

MINUTES OF CDC INTERNET SERVICES CONTRACT PRE-PROPOSAL

VIRTUAL CONFERENCE HOSTED BY THE US EMBASSY NAIROBI

Solicitation Number 19KE5020Q00020

July 14, 2020 AT 11:00 AM

Embassy members present: Michael Pace, (Senior General Services Officer); Aisha O’Neal (Contracting Officer); Eric Kamau (Contract Specialist); Dan Okumu (Procurement Supervisor); Charles Onyango (IT Specialist); Isaac Wanjero (CDC IT Specialist); Francis Nyawade (CDC IT Specialist); Amos Odero (CDC IT Specialist); Steve Ntabo (CDC Technical representative); James Ndungu (CDC Technical representative); Evans Kamiti (CDC Technical representative); Evans Otieno (CDC Technical representative)

18 representatives from 6 prospective bidder companies were present.

Introduction

- Vendors signed into the virtual WebEx meeting.
- The Contracting Officer (CO) started the meeting by welcoming the offerors and introduced all Embassy attendees.
- The Embassy IT 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 CDC Internet Services 19KE5020Q00020. O’Neal, A. provided the conference introduction. Also provided was an explanation of the purpose which was to ensure prospective offerors understood the significant solicitation requirements and provide instructions for official question submissions. Participants were informed all contractual written questions should be submitted to the CO in writing, at this email NairobiGSO-Contracts@state.gov by July 16, 2020 by 1200 and that responses pertaining to the contract will be disseminated to all offerors electronically along with the meeting minutes on July 20, 2020 by 1600.
- Kamau, E. provided the provided the project overview, solicitation guidance, and a comprehensive review of the solicitation process. Specifically, he called attendees attention to the following sections of the solicitation document:

Section 1- The Schedule

- Instructions on populating SF 1449 (12,17,19-24, 30a, 30b, 30c)
- Project deliverables (pg. 6-7)
- Discussion on project: schedule; scope; period of performance; pricing table; solicitation description; scope of work; delivery requirements; expectations; and terms and conditions
- Discussion on Attachment 1 significance
- Discussion regarding Quality Assurance & Surveillance Plan; Complaints & Procedures; COR verification & Role
- Addressed significance of minimum & maximum amounts (pg. 31-35)

Section 2- Contract Clauses

- Discussion on contract clauses (pg. 36); 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
- Order limitations (pg. 46)
- IDIQ's (pg. 47)
- Discussion regarding payment procedures; invoice submission; credits; refunds; VAT processing; any payment related questions to be sent to NairobiPayables@state.gov.

Explanation of COR designation (pg. 31)

Section 3- Solicitation Provisions

- Explanation of solicitation provisions and requirements (pg. 53-56) – attendees were instructed not to simply use the boiler plate tender submissions. Provide responses 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 19KE5020Q0020; 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 (pg. 53); the evaluation factors (pg. 57-59) 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, Kamau, E. reminded attendees of the RFQ submission date. He discussed the importance of full adherence to the process. He also discussed Covid-19 related site visit instructions and provisions.

Wanjero, I. thanked participants for attending. He informed attendees of the three CDC locations in Nairobi and two in Kisumu. He provided an explanation of recent changes that could affect the laying of fiber. He addressed the rationale behind not using SDN. The technology is not preferred because of liabilities. He reiterated that all questions need to follow the official prescribed process. He explained access limitations to facilities and how the site visits will transpire. He requested attendees to contact him directly if interested in participating in site visits on Wednesday or Thursday. He advised he would provide instructions during that time.

Nyawade, F. asked Odero, A. to share technical concerns and challenges he'd experienced. Some of the challenges included connectivity issues, radio connection issues and, interference due to points-of-reference. Odero, A. admitted many of the prior challenges have been resolved and there has not been any major impediments as of late.

Kamau, E. agreed to document any issues that arise from the site visits.

The conference adjourned at 1154 hours.