

**Minutes from the Pre-Proposal Conference of June 13, 2016**  
U.S. Embassy Ottawa, GSO Conference Room  
RFP No. SCA52516R0005  
Photocopier Supplies and Services  
Based on Firm Fixed Price Monthly Fee on USG Owned Machines  
and Cost Per Copy Charge on Leased Machines

**Introduction**

The pre-proposal conference was conducted to provide prospective offerors the opportunity to understand post's work requirements and provide clarification regarding the solicitation.

The Contracting Officer (CO) welcomed all attendees and introduced herself. However, the CO was unable to attend the meeting due to last minute urgent Embassy matter. The U.S. Embassy and Contractor representatives introduced themselves. The contracting staff conducted the meeting. The Contracting Officer's Representative (COR) was present during the meeting to hear the questions asked and provide answers to technical matters. All questions received and asked during the conference along with the answers are included in the questions and answers below. Contracting staff documented items discussed during the meeting and they are outlined in this document. A copy of the minutes of the pre-proposal conference along with the questions and answers will be posted on FedBizOpps at [www.FedBizOpps.Gov](http://www.FedBizOpps.Gov) and the U.S. Embassy Canada website at <http://canada.usembassy.gov/about-us/procurement.html>. The U.S. Embassy Canada website will also provide a link to the FedBizOpps.

**Discussion of the Solicitation Package**

1) The following items of the solicitation were highlighted.

- Proposal submission due date and time will be on or before 4:00 P.M. EST on July 8, 2016. Proposals shall be marked accordingly and submitted to the address provided in the solicitation cover letter.
- Offerors shall submit a complete proposal by following the instructions of the solicitation. The solicitation cover letter provides the required portion of the solicitation to be completed and included in the proposal. Offerors were reminded to address all required information and submit a complete proposal. Also, offerors were directed to Section 3 for the list of documents that they have to include in their proposal.
- Offerors are required to register under the System for Award Management (SAM), official federal system for contractors doing business with the U.S. Government. For registration details, refer to [www.sam.gov](http://www.sam.gov). Offerors shall include DUNS number and proof or confirmation of their SAM registration in their proposal.
- The contract will be for base year with 4 one-year options. Offerors shall complete the pricing schedule in accordance with the requirements of the solicitation by providing monthly maintenance fee for USG owned machines and price per copy for leased machines.

Offeror raised their concern that the resultant prices may be higher for the leased machines if combining price per copy and monthly lease charges as well as for owned machines if monthly maintenance fee will be provided. The contracting staff reiterated that the offeror must follow the requirements of the solicitation and submit prices in accordance with Section 3. Offeror can include breakdown and computation of the resultant prices in their proposal for USG's price evaluation. If there will be issues in prices, the USG may conduct negotiations as necessary.

- Contract clauses applicable to this solicitation are included under Section 2. Refer to the FAR and DOSAR clauses by reference marked as appropriate and in full text. Offeror can access the clauses electronically through the links provided under Section 2.
  - Award of the contract will be made to the lowest priced, technically acceptable and responsible offeror in accordance with the evaluation factors described under Section 4.
  - Offerors shall complete certification required under Section 5 and include in their proposal. If the item required does not apply, offeror should state not applicable.
- 2) Questions raised during the meeting were discussed. The questions and applicable answers are included in the questions and answers attachment.

### **Questions**

The attached questions were asked during the conference and received prior to the conference. Answers are being provided.

### **Conclusion**

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

A handwritten signature in cursive script, appearing to read "Irene Harrison".

Irene Harrison  
Contracting Officer

Enclosure:  
Questions and Answers

## Questions and Answers

- 1) Q: RFQ indicates providing training and installation services on the copiers. As these units are already in place, would this be for the new units that the U.S. Embassy will be ordering?

A: *Yes.*

- 2) Q: Do you require devices to have 11 x 17 capabilities?

A: *Yes. Refer to solicitation amendment A002. This requirement will be included under Attachment 1, I.2, Performance Work Statement – Equipment Capabilities.*

- 3) Q: Will the U.S. Embassy be purchasing new equipment (in Canada) to replace any current devices?

A: *Yes. The U.S. Embassy will purchase devices that will be connected to the Embassy network. While lease for standalone copiers. Purchase of new devices is not part of this contract and will be processed through a separate competition and purchase order. Replacement of lease machines will be made in accordance with the contract through a contract or task order modification.*

- 4) Q: There are currently some models that are (End of Life) past December 2016. They are no longer serviceable. Will the U.S. Embassy be replacing these with new devices?

A: *Yes, subject to the availability of funding. Purchase of new devices is not part of this contract and will be processed through a separate competition and purchase order. Replacement of lease machines will be made in accordance with the contract through a contract or task order modification.*

- 5) Q: Can the contractor install software to capture data for meter reads, supplies ordering such as XDA? These are the current U.S. Government Departments that running it: Dept of Justice, ATF (Alcohol/Tobacco/Firearms) & Robin AFB (Air Force Base) has CWW.

A: *If the software accesses the internet or sends information outside of the Embassy, then No. If the software runs on the device and is local to that device without transmitting data anywhere, then it should be in accordance with all Department of State IT policy and subject to the U.S. Embassy Information Program Center (IPC's) evaluation and approval.*

- 6) Q: What are the approved Model numbers for new equipment so we can price out the leasing of them?

A: The approved multi-function devices (copiers) that will be connected to the Embassy network are as follows:

- C284e MFP
- Workcentre 7970
- Workcentre 5955
- Workcentre 7855
- Workcentre 7225

For standalone copiers there are no approved models for new equipment. The contractor will propose copiers that meet the specifications in the line items.

- 7) Q: In the RFQ there is mention of replacement copiers in the case of excessive breakdowns. As the majority of the units are owned, will the units for replacement be supplied by the U.S. Embassy?

*A: Yes and depending on the requirement. It may be changed from owned to lease. Purchase of new devices is not part of this contract and will be processed through a separate competition and purchase order. Replacement of lease machines will be made in accordance with the contract through a contract or task order modification.*

- 8) Q: A number of machines listed under Attachment 2 are in excess of 10 years old. Typically, at this point, machines are no longer serviceable and are replaced. Will the U.S. Embassy be replacing the machines that are 10+ years with newer models?

*A: Yes, subject to the availability of funding. Purchase of new devices is not part of this contract and will be processed through a separate competition and purchase order. Replacement of lease machines will be made in accordance with the contract through a contract or task order modification.*

- 9) Q: Can the U.S. Embassy consider an extension to the proposal submission date in order for the contractor to prepare and submit the proposal.

*A: The submission deadline of on or before 4:00 PM EST on July 8, 2016 was extended to on or before 4:00 PM EST on August 15, 2016. Refer to solicitation amendment A001.*