



**AMERICAN CONSULATE GENERAL
Regional Procurement Support Office**

Giessener Strasse 30
60435 Frankfurt
Germany

Tel. 069-7535-3313

Email: GodeckiH@state.gov
and: FrankfurtRPSO@state.gov

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**PRE-SOLICITATION NOTICE
Solicitation No.: SGE500-16-R-0010**

The Regional Procurement Support Office (RPSO), American Consulate General, Frankfurt, Germany, intends to issue a Solicitation for proposals. The solicitation will result in awarding firm-fixed-price type contract to provide services within the scope of a “Remediation Plan” (NAICS# 541511), under full and open competition procedures.

The contract will be issued on behalf of the U.S. Embassy, Bureau of International Narcotics and Law Enforcement Affairs (INL), Kabul, Afghanistan.

DEVELOP DATABASES AND TRAINING SERVICES

The objective is to improve the financial management, including budgeting and accounting, internal controls; procurement; personnel and payroll; and human resources system of the Afghan Ministry of Counter Narcotics (MCN), based on the remediation plan developed by INL to eliminate the weaknesses and vulnerabilities identified by a Public Financial Management Risk Assessment (PFMRA) of the ministry.

Services shall include (but are not limited to):

- Purchase of MS Access software.
- Develop secured desktop applications (MS Access Databases) for the following directorates:
 1. Budget formulation and execution at the Finance and Administration and Good Performers Initiative Directorates (GPI).
 2. Accounting for the Finance and Administration Directorate at MCN.
 3. Compliance to be used by the internal auditor/compliance officer at MCN.
 4. Payroll – Database to be used by GPI / Human Resources Directorate at MCN.
 5. Cost Accounting to collect, analyze, summarize and evaluate courses of action for project management.
 6. Fixed Assets – to enable MCN to take inventory efficiently (mobile bar code reader).

-- Databases should be able to interface with the financial management system of the Afghan Ministry of Finance, the Afghanistan Financial Management Information System (AFMIS).

- Provide on-demand technical support and training.
- Develop standard operating procedures and improve/provide related quality control processes to improve the financial management, as required.

It is anticipated that the solicitation package – provided in English language only – will be released by **December 18, 2015** with a closing date for offers of **January 19, 2016**, award being made by the **end of January, 2016**, and for the contract to start in **February, 2016**.

The solicitation package **will be published and available on FedBizOpps**.

Solicitation and award will be subject to the laws and regulations of the United States of America and is being competed utilizing full and open competition procedures.

NOTE: Registration in the System for Award Management Registration (SAM) is a mandatory requirement in order to be considered for award. Offerors may obtain information on registration and annual confirmation requirements via the internet at the help tab of <https://www.sam.gov>.

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Raymond W. Bouford
Contracting Officer