

**MINUTES OF CELLPHONE SERVICES CONTRACT PRE-PROPOSAL  
CONFERENCE HELD AT THE US EMBASSY**

**Solicitation Number 19KE5020Q0001**

**MAY 20, 2020 AT 11:00 AM**

**Present**

GSO/Contracting Officer (CO)

Contracting Specialist (CS)

Information Management Officer

Information Systems Officer

Information Systems Manager

Representative – Information Systems Center

12 representatives from 3 prospective bidder companies were present.

**Introduction**

- Vendors signed in on the virtual WebEx meeting.
- The Contracting Officer (CO) started the meeting by welcoming the offerors and invited all Embassy attendees and vendors to introduce themselves.
- The CO laid out the conference agenda and began with a few ground rules, indicated all mics should be muted, and all questions be posted on the chat box. CO stated that no written questions have been received so far.
- The system administrator explained to the offerors how to use the chat box.
- CO requested the participants to send in their details; Name, email address, and phone contacts through the chat box.

## Review of the Solicitation Process

- The CO explained the purpose of the conference is to familiarize the offerors with the solicitation document. CO stated that all questions and answers will be posted to the website at the same location as the solicitation document.
- The CO reiterated the deadline for the solicitation to be June 8, 2020 10 am and hand delivered to U.S. Embassy Nairobi CAC 2 transfer on Gigiri Drive. This is a hard deadline. CO asked vendors to monitor the website for any updates on the solicitation. No individual emails will be sent in response to updates.
- CO then invited the Contracting Specialist (CS) to proceed with taking participants through the solicitation document.
- 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 **May 21, 2020**. Answers to the questions will be published on the U.S. Embassy website on **May 26, 2020**. Minutes from this pre-proposal conference would also be posted on the website.

## Detailed Review of the Solicitation

The CS asked everyone to confirm they are referencing the solicitation number 19KE5020Q0001.

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 19KE5020Q0001 One can also use a search engine to locate the document by typing the solicitation number required.

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 **Monday, June 08, 2020 10.00am East African Time**. Any submission after this deadline will not be reviewed.

The CS advised the vendors to registered with System for Award Management (SAM)

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. If vendors are not fully registered in SAMs, the U.S. Government cannot award the contract to the vendor.

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 Form SF 1449 must be populated, paying attention to Block 17 through 24. Block 19 must be supported by contents in section 1.

The CS made it clear that the signature on Block 30a and 30b should be the person who will sign the ultimate contract.

### **Table of Contents**

It contains the RFQ Number ***19KE5020Q0001***

Section 1 – The schedule

Vendors are to indicate the pricing as per the solicitation format

The CS requested that the bidders use the format as indicated and do not use boiler plate language or information. Kindly tailor the submission to the solicitation requirements.

Section 2 – Contract Clauses

Section 3 – Solicitation Provisions

Section 4 – Evaluation Factors

Section 5 – Representations and Certifications

Page 4 – it defines the scope of the contract. 4G Network provider with available capacity growth into 5G. The Government intends to award an Indefinite Delivery Indefinite Quantity (IDIQ) contract is based on estimated consumption. Monthly orders will be by task orders detailed expected consumption of data, call minutes and SMSs.

The contract will be for a one-year period from the date of the contract award, with two (2) One- year options to renew

Page 6 – The Pricing Table. presents only indicative usage, and its purpose is to provide a contractual pricing structure for the various services.

The estimated quantities are based on assumptions and calculated historical data. The Service Provider will be required to bill only for the usage.

Vendors are required to define their charges as per MB, per Minute or per Bundle.

Page 8 - defines international regions that makes sense to the US Embassy.

Line 16 has a broad category for East Africa Region, but the vendor can break it down according to preferred Region set-up

Page 10 – temporary additional services under the base year of service includes rental of 200 cellphones with active post-pay sim cards.

VAT Element – The CS made it clear that Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government. However, an estimate of the appropriate tax would be required to facilitate request for tax exemption.

SIM Cards – The CS mentioned that a float of active Post pay sim cards will be maintained onsite at the US Embassy Information Systems Center (ISC) office. This float is to alleviate the need for frequent visits to the vendor offices to register one or two SIM cards every so often.

Customer Service – The CS added that the Service Provider will be required to provide 24hr customer service.

Smart Phone Mobile Service Plans – The CS requested the vendors to take note of 1.01 to 1.03

Detailed Billing & Invoicing – The CS explained to the vendors that the Contractor shall provide a monthly breakdown of calls made by individual numbers on an online dashboard that can be readily available electronically.

The CO added that the Contractor shall submit monthly invoices with reference to the appropriate Contract Number and Task Order Number on the bill.

3.0 Key Personnel – The CS informed the vendors that the Contracting Officer Representative will be communicating with the Project Manager as indicated on 3.1

5.0 – 5.1 – 5.2 defines what Government Furnished Devices (GFE) are and it includes cellphones, apple devices, tablets and laptops that require to use the contactors infrastructure.

The CS alerted the vendors that the US Embassy strictly prohibits the use of ZTE, Huawei and Xiaomi devices as indicated on page of the solicitation document.

9.0 Technological Refreshments – The CS pointed out that the contractor may propose for the Government’s technological refreshment, substitutions or additions for any provided products or services that may become available as a result of technological improvements.

CO reiterated that the vendors should clearly state any substitutions and justifications to solicitation provisions.

16.0 Transition Strategy – The CS explained that the contractor will be required to provide a transition strategy and an implementation plan from the current service provider to the new company.

18.0 Quality Assurance and Surveillance Plan (QASP) – This is what will be used as a basis for determining acceptability.

19.0 Quality of Service (QOS) - The CS stated that the Contractor must meet or exceed industry standard metrics for coverage and accessibility.

20.0 Trouble Escalation Procedure – The CS requested the vendors to define their escalation procedure in the event a problem arising while using their services.

C.S Stated that Page 35 refers to performance objectives and parameters for assessing performance of the contract.

Section 2 – Contract Terms and Conditions. The CS briefed the vendors of the policies that the US Embassy will use in enforcing the contract. The Contract Clause is defined on page 36 to page 45

Page 47- CS highlighted the two clauses 52.217-8 Option to extend services and 52.217-9 Option to extend the term of the contract.

Page 48- CS also mentioned clause 52.217-8 52.232-19 Availability of funds for the next fiscal year.

Page 49 – The CS mentioned that the Contracting Officer Representative (COR) will be designated Systems Administrator.

### **Section 3 - SOLICITATION PROVISIONS**

The CS explained the Solicitation Provisions as the instructions to the offeror.

He advised the vendors to fill in the blocks on the SF 1449 appropriately and as detailed as possible.

He further requested them to tailor the proposals as per our contract.

Page 54 – The CS requested the vendors to give specifications for the strategic plan and connectivity in Kenya.

Page 55 – The CS emphasized that all bidding vendors should register on SAM as it is the Solicitation Authority.

The CS advised the vendors to give relevant and tailored information to the contract.

Page 65 onwards – The CS mentioned that this is information pertaining to their companies and will be the basis when awarding the contract.

Page 75 -page 77 – The CS said that the vendors will obtain this information after completing the SAM Registration Process.

### **Conclusion and wrap up**

The CS thanked all vendors that attended through the virtual WebEx.

He stated that the virtual meeting was the only communication option for now due to the COVID situation

The CO opened the Question and Answer session.

Eunice from Safaricom asked if the contract was available in word. The CS responded that the contract cannot be availed on word since it is a public document posted on the website and the US Embassy would like to maintain the integrity of the document. However, the vendors can copy and paste the PDF document or convert it to an editable version.

The CS informed the vendors that they can reach out to the team with any questions pertaining to the contract on [NairobiGSOContracts@state.gov](mailto:NairobiGSOContracts@state.gov)

C.S clarified that all questions should be sent by Thursday, May 21<sup>st</sup> 2020 at 4pm. and that all responses to the question will be sent out on Tuesday, May 26<sup>th</sup> 2020.

C.S. reminded participants that the minutes including the Questions and Answers will be made available on the website.

### **Adjournment**

There being no further business, the meeting was adjourned at 12:15pm.