Minutes from Pre-Proposal Conference
Solicitation 19LA9022Q0015: BPA-Professional Photography Services

Venue: U.S. Embassy Vientiane
Date/Time: June 23, 2022

Panel:
Mr. Christopher Smith, Contracting Officer, U.S. Embassy representative
Ms. Mandi Richmond, Press Officer, U.S. Embassy representative
Ms. Thathsaphone Keomoungkhoun, Information Assistance, U.S. Embassy representative
Ms. Sudalin Sittamlong, Administrative Assistance, U.S. Embassy representative
Ms. Phetphachan Nongthinlath, Procurement Agent, U.S. Embassy representative

Attendees: Seven (07) representatives from five (05) prospective offerors.

Introduction

The Contracting Officer (CO) introduced all participants and presented an overview of the U.S. government contracting process and key points of the solicitation:

1) Any statements made during this conference do not change the solicitation. All changes will be made by written amendment and posted to Embassy website.
2) Questions are due 16:00PM (local) on June 27, 2022.
3) Q&As will be posted to the Embassy website.
4) Deadline for proposal submission: 16:00PM (local) on June 30, 2022.
5) Email submissions may be sent to NongthinlathP@state.gov
6) Ref. Sec. 3 – Solicitation Provision: “submission instructions”.
7) DBA Insurance is not required.
8) Definition, Terms & Conditions: Sec. 1 and should be reviewed closely
9) Representations and Certifications: Sec. 4

Questions:

Please see attached. The attachment contains all questions and answers received during the conference and before the deadline for receiving questions.

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,

Christopher J. Smith
Contracting Officer

Enclosure:

Questions and Answers for 19LA9022Q0015: BPA-Professional Photography Services.