

Pre-Proposal Conference Minutes

Insurance of Official Vehicles Owned by the U.S. Embassy in Moscow, Russian Federation

Solicitation Number: SRS500-15-R-0001

Date: 20 October 2015

The U.S. Embassy in Moscow held a Pre-Proposal Conference on 20 October 2015 at 10:00 AM regarding the following solicitation: Insurance of Official Vehicles Owned by the U.S. Embassy in Moscow, Russian Federation (number SRS500-15-R-0001).

The conference was attended by 13 (thirteen) participants. U.S. Embassy representatives consisted of: Kirill Podnebesnov (GSO/Motorpool Supervisor – Requesting Office); Vladimir Yeremkin (GSO/Procurement LES Supervisor); and Myron Hirniak (Contracting Officer for the U.S. Embassy in Moscow).

Minutes:

- The meeting was called to order at 10:25 AM. U.S. Embassy representatives were introduced to the participants.
- Myron Hirniak (hereinafter “Contracting Officer”) reviewed the following sections of the solicitation with the participants:
 1. Proposal due date, time, and submittal location...emphasizing that no proposals will be accepted after 17:00 (Moscow time) on October 30, 2015;
 2. Section B – Supplies or Services and Prices/Costs;
 3. Section B.7.4...emphasizing that the offeror is responsible for calculating all base and option years, including the grand total (base + all option years). Contracting Officer confirmed to participants that the U.S. Embassy will not/not calculate premiums on behalf of the offeror;
 4. Section C.2 – Insurance Coverage;
 5. Section L – Instructions, Conditions and Notices To Offerors; and
 6. Section M – Evaluation Factors for Award
- Contracting Officer read out loud (Russian interpretation provided by Vladimir Yeremkin) of all questions received to date from prospective offerors, along with the answers to these questions. Copies of these questions and answers were provided to the participants and are now posted on <https://fbo.gov> and the U.S. Embassy’s Internet site (<http://moscow.usembassy.gov/bids.html>)

➤ Contracting Officer then opened the meeting up to any additional questions or requests for clarity from the participants. The following questions were asked and answers provided:

1. Are the vehicles in the solicitation document in Moscow or throughout the Russian Federation?

Answer: All vehicles are in Moscow

2. Do we need to provide letters of reference to satisfy Section L of the solicitation document?

Answer: No

3. How many clients should we provide per Section L.1.2 (1)?

Answer: A sufficient number to be able to confirm to the Technical Evaluation Panel commensurate prior experience and past performance.

4. Providing value of contracts – as requested in Section L.1.2 (1) may violate confidentiality requirements. How can we avoid this but provide the required information?

Answer: Prospective offerors can provide a ‘tight range’ of the value of contracts to meet this requirement. The range should clearly confirm that the prospective offeror has commensurate prior experience and past performance.

5. Who is allowed to submit proposals to the Embassy?

Answer: Anyone can submit a proposal, but it should be signed by an individual who has legal authority to represent and address contractual issues on behalf of the prospective bidder.

6. Does financial information have to be written or can it be represented using numbers only?

Answer: Numbers are preferred, but this could be augmented with the sum being spelled out.

7. Do retention amounts in Section B.9.3 need to be itemized for Bodily Injury and Property Damage?

Answer: Yes.

8. Do we need to certify the information requested in Section K via any specific or special format?

Answer: No, but submittal of a proposal to the U.S. Embassy in response to this solicitation does imply that the prospective bidder agrees and stipulates to the points raised and addressed in Section K.

9. Does the copy of the mandatory insurance policy need to be submitted in both Russian and translated into English?

Answer: Yes. See Section L.2.4 (3)(a)(5)

10. How payments for insurance policies will be made?

Answer: Payment for the mandatory insurance shall be made in advance against individual task orders issued by the Contracting Officer. Payments for voluntary insurance will be made semi-annually. See Section G.2.4.

11. Can the Embassy provide the dates of the start or the end of the current policies for the mandatory insurance?

Answer: Yes

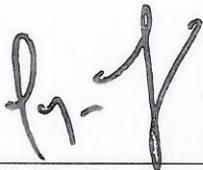
12. When does the current contract end?

Answer: Current contract ends on January 31, 2016

13. Will the U.S. Embassy work with a company that knowingly breaks the law?

Answer: Absolutely not

- Contracting Officer concluded the meeting at 11:25 by thanking all participants for attending and stating that any additional questions will be accepted for review and subsequently answers up to Monday, October 26. No questions will be accepted after this date.



Myron V. Hirniak, Contracting Officer

October 20, 2015

Date