

Item	Hearing/Deposition Supplies/Services	Unit	Year 1	Year 2	Year 3	Year 4	Year 5
0007	Additional CD Copies	EA	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0008	Attendance/Reporting Fee		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0009	Cancellation Fee	EA	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0010	Video Recording Fee	HR	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0011	E-Transcript (5 Business Days)	PG	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0012	E-Transcript (7 Business Days)	PG	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
0013	E-Transcript (10 Business Days)	PG	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3 PERFORMANCE WORK STATEMENT

The contractor shall furnish the necessary personnel, material, equipment, and services to meet the specifications and timeframe as described below.

3.1 Scope of Services

The scope of services entails contractor support for all facets of court reporting. The scope of this work includes transcription of depositions and hearings. The USPTO reserves the right to order more specialized services such as video recordings of depositions and hearings and any other related service(s) deemed necessary for the particular event.

The Contractor shall provide court reporting services for the USPTO that are licensed and/or certified by the state where services are being performed, if applicable. The Contractor shall provide a Program Manager as a point of contact for the Contracting Officer’s Technical Representative (COTR). The Contractor shall be available at dates, times, and locations as scheduled by the COTR.

For planning purposes only, the following general information is provided:

- a) The average number of hearings per month for the USPTO BPAI has been over 100 and is anticipated to increase to nearly double in the coming year. These hearings are often highly technical in nature and utilize terms of art that are uncommon in typical court hearings.
- b) The average number of court reporting events for the OGC has been 18-24* per year.
- c) The average number of depositions for the OGC has been 15-20* per year.
- d) The average number of arbitrations for the OGC has been 8-10* per year.
- e) Other offices have miscellaneous requirements for recordation of public hearings, etc.

12 QUOTE INSTRUCTIONS:

12.1 Submission Requirements

Questions regarding this solicitation must be submitted via email to: Stacy.Duncan@uspto.gov no later than 12:00 PM (EST), "Contracting Officer's Local Time," **Thursday, February 2, 2012**.

Quote submissions are due no later than 4:00 PM (EST), "Contracting Officer's Local Time," **Monday, February 13, 2012**, via email to: Stacy.Duncan@uspto.gov.

The Offerors shall submit the following with their quote submission:

A. Technical

1. *Technical Capability Statement (3 Page Maximum)*

The Offeror shall provide an overview of the company and its capabilities to perform the requirements contained within this solicitation document.

2. *Work Plan (3 Page Maximum)*

The Offeror shall provide a plan for meeting the requirements contained herein, to include ordering procedures, staffing procedures, method of transferring data, reporting, and invoicing methods and Quality Control Plan (QCP).

B. Past Performance References (3 References Minimum)

References shall be from contracts performed within the last three (3) years and shall be relevant to the requirements of this BPA. References shall include a brief description of the work, a name of the agency or company, a point of contact, with phone number and email address. It is the responsibility of the Offeror to verify the contact information prior to submission. Additionally, the Offeror shall request that the same references submit the attached Past Performance Questionnaire as per the instructions on the form.

C. Price Quote

The contractor shall complete and submit under separate cover from the Technical, pricing for the Schedule of Supplies/Services (Section 2) and a proposed deductible percentage for each task identified under Sections 6.1, 6.2, and the Performance Standards (Section 6.4). Any assumptions and/or additional pricing information shall be included here, and not in the Technical section. Pricing will be evaluated for fairness and reasonableness.

12.2 Amendments

The USPTO reserves the right to amend the terms of this RFQ at any time prior to the source selection decision. If appropriate, the Offerors will have an opportunity to modify their offers.