

RFP No. TIRNO-07-R-00021

Personnel Support Services for IRS Beckley Finance Center

Dear Prospective Offeror:

The Internal Revenue Service (IRS) is planning to award a 8(a) contract for the procurement of Personnel Support Services for the IRS Beckley Finance Center, Beckley WV. You are invited to submit a proposal for this requirement as specified in the Request for Proposal (RFP) No. TIRNO-07-R-00021 posted at the IRS website www.irs.gov/opportunities/procurement. The proposal must be submitted in the form of a written proposal in accordance with the instructions outlined at Section L, Instructions, Conditions and Notices to Offerors; specifically Item L.2, Clause 52.215-1 – Instructions to Offerors-Competitive Acquisition. The proposal must be compatible with Microsoft Office 2003.

In order for your proposal to be considered responsive, it must be submitted no later than 12:00 PM local time on **October 25, 2007**, including the following items:

1. CD copy and one paper copy of the Schedule of Prices (see Section B).
2. CD copy and one paper copy of the Technical Proposal (see Section C).
3. CD copy and one paper copy of the Past Performance Information.
4. CD copy and one paper copy of the Personnel Resumes.

(NOTE: Item 1 must be on a separate CD from Items 2 through 4, but Items 2 through 4 can be on the same CD).

The RFP does not commit the Government to pay for any costs incurred in the preparation of the proposal or to contract for the supplies or services. Also, please be advised that the Government may award the RFP from initial offers without conducting discussions. All written information identified above must be submitted to the address specified in Block 8 of the Standard Form (SF) 33 – Solicitation, Offer and Award.

The IRS Procurement Mailroom hours are Monday – Friday, 8:30 AM – 4:00 PM; closed weekends and Federal holidays. Additionally, any questions regarding this RFP and its terms and conditions should be submitted in writing to Dinell D. Cook, Contract Specialist as soon as possible but not later than 10 working days before the deadline for receipt of proposals. Ms. Cook may be reached by telephone or E-mail at the telephone number or E-mail address on the SF 33 specified in Block 10(b) and 10(c), respectively.

Sincerely,

Barbara E. Czerw

Barbara E. Czerw
Contracting Officer
Office of Business Operations