

**U.S. MISSIONS in TURKEY**  
**SOLICITATION for TSIO SERVICE**  
**ANSWERS TO QUESTIONS NO. 2**

**Aug. 18, 2014**  
**STU150-14-Q-3015**

---

After the Pre-Proposal Conference, we have received the questions from a few potential offerors and their replies are as follows:

1. Pricing is to be submitted in Turkish currency (TL) for the base year as well as the consecutive 4 option years. We cannot predict what will happen to the Turkish currency during such period therefore is it possible to revise the currency to U.S. Dollars?

Each company is responsible for preparing a projection for future currency changes and how this will affect the cost of their services. The currency of the contract will be kept as Turkish Liras (TL).

2. Section 2 (d) (2) legal period for keeping social security documents physically is 10 years. Sometimes, the documents in TSIO are lost and the person cannot retire. In case of completion or termination of the contract, who shall keep the records and for how long?

All original documents will be returned to the Embassy upon completion of the transaction and within 30 days after completion of the contract. Consequently, the contractor will submit all original documents to the U.S. Government. But contractor must keep copies for their files for 15 years.

3. Will you allow quarterly or semi-annual billing?

No, invoices will be submitted after completion of each month of rendered service. No advance payment will be enacted.

4. We can provide the list of clients; however, we contract out to many other embassies and consulates under different conditions. But we are not comfortable to disclose all such data in a commercial tender. Will the provided information kept confidential?

Yes; as stated in clause 4.k. of the Pre-Proposal Conference, any submittals to the U.S. Embassy are confidential and will not be shared with any other third party.

5. Is it possible to insert a transition period to the contract? For example, we can have a 3 month transition period and for this period both Embassy and the contractor can conduct the work together. We charge no fees for the transition period. During such period your employees get accustomed to the system. The U.S. Government cannot receive free services. But we will assign one employee to be your contact person.

6. Can we set up an online system between our offices in Ankara or Istanbul and Adana where they can ask questions verbally?

This type of communication requires a special line which we cannot provide at this time. Only from the U.S. Embassy in Ankara can video-conferencing with the other consulates be obtained.

7. Currently how many foreign or local domestic staff do the U.S. diplomats hold?

Currently, the U.S. diplomats hold approximately 10 foreign domestic staff. We do not know the exact number of local domestic staff.