



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES



U.S. AIR FORCE

25 Jun 08

Subject: Pre-Proposal Conference for RFQ No. FA5209-08-T-0172 "Horizons Magazine Printing Services for Yokota Air Base, Japan"

A pre-proposal conference was conducted at 374 Contracting Squadron (Bldg 620) Conference Room 109 at Yokota Air Base, at 1330 hours on 24 Jun 08, as scheduled in Paragraph 2 in Amendment 0001 issued on 11 Jun 08 under the subject solicitation.

1. Briefing and Explanation:

A. Mr. Kaneko, Contract Specialist, briefed the purpose of the pre-proposal conference and confirmed Paragraph 1.b. (1) thru (7) "Submission of Offers" specified in the "Notice to Offerors".

(i) He stressed that the offerors shall not enter prices into CLIN 0001 thru 4001 in Supplies or Services and Prices/Costs, page 3 and 4 under the subject solicitation. The proposed prices are required to input into the Exhibits attached to the solicitation, as Price List.

(ii) The provision for Evaluation – Commercial Items, page 13 thru 16 under the solicitation, was clarified. Evaluation will be accomplished in accordance with FAR 13.106.

B. Next, Memo for Record (MFR) dated 18 Jun 08 describing the inquiries and answers were distributed to all attendance for their information. Contracting Officer, Ms Okamura, explained all inquires to the subject solicitation and their answers. Ms. Smith of 374 FSS answered technical portions in Para 5 of the MFR. All attendees comprehended these questions and answers and the requirement requested in Performance-based Work Statement (PWS) and the resulting contract.

C. Lastly, two (2) questions were presented and answered, as follows;

(i) The meaning of Para 3.c. "To what extent was the required contract correspondence accurate and complete?" specified in the Present/Past Performance Questionnaires attached to the solicitation was asked. Ms. Okamura explained that when the changes and modifications are required under the contract, administrative ability to prepare sufficient paperwork for the accurate and complete contract correspondence would be required in a timely manner.

(ii) The resulting contract consists of one (1) -year Basic Period and four (4) 1 -year Options, total five (5) years. Considering the current economic situations, inflation rates, and unexpected economic factors associated with the printing market, it would be hard for the prospective vendors to foresee and to offer the prices five (5) years ahead at present because the offerors feel that the prices for total five (5) years are considerably risky and unexpected. The Contracting Officer answered that the Offerors were still responsible to prepare the prices for option periods. Each option exercise is the Government unilateral authority and if determined the option period to be needed, the modification for extending the term of the contract will be exercised.

2. The pre-proposal conference was adjourned at approximately 1410 hrs, after confirmation of "Offer Due Date and Time" specified in Amendment 0001.

  
KIYOMI OKAMURA  
Contracting Officer