

**MINUTES OF AMPHITHEATER VIDEO WALL PRE-PROPOSAL
CONFERENCE HELD AT THE US EMBASSY**

Solicitation Number 19KE5019Q0011

SEPTEMBER 5, 2019 AT 11:00 AM

Present

Lance Posey – GSO/Contracting Officer (CO)

Eric Kamau – Contracting Specialist (CS)

George Mimba – Information Systems Manager

Demian Lamadrid - Information Systems Officer

Christopher Odero - Information Systems Center

Selam Emiru - Information Systems Center

Isaac Oyolo – Telephone and Radio Supervisor

Peter Ruheni – Mechanical and Electronics Systems Engineer

Raphael Oyeho – Safety Program Coordinator

18 representatives from 11 prospective bidder companies: BCE Systems Ltd, Lucent-Virtuoso & Allied Group LLC, Audio Visual Engineering Ltd, Sight & Sound Ltd, Finton Logistics Ltd, Info Gain Consulting, Novel Technologies, Avtech Systems Limited, Project Services International Corporation, AGC Networks and Cyber Solutions Ltd, Proscene Systems Ltd.

Introduction

- Vendors signed in on the sign-in sheet then were seated.
- Brief introduction was given by the Contracting Officer (CO.) All Embassy attendees and vendors introduced themselves.

- The CO laid out the conference agenda and began with a few important points, moved to the amphitheater, and briefed the vendors on the video wall layout. The vendors returned to the conference room to go over the request for quotation (RFQ.)
- The CO explained the importance of the meeting and stressed that only qualified bidders should bid in order to save everyone time.
- The CO then invited the Contracting Specialist (CS) to take over the pre-proposal conference.

Review of the Solicitation Process

- The CS informed the vendors that all questions raised during the session will be documented and additional questions can be emailed to the Embassy contacts by the September 9, 2019. Answers to the questions will be published on the U.S. Embassy website on September 11, 2019. Minutes from this pre-proposal conference would also be posted on the website.
- CO reiterated what is noted in the RFQ, that all submissions must be in hard copy and must be delivered to the embassy CAC 2 entrance by 10 am on September 23, 2019. Electronic documents would not be accepted. The submission must contain one original and two copies. This is a hard deadline.

Amphitheater walk-through

The vendors walked to the Amphitheatre where the Information Systems Manager briefed them on the vision for the video wall.

The concept of the stage position in the amphitheater and the location of the video wall was pointed out. (Position of Video wall shown in red -See attached drawings). Power will be provided by the U.S. Embassy. A proprietary camera will need to be integrated with the video wall solution.

The telephone and radio supervisor explained that the closet will be accessed through a manhole, and with a cabling distance of approximately 60 meters.

The civil work necessary to secure the video wall will be done by the U.S. Embassy per vendor specifications.

The safety officer then spoke about important safety precautions that need to take place and regulations that need to be followed.

Detailed Review of the Solicitation

Upon return from the Amphitheatre walk-through, the CO reiterated that the vendors should bid on the contract as is and should provide their responses only to the requests laid out in the bid documents.

The CS asked everyone to confirm they are attending the intended pre-proposal conference for solicitation number 19KE5019Q0011.

The CS explained the US embassy website is regularly updated and the vendor should always scroll down to the correct RFQ. All communication should reference the solicitation number, which is 19KE5019Q0011. One can also use a search engine to locate the document by typing the solicitation number required.

The CS acknowledged that the RFQ is a massive document, but it cannot be reduced because all the information is important. Some information is critical now, and some information is critical later.

It is expected that each vendor submits two proposals – one technical and one financial. After a vendor passes the technical review process, then the financial submission is reviewed.

One original and two copies of each type of proposal is expected – so a total of six copies.

Submissions should be delivered to CAC 2 which is the entrance on the left past the main entrance. You can ask the main guards where “CAC 2 truck transfer” is and you will be directed.

The deadline is 10 AM on the 23rd of September. Any submission after this deadline will not be reviewed.

We may hold conversations with companies in the competitive range – meaning those that pass technical criteria.

The CS asked how many vendors have registered with System for Award Management (SAM) and three vendors indicated they have registered. One vendor expressed that he is not sure.

The CO explained that the U.S. Embassy cannot award and pay contracts until a vendor is fully signed up into the SAM program. The CO acknowledged that the process is tedious, but it is a requirement if a vendor would like to work with the U.S. government now or at a later point in time.

This contract may be awarded as early as the end of September, and we cannot award it until the vendor of choice is in registered on SAM.

The CS informed the room that even vendors that have already registered on SAM should go in and update their information as necessary.

The CS mentioned that the solicitation may sometimes be referred to as a contract during conversations because certain sections of the solicitation document are deleted as we go through the contract process.

Table of Contents

Attachment 1 “Government Furnished Property” is not applicable to this contract.

Page 4 - Form 1449 has to be signed. If not signed, you did not declare that you are interested.

Page 4 block 5 please change number to 19KE5019Q0011.

Page 5 – Requirements. The CS stressed that this is what the U.S. Embassy requires, and this is what vendors need to bid on.

Summary of the training – the CS informed the vendors that we will go into this topic in detail later.

Page 6 - the components were reviewed.

Page 8 Part B - Contract length of one year. The period in question is to cover the supply, installation, and training. It doesn't mean the installation will take a vendor one year. We want to make sure the contract covers the period we are going to be working this project. We don't want a situation where some work will be remaining, but the period has expired.

Page 8 Part C - Information Systems Center (ISC) is your customer. If they are not happy with something, they come to the CO and CS, we refer to the contract and act accordingly.

Page 9- Type of Contract. The CS explained that this is an IDIQ of contract, it has a threshold that we must work within which is between \$1 and \$249,000.

CO explained that \$249,000 is not the price estimate, but rather the threshold. If the bid amount passes this limit, the CO cannot work on the contract and the process will need to be transferred to Washington.

Once we sign the contract, we assign you task orders, and that is how you will get paid.

Pricing Table

Each item on the pricing table was reviewed.

The CO explained where vendors will put their unit price and total price. The unit price and the total price information is what the CO and CS will look at as the vendor's bid. The CS stressed the importance of adding up the line item amount accurately. The CS and CO will check if it adds up. This includes whatever profits, overhead and other charges will be included. Don't provide another amount elsewhere. This is what will be reviewed.

The CS reminded the vendors to be as descriptive and as clear as possible.

The CO informed the vendors that if the vendors meet the requirement(s) with a lower quantity, then explanations have to be provided.

The CS and the CO noted that the 1 year warranty and support commences when the U.S. Embassy signs the completion document and sign-off on the work.

The CS reminded the vendors that the threshold limit means that this is what the CO can sign-off on.

The Procurement Supervisor explained that after a vendor wins the contract, the U.S. Embassy will request the vendor to provide a pro-forma invoice to process VAT exemptions.

Section 2 Contract Clauses – Be sure to review all the clauses. The clause number can be keyed in a search engine to read more about the clauses.

Page 39 – Observance of Legal Holidays and Administrative Leave – the CS asked the vendors to make note of U.S. Embassy holidays. Embassy personnel involved in this

contract may or may not work that day and prior arrangements will be made should a vendor need to work on such days.

Page 41 - only correspond with the COR once the contract is awarded don't contact anyone else.

Page 42 section A2 Information Demonstrating the Offeror's/quoter's ability to perform – the CO stressed that the maximum number of pages (10 pages) of company profile should be respected and followed.

Page 46 section 4 Evaluation Factors – the CO explained that this is what the vendors will be evaluated on, and they should be sure that the information is clear.

Page 47 – 61 the CS instructed the vendors to read and make note of these addendum.

Conclusion and wrap up

The CS thanked all vendors that attended and acknowledged the length of the session but stressed that the U.S. Embassy wants to execute this process thoroughly.

The CO informed the vendors that they should reach out to the CS for any questions on SAM or DUNS but instructed the vendors to try the process out themselves first.