

L.13 Pre-Proposal Conference

The Government will hold a second pre-proposal conference. The Government highly recommends that offeror attend the pre-proposal conference; however, attendance is not a prerequisite for submitting a proposal. The purpose of the pre-proposal conference is to provide offerors information and clarification concerning the Government's objectives. At the Government's option, the Government will respond to solicitation questions either verbally at the conference or in writing following the conference.

Pre-Proposal Conference Date, Time, and Location

Date	15 December 2008
Time	1:30 pm Eastern Time
Registration Time	1:00 pm Eastern Time
Location	USGS National Center 12201 Sunrise Valley Drive Reston, VA 20192

13.1 Pre-Proposal Conference Procedures

13.1.1 Pre-Proposal Conference Attendance

The Government will notify offeror in the event of any time or date changes. Offerors planning to attend the pre-proposal conference shall notify the CO and CS via email using the following email format.

Please note that teleconference capabilities will be available for those who are interested in participating, but unable to attend. The logon and call in information will be provided to those who specifically request it with their intent to participate notification.

Pre-Proposal Conference Attendance Email Format

To	Ms. Sharon E. Hallinan – Contracting Officer Mr. William Galvin-Contract Specialist
Email Address	sharon.hallinan@aqd.nbc.gov william.galvin@aqd.nbc.gov
Email Subject Line	Attendance of Military OneSource Pre-Proposal Conference, Solicitation #1406-04-08-RP-20652
Other Specifications	The offeror shall list the attendees' names, position titles, and organization. Please state whether participation will be in person or via teleconference.
Notification Deadline	Wednesday, December 10, 2008 at 3:00 pm Eastern Time

13.1.2 Pre-Proposal Conference Questions and Answers

Offerors may ask questions at the pre-proposal conference, and provide their question in writing (via email) to the government within 3 days after the conference. Alternatively, offerors may submit questions electronically via email prior to the conference. The Government will not accept any questions submitted by any other means, such as voice mail or facsimile. The Government will not attribute questions to the authors if authors submit questions by email prior to the conference.

The success of the conference depends, in part, on the Government's lead-time to consider offeror questions. Therefore, the Government encourages offeror to submit written questions, prior to the conference, via email regarding any concerns, clarifications, or corrections.

Offeror shall use the following email format to submit pre-proposal conference questions.

Pre-Proposal Conference Questions Email Format

To	Ms. Sharon E. Hallinan – Contracting Officer Mr. William Galvin-Contract Specialist
Email	sharon.hallinan@aqd.nbc.gov william.galvin@aqd.nbc.gov
Email Subject Line	Questions for Military OneSource Pre-Proposal Conference, Solicitation #1406-04-08-RP-20652
Due Date	Tuesday, December 9, 2008; 2:00 pm Eastern Time

To the maximum extent possible, the Government will provide offerors the pre-proposal questions emailed to the Government and the Government's response to those questions, either at the conference or by posting on the AQDs webpage via FedBizOpps after the Pre-Proposal Conference.

Webex information:

Topic: Pre-Proposal December 15
Date: Monday, December 15, 2008
Time: 1:00 pm, Eastern Standard Time (GMT -05:00, New York)
Meeting Number: 613 914 274
Meeting Password: USGS1215

Please click the link below to see more information, or to join the meeting.

To join the online meeting

1. Go to
<https://meetings.webex.com/meetings/j.php?ED=5716132&UID=484186512&PW=5f6b43c5d16c36356303010559>
2. Enter your name and email address.

3. Enter the meeting password: USGS1215
4. Click "Join".

To join the teleconference only

Call-in toll-free number (US/Canada): 866-469-3239

Call-in toll number (US/Canada): 1-650-429-3300

Toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf