



Homeland Security

June 3, 2008

Interested Vendors:

The U.S. Department of Homeland Security (DHS), Office of Procurement Operations (OPO), will hold a Pre-Proposal Conference on June 19, 2008 for the Program Management, Administrative, Clerical, and Technical Services (PACTS) program. The main objective of this Pre-Proposal Conference is to provide additional clarification and information on the PACTS Request for Proposal (RFP), which is scheduled for release in the next several days. There is no registration fee associated with attending this event.

The Pre-Proposal Conference will be held in Arlington, Virginia at the Crystal Gateway Marriott (address and other pertinent information provided below). The Government anticipates that two (2) sessions will be necessary to accommodate the number of interested vendors. The first session will begin at 9:30am and end at 12:00pm. The second session will begin promptly at 1:00pm and end at 3:30pm. Space is limited for the sessions, and priority will be given on a first-come, first-served basis. Additionally, vendors are limited to two (2) attendees.

Registration is open immediately, and will close at 11:59 PM on June 13, 2008. To register, interested companies must send an e-mail to include a completed electronic copy of the registration form, which is attached to this posting, to PACTS.PPC@hq.dhs.gov. The subject line should read "PACTS PPC Registration Form – ABC Company." Note that there is a period between the word 'PACTS' and 'PPC' in the e-mail address. Your registration must also indicate which session you would like to attend. Please **do not** embed the text of the registration form into the body of the e-mail.

Also attached to this posting is a form for questions in regards to the RFP. Questions should be provided in this format no later than June 13, 2008, and be sent to PACTS.PPC@hq.dhs.gov with the subject line "Questions for PACTS PPC." The Government will attempt to answer all questions at the Pre-Proposal Conference. Please do not submit questions before reading the final RFP in full. Please ensure that potential team members or other members of your organization do not submit duplicative questions.

Location of Pre-Proposal Conference and Additional Information

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, Virginia 22202
(703) 271-5117
<http://www.marriott.com/hotels/travel/wasgw-crystal-gateway-marriott/>

It should be noted that there also is a Crystal City Marriott, which is a separate hotel and not the same as the Crystal Gateway Marriott. The Pre-Proposal Conference will be held at the Crystal Gateway Marriott – please be certain that you have the correct location for purposes of directions and travel arrangements. The Government highly recommends conference attendees use public transportation to access the event.

Closest Metro Station: Crystal City (Blue and Yellow Lines)

Parking: Extremely limited metered street parking is available, and an on-site parking garage is available for approximately \$20 a day. Please note that guests of the Crystal Gateway Marriott and other individuals who work in the surrounding area do park in this garage, and the garage may be full. Additionally, although the Government will inform the Crystal Gateway Marriott that numerous conference attendees may want to utilize its parking garage on the day of the Pre-Proposal Conference, the Government has no control over the number of parking spaces available or how many parking garage personnel are on-site that day. There are several other parking garages in the surrounding area.

If attendees desire lodging in or travel to/around the Washington, DC area, they are responsible for making their own arrangements. The Government will not reimburse any travel or lodging costs associated with attending this event, and it is the respondent's responsibility to periodically revisit www.fbo.gov for notices, amendments, updates, questions and answers, and changes to the posted information.

We appreciate the SDVOSB community, the continued interest in the PACTS program, and the potential participation in this event.

Regards,



H. Harrison Smith
PACTS Contracting Officer
Office of Procurement Operations