

**REQUEST FOR INFORMATION (RFI)
PATENT OFFICE SUPPORT SERVICES
DOC52PAPT1200047**

This announcement is being posted to both the Federal Business Opportunities (FBO) and the United States Patent and Trademark's (USPTO) Website located at http://www.uspto.gov/about/vendor_info/current_acquisitions/index.jsp.

THIS IS A REQUEST FOR INFORMATION (RFI) BEING RELEASED PURSUANT TO FEDERAL ACQUISITION REGULATION (FAR) PART 10: MARKET RESEARCH.

This RFI is issued solely for informational, market research, and planning purposes only. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit the Government to contract for any supply or service whatsoever. Furthermore, the USPTO is not at this time seeking proposals, and will not accept unsolicited proposals.

Respondents are advised that the United States (U.S.) Government will not pay for any information or administrative cost incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the responding party's expense. Responses and submissions will become Government property and will not be returned. Not responding to this RFI does not preclude participation in any Request for Proposal (RFP), if any is issued.

Responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. Interested parties should have current registration in the Central Contractor Registration (CCR) database at <http://ccr.gov>.

The United States Patent and Trademark Office (USPTO) seeks to obtain information from potential sources for Patent Office Support Services for the continued and improved services in support of patent application processing. Requirements include receiving and processing U.S. and international applications and application-related papers; maintaining miscellaneous paper files, collecting fees and updating electronic financial records; monitoring electronic mailboxes and managing, forwarding, and closing messages; mailing examiner office actions and other documents; conducting legal and content reviews of newly submitted applications, creating electronic bibliographic data records, and preparing and mailing notices to applicants; copying technical references, application documents and other materials; printing and delivering working files for examiner use, sorting and delivering incoming mail and other materials; and minimal locating and delivering paper application files in response to requests or in order to match incoming papers. Additionally, the objective of these services and any future requirements of this project is to insure the USPTO has available the resources needed to carry out its mission. The associated North American Industry Classification System (NAICS) code for this acquisition is 561210 (Facilities Support Services). The small business size standard is \$35.5M. The incumbent is AKIMA/DTSV under DOC50PAPT0501007. The current contract generally staffs over 400 employees ranging in clerical staff that has a heavy use of Information and Technology (IT) and automation.

Information Submission Instructions:

Interested and capable businesses should submit a copy of their company capability statement in response to the RFI. **DO NOT INCLUDE A COVER LETTER.** The submission shall include the following:

1. Company name
2. Contact Information (POC info, corporate address, phone number and website)
3. Business size
4. Business SBA classification(s) (i.e. 8(a), Service Disabled Veteran-Owned (SDVO), Woman-Owned, Hubzone, etc.)
5. DUNS number
6. Demonstrate or provide information to support “Adequate financial resources to pay approximately 400 employees every two weeks”.
7. Capabilities as it relates to the requirement. Responses should include past performance references of similar size, complexity, and scope. Information should be pertinent and specific.

Page Limitations:

Your capabilities statement shall be limited to five (5) single-sided, single spaced, 12 point font minimum pages.

Notice Regarding Solicitation: This is a request for information purposes and to identify potential sources. Questions will not be taken at this time. Please refer to the USPTO website for posting of the Request for Proposal (RFP), any amendments, Questions & Answers (Q&As), and award notice to this RFI. It is the responsibility of the interested parties to monitor the Federal Business Opportunities and the USPTO Website.

Submission Instructions:

All Capability Statements in response to this RFI must be submitted electronically (via e-mail) to Shellie Eaton, Contract Specialist, at shellie.eaton@uspto.gov by Friday, April 20, 2012 no later than 12 o'clock noon local time of the Contracting Officer, Alexandria VA in Adobe Portable Document Format (PDF). The email subject line must specify RFI Number “DOC52PAPT1200047” and the RFI Title “Patent Office Support Services”. Facsimile responses will not be accepted.