

PACTS UPDATE

December 20, 2007

The purpose of this announcement is to provide an update regarding the current status of the Department of Homeland Security (DHS) Program Management, Administrative, Clerical and Technical Services (PACTS) requirement. In support of Executive Order 13360, Service-Disabled Veterans Executive Order; **PACTS REMAINS a Service-Disabled Veteran Owned Small Business set-aside for prime contract awards.**

To reiterate prior announcements; PACTS is a DHS-wide strategic initiative being implemented to establish a portfolio of IDIQ contracts for non-Information Technology (IT) support services that will enable DHS business and program units to accomplish their mission objectives. PACTS will offer a full range of services for DHS through the four (4) functional categories described below, inclusive of the respective NAICS Classifications.

DHS anticipates that a Pre-solicitation Notice for PACTS will be issued no later than January 14, 2008. The notice will address acquisition strategy, up-coming events (i.e. Industry Day), and other information relevant to this requirement.

If you have any further questions regarding this requirement, prior to the release of the Pre-solicitation Notice, please contact the Contract Specialist, Mr. Bernard Salter Jr. at Bernard.Salter@dhs.gov or the Contracting Officer, Ms. E. Darlene Bullock at Darlene.Bullock@dhs.gov.

A description of the functional categories and the corresponding NAICS codes are listed below:

Functional Category 1: Program Management

APPLICABLE NAICS: 541611 - Provides operating advice and assistance to businesses and other organizations on administrative management issues, such as financial planning and budgeting, equity and asset management, records management, office planning, strategic and organizational planning, site selection, new business startup and business process improvement. This industry also includes establishment of general management consultants that provide a full range of administrative; human resource; marketing; process, physical distribution and logistics; or other management consulting services.

Anticipated services under this functional category include but are not limited to:

Program management support	Analytical support for DHS programs
Business, technical studies and analysis	Procurement planning and support
Complex business assessment	Documentation / Reports / Plans
Risk analysis and recommendations	IPT support / DHS advisory assistance
Cost benefit analysis	Life cycle support analysis

Strategic planning	Business support and improvement
Program goals / milestones	Program control oversight EVM
Accounting & financial	

Functional Category 2: Administrative Support

APPLICABLE NAICS 561110 – Provides day-to-day office administrative services, such as financial planning; billing and recordkeeping; personnel; and physical distribution and logistics for others on a contract or fee basis. These tasks do not provide operating staff to carry out the complete operations of a business.

Anticipated services under this functional category include but are not limited to:

Administrative, overseeing and supporting government programs or projects	Documentation / Reports / Plans
Business, technical studies and analysis	Administrative Specialists

Functional Category 3: Clerical Support

APPLICABLE NAICS 561410, 561421, 561431 - Provides the following services: (1) letter writing; (2) document editing or proofreading; (3) typing word processing or desktop publishing; and (4) stenography (except court reporting or stenotype recording), transcription and other secretarial services, (5) answering telephone calls and relaying messages to clients, (6) postal and mailing services and (7) one or more other office support services, such as facsimile services, and word processing services.

Anticipated task areas under this functional category include but are not limited to:

Typing	Files / Records Maintenance
Document Reproduction	Scheduling Meetings

Functional Category 4: Technical Services

APPLICABLE NAICS 541330 - Provides physical laws and principles of engineering in the design, development and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects and related services.

Anticipated services under this functional category include but are not limited to:

Strategic planning for technology programs	Concept development / requirements analysis
Technical studies and analysis	Systems engineering assessments
Technology assessments	Documentation / Reports / Plans
Risk analysis and recommendations	IPT support and DHS technical assistance
Logistics engineering assessments	Commodity-specific engineering support
System specification development	Modeling and simulation support
Acquisition engineering (e.g., reviews / audits / DHS Handbook compliance)	Test and evaluation support
Process assessments	Integration of systems / subsystems