

MINUTES for PRE-PROPOSAL CONFERENCE for TRAVEL SERVICES

DATE : 12/18/2013, 3:00 p.m.
SUBJ. : Minutes for Pre-Proposal Conference of Travel Service
PARTICIPANTS : Representatives from Service Providers
Christiana Hollis A/GSO
Glenn Lewis A/GSO
Meral Yalhi Acquisitions Supervisor

The above-listed attendees met to discuss the solicitation package and discussed the following:

1. C. Hollis welcomed all attendees. G. Lewis explained that the purpose of the meeting was to provide an opportunity for all firms to understand U.S. Government (USG) solicitation procedures, rules and the Statement of Work (SOW) for this solicitation. He further conveyed that during USG solicitations all prospective offerors receive the same information at the same time, thus providing an equal opportunity to all offerors.
2. M. Yalhi stated that the purpose of the solicitation is for the awardee to provide services for official domestic (within Turkey) and international travel for USG employees and their dependents for the U.S. Embassy in Ankara and Consulate General in Istanbul. Service for the Consulate in Adana is to be provided through the Ankara or Istanbul offices.
3. M. Yalhi conveyed a summary of the relevant sections of the solicitation such as how to fill-out the SF1449 form, provide fees for all option years (in USD), follow listed instructions, what to include in the submittals, which proposals will be rejected, how the proposals will be evaluated, and what constitutes a transaction. The following timeline is valid:
 - 3.1. Deadline for Questions: 12/30/14, 10:00 a.m. by email,
 - 3.2. Proposals Due: 01/07/14 at 10:00 a.m., 2 hard copies to our warehouse address (314. Sok, No.11, Kirkonaklar) and electronic copies (HollisC@state.gov and YalhiM@state.gov).
4. USG representatives stressed that the proposal should be submitted in 2 separate binders. The first binder will be for the SF1449 and Prices section, and the second binder will be the technical proposal. Fees are to be provided for the base year, as well as the four (4) option years. The U.S. Government has the unilateral ability to or not to exercise the usage of the option year(s).
5. USG representatives stated that award will be made to the offeror who provides the lowest transaction fees, as determined by following the procedures outlined in paragraph 3.0 and who is a responsible offeror which is defined under section 5.0 of the Evaluation Factors on page 51.
6. M. Yalhi explained that the awardee will set-up offices in the locations listed below and that USG will provide office space, communication lines, furniture, and general furnishings. The Contractor shall provide all necessary office equipment including copier, office supplies, major automated reservation software, ticketing equipment, computers, fax and any equipment as required to conduct its operations – including internet communications.
 - 6.1. U.S. Embassy in Ankara
 - 6.2. Consulate General in Istanbul
 - 6.3. ODC Office in Ankara.

7. M. Yalhi conveyed that the Statement of Work (SOW) starting on page 6 should be thoroughly reviewed by the potential offeror prior to submitting questions and submitting a proposal. Issues such as 'lowest available fare', City Pairs Program, Fly America Act, and required reports are explained in detail in the SOW.
8. USG representatives stated that a USG travel card (credit card) will be issued to the contractor to charge the transactions and approved charges. The contractor will submit backup/supporting documents along with the monthly travel card statements to receive full compensation, i.e. payment of transaction fees.
9. The questions raised during and after the conference and their replies are as follows:
 - a. Does the transaction fee include only the tickets or can lodgings and other bookings be charged? *The reply to this question constitutes on what is deemed as a transaction. The transaction procedure is dealt in detail on the section labelled as "Transaction Procedure" on page 28.*
 - b. Is payment conducted only by travel card or are there any other means for payment? *All official travel services are to be paid with the travel card. Personal travel is to be paid by the traveler.*
 - c. Which cities require airport pickups? *Only Istanbul and Ankara.*

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.