

**UNITED STATES PATENT AND TRADEMARK OFFICE
CHIEF FINANCIAL OFFICE**



**BUDGETING & PLANNING SOLUTION
REQUEST FOR INFORMATION
DOC52PAPT1200059
JUNE 2012**

The mission of the United States Patent and Trademark Office (USPTO) is to foster innovation, competitiveness and economic growth, domestically and abroad by delivering high quality and timely examination of patent and trademark applications, guiding domestic and international intellectual property policy, and delivering intellectual property information and education worldwide, with a highly skilled, diverse workforce. The USPTO is currently amongst an elite group of agencies that have established themselves as setting the standard for accountability reporting.

In order to continue the outstanding performance in reporting requirements, make reporting engaging while adding value and buy-in for stakeholders, The Office of the Chief Financial Officer (OCFO) is interested in assessing commercially “off the shelf” enterprise-wide budgeting and planning solutions that help automate manual processes and can integrate budget execution, budget formulation, and performance management.

The OCFO conducts agency-wide budgeting using data from other business units to conduct this activity. The OCFO currently uses IBM Cognos Enterprise Planning (EP) version 8.4.1 and Business Intelligence version 8.4.1 for centralized budget execution and compensation projections, in combination with both Microsoft Excel and Access. However, for formulation and performance, the OCFO currently uses Microsoft Office products.

The agency is interested in continuing to automate its centralized planning and budgeting functionality to include budget formulation, performance management, and revenue forecasting. Based on existing USPTO processes, the USPTO OCFO is assessing software solutions that can provide functionality and flexibility in the following areas:

Features	Required/Optional
Web Based Application	Required
Support for Single Sign-On	Required
Supports Active Directory (AD) Based Security	Required
Role-based security for employees, teams, projects and administrators (Customizable Permission Profiles)	Required
User Friendly Interface and Navigation	Required
Organization/Level-based security for reviewing data	Required
Allows simultaneous file viewing by multiple authorized users	Required
Workflow-enabled processes with flexible routing, e-mail notifications, and a capability to track the progress of reviews	Required
Meets operational security standards, including firewalls, intrusion detection systems, application, and operating system passwords	Required
Provides a process for importing previous existing data	Required
Provides a process for exporting project data	Required
Must be able to link to other USPTO systems	Required
Importable and exportable to excel and other Microsoft Office software	Required
Ad-hoc reporting capabilities	Required
Produce reports in multiple output formats	Required

Features	Required/Optional
Allow for quick adjustments to account for changing requirements	Required
Ability to house multi-year data	Required
Ability to allow for what-if analysis	Required
Timely and reliable data with a real time refresh of information	Required
Security, audit trails of changes and internal controls	Required
Provide/consume web-services	Required
Easily handles robust and complex calculations	Required
508 compliant	Required

The OCFO will serve as the primary user for this application/software with future users from other business units being added as data entry users only. The USPTO is also interested in whether the suggested product is able to run on VMware and what platforms it requires. In addition, USPTO requirements may include the ability to automate data integration with existing USPTO systems such as:

- Momentum Core Financial System and Acquisition System.
- An enterprise data warehouse which uses a Business Objects suite of products to leverage data,
- Oracle Hyperion – a subsidiary office uses as their budget formulation and workload planning tool.

Unknown Variables:

- Which systems the solution will have to integrate with.
- How data will flow through the USPTO's financial community's systems.

Responses to the Request for Information should be no longer than twelve (12) pages and shall include at a minimum the following information:

- Name and Address
- Point of Contact information
- Website Address
- Description of the client base (include all Federal customers)
- Capability Statement
- How the firm's solution meets USPTO's requirements
- What platform the solution will operate on

Questions are due by 4:00 PM EST on June 27, 2012 and answers will be submitted by 4:00 PM EST on June 28, 2012. **All responses are due electronically by 4:00 PM EST on July 11, 2012.** Please submit questions and responses to Tashiana Carter at Tashiana.Carter@USPTO.GOV.