

**Intellectual Property (IP) Community Outreach Research Support  
Solicitation Number DOC52PAPT0701030  
Questions and Answers, 06/12/2007**

1. Is there a sample of a completed form similar to the one that we will be submitting a quote for the “Intellectual Property (IP) Community Outreach Support Request for Proposal” and had some questions regarding the Solicitation form? Would it be possible to send us a sample completed form for another project that we could use as reference in completing the form for this project? We find that seeing a completed item often provides more clarity in what type of information is being requested.

Response: Only page 1 of the SF-1449 applies to this RFP, so please disregard pages 2 through 15 of the form. There is no sample completed SF-1449 available since the form is specific to each requirement. The supplier should complete any applicable blocks on the SF-1449, i.e. discount terms, etc. The pricing may be included on the form or noted as an attachment. Blocks 30a, b, and c must be completed on the SF-1449.

2. Solicitation, Section 17a — We have placed our contact information in this area. "Do we need to fill in the “Code” and “Facility Code” boxes and if so, where would we obtain this information?

Response: No

3. Solicitation, Section 20— already notes “See Attached— Patient Suite of Products— Market Research & Evaluation”— Is there an attachment we need to include other than those noted below under RFP, Page 5?

Response: We assume that you mean Patent Suite of Products. Please see response to Question No. 12.

4. Delivery Date: Is this the final delivery date of January 3, 2008 identified in the RFP?

Response: The Period of Performance is specified in the RFP.

5. Solicitation, Section #21— Quantity notes: 4.000 - what does this represent?

Response: Focus Sessions.

6. Solicitation, Section #22— SVC - What does this mean (service) ?

Response: Yes

7. RFP, Page 1/USPTO Vendor Database — How can we confirm that we are in the database? If not, what must we do to register since no form was attached to the RFP as indicated?

Response: The Vendor data entry form has been posted on the USPTO Office of Procurement website.

8. RFP, Page 2/Office of Management & Budget (OMB)— Is there anything we need to include in the submission regarding this? If so, how do we find more information regarding what will be required of us?

Response: No, however the contractor must be prepared to provide assistance in the preparation and submission of any required OMB clearance documents.

9. RFP, Page 3/Clause 52.206-6—We were able to obtain text for all clauses noted in the RFP except for 52.206-6 which noted “Reserved” in the FAR manual, Vol. II. We’ve also search the web trying to find it. Can you provide the copy for this clause or direct us to where we can find it?

Response: The clause reference is 52.203-6, not 52.206-6. The link for locating the FAR clauses was provided in the RFP: <http://www.arnet.gov/far>. Full text of the U.S. Code may be accessed electronically at <http://uscode.house.gov/>.

10. RFP, Page 5/Receipt of Proposals at the USPTO. We plan to submit our proposal in PDF format via email. Is PDF format acceptable?

Response: Yes

11. We had already submitted a proposal which appears to be covered under the “Volume I & II” format noted on page 5. We will be modifying this document and separating into “Proposal” and “Pricing” as needed and labeling them “Volume I & II”. Are “Volume I” and “Volume II” designations for digital folders or specific locations (folders, attachments, etc.) where these files belong, or is it general language?

Response: It is general language; however the proposal and pricing should be submitted in separate documents.

12. We plan to submit the following and we’d appreciate your feedback to confirm that we have included everything required—

- Completed Solicitation page
- Attachments—
  - \* Volume I: Proposal
  - \* Volume II: Pricing
  - \* Project Manager Resume
  - \* Past Performance/Experience

- \* Technical Approach
- \* Resumes for key personnel

Response: The proposal submission requirements are included in the Evaluation Criteria section of the RFP.

13. Advance Deposit Requirements — Since we are a small business and the terms of our contracts usually involve a percentage of project expenses to be paid in advance to initiate work and at other milestones during the project. Is this an acceptable practice? Is there anything we need to do to support this?

Response: The government does not issue payment until a product or service has been received and accepted. Offerors in their proposals may identify specific milestones that may be completed and submitted for payment, i.e. completion of a focus session. This will be considered by the government

14. Advance Review of Proposal— Given that this is our first government project submission, and that we're sensitive to performing accurately to ensure consideration, is it feasible to send it to you in advance for initial review to confirm that everything is in place and complete?

Response: No. Government contracting is conducted in a competitive atmosphere. Review of an offeror's proposal in advance of submission would provide an unfair advantage, and is therefore prohibited.