



Under Secretary of Commerce for Intellectual Property and  
Director of the United States Patent and Trademark Office  
Washington, DC 20231  
[www.USPTO.gov](http://www.USPTO.gov)

August 17, 2001

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR FACILITIES MANAGEMENT AND END USER SUPPORT

RFP NO.: 52-PAPT-1-01017

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. This requirement will provide comprehensive Information Technology (IT) services for the USPTO. The services to be provided are: network operations; help desk support; comprehensive management and end-user support of hardware and all microcomputer-related software; asset management; and UNIX and NT operating system support. At its option the United States Patent and Trademark Office (USPTO) may require support for the future relocation of its Information Technology (IT) assets to its new facility in Alexandria, VA.

In keeping with the intent of the Executive Office of the President, Office of Management and Budget recent memorandum, the USPTO intends to award a contract using performance-based contracting methodologies. The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than 2:00 p.m., local time, on September 25, 2001. Federal Acquisition Regulation (FAR) clause 52.215-1(c)(3) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals.

Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.15.

Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.

No pre-proposal conference is planned for this acquisition.

All communication/questions concerning this RFP must be submitted in accordance with Section L.14, Questions and Responses. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

It is the responsibility of each prospective offeror to check the project web-site (<http://www.uspto.gov/web/offices/ac/comp/proc/facmansp/facmnhom.htm>) on a daily basis for solicitation amendments, questions and answers, and other pertinent information concerning the procurement. An offeror's failure to check the web-site on a daily basis will not be a justifiable excuse for requesting an extension in the proposal due date.