

Attachment A
Transaction Volume Estimates

Base Period Work Load Estimates:

Scanning 52s and 50s	10,000 documents
Scanning FCIP IDPs ¹	750 documents
Payroll Documents Filed	15,000 documents
File Process (PAPs, EPFs, IPFs,)	11,000 documents
Data Entry	20,000 documents
Data Entry for Awards	25,250 documents
Customer Service/Miscellaneous Tasks	2,750 hours
Quality Review	5,000 documents
Full Audit Review	175 files
New Employee Audit Review	750 files

Option Year One Estimates:

Scanning 52s and 50s	21,000 documents
Scanning FCIP IDPs	1,800 documents
Payroll Documents Filed	31,500 documents
File Process (e.g. PAPs, EPFs, IPFs)	23,100 documents
Data Entry	42,000 documents
Data Entry for Awards	53,025 documents
Customer Service/Miscellaneous Tasks	5,500 hours
Quality Review	10,500 documents
Full Audit Review	368 files
New Employee Audit Review	1,575 files

Option Years Two, Three, and Four:

Scanning 52s and 50s	22,050 documents
Scanning FCIP IDPs	2,200 documents
Payroll Documents Filed	33,075 documents
File Process (e.g. PAPs, EPFs, IPFs)	24,255 documents
Data Entry	44,100 documents
Data Entry for Awards	55,676 documents
Customer Service/Miscellaneous Tasks	5,500 hours
Quality Review	11,025 documents
Full Audit Review	386 files
New Employee Audit Review	1,654 files

¹ Each FCIP IDP contains 10-15 pages.

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Transaction Volume Estimates

Spikes in Filing

January/February – 10,000 Performance Appraisals

Spikes in Data Entry

1. Entry on Duty (EOD) of New Hires – Average 60 per pay period, although some pay periods can be as high as 200 new hires.
2. Quarterly – Patent Examiner Awards – 10, 500
3. October to December
 - A. 35,000 – End of Year Ratings/Awards (paid out by November)
 - B. 8,000 – 10,000 Combined Federal Campaign Contributions

Operational Facts

- Program is run by 13 full time workers under the current requirement. This includes the file room and the customer service center.
- During peak processing times extra labor is acquired
- New requirements specific to this follow-on procurement are as follows:
 - Scanning FCIP IDPs
 - Process Patent Examiner Quaterly Awards
 - Process End of Year Ratings/Awards
 - Process Combined Federal Campaign Contributions

Note: The volume of documents is expected to increase due to the expanding population at the USPTO. The details of the estimated documents volumes is outlined in the transaction volume estimates above.