



**CONTRACT No 02/2019 for the provision of GREY CELL
for EXERCISE GORDIAN KNOT 2019**

PART II: GENERAL PROVISIONS

Article 1 Object of the contract

NRDC-GREECE will conduct a Command Post Exercise, GORDIAN KNOT 2019 (GOTK19) as the main training activity for 2019, focusing on JTF HQ processes, procedures and capabilities. GOTK19 will train, exercise and evaluate NRDC-GREECE with its associated Joint Logistics Support Group (JLSG) in planning and conducting a Non-Article 5 Crisis Response Small Joint Operation (Land) [SJO (L)] of limited complexity, under direct command of SACEUR, in a military, civilian and asymmetric threat environment involving combat incidents with High Intensity moments. The exercise will focus on Decisive operations and will include a robust Grey Cell, comprised of 1 company as core, reinforced by civilian experts and subject matter experts able to portray different roles related to politics, NGO, economical actors or international organizations in line with SKOLKAN2 scenario used for GOTK19. Deployability should be demonstrated (OLRT, ICE and JLSG) as requirement for NATO designed Exercises. NRDC GR will develop Main Event List/Main Incident List (MEL/MIL) and will organize the EXCON for phases IIIA (RSOM) and IIIB (execution). The EXCON will consist of MEL/MIL Situation Centre (SITCEN) as well as HICON, LOCON and Grey Cell.

Article 2 Form of the contract

This contract is a firm fixed-price contract.

Article 3 Duration of the contract

The contract will come into operation as of the day following the last signature by the parties. The termination date will occur when the contractor will deliver the report on the exercise.

Article 4 Documents of the contract

The contract consists of the documents listed below in order of decreasing priority:

1. These contractual provisions and its annexes.
2. The Directive 60/70 dated 30 June 2015 (BI-STRATEGIC COMMAND PROCUREMENT DIRECTIVE)
3. The technical proposal filled in by the contractor.

Article 5 Contractor obligations

The Contractor will employ a qualified team to carry out all duties which must have sufficient knowledge to support preparation, training and execution of the MEL MIL situation Centre and Grey Cell before and during the exercise GORDIAN KNOT 2019 as following:

1. MELMIL (Main Events List/Main Incidents List)

a. Part of injects, or incidents' scripting, are written before the exercise execution phase. This is carried out through MELMIL (Main Events List/ Main Incidents List) process which develops in 3 workshops.

b. Particularly MELMIL Workshops 1 (Strategy), 2 (Development) and 3 (Inject Scripting) will take place in Thessaloniki in Greece from the **5 to 6 Mar 2019(TBC)**, **18 to 22 Mar 2019(TBC)** and from **8 to 12 Apr 2019 (TBC)** respectively with the aim to develop all the outputs to be injected through JEMM software as well as developing complementary scenario documents if necessary.

c. The contractor is expected to participate to the first and second workshop with 1 Subject Matter Expert (SME) and to the third workshop with 2 SMEs (it is preferable to be the same persons). These SMEs must have the following qualifications:

(1) NATO Military knowledge and deep military background with relevant experience in a Non-Article 5 Crisis Response SJO (L).

(2) Managerial experience with synchronization and prioritization of Grey Cell activities, based on NATO Skolkan 2 scenario.

(3) Ability to engineer, design and prepare all the relevant scenario and MELMIL storyboards at operational and tactical levels and to work throughout the MELMIL process from development to execution.

(4) Experience from mission in conflict affected countries in complex emergency, political and humanitarian affairs, security and conflict management.

(5) Field experience in engagement with HN and IOs-NGOs in the context of Civil-Military Interaction and the Comprehensive Approach.

(6) Experience in governance issues, including all civil-military governance relations.

2. Exercise GOKT 19

a. Grey Cell staff has to be deployed in ASSIROS "PROKOPIDI CAMP" in the area of Thessaloniki for the whole exercise phases, **from 06 to 10 May 2019 (Phase ID/IIIA)** and from **25 June to 05 July 2019 (Phase IIIB)** with the following timeline:

(1) Exercise GOKT 19 Phase ID/IIIA (RSOM) 06 to 10 May 2019

- (a) 06 May 2019: Arrival and in-processing
- (b) 06 to 10 May 2019: Execution Phase
- (c) 10 May 2019: Out-processing

July 2019 (2) Exercise GOKT 19 Phase IIIB (Execution) 25 June to 05

- (a) 25 June 2019: Arrival and in-processing
- (b) 25 to 27 June 2019: EXCON Training
- (c) 28 to June to 05 July 2019: Execution Phase
- (c) 05 July 2019: Out-processing

b. Operational requirements

(1) Performance of Agencies', IOs' and NGOs', institutions' and individuals' roles outside of NATO according to the scenario.

(2) Performance of Host Nation police and military roles.

(3) Perform the roles of the Host Nation civilian and military officials (MoPO, MoD, Min FA/Dep PM, Min Infra, CHOD etc.)

(4) Experience from Mission in conflict affected countries, complex emergency, operational experience with political and humanitarian affairs, security and conflict management.

(5) Field experience to engage HN and IOs-NGOs with the context of Civil-Military Interaction and the Comprehensive Approach.

(6) Experience in governance issues, including all civil-military governance relations.

(7) Managerial experience with synchronization and prioritization of Grey Cell activities based on SKOLKAN 2 scenario.

3. Coordination

The Grey Cell will be committed under the coordination of a senior officer from NRDC-GREECE called "GREY CELL CHIEF". Access to the MELMIL management tool (JEMM) will be coordinate through NRDC-GREECE.

4. Deliverables

The contractor has to:

a. Participate to the MELMIL Workshops 1 (Strategy) from 05 to 06 Mar 2019 (from 8.00 to 15.00) (TBC) and to the MELMIL Workshop 2 from 18 to 22 Mar 2019 (from 8.00 to 15.00) (TBC) with 1 SME and to the MELMIL Workshop 3 from 08 to 12 Apr 2019 (from 8.00 to 15.00) (TBC) with 2 SMEs. These Workshops will take place in Thessaloniki in Greece "PEDION AREOS CAMP".

b. Participate with SMEs, with the duties which are described in the sub-paragraph 2b (operational requirements),

(1) for execution Phase in Grey Cell from 06 to 10 May 2019, from 8.00 to 20.00 (TBC), 5 days in Thessaloniki Greece “PROKOPIDI CAMP” (2 SMEs).

(2) for EXCON training from 25 June to 27 June from 8.00 to 20.00 (TBC), 3 days in “PROKOPIDI CAMP” in Thessaloniki area Greece (4 SMEs).

(3) for execution Phase in Grey Cell from 28 June to 05 July from 8.00 to 20.00 (TBC), 8 days in “PROKOPIDI CAMP” in Thessaloniki area Greece (4 SMEs).

(4) Prepare, organize and execute meetings. After each meeting, Grey Cell has to deliver a debrief to the training audience in order to advise and give practical guidance.

(5) Injects in the form of talking points, letters or any relevant documents.

(6) Create or review written biographies of main role-players within the scenario.

(7) Provide a “after action review report” no later than 30 July 2019 about the representatives role management. The report will contain evaluation of the players, good points to emphasize in the future, things that need to be improved, etc. based on a Grey Cell professional point of view.

(8) Deliver a final report on the exercise preparation and execution NLT 10 August 2019.

c. The contract will not be completed until the delivery of these two reports.

5. Disclosure

The Contractor agrees to a duty of non-disclosure for all information concerning the NRDC-GREECE, its agents or any information that would have been known in the execution of this contract. The Contractor, and its entire staff, must exercise professional secrecy and the obligation of discretion in all matters relating to the facts, information, studies and decisions of the exercise which he may become cognizant in the contract.

The Contractor agrees to make no such disclosure, in any form whatsoever without permission of the chief of the “GREY CELL Chief”, of any exercise material known in the market outside of this communication is strictly necessary for the performance of the contract. Information, pictures, recording or written documents about events occurring during the preparation, the exercise or the training are NRDC-GREECE property.

The use of this information, pictures, recording, or written documents for any purpose outside the exercise GOKT19 is strictly forbidden, except if the Commander of the NRDC-GREECE gives a written approval.

6. Security

a. **All contractors' personnel must be NATO SECRET cleared, even for MELMIL Workshops. Documents to be sent to Contracting Technical Representative (COTR) before the 25 Feb 2019.**

b. The Contractor shall comply with all security requirements prescribed by NRDC-GREECE and the National Security Authority or designated security agency of each NATO country in which the contract is performed.

c. The Contractor shall be responsible for the safeguarding of NATO classified information or any other information labelled sensitive, entrusted to it or generated by it in connection with the performance of the Contract. It undertakes not to pass on to anyone outside its staff information provided for the performance of the Contract, or any information or to use it for any purpose whatsoever.

d. Two days before every activity (MEL/MIL Workshops and exercise), the contractor has to send an e-mail to the Contracting Officer Technical Representative with the following information:

- (1) Name
- (2) Surname
- (3) Nationality
- (4) Date and place of birth
- (5) NATO clearance

7. Regulations

The Contractor shall provide and pay as required, qualified personnel as needed for the performance of the services provided under the contract. He shall strictly comply with all Host Nation Labour Laws, tariffs and social security and other regulations applicable to the employment of his personnel.

8. Equipment

The Contractor will provide all the equipment and office supplies required to meet its obligations. Maintenance and insurance are the responsibility of the Contractor.

9. Real life support

The Contractor's personnel real life support is under the contractor's responsibility. Consequently, the contractor will arrange and bear all costs

related to travel and movements during the exercise, the meeting and the conferences, accommodation, etc. (Transportation from HQ NRDC-GREECE camp to ASSIROS "PROKOPIDI CAMP" can be provided by HQ means, military accommodation for Grey Cell SMEs can't be provided).

10. Source of Instructions

a. Contractor shall neither seek nor accept instructions from any authority external to NRDC-GR in connection with the performance of services under the contract. The Contractor shall refrain from any action that may adversely affect NRDC-GR and shall fulfil its commitments with the fullest regard to the interests of NRDC-GR

b. COTR for the contract will be appointed by the contract officer in writing and the appointment will be advertised to the Contractor.

11. Assurance

The NRDC-GR contract officer is obliged to conduct periodic checks in order to ensure propriety, value for money and fulfilment of the contract requirements. To that end the contract officer will liaise with the COTR to discuss details of performance and contractual fulfilment. The contract officer will approach the Contractor directly to discuss and rectify any issues arising from these dialogs.

12. Sub-Contracting

The Contractor shall obtain the written approval and clearance of the contract officer for all sub-Contractors prior to any agreement with said sub-Contractor. The approval by NRDC-GR of a Sub-Contractor does not relieve the Contractor of any obligations under the contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of the contract.

Article 6 Warranty anti-virus

Any electronic support provided by the Contractor must be virus free.

Article 7 Copyright Patents and Other Proprietary Rights

NRDC-GR shall be entitled to all intellectual proprietary rights including but not limited to patents, copyright and trademarks, with regard to documents and other material, which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of the contract.

Article 8 Bankruptcy and Insolvency

The Contractor shall inform NRDC-GR immediately, in writing, of any bankruptcy or insolvency proceedings pending involving themselves, agents or sub-Contractors directly involved in the execution of the contract.

Article 9 Cancellation

In case the Exercise is being cancelled for any event and the services ordered for the training are no longer being required, the Contractor will agree to cease work, cancel any subcontracts and use its best endeavours to reduce any cost on terms as favourable to NRDC-GR.