



May 1, 2014

MINUTES FROM PRE-PROPOSAL CONFERENCE OF APRIL 29, 2014

Introduction

The Contracting Officer – Myron Hirniak -- welcomed all attendees and introduced the following:

1. Mr. Andrew Sisk – Supervisory General Services Officer (S/GSO);
2. Mrs. Amy Rabens – Housing Coordinator;
3. Mrs. Maida Rider – Housing Assistant;
4. Mr. Hanan Stern – Contracting Officer’s Representative (COR);
5. Mr. Eran Barr - Procurement Agent; and
6. Ms. Julia Shkolnik – Procurement Agent

The S/GSO thanked all attendees for coming and expressed his hope to have a fruitful and mutually beneficial working relationship.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. Proposal due date, time, and delivery requirements were specified;
2. Confirmation that no offers will be considered that do not meet the deadline and submission requirements;
3. Scope of Work (SOW) was re-read; emphasizing the time frame of the contract being one year with one option year. It was emphasized that the implementation of the option year would be solely the prerogative of the US Government.
4. Importance of providing proof of quality assurance plan that portrays the vendor’s ability to perform the work at the highest possible standard, along with proof of insurance, financial information and relevant references from past and current clientele.
5. The ordering process was discussed at length, highlighting different types of cleaning jobs necessary.
6. Reviewed Section 4 – Evaluation Factors. It was noted that the Embassy may award up to four contracts.
7. Reviewed Section 5 – Representations and Certifications – This section was explained in detail and it was emphasized to all that the certifications need to be signed and certified as part of the proposals.
8. It was emphasized that all questions that might arise prior to submission of the proposal need to be sent in writing to Hanan Stern. Answers will be posted on the Embassy website.

Questions

The attached questions were asked and answered 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,

Chanan Stern
Contracting Specialist