

The United States Patent and Trademark Office is conducting market research for an **Online Registration Service/System** which can be used as an event registration service to register participants for upcoming events. This system must be in compliance with Section 508 of the Rehabilitation Act. In addition, the event online registration system must have the following features:

- Ability to host information externally to avoid any testing or conflict issues with existing PTO IT programs, functions;
- User friendly registration service with the ability to plan and manage website for event registration;
- Ability to create fully customizable website for variable registration site needs depending on event;
- Ability to customize fields or templates depending on event needs;
- Access to preset templates;
- Ability to translate registration website into other languages;
- Section 508 compliant;
- Easy to use and provide unlimited support services readily available for questions/help;
- Include detailed functionality training for instruction on use and all available functionality for event management;
- Licensing which allows unlimited event planning with no per event or per individual registration cost;
- Ability to plan multiple programs simultaneously;
- Ability to draw on past planned events to create new events;
- Ability to send updates to registered individuals;
- Ability to manually make updates to event registration information;
- Ability to perform reporting functions – export registration information readily into Microsoft Office tools for use with current PTO software.
- Ability to use both preset as well as customizable report forms;
- Ability to send links to provide for real time registration updates for event; and
- Ability to easily send mass email alerts to registrants.

This market research shall be conducted at no cost to the Government. This announcement is a Request for Information (RFI), not a solicitation for proposals, and accordingly, no contract will be awarded from this announcement. No reimbursement will be made for any costs associated with providing information in response to this announcement. **Telephone calls requesting a solicitation will not be accepted or acknowledged.**

Instructions: Interested businesses which can provide the above capabilities should respond **no later 5:00 p.m. EST, January 13, 2012**. Companies must provide a capabilities statement along with any references from U.S. Federal Government agencies, or other companies which has used this on-line registration service. Companies should include any other features which their system may have that are not listed above. Companies should indicate their socioeconomic status classification such as “small business” or “large business”. The NAICS for this system/service is 541519, Other Computer Related Services” and the size standard is \$25,000,000. Companies are requested to provide any licensing terms and conditions, list prices, and training courses with list prices. Responses received in response to this announcement that are marked “Proprietary” will be handled accordingly. Please email electronic responses to:

The U.S. Patent and Trademark Office, Office of Procurement, Attn: Velvette Clayton, Contract Specialist, Office of Procurement, MDE Room 7C45, P.O. Box 1450, Alexandria, VA 22313-1450, email: Velvette.Clayton@uspto.gov. Please include RFI number **DOC144P1201160** on any correspondence.