

May 22, 2014, 10:00

U.S. Embassy, 42 Elgin Road, Ballsbridge, Dublin 4

Minutes from Pre-Proposal Conference of *May 22, 2014*, SEI300-14-Q-0031 – Limited Medical Services

Introduction

The Contracting Officer (CO) welcomed all attendees to the meeting and introduced herself, Ms. Kimberly O'Mahoney (COR) and Mr. Emmet Downey GSO-Procurement.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted and discussed in detail:

- The question of the diplomatic status of the Annex building was raised and CO pointed out it was afforded the same status as the Chancery under the Geneva Convention.
- Contract clauses, CO pointed out that bidders read clauses to become familiar with them.
- Medical Insurance coverage was highlighted and discussed.
- The point of Irish Medical Insurance covering work carried out at a U.S. facility was discussed and agreed there should be no issues.
- SF-1149 – The CO highlighted to the prospective offeror that the SF-1149 must be completed as set forth in Section 3 and signed by the contractor. It was noted that the SF-1149 notes June 5 as the submission date, but the June 6 date on the cover letter is in fact the submission date.
- Section 1 – Pricing – It was pointed out that the US Government was seeking fixed costs.
- Section 2 – Contract Clauses – as above
- Section 3 – Solicitation Provisions – The CO pointed out that it was important to read the whole solicitation and to note all items requested in Section 3. It was mentioned that the Project Manager would be any person on the contractor's staff who could liaise with the Embassy regarding scheduling or invoicing issues, for example.
- Section 4 – Evaluation Factors – The CO explained that this section address the criteria used by the Gov in evaluating proposals.
- Section 5 – Representations and Certifications – no issues raised
- Attachment 1 Government Furnished Property and Non-expendable property – it was pointed out that the Gov would make this equipment and supplies available to the awardee.

Questions:

No questions were submitted prior to the conference.

No questions were submitted at the conference.

Points noted:

Limited Medical Services Solicitation SEI300-14-Q-0031

List of confirmed attendees for Pre-Proposal Conference, May 22, 2014

1. **Dr. Ian O’Grady, Donnybrook, Dublin 4**

U.S. Embassy - Dublin

- Ms. Ann F. Granatino, Contracting Officer
- Ms. Kimberly O’Mahoney, Contracting Officer’s Representative
- Mr. Emmet Downey, Embassy’s Contracting Supervisor

- In Section 1, Work Requirements, C.1.1 - General. It was pointed out there was a typographical error. The word “contractors” at the end of the first sentence should read “conditions”
- The Embassy will only contract with entities / companies, and not individuals.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,



Ann Granatino
Contracting Officer

Enclosure:

Attendees
Questions and Answer