

**MINUTES OF MULTIPURPOSE ROOM AV PROJECT PRE-PROPOSAL  
CONFERENCE HELD AT THE U.S. EMBASSY**

**Solicitation Number 19KE5019Q0012**

**SEPTEMBER 10, 2019 AT 11:00 AM**

**Present**

Lance Posey – GSO/Contracting Officer (CO)

Eric Kamau – Contracting Specialist (CS)

Dan Okumu – Procurement Supervisor

Michael Dzingleski – Facilities Manager

Vikas Saini – Facility Management Engineer

George Mimba – Information Systems Manager

Samuel Oriaro – Computer Operations Manager

Selam Emiru – Information Systems Center

Isaac Oyolo – Telephone and Radio Supervisor

21 representatives from 12 prospective bidder companies: BCE Systems Ltd, Audio Visual Engineering Ltd, Audio Visual Control Systems Ltd, Custom Sound Ltd, Novel Technologies (EA) Ltd, Avtech Systems Limited, Vivonet Solutions Ltd, Clear Synergy Technologies, Pillar Audio Visual Services Ltd, Specicom Technologies Ltd, Sight and Sound Limited, and Teledata Technologies 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 made a correction to two amendments to the solicitation

- The submission date for the bid is Monday, September 16, and not Wednesday as stated in the advert.
- The solicitation number on page 4, block 5, needs to be changed to 19KE5019Q0012

CO made it clear that the solicitation contains information about what the U.S. Embassy wants to be installed. A vendor should bid on the solicitation as is. The requirements are

that what a vendor proposes is the equivalent or better than what is specified in the solicitation.

The CO urged the vendors to ensure that they are able to meet the needs of this solicitation before they submit a bid.

The CO then invited the Contracting Specialist (CS) to take over the pre-proposal conference.

### **Review of the Solicitation Process**

The CS confirmed that all attendees are at the pre-proposal conference concerning solicitation number 19KE5019Q0012 which has been advertised on the U.S. Embassy website. Vendors should scroll down on the website to locate the solicitation in question, as new advertisements are posted on the website frequently. The amendments mentioned at the beginning of the conference will be posted on the website.

All communications regarding this solicitation must reference the solicitation number.

The CS stressed that form SF1449 must be signed. If it's not signed, it indicates that the vendor is not interested in the contract.

The proposal to be submitted should be in two sections - financial and technical. The technical specifications submission is what will be reviewed first. If a vendor meets the technical requirements, then the financial submission will be reviewed. One original and two copies of both the technical and financial documents need to be submitted, totaling six copies.

Only hard copies are acceptable, and they are to be dropped at the CAC2 truck transfer, which is the second entrance to the left of the embassy. No prior access needs to be arranged in order to drop off documents. Submissions must be labeled correctly to GSO-Procurement 19KE5019Q0012. Once a submission is delivered, the date and time will be registered. Any proposals that come in after the deadline will not be considered.

Minutes as well as questions and answers from the conference will be posted on the website. Vendors have until close of business, September 11, 2019 to submit questions in writing.

### **SAM and DUNS**

The CS asked how many vendors have registered for SAM. By show of hands, some vendors in attendance indicated they had registered. The CS then asked if any of them have a working DUNS number and vendors did not indicate so.

The CO explained the importance of the SAM and DUNS numbers. SAM and DUNS are part of the U.S. Government's financial system. For vendors that have not registered for SAM, the process is straightforward. For vendors needing to update their information in SAM, the process may be tedious. The U.S. Embassy cannot award and pay contracts until a vendor is fully signed up into the SAM program. If a vendor is selected for the contract, but has not registered with SAM, the U.S. Embassy will select another vendor.

### **Review of Form SF1449**

Vendors should make sure the solicitation number and due date are correct and that the form is signed.

### **Scope of Work**

The CS reviewed the scope of work on page 5, which details the purpose of the procurement and what the contractor should provide.

### **Performance Work Statement**

The Information Systems Manager explained the layout of the screen and indicated the speakers will be installed on the ceiling at the same location as existing speakers. There will be no rack near the video wall, and all equipment will be stored or mounted in the closet on the side of the room.

The height of the video wall should allow all participants, including people sitting at the back of the room, to view the screen.

The Facilities Management Engineer explained that some of the decisions about where and how to secure the screens will depend on the weight of the screens, and such decisions will be made at the time of implementation of the contract.

The wall to which the screen will be anchored to, is constructed of concrete and covered with gypsum.

The contract will be for a one-year period from the date of award.

### **Quality Assurance and Surveillance Plan**

The customers during this contract period will be the Information Systems Center and Facilities Management section. If any complaints or issues arise, the vendor should contact the Contracting Officer Representative (COR). There are mechanisms in this contract to address issues.

CO explained the type of contract – Indefinite Delivery Indefinite Quantity (IDIQ). Task orders are issued to authorize supplies or services. Each task order will be funded separately, and the vendor will be paid per the task order specifications.

## **Pricing Table**

Kindly note an amendment: On page 11, item 7 quantity should be 2 instead of 1.

The CO explained that vendors should put their unit price and total price in the Unit Price (USD) and Total Price (USD) columns respectively. The unit price and the total price information is what the CO and CS will look at as the vendor's bid.

Page 16 - line item 18 – the CS instructed the vendors to list their installation, configuration, training and commission cost in this line item rather than building the cost into the equipment prices.

## **Handover, Support, and Warranty**

Page 17 – Warranty – clarification was provided that the vendor must provide installation warranty for a period of six months after hand-over.

## **Section 2 - Contract Clauses**

The CS instructed vendors to ensure that they read all the clauses. For more information on the clauses, they can search online using the clause number.

## **Section 2 – Addendum to Contract Clauses**

Page 25 - Order Limitation - these are limitations on what the CO can award. If the amount is above \$249,000 then the contracting process must be transferred to Washington.

Page 26 - Option to extended services will be allowed under this contract. This is usually to take care of any delays that are not faults of the vendor.

Page 28 - 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 29 – The Contracting Officer's Representative (COR) - The CS informed the vendors that this contract is awarded by the CO, and all official communication regarding the contract should be with the COR.

## **Section 3 – Solicitation Provisions**

Attention should be made to this section. These is the criteria used to evaluate vendors.

Clarification on length of submission: the company profile should be maximum 10 pages, but the rest of the information provided should also be just what has been requested, and nothing additional.

Provide the requested information in a clear and concise manner. This will help in the contract review process.

Page 31 – DBA Insurance – Vendors are to visit the website, read the content, and perform the actions requested on the website. The spirit of the DBA is that workers of the vendor should be covered if something happens during the implementation of a contract.

SAM registration – Kindly read about it at the website specified in the document.

#### **Section 4 - Evaluation Factors**

If a vendor's submission is missing any one of the items laid out in this section, the U.S. Embassy will likely not consider that vendor's proposal.

#### **Section 5 - Representations and Certifications**

The CS reminded the vendors that the submission date is Monday September 16, 2019 by 10:00 AM.

Vendors were instructed to monitor the U.S. Embassy website for any updates.

#### **Conclusion and Wrap Up**

The CO thanked the attendees for their time.