

recommends providing up to 20 references to ensure Open Ratings receives at least six completed responses. It is strongly recommended that the offeror proactively contact your references to request that they promptly respond to the Open Ratings, Inc. inquiries for past performance. The requests for past performance by Open Ratings, Inc. will be sent by email and will be filled out on an on-line survey. Any offeror not receiving a past performance evaluation from Open Ratings, Inc., may risk receiving a "neutral" rating under the past performance factor. Open Ratings, Inc. charges \$125.00 for this service, and offerors are responsible for direct payment to Open Ratings, Inc. Each offeror must submit, with its proposal, a confirmation that the past performance evaluation has been submitted to Open Ratings, Inc. Open Ratings will provide the offeror who submitted the request for past performance a copy of the evaluation, along with a copy to the USPTO. Please provide Open Ratings with the following information as a contact: **Sylvia Van Dyke, Contracting Officer, U.S. Patent and Trademark Office, 600 Dulany St., MDE7B03, Alexandria, VA 222313, email: Sylvia.VanDyke@uspto.gov, ph: 571-272-6568, and fax 571-273-6568.** The USPTO will evaluate the offeror's past performance in successfully fulfilling requirements. To accomplish this, the USPTO will review the results of Open Ratings Past Performance Evaluation. The Past Performance Reference worksheets will be placed in Section 1, Subsection A of Volume I.

L.9.2.1.3 Section 3 – Awards, Certifications, and Quality Recognition

Using Attachment J.3.E, Awards, Certifications, and Quality Recognition Profile Form, the Offeror shall identify any awards and certifications or quality awards received by and/or applicable to the cognizant business unit (i.e., legal entity proposing on this procurement) which demonstrate evidence of the existence and application of high quality processes in delivering solutions to its customers (e.g., ISO 9000, SEI – CMM, Malcolm Baldrige National Quality Award). Emphasis should be placed on quality awards and certifications that are current and directly relevant to the IDEAI services proposed. The Offeror shall identify the source of the award or certification, and certify its authenticity in a manner verifiable by the Government. Individual customer "letters of appreciation" and other forms of recognition that are not issued from organizations or agency or higher level (e.g. Department of Commerce) should not be included.

L.9.2.2 VOLUME II - Price Proposal Instructions

L.9.2.2.1 Price Proposal Instructions for All Offerors

Contract Documents and Associated Information Required

1. Standard Form 33
 2. Attachment J-13, Labor Hour Category Pricing
 3. Representations, Certifications, and Other Statements of Offerors
 4. Small Business Subcontracting Plan (applicable to large businesses)
 5. Financial Statements
 6. Teaming Plan
 7. EVMS Certification or Plan
 8. Uncompensated Overtime Policy
- a. Offerors are required to price all of the Government's labor categories listed in Attachment J-13 with a burdened fixed hourly labor rate. In addition, the Offerors are to provide its company's corresponding/comparable labor category title. The priced hourly fixed labor rates will be incorporated in Section B upon award.
- b. The use of uncompensated overtime is not encouraged. Offerors shall propose all hourly rates based on a 40-hour work week (ex. 2,000 hours per year or in accordance with the Offeror's CAS Disclosure Statement).
- c. Three CD/DVD electronic copies of the offeror's proposal are required in a format compatible with (or translatable by) Microsoft Excel 2003 and/or Microsoft Word 2003.