

**MAIN BODY STATEMENT OF
WORK (SOW) FOR THE
ENHANCEMENT OF UKRAINE'S
MINISTRY OF DEFENSE (UMOD)
LOGISTICS**

**PROVISION OF
WAREHOUSE EQUIPMENT**

Version 1.0

16 May 2019



NATO Support and Procurement Agency
Support to Operations Directorate

This document contains NSPA proprietary information.
 Reproduction or disclosure of any part requires approval by NSPA.

AMENDMENT RECORD

Version	Date	Page(s) / Para(s)	Amendment(s)
(a)	(b)	(c)	(d)
Ver. 1.0	16 May 2019		v1.0 for RfP release

Addressees are responsible for destroying/identifying superseded versions of this document.

Table of Contents

1. GENERAL SCOPE OF THE REQUIREMENT..... 1

1.1 Background..... 1

1.2 Outline Requirements 1

1.3 Terms and Definitions 1

1.4 Abbreviations 1

1.5 References 2

2. RESOURCES MANAGEMENT 3

2.1 Contract Project Manager 3

2.2 Language..... 3

2.3 Coordination 3

3. TRAINING AND ACCEPTANCE 4

3.1 Training..... 4

3.2 Acceptance 4

4. CONTRACT DATA REQUIREMENTS LIST (CDRL) 4

4.1 CDRL Summary..... 4

1. GENERAL SCOPE OF THE REQUIREMENT

1.1 Background

This Main Body Statement of Work (SOW) is part of a NATO Trust Fund project in Ukraine for the enhancement of Ukraine’s Ministry of Defense (UMoD) Logistics; specifically, NSPA has a requirement for the provision of Warehouse Equipment. Annex A and its Appendices contain generic documents such as the equipment list and Technical Evaluation table.

1.2 Outline Requirements

Work Package	Description / Objective v1.0
1	Provision of warehouse equipment

1.3 Terms and Definitions

For the purposes of this SOW, the following terms and definitions shall apply:

TERMS AND DEFINITIONS

Ser	Term	Definition
(a)	(b)	(c)
1	Contractor	The NSPA contract definition shall apply.
2	Shall	Indicates a mandatory requirement: used to indicate mandatory requirements. No deviation is permitted.
3	Should	Indicates a recommendation: it is used to indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form, 'should not') a certain possibility or course of action is deprecated but not prohibited.
4	May	Indicates permission. Used to indicate a course of action permissible within the limits of the document.
5	Can	Indicates possibility and capability. Used for statements of possibility and capability, whether material, physical or casual.

1.4 Abbreviations

Abbreviations used throughout this SOW and Annexes:

- AAP Allied Administrative Publication
- CO Contracting Officer

- COC Certificate of Conformity
- COTS Commercial-off-the-shelves
- CPM Contract Project Manager
- ISO International Organization for Standardization
- NSPA NATO Support and Procurement Agency
- PM Project Manager/ Management
- PMP Project Management Plan
- QA Quality Authority
- SME Subject Matter Expert
- SOP Standard Operating Procedure
- SOW Statement of Work
- TO Technical Officer
- UAF Ukraine Armed Forces
- UMoD Ukraine Ministry of Defence
- VA Verification Audit
- WO Warehouse Organization

1.5 References

References used in support of this SOW and any of its Appendixes:

REFERENCES

Ser	Document
(a)	(b)
UNITED NATIONS	
1	ISO 9001 Quality management systems
NATO	
2	PO(2015)0193 NATO Terminology Directive
3	AAP-15 NATO Glossary of Abbreviations Used in NATO Documents and Publications
4	EN 15635 Steel Storage Systems – Application and Maintenance of Storage Equipment
5	EN 15629 Steel Storage Systems – Specification of Storage Equipment

2. RESOURCES MANAGEMENT

2.1 Contract Project Manager

The contractor is to nominate a CPM who is to be responsible for the performance of the work covered by this SOW. The CPM is to have the authority to act on behalf of the contractor on all matters relating to daily contract performance, including in cases of emergency. The CPM is to attend and contribute to all official meetings and Working Groups as requested by NSPA.

2.2 Language

English is the language for the management of the contract. The CPM is to be able to read, write, speak and understand English on a General Professional Proficiency level (ILR¹ Level 3).

2.3 Coordination

The contractor shall ensure that all service requests and all provision of services are coordinated through NSPA. The following Table illustrates the roles, responsibilities and lines of communication. NSPA remains the service integrator and coordination body for all services provided within the scope of this contract.

PROJECT ROLES AND LINES OF COMMUNICATION

Ser	Party	Role and Lines of Communication
(a)	(b)	(c)
1	NSPA	NSPA is the contract management authority and service integrator on behalf of the customer.
2	NSPA CO and/or Buyer	NSPA CO and/or Buyer is the authority to award, administer and implement changes to the Contract All commercial and administrative matters concerning application, interpretation and administration of the Contract shall be dealt with by the CO/Buyer.
3	NSPA TO	The technical authority responsible for the technical management of the contract and monitoring of the contractor's performance is the NSPA TO. The TO shall coordinate with the customer any recommended changes in scope or deliverables and will engage with the designated CO/Buyer for contractual consideration if required. The TO is responsible for verification and acceptance of work performed by the contractor. The TO may require confirmation of services delivered from customers representatives and shall coordinate this requirement as needed. The contractor shall communicate all reports and issues to the TO and CO/Buyer in parallel.
4	Verification Audit	NSPA reserves the right to engage NATO or other SME or officials to conduct QA or VA duties when required.

¹ Description of proficiency levels: <http://www.govtilr.org/skills/ILRscale1.htm>

3. TRAINING AND ACCEPTANCE

3.1 Training

The Contractor shall provide the appropriate manufacturers recommended and approved training for the equipment listed in Appendix A to Annex A. After completion of the training and certification, the warehouse staff will be responsible for the maintenance of the equipment.

3.2 Acceptance

The UMOD or delegated NSPA representative will accept the equipment and endorse the completion of training.

4. CONTRACT DATA REQUIREMENTS LIST (CDRL)

4.1 CDRL Summary

This section provides a generic summary and a description of the typical contractor deliverables. Annex A contains the specifics requirements.

CDRL Summary

Ser	Title	Frequency	Remarks
(a)	(b)	(c)	(d)
1	Provision of Warehouse Equipment	No later than 29 Nov 2019	Completion of all firm contractual obligations. Annex A refers.
Project Management			
2	Project Management Plan (PMP)	(1) Draft with Technical Proposal (2) Final No later than thirty (30) days after Kick-Off meeting or contract award whichever comes first (3) For review when change request and/or at project review meeting(s)	Draft at least 1 month before activity start
Project Management Supporting Plans			
3	Implementation Plan (IP)		
4	Equipment Test Plan (TeP)		
5	Training Plan (TP)	When required	Draft at least 1 month before activity start
6	Acceptance Plan (AP)		
Certificates			
7	ISO 9001 or equivalent certificate or Company Quality Management System (QMS) documentation (Executive Summary) in English	Current and valid certificate with Technical Proposal	
8	Training Certificates	N/A	Within maximum 1 week following training completion
Documents			
9	End user documentation	N/A	At least 1 week before training start

Annex

A. Provision of a Warehouse Equipment