

DOC52PAPT1100029: Appendix A
Equipment

Mailroom Equipment: The following list indicates the current equipment in the TM Mailroom. Equipment will be updated as necessary during the projected life of the contract. Current equipment is covered by maintenance agreement with Pitney Bowes.

One DI950 FOLDER/INSERTER
Two DM1000 WOW BASE
Two POSTAGE METER
One MAILOPENER(AUTO ELECTRIC)

Scanners: The government will provide eleven scanners – currently a combination of Panasonic s7065C and Fujitsu fi-4750C desktop scanners. Scanners are maintained under a maintenance/repair agreement outside the scope of this RFP. Scanners will be updated as necessary during the projected life of the contract.

The contractor and employees are responsible for the following basic scanning equipment maintenance on all scanning equipment used by the contractor to keep scanning surfaces clean and scanning equipment parts running smoothly.

- Ensure that all staples, paperclips and other metal objects are removed before scanning;
- Clean glass and keep it clean from smudge marks that could reduce the quality of an image;
- Keep foreign debris out of paper paths;
- Maintain clean area around scanner to prevent debris from getting into scanner.

Other Processing Equipment:

Five Welch Allen Scanteam 8300 MICR Check Scanners

Two DataMax Label Printers

One Digital camera for photographing bulky specimens

Government Supplied Software or Applications Systems

Multiple systems applications are used to process and store TM records. Manuals and guidelines are stored on the USPTO intranet. In addition, the Pre-Examination Unit SOP provides links and guidance to access reference manuals and instructions. Below is a list of systems and applications relevant to the contract. Some systems are unique to USPTO operations.

TICRS-IPC User Manual and TICRS Systems Interfaces
RightFax to TICRS (FIT)
Data Maintenance Module (DMM) and Image Retrieval User's Manual
RAM Fee Processing Instructions
TRAM
X-Search
Trade-ups
Pre-Exam Unit Standard Operating Procedures