security policies, bespoke applications handling NATO information are developed following a defined Secure Software Development Life Cycle process which ensures security is taken into account during the design, development, testing, deployment, and operations phases of the application lifecycle.

6. Travel and Living Costs

Costs for travel to and from CMRE, as well as lodging and subsistence costs will need to be included in the proposed hourly rate for work performed at CMRE's premises and/or within 15 Km from CMRE (La Spezia).

If travel is ordered by CMRE, a specific quote will be requested, including the cost of travel, accommodation and subsistence.

7. Ownership of Information (IPRs)

All rights, title and interest in Information generated in the performance of this PWS and resulting contract shall be vested in the CMRE. Information means knowledge that can be communicated by any means, regardless of form or type including, but not limited to, knowledge of a scientific, technical, business, or financial nature whether or not subject to copyright, patent, or other legal protection.

Software developed during performance of work under this contract will be the property of NATO/CMRE. External publication of description of the work is anticipated. External publication by the Contractor will require prior review and approval by the CMRE.

8. Release of Information (NDA)

In the course of execution of this PWS, information and data may be exchanged between the Contractor and the CMRE. Each Party will make its best efforts to ensure that information received from other Participants is safeguarded against unauthorized disclosure.

The Contractor is specifically responsible for the protection and safeguarding of proprietary or sensitive information and data provided in the performance of this contract. The Contractor will not transfer information received or generated in the performance of this PWS to any third party without prior written agreement from the CMRE. The Contractor and its personnel will be requested to sign a non-disclosure agreement (NDA).

(End of PWS)

Annex 3: Special Terms and Conditions for Commercial Non-Personal Services for RFQ CMRE 24-009

Scope. These special terms and conditions address all issues pertaining to the Commercial Non-Personal Services to be rendered by the Contractor to CMRE under the future contract, thereby taking precedence over the CMRE General Terms and Conditions.

Non-personal Services. CMRE and the Contractor understand and agree that the services to be delivered by the Contractor in support of the requirement described in this RFQ are non-personal services; the parties recognize and agree that no employer-employee relationship will exist under the contract between CMRE and the Contractor and between CMRE and the Contractor's personnel, if any. Contractor personnel shall be responsible, not to CMRE, but solely to the Contractor, who in turn shall be accountable to CMRE.

NATO's employee rights, benefits, and or other conditions of employment such as leave and sick leave, are not applicable to Contractor. In cases where the Contractor will not be able to perform due to extended and/or not preliminary coordinated absence for whatever reason, the contract may be liable for termination for default.

Definitions.

- a. Billable Hours. Hours spent by Contractor Personnel in the immediate performance of this Contract for which the Contractor may bill CMRE at the hourly rate set out in the contract.
 - b. Contractor Personnel. An individual employed by the Contractor to perform the services required under this Contract for CMRE.
 - c. CMRE Work Days. Mondays through Fridays with the exception of CMRE Holidays. The number of CMRE Holidays may vary from year to year. A list may be obtained through the Contracting Officer.
 - d. CMRE Working Hours. On CMRE Work Days, 8 hours daily between 0800 and 1800 hours.
 - f. Products. Any item, document, writing, study, briefing, data base, piece of software or any other physical or intellectual result of the performance of the commercial personnel service or the associated interaction with NATO staff which may be subject to ownership rights.
4. Contractor Responsibility for Contractor Personnel. The future contract will establish a contractual relationship strictly between the Contractor and the CMRE. The Contractor, as the employer of the Contractor Personnel performing the services under this Contract shall be fully responsible for all insurances (including the one covering for accidents on duty), emoluments as well as taxes and payments to the health, social security and workmen's compensation schemes due. All employer responsibilities for the Contractor Personnel performing under the contract shall lie with the Contractor.

The Contractor will communicate with the designated Contracting Officer Representative (COR) for task assignments and any other questions. Contractor Personnel is expected to have the requisite skills to perform tasks within the scope of the contract immediately. It is solely the contractor's responsibility to determine reporting and payment responsibilities under national tax and labour laws. Contractor shall hold NATO harmless for any liability that may arise from the contractor's noncompliance with such laws.

5. Coordination of Absences. To ensure the uninterrupted flow of CMRE projects, any absence by Contractor Personnel requires earliest possible coordination with the COR.

a. Personal Leave. At the beginning of the Contract the Contractor and the COR will establish a leave plan for the Contractor Personnel.

b. Sickness. Should absences caused by sickness affect the performance of a CMRE project, the Contractor, upon request by the Contracting Officer, shall immediately replace the incapacitated Contractor Personnel with an equally qualified individual.

c. Other Absences. Unless otherwise arranged for, the Contractor shall ensure the full presence of the Contractor Personnel in accordance with Contract's required performance period.

6. Commitment of Contractor Personnel. The Contractor warrants that the Contractor Personnel initially presented for the performance of the tasks will perform for its duration. Any exchanges of Contractor Personnel shall meet the requirements of the RFQ and be performed only with written consent by the Contracting Officer.

7. Deficient performance. Should committed Contractor Personnel perform unsatisfactorily the Contractor will exchange such Contractor Personnel, at the request of CMRE's Contracting Officer for Contractor Personnel meeting the quality requirements set out in the PWS.

8. Billing. The Contractor shall bill time for Contractor Personnel at the applicable hourly rate set out in this contract ONLY for billable hours.

Billing for Travel. If Contractor Personnel is tasked by the CMRE to travel under this contract, travel, accommodation and meals costs will be approved prior to travel being conducted. This approval will be submitted to the company in the form of a purchase order signed by the contracting officer. 9. Invoices and Payments. All invoices shall be provided by the Contractor to the COR in accordance with the General Terms and Conditions. Payments will be made upon completion and acceptance of the work/deliverables specified in the contract. If no deliverable is foreseen in the contract, the Contractor will be paid based upon the level of effort expended during the period considered. In these cases, invoices shall contain, at a minimum:

- A breakdown of the Contractor Personnel;
- The billable hours performed by month;
- Travel, absences or other relevant information.

10. Contractor Reporting. Contractor will submit a monthly report to the COR, detailing progress on the work for the reporting period. The report shall include, but not be limited to, the following information:

- Summary of work completed during reporting period;
- Contract hours expended showing a comparison with budgeted hours;
- Tasking and functions met for reporting month;
- Tasking and functions forecasted for the coming reporting month;
- Current or anticipated problems/deficiencies and recommended solutions.

11. Instructions for safety and management of the Centre. The Contractor shall ensure that the Contractor Personnel honour all CMRE Directives and further guidance by the Director regarding the safety and management of CMRE.

12. Representation of CMRE/NATO. When dealing with third parties during the execution of this Contract, the Contractor Personnel shall present themselves as representatives of the Contractor working under contract for CMRE/NATO. In no event will Contractor Personnel make decisions for the CMRE or commit the Centre.

13. Information Security. The Contractor shall be responsible for the safeguarding of information, documentation, and materials entrusted to it or generated by it, in connection with the performance under this contract, in a way that governance and accountability are fully exercised.

The Contractor shall comply with NATO Policy concerning “The Management of Non-Classified Information” and “Security within the North Atlantic Treaty Organization“, in accordance with C-M(2002)60 and C-M(2002)49, including all supplements and amendments thereto.

14. Proprietorship type of business.

a) In the event the contract is awarded to a Sole Proprietorship type of business, the individual will act as an independent Contractor. As such, the Contractor will not be an employee of NATO, and will operate independently with no direct supervision in the performance of the tasks, other than the specific supervision described in the paragraphs above.

b) At the time of quote submittal, the Contractor shall provide documentary evidence that he/she is legally licensed, registered as an independent contractor and has authorization to perform the tasks prescribed in this RFQ.

c) It is solely the contractor's responsibility to determine his/her reporting and payment responsibilities under national tax and labour laws. Contractor shall hold NATO harmless for any liability that may arise from the contractor's noncompliance with such laws.

(End of RFQ)