



*Embassy of the United States of America
Moscow, Russia*

May 13, 2014

*U.S. Embassy Moscow Russia
8 Bolshoy Devyatinsky per., Moscow 121099 Russia*

Subject:

Minutes from Pre-Proposal meeting on Internet Services Contract Solicitation Solicitation S-RS500-14-Q-0005, which took place 5/13/14

Introduction

The Contracting Officer opened the meeting by welcoming all attendees and introduced bidders to the COR and the Contract Specialist

Discussion by Contracting Officer

The following sections of the solicitation were highlighted:

All offerors were invited to submit written questions to the Contracting Officer before the conference. Five questions were submitted before the conference. Five questions together with answers were provided to bidders. Attendees were invited to submit questions in writing during the conference. Responses to questions will be provided to all bidders and posted on FedBizzOps and the Embassy Internet site.

Attendees were reminded of the importance of submitting their proposals on or before the date and time published in the solicitation. The Contracting Officer reiterated that the submission due date and time is no later than 1700 local time on May 30, 2014. No late submissions will be considered.

Regarding Section 1 – Prices: it was emphasized prices for the base and option years must be provided. Submissions should be addressed to the Contracting Officer, American Embassy, Moscow, which will be opened same day by the Contracting Officer. Before providing bidders' proposals to the Technical Evaluation Panel (TEP), the Contracting Officer will remove the price portion from each bidder's proposal. Bidders' prices will be kept by the Contracting Officer in a secure place.

After the contract is awarded, prices are fixed and will not change, except pursuant to the price adjustment clause. The rates provided for option years are not subject to renegotiation after the contract is awarded.

Regarding Section 1 - Descriptions/Specifications/Work Statement: the Contracting Officer and the COR gave an overall description of the technical requirements for this contract.

Regarding Section 2 – Contact Clauses: the decision to exercise option years in the contract belongs to the Contracting Officer.

Regarding Section 3 - Instructions, Conditions and Notices to Offerors: the Contracting Officer encouraged bidders to pay very close attention to the instructions listed in this section.

Regarding Section 4 – Evaluation Factors for Award: the contract will be awarded based on technically qualified, lowest price. Proposals must meet requirements set forth in all sections of this solicitation.

The winning bidder will have to obtain a Dun and Bradstreet number, which is required for all procurement actions over \$25,000. The request for the number should be directed to Duns and Bradstreet Company in Russia on their webpage: <http://www.dnb.ru/>.

Questions:

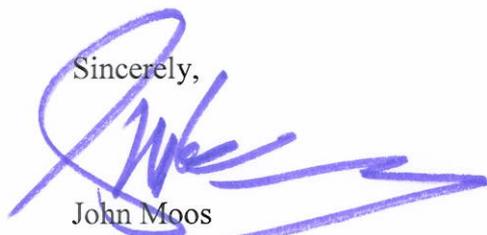
No questions were asked by bidders during the pre-proposal conference. . Please see attachment for questions provided before conference and the answers.

All bidders were invited to send further questions in writing to the attention of the Contracting Officer, American Embassy, and Moscow.

Conclusion

The conference started at 10:10 and ended at 11:10. Contracting Officer thanked all participants for their attendance.

Sincerely,



John Moos
Contracting Officer
American Embassy, Moscow

Attachment:

Questions and Answers

1) Q: Exact addresses where services are required?

A: Chancery: Bolshoy Devyatinskiy Pereulok #8, 121099 Moscow, Russian Federation;
Warehouse: Dorozhnaya #9B, 117535 Moscow, Russian Federation;
Spaso House: Spasospeskovskaya #10, 121099 Moscow, Russian Federation.

2) Q: The speed of the traffic?

A: Chancery needs 2 circuits, 40Mbps and 80Mbps; Warehouse needs 1 circuit, 6Mbps; and,
Spaso House needs 2 circuits, 20Mbps and 60 Mbps.

3) Q: Type service (Internet or VPN L2 or V3, if VPN, what is network scheme?)

A: Internet.

4) Q: What is the service interface?

A: RJ-45 10/100BaseT or 10/100/1000BaseT Ethernet.

5) Q: Quality parameters, possible delays, packet losses?

A: Latency less than 200ms; packet loss less than 0.5%; availability should be 99.9%; permit all IP Protocols