

January 31, 2013

Minutes of the Pre-Proposal Conference held on January 16, 2013

Introduction

The Contracting Officer welcomed all attendees and introduced the Embassy staff.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. The Contracting Officer went through the objectives of the solicitation, emphasized the need for the interested bidders to pay attention to the clause relating to trafficking in persons.
2. He also reiterated the need for the vendors to provide all the required documentation which included permits and housing details if any for companies that employed third country nationals.
3. The vendors were also taken through the SF 1449, emphasizing that they submit pricing for all three years as required by the solicitation.
4. Vendors were also encouraged to be honest concerning their roaming partners to avoid inconveniences to the Embassy when staff travel. The vendors were also requested to provide a portal and keep updating their global voice and data roaming partners.
5. The bidders were encouraged to submit any questions to the Contracting Officer via emailing to: Lusaka-GSO-Contracts@state.gov
6. Due to the current requirement by the Zambia Information and Communication Technology Authority (ZICTA) to register all SIM cards, the vendors were requested, if awarded the contract, to make arrangements for the registration of SIM cards on behalf of the Embassy as an entity.

Questions:

The attached questions were asked during the meeting, no questions were received by the deadline of January 22, 2013 as set in the meeting:

1. What type of devices are approved for the contract?
Answer – Only DOS Information Technology Change Control Board (ITCCB) approved devices shall be provided as stated in the solicitation document.
2. Since the solicitation refers to a one year contract, how often should the devices be upgraded?
Answer – This contract is for a base and two option years to the Government. The upgrades shall be done every two years. However, no change to the model will be made unless approved by the ITCCB). The vendors shall describe their policy of phone replacement in the solicitation.

3. Do the new Blackberry models qualify or should they undergo testing by the Embassy?
Answer – Only ITCCB approved handsets will be supplied as provided in the solicitation.

4. What do the temporary devices on page 8 refer to?

Answer – These are devices that may be required in case of a visit or whenever a need arises for extra handsets.

5. Are the internet access services referred to in the tables separate from the Blackberry subscription?

Answer - Monthly subscription per Blackberry refers to the standard monthly subscription paid for the contract per handset, while the internet access is for data on Blackberries.

Conclusion

The meeting concluded and attendees were thanked for their presence and expression of interest in working with the U.S. Government. The meeting was adjourned.