

**REQUEST FOR INFORMATION (RFI)
PATENT OFFICE SUPPORT SERVICES
DOC52PAPT1200047 Amendment 0003**

This announcement is being posted to both the Federal Business Opportunities (FBO) and the United States Patent and Trademark's (USPTO) Website located at http://www.uspto.gov/about/vendor_info/current_acquisitions/index.jsp.

THIS IS A REQUEST FOR INFORMATION (RFI) BEING RELEASED PURSUANT TO FEDERAL ACQUISITION REGULATION (FAR) PART 10: MARKET RESEARCH.

This RFI is issued solely for informational, market research, and planning purposes only. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit the Government to contract for any supply or service whatsoever. Furthermore, the USPTO is not at this time seeking proposals, and will not accept unsolicited proposals.

Respondents are advised that the United States (U.S.) Government will not pay for any information or administrative cost incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the responding party's expense. Responses and submissions will become Government property and will not be returned. Not responding to this RFI does not preclude participation in any Request for Proposal (RFP), if any is issued.

Responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. Interested parties must have current registration in the Central Contractor Registration (CCR) database at <http://ccr.gov>.

The United States Patent and Trademark Office (USPTO) seeks to obtain information from potential sources for Patent Office Support Services (POSS) for the continued and improved services in support of patent application processing. The objective of this procurement is to obtain mission essential services in support of patent application processing. Requirements include receiving and processing United States (U.S.) and international patent applications and application-related papers; maintaining miscellaneous paper files, collecting fees and updating electronic financial records; monitoring electronic mailboxes and managing, forwarding, and closing messages; mailing examiner office actions and other documents for USPTO compliance and completeness; conducting legal and content reviews of newly submitted applications and follow-on documents for USPTO compliance and completeness, creating electronic bibliographic data records, and preparing and mailing notices to applicants; copying technical references, application documents and other materials; printing and delivering working files for examiner use, sorting and delivering incoming mail and other materials; managing file rooms and locating and delivering application file folders to examiners and other patent processing personnel; and locating and delivering residual paper application files in response to requests or in order to match incoming papers.

The associated North American Industry Classification System (NAICS) code for this acquisition is 561210 (Facilities Support Services). The small business size standard is \$35.5M. In accordance with FAR Part 9.104-1 (a), for a company to show that they have adequate financial resources to perform under this requirement, they must provide evidence that they have the capability to cover a payroll every two weeks.

The incumbent is AKIMA/DTSV, 11405 North Community House Road, Suite 400, Charlotte, NC 28277 under DOC50PAPT0501007. The current contract period of performance spans eight years, with a base with 4 option years, and 3 award terms. The total obligated amount to date is approximately \$237,000,000.00.

Please note: Formality (legal) review is approximately 50% of the requirement which involves reviewing newly received U.S. patent applications for compliance and completeness with all filing requirements to determine compliancy with USPTO and Federal rules and readiness for examination. The Formality legal review function is currently being performed by General Clerk 3s. Currently, the USPTO receives approximately 500,000 applications per year and 2,000,000 follow-on actions. The current contract generally staffs over 400 employees ranging in clerical staff that has a heavy use of Information and Technology (IT) and automation. Currently the Service Contract Act is applicable to the majority of the positions under this requirement including the Formality (legal) review. While the current requirement staffs over 400 employees in performing the requirement, the USPTO is interested in innovation, improved efficiencies, and new solutions which may lead to reduction in contract costs in the future.

Information Submission Instructions:

Interested and capable businesses should submit a capabilities statement in response to the RFI addressing specifically its capabilities as it relates to the size, complexity, and scope of the USPTO's requirements. **DO NOT INCLUDE A COVER LETTER.** The submission shall include the following:

1. **Company name**
2. **Contact Information** (POC info, corporate address, phone number and website)
3. **Business size under NAICS code 561210**
4. **Business SBA classification(s)** (i.e. 8(a), Service Disabled Veteran-Owned (SDVO), Woman-Owned, Hubzone, etc.) – **Note: To meet the socioeconomic SBA classification such as Service-Disabled Veteran-Owned small business, the prime contractor must comply with FAR Part 19 for represented classification.**
5. **DUNS number**
6. **Capabilities** - as it relates to the requirement. Response should cover experience in receiving and processing domestic and international applications and application-related papers; maintaining miscellaneous paper files, collecting fees and updating electronic financial records; monitoring electronic mailboxes and managing, forwarding, and closing messages; mailing examiner office actions and other documents for compliance and completeness; conducting legal and content reviews of newly submitted applications for compliance and completeness, creating electronic bibliographic data records, and preparing and mailing notices to applicants; copying technical references, application documents and other materials; printing and delivering working files for examiner use, sorting and delivering incoming mail and other materials; and locating and delivering residual paper application files in response to requests or in order to match incoming papers. Responses should also cover the vendor's experience regarding formality (legal) reviews, its ability to manage high volume of work, and the ability to manage approximately 400 employees as it relates to retention, replacement, training, etc. **Information should be pertinent and specific and not marketing material in nature.** Responses should

include at least three past performance references for the company submitting its capability statement. All past performance references must be of the company serving as the **prime contractor** directly related to similar size, complexity, and scope of the proposed requirement.

Page Limitations:

Your capabilities statement shall be limited to a maximum of five (5) single-sided pages, single spaced and 12-point font.

Notice Regarding Solicitation: This is a request for information purposes and to identify potential sources. Amendment 0001 replaces the previous RFI with the same RFI # in its entirety. Vendors who submitted capabilities statements under the previous RFI **are required** to resubmit in accordance with the requirements stated herein. Questions will not be taken at this time. Please refer to the USPTO website for posting of the Request for Proposal (RFP), any amendments, Questions & Answers (Q&As), and award notice as a result of this RFI. It is the responsibility of the interested parties to monitor the Federal Business Opportunities and the USPTO Website for any updates or postings.

Submission Instructions:

All capability statements in response to this RFI must be submitted electronically (via e-mail) to Shellie Eaton, Contract Specialist, at shellie.eaton@uspto.gov no later than 12:00 noon local time (EST) (Alexandria, VA time) by Friday, August 17, 2012 in Adobe Portable Document Format (PDF). The email subject line must specify RFI Number "DOC52PAPT1200047 AMENDMENT 0003" and the RFI Title "Patent Office Support Services". Facsimile responses will not be accepted.