

Pre-Proposal Conference Minutes

Solicitation Number SRS500-16-Q-0005

Cellular Telephone and Data Services

Date: 26 April 2016

The Embassy of the United States of America in Moscow, Russia, held a Pre-Proposal Conference on 26 April 2016 at 10:00AM.

The conference was attended by 7 (seven) participants representing several prospective offerors. In addition, the Embassy of the United States of America was represented by:

1. Vladimir Yeremkin (Contracting Specialist); and
2. Myron Hirniak (Contracting Officer)

The entire conference was held in both the English and Russian languages.

Minutes:

- The meeting was called to order at 10:05 AM and introductions were made.
- Contracting Officer briefed the participants on Combating Trafficking in Persons (FAR 52.222-50), and the responsibilities offerors must accept should their proposals include Third Country Nationals (TCNs). Contracting Officer further briefed the participants on what documentation is required in their proposals should TCNs be part of their project team(s).
- Contracting Officer reiterated the following information within the solicitation document:
 1. Proposals due date, time and submittal location: no proposals will be accepted after 17:00 (Moscow time) on May 13, 2016. No electronic offers will be accepted;
 2. Requirement for all offerors to register with SAM. If offerors encountered issues with respect to SAM registration, they should demonstrate that efforts were made to register (this can be proved by adding screenshots, emails, etc. to the proposals);
 3. Section 1 - the Schedule, minimum and maximum orders, pricing, Government's option to exercise option years, period of performance and quality assurance plan;
 4. Section 1 - Performance Work Statement;
 5. Attachment 2 - Packing Specifications;
 6. Section 3 - Summary of Instructions to Offerors;
 7. Section 4 - Evaluation Factors for Awards; and
 8. Instructions on how to complete the SF-1449

- Contracting Officer notified all participants that questions asked prior to and during the conference will be answered posthaste, and will be uploaded to FBO, the Embassy's website, and emailed via BCC to all prospective offers that participated in the pre-proposal conference and/or have informed the Embassy of their interest in this solicitation. The Contracting Officer then invited the participants to ask any questions regarding the solicitation.

- Contracting Officer concluded the meeting at 10:55 by thanking all participants for attending and informing them that no questions regarding this solicitation will be accepted after May 3, 2016.

Myron V. Hirniak

Myron V. Hirniak
Contracting Officer

DATE: April 26, 2016