



NATO Communications and Information Agency
Agence OTAN d'information et de communication

Introduction to NCI Agency's Basic Ordering Agreement (BOA) programme



What is a BOA?

A BOA is a two-stage contracting procedure:

1. Agreement on General Terms and Conditions,
2. Contract execution.



Aim of the BOA Programme

NCI Agency's BOA programme provides:

an accelerated and cost-effective acquisition method for commercial-off-the-shelf (COTS) products and services, under the principles of non-discrimination, while maximizing the participation of qualified firms.



BOA procedures

- Procedures are laid out in policy document AC/4-D(2002)002 and apply to the NATO Security Investment Programme (NSIP) as per AC/4-D/2261.
- The Alliance Operations and Missions (AOM) regulations (AC/4-D(2011)0009) provide for mandatory use of BOA competitions in certain circumstances.
- Use is subject to specific approval of the Investment Committee (IC) or Budget Committee (BC).
- Acquisition under BOAs (NSIP) is competitive by default.
- Minimum 2-weeks for 'simple' and minimum 4-weeks for 'complex' requirements.



BOA procedures

- Can be used by other programmes and funding subject to local rules and regulations.
- Extensions to Bid Closing at discretion of Host Nation.
- Award to Lowest Compliant Bidder / Best Value Bidder.

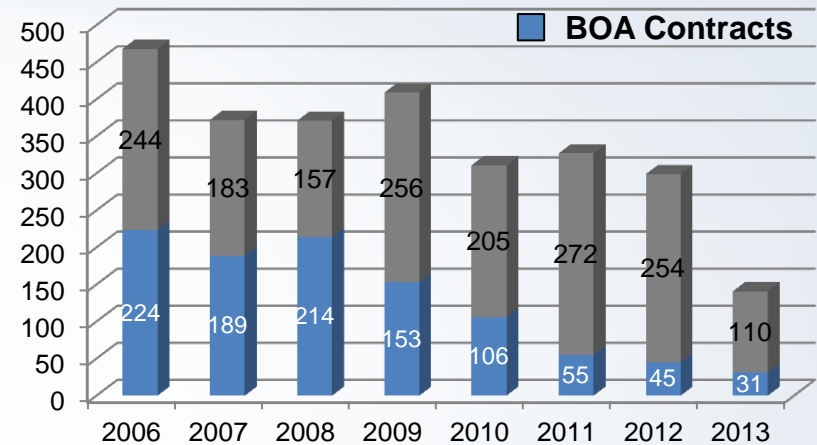


BOA Programme – NCI Agency’s Role

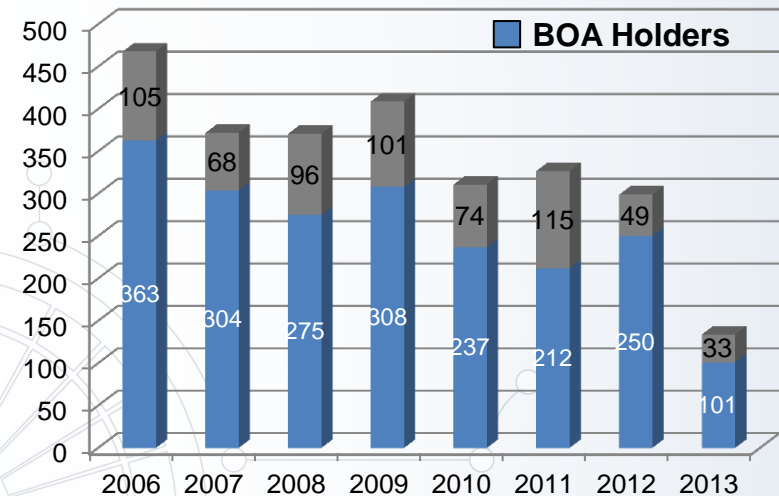
NCI Agency role:

- Inform National Delegations to NATO and Companies of the BOA Programme upon request.
- Invite National Delegations to solicit participation of their national industry.
- Ensure that no eligible vendor is excluded from the possibility to negotiate a BOA with the NCI Agency.
- Report status to the nations.

BOA contracts competed



BOA Contract Holders tend to compete better



BOA Programme – Nation's role

NATO Delegations role:

- Encourage their national companies to participate in the BOA programme.
- Certify that the nominated candidates are eligible for the types of business they are competing for by providing the Certificate of Eligibility.

812

BOA Holders

Nation	BOAs
Albania	1
Belgium	90
Bulgaria	7
Canada	19
Croatia	9
Czech Republic	13
Denmark	14
Estonia	5
France	35
Germany	69
Greece	12
Hungary	12
Iceland	1
Italy	24
Latvia	2
Lithuania	3
Luxembourg	3
Netherlands	74
Norway	17
Poland	35
Portugal	5
Romania	8
Slovakia	3
Slovenia	2
Spain	18
Turkey	22
United Kingdom	169
United States	140

BOA programme – your role

- BOA company role:
- Stay in touch with us!
- Notify NCI Agency of:
 - address changes,
 - changes in points of contact.
- Stay in touch with your National Delegation!
- Follow the NCI Agency Bulletin Board!
- Subscribe to our RSS Feed and get updates.
- Follow “NCIAAcquisition” on Twitter!

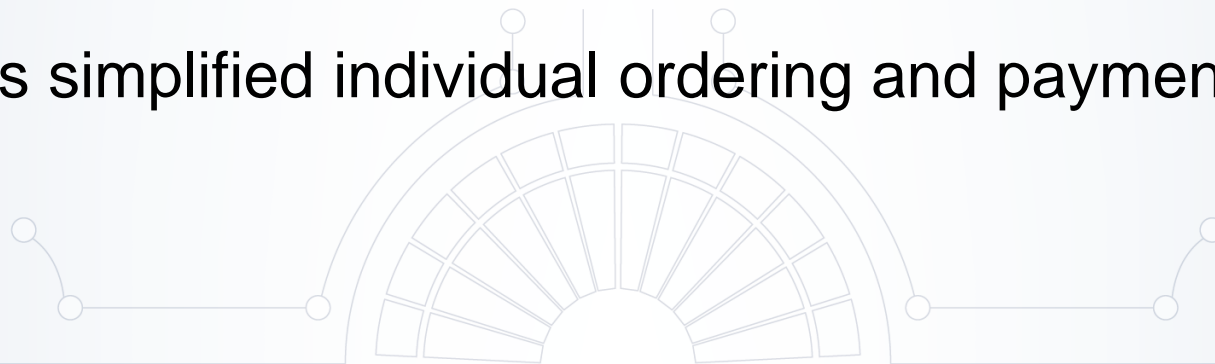


BOA programme advantages for NATO and NATO users

- Considerable reduction on commercial prices.
- Essential contract terms and prices are pre-determined by professional contracting staff.
- Avoids unnecessary and repeated negotiation with local purchasers.
- Standardized contract formats and contract terms and conditions for all of suppliers throughout NATO.

BOA programme advantages for NATO and NATO users

- Automated access to information from 812 suppliers throughout NATO.
- Most Favoured Customer pricing and terms and conditions.
- Faster and simpler processing of competitive procurements.
- Allows simplified individual ordering and payment.



BOA programme advantages for Industry

- Suppliers have access to wide range of NATO-wide business opportunities with the advantage of a central negotiation and reference point in the NCI Agency.
- Can operate irrespective of the source of authorized funds.
- Pricing and technical information updated regularly (by firms).
- Enhances ability to obtain Global, Corporate and Site Licences.

BOA suppliers

Visit the NCI Agency Website!

A list of the current NCI Agency BOAs, the suppliers, and general product ranges and services can be found on the NCI Agency website:

<https://ncia.nato.int>



BOA users

BOAs are available NATO-wide and can be used by:

- All NATO Agencies and Organizations.
- National Government Authorities of NATO Member Nations.
- The majority of suppliers have agreed to extend the applicability of BOAs to designated Partnership for Peace (PfP) Nations.
- Contractors performing work on behalf of NATO subsidiary bodies or any government agency of a NATO Member Nation.

BOA application process

- Applications are subject to Declaration of Eligibility.
- Information Package will be made available to companies on request.
- Applications should contain details of products and services, (preferred customer) prices, terms and conditions, and details of partners/subsidiaries/affiliates and vendors.
- Companies are encouraged to provide an 'ordering guide' that shows the step-by-step process for using/ordering off their prospective BOA.

