

SUBJECT: Pre-proposal Conference Notice
Request for Proposals Number SCA52512R0006
Wireless Communication Services for U.S. Mission Canada

Dear Prospective Offeror:

The Embassy of the United States of America invites you to attend a pre-proposal conference as part of the solicitation process for wireless communication services under RFP number SCA52512R0006, with a submission deadline of February 29, 2012.

All interested parties are invited to attend the pre-proposal conference on **Monday, February 6, 2012 at 10:00 a.m.** The conference will take place at the U.S. Embassy office located at 490 Sussex Drive, Ottawa, Ontario, K1N 1G8.

To confirm participation in pre-proposal conference, please submit the names of participants by e-mail to Vincent Lemesheff at lemesheffv@state.gov on or **before 12:00 p.m. (noon) on February 2, 2012**. All participants must present a valid photo ID to access the U.S. Embassy and plan on arriving 15 minutes in advance to complete the security procedures before the conference begins.

To facilitate the question and answer session please consider bringing your questions in writing to the pre-proposal conference or submitting them in advance via email to Vincent Lemesheff at lemesheffv@state.gov. To ensure transparency in the solicitation process all questions and answers will be made available on the U.S. Embassy internet site within 5 business days of the pre-proposal conference at the following URL:

<http://canada.usembassy.gov/about-us/procurement.html>

Direct any questions regarding this solicitation to Michael St Clair, 613-688-5250 or Mirena P. Hine 613-688-5450 or Vincent Lemesheff 613-688-5252 during regular business hours from 8:00 A.M. till 4:00 P.M. EST.

The Embassy appreciates your interest in this solicitation.

Sincerely,

//signed//
Michael St. Clair
Contracting Officer
U.S. Embassy, Canada