

*February 14, 2014, 14:00*

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

Minutes from Pre-Proposal Conference of February 14, 2014, SEI300-14-Q-0002 – Mobile Cellular Services

### **Introduction**

The Contracting Officer (CO) welcomed all attendees to the meeting and introduced herself, Mr. Bryan Murphy (COR) and Mr. Emmet Downey GSO-Procurement.

### **Discussion of the Solicitation Package**

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

- SF-1149 – The CO highlighted to all prospective offerors that the SF-1149 must be completed as set forth in Section 3 and signed by the contractor.
- Section 1 – Pricing – It was pointed out that the US Government was seeking two tiers of pricing – Fixed Monthly Costs and IDIQ line items.
- Section 2 – Contract Clauses – The CO asked if anyone had any questions on the clauses. There were none brought up.
- 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.
- Section 4 – Evaluation Factors – The CO explained that this section address the criteria used in evaluating proposals and that everyone should be sure to read the factors carefully.
- Section 5 – Representations and Certifications – The CO also noted the importance of completed Section 5. She also informed all parties that it would be wise to apply now if they did not have a DUNS number or was not registered on SAMs. The process could take up to a week and an award would not be made to any company without a DUNS number.

### **Questions:**

No questions were submitted prior to the conference.

The attached questions were presented during the conference.

### **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,



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Ann Granatino  
Contracting Officer

Enclosure:

Attendees

Questions and Answer

**Cell Phone Solicitation SEI300-14-Q-0002**

**List of confirmed attendees for Pre-Proposal Conference, February 14, 2014**

**EIRCOM/METEOR, Eircom Business , eircom Limited, 1 Heuston South Quarter, St. John's Road, Dublin 8**

- Mr. Cyril Howley, Solution Design Consultant
- Mr. David Stanley

**O2 Telefonica Ireland Ltd, 28-29 Sir John Rogerson's Quay, Docklands, Dublin 2**

- Mr. Kieran Kenefick, Enterprise Acquisitions Consultant,
- Mr. Steven Farrell

**Three, 3rd Floor, 1 Clarendon Row, Dublin 2**

- Mr. Stephen Hibbitts, Head of Corporate & Enterprise Acquisition,
- Mr. Eamon Peel

**U.S. Embassy - Dublin**

- Ms. Ann F. Granatino, Contracting Officer
- Mr. Bryan R. Murphy, Contracting Officer's Representative
- Mr. Emmet Downey, Embassy's Contracting Supervisor

## **Questions and Answers Regarding Solicitation Number SEI300-14-Q-0002**

**Question #1:** Is the embassy requiring to move away from the current service provider?

**Answer:** Not necessarily. All bids will be evaluated equally.

**Question #2:** What criteria are used for evaluations? Is there a weighting on certain aspects of bids?

**Answer:** All proposals will be evaluated in accordance with Section 4 criteria only.

**Question #3:** How are the Quality Assurance and Surveillance Plan (QASP) managed?

**Answer:** The (QASP) is coordinated between the awardees project manager and the Contracting Officer's Representative (COR).

**Question #4:** What are alarm Digi Diallers used for?

**Answer:** Digi Diallers are used in Embassy residential units and make calls to a security monitoring base when alarm is activated.

**Question #5:** What is meant by PDA's?

**Answer:** PDA's refer to Personal Digital Assistants or palmtop computer.

**Question #6:** Are PDA device numbers included in CLIN 1 numbers?

**Answer:** Yes, 60 PDA's and 57 other devices = 117 devices.

**Question #7:** Have multi-network SIMS been tested in devices listed in Attachment 1 - Government Furnished Property?

**Answer:** No. All Government Furnished Property will be unlocked.

**Question #8:** Is the requirement for provision of up to 100 temporary SIMS included in fixed price table?

**Answer:** No, this requirement is for Indefinite Delivery Indefinite Quantity (IDIQ) pricing purposes.

**Question #9:** Will the Embassy accept proposals of newer / upgraded devices during the contract?

**Answer:** See Section 1, paragraph 9. Technological Refreshment,

**Question #10:** How long is the contract for?

**Answer:** One year contract with the government's option to renew for up to a further 2 years.

**Question #11:** How long after closing date for submission of bids will award be made?

**Answer:** Award date is unknown.

**Question #12:** Your request for information in Section 3-A.3(3) requires us to provide information that we are not allowed to provide under the Irish Data Protection Act?

**Answer:** The intent of our request is simply contracting due diligence in order for us to ascertain your capabilities of providing services under a contract of this size. The government would accept a list of some of your clients and an indication that the group of clients have contracts with you within a certain range, without specifically stating which client has a contract for what amount. We would like contracts comparable to the size of the contract the U.S. government is currently soliciting. We can find no violation in the Irish Data Protection Act for providing this information.

**Question #13:** May additional questions still be asked after today's meeting?

**Answer:** Yes. Any prospective bidder may submit questions in writing to the Contracting Officer at [GranatinoAF@state.gov](mailto:GranatinoAF@state.gov). The question and the answer will be posted on FedBizOps and the Embassy's Internet site so all prospective bidders may see the information.