

**MINUTES OF HEALTH INSURANCE SERVICES CONTRACT PRE-PROPOSAL
VIRTUAL CONFERENCE HOSTED BY THE US EMBASSY NAIROBI**

Solicitation Number 19KE5021R0001

February 3, 2021 AT 10:00 AM

Embassy members present: Aisha O'Neal (Contracting Officer (C.O.)); Eric Kamau (Contract Specialist (C.S.)); Dan Okumu (Procurement Supervisor); Charles Onyango (IT Specialist); Mary Foley (Human Resources Officer); Mildred Ahenda (Human Resources Management Specialist); Eva Magak (Human Resources Assistant)

53 representatives from 25 prospective bidder companies were present.

Introduction

- Vendors signed into the virtual WebEx meeting.
- The Contracting Specialist started the meeting by welcoming the offerors and introduced all Embassy attendees.
- The Contracting Specialist began with a few ground rules, indicated that all microphones should be muted, and all questions be posted in the chat box.

The Solicitation Process

- A pre-solicitation conference (Webex) was held for Health Insurance Services 19KE5021R0001. The Contract Specialist (C.S.) provided the conference introduction, and an explanation of the purpose to ensure prospective offerors understood the significant solicitation requirements, and to provide instructions for official question submissions. Participants were informed that all solicitation questions should be submitted to the CO in writing, via this email(NairobiGSO-Contracts@state.gov) on or before February 5, 2021 1600 hrs and that responses pertaining to the solicitation will be disseminated to all offerors electronically along with the meeting minutes on February 12, 2021 by 1600.
- The C.S. provided the project overview, solicitation guidance, and a comprehensive review of the solicitation process. Specifically, he called attendees attention to the solicitation document as follows:

Section 1- The Schedule

- Instructions on populating SF 33 (#'s 12-18) and also advised participants to review Section L of the solicitation document.
- Discussion on project: schedule; scope; period of performance; pricing table; solicitation description; scope of work; delivery requirements; expectations; and terms and conditions
- Discussion regarding Quality Assurance & Surveillance Plan; Complaints & Procedures; COR verification & Role
- Addressed Value Added Tax (VAT) and explanation of non-acceptance of VAT included on invoices.
- Discussed Pricing Table Section B.2.3. Clarified the numbers represented in the pricing chart representing current figures.
- Advised participants to fill in Section B.3 retention amounts as relates to the premium amount indicated above.
- Advised participants to review and be mindful of what qualifies for an Economic Price Adjustment (EPA)
- Advised attendees that the health insurance cover should not include the Employees in any pool arrangement.
- Discussed Section C (pg. 9) and advised attendees on how the contract is paid; 90% US Government (USG) responsibility, 10% employee responsibility, contractor receives 100% directly from USG.
- Clarified that the (Total Price for Base Year (d x 26)**) premium is based on the number of people covered annually and includes all expenses covered.
- Explained that the service providers may offer extra coverage levels above those detailed under C.1. Health Services, but all bids will be evaluated based on lowest price technically acceptable provided the minimum benefits levels have been offered.
- Indicated that benefit levels stated in USD will be converted to the KSH equivalent at the time of award.
- Defined the term "Reserved" stating only relevance as a contract placeholder.
- Addressed significance of minimum & maximum amounts. Stating these amounts dictate the confines of the contract and any services that fall outside these limits cannot be honored unless the contract is modified accordingly before services are rendered.
- Provided clarification on out of country transportation. No reimbursement is allowed under this solicitation such transportation costs.
- Provided clarification on Rider coverage. Stating that the term Rider refers to agencies adopting the terms and conditions of the resultant contract, but will make payments directly to the service provider. See C.1.4.3.

Section 2- Contract Clauses

- Discussion on contract clauses; option to extend terms explanation and maximum contract period; many were addressed, specially explained was new Zadroga Act implementation and Human Trafficking
- SAM registration importance and instructions. Reminded participants of the annual requirement to re-register

- Order limitations (pg. 28)
- Discussion regarding payment procedures; invoice submission; credits; refunds; VAT processing; any payment related questions to be sent to NairobiPayables@state.gov.
- Provided explanation of COR designation per G.1

Section 3- Solicitation Provisions

- Explanation of solicitation provisions and requirements – attendees were instructed not to simply use the boiler plate tender submissions. Provide responses according to the solicitation provisions.
- Provided submittal requirements instructions; reminded to provide an original + 2 copies (technical and price proposals) separately in a sealed envelope indicating Solicitation Number 19KE5021R0001; also reminded technical documents may have identifiable markings, but should not have any pricing information.

Section 4- Evaluation Factors

- Discussion of the evaluation criteria; reminded of the summary of instructions Section 3; the evaluation factors that will form part of the technical selection criteria.

Section 5- Offeror Representations and Certifications

- Discussion of representations and certifications; Reminded bidders to pay attention to areas in this section requiring input such as SAM registration status.

Next, the C.S. reminded attendees of the RFQ submission date. He discussed the importance of full adherence to the process.

O'Neal, A. thanked participants for attending.

The conference adjourned at 1110 hours.

